

MEMORANDUM

To: Mayor Buffaloe  
De'Carlton Seewood, City Manager

From: Law Department

Cc: Sheela Amin, City Clerk

Date: November 15, 2022

Re: CPRB member training

The following information regarding the training and orientation of Citizen Police Review Board (CPRB) members is being provided for your information and use. The minimum training requirements for the CPRB are set forth in the City Code and the Board Bylaws. In addition, board members are provided access to materials available from the National Association for Civilian Oversight of Law Enforcement (NACOLE), of which the City is a member.

City Code Section 21-48 requires the following orientation and training for new board members:

Review of the Police Professional Standard Unit's Operating Policies and Procedures.

Conduct a ride along with a Police Officer.

Training on topics suggested by NACOLE in its recommended orientation and training for board members, which may be found at:

[https://www.nacole.org/recommended\\_training\\_for\\_board\\_and\\_commission\\_members](https://www.nacole.org/recommended_training_for_board_and_commission_members),

The Bylaws adopted by the CPRB also set forth additional criteria related to new member orientation, which is contained in Article I, Section 3(b) of the Bylaws:

Within 30 days of appointment, meet with the Chair and Vice Chair to review all pertinent City ordinances and governing laws.

Receipt of a new member packet (provided electronically), consisting of the following:

- Prior two years' agenda and minutes;
- Citizen Police Oversight Committee Report;
- City Attorney's Memorandum on the Sunshine Law;
- City Ordinance No. 0203331;

- Appropriate City of Columbia Police Department Internal Affairs policies;
- NACOLE information; and
- Any other material deemed appropriate.

As soon as practical, the new Board member will participate in a ride-along with a City of Columbia Police Department officer and any other pertinent training.

Additional materials provided to new members, include the following:

A copy of the City of Columbia Board and Commission Member Guide, which can be found at: <https://www.como.gov/wp-content/uploads/2021/07/Boards-Commissions-Handbook.pdf>

A copy of Chapter 21, Article III of the City Code, which can be found at: [https://library.municode.com/mo/columbia/codes/code\\_of\\_ordinances?nodeId=COORCOMI\\_CH21PO\\_ARTIIIICIPOREBO](https://library.municode.com/mo/columbia/codes/code_of_ordinances?nodeId=COORCOMI_CH21PO_ARTIIIICIPOREBO)

Board's Bylaws, which can be found at: <https://www.como.gov/boards/citizens-police-review-board/citizen-police-review-board-by-laws/>

Link to NACOLE Code of Ethics, which may be found at: [https://www.nacole.org/nacole\\_code\\_of\\_ethics](https://www.nacole.org/nacole_code_of_ethics)

Link to access to the Police Policy Manual at: <https://www.como.gov/police/cpd-policy-manual/>.

Link to access to the City's Code at: <https://www.como.gov/clerk/code-of-ordinances/>

Link to access to the City's Administrative Rules at: <https://www.como.gov/wp-content/uploads/2020/10/Admin-Rule-compilation-1-15-2021-Final-1.pdf>

Link to access the Missouri Attorney General's Sunshine Law publication, which can be found at: <https://ago.mo.gov/docs/default-source/publications/missourisunshinelaw.pdf?sfvrsn=20>.

Link to access the City Channel's production on Citizens Police Review Board: Commemorating Ten Years of Oversight, which can be found at: <https://www.youtube.com/watch?v=JxWpoe7doHI&t=12s>

Link to the Board's webpage at: <https://www.como.gov/boards/citizens-police-review-board/>

In addition to the training outlined above, all Board members are added to the City's NACOLE membership which allows them access to the NACOLE website, list serve,

networking, and information about virtual and in person training opportunities. Attendance at NACOLE trainings is subject to the availability of funds and board members interest and availability to attend. Board members may also access, free of charge, past NACOLE webinar videos at: [https://www.nacole.org/past\\_webinars](https://www.nacole.org/past_webinars). Some past board members have participated in the NACOLE Certified Practitioner of Oversight (CPO) Credential Program and have obtained certification, see: [https://www.nacole.org/cpo\\_credential\\_program#:~:text=The%20NACOLE%20CPO%20Credential%20program,in%20these%20voluntary%20training%20programs](https://www.nacole.org/cpo_credential_program#:~:text=The%20NACOLE%20CPO%20Credential%20program,in%20these%20voluntary%20training%20programs).

The training of Board members is an ongoing process and has evolved over time since the Board's formation in 2009. The earliest Boards choose to take on a more aggressive approach to training and scheduled special Saturday sessions to cover the topics suggested by NACOLE in its recommended training of Board members. Later boards have instead chosen to add one hour presentations on the above topics to the regular monthly meetings.

Because regular meetings are currently suspended, the following additional training materials have been sent to newly appointed and current board members to allow for self-study:

Self Study Training Guide on the topics suggested by NACOLE, with links to videos and documents on the topics, including, but not limited to:

Link to access Section 590.502 RSMo, at:  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.502&bid=50095&hl=>

Link to access Section 590.650 RSMo, at:  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.650&bid=30357&hl=>

Link to access Section 590.653 RSMO, at:  
<https://revisor.mo.gov/main/OneSection.aspx?section=590.653&bid=30358&hl>

Link to access Chapter 610 RSMO, at  
<https://revisor.mo.gov/main/ViewChapter.aspx?chapter=610>

Link to access the Missouri Attorney General's "The Court Process Understanding the Criminal Justice Process" at:  
<https://ago.mo.gov/docs/default-source/publications/courtprocess.pdf?sfvrsn=4>

Link to access Search & Seizure Law In Missouri State & Federal Law by H. Morley Swingle, which can be found at: [https://semo.edu/law-enforcement-academy/\\_pdfs/searchseizurebook.pdf](https://semo.edu/law-enforcement-academy/_pdfs/searchseizurebook.pdf)

The members have also been provided with Professor Sharon Fairley's publications "Survey Says: The Development of Civilian Oversight of Law Enforcement Skyrockets in the Wake of George Floyd's Killing" and "Survey Says?: U.S. Cities Double Down on Civilian Oversight of Police Despite Challenges and Controversy", a copy of the FY2023 budget, and a copy of the mediation contract, which includes the mediation program design.

The Board includes a summary of all certifications and training received, including ride alongs, in its annual report. Reports from 2010 through 2021 can be found at: <https://www.como.gov/boards/citizens-police-review-board/reports/>. Thus far, in 2022, Dr. Carley Gomez, Heather Heckman-McKenna, Professor Sharon Fairley, and Chief Geoff Jones gave presentations to the Board. The Board also viewed the City Channel's production: "Commemorating Ten Years of Civilian Oversight". Members December Harmon, Rhonda Carlson, Cheryl Miller and Laura Gutiérrez Pérez participated in a NACOLE webinar on "Understanding Brady and Giglio: Understanding Oversight's Role." Board members Bob Overmann, Steven Jeffrey, Rhonda Carlson reported completion of the ride along requirements. New member Stephanie Coleman has reported completion of readings including "The Evolution and Growth of Civilian Oversight", CPD police policies, CPRB Bylaws, NACOLE Code of Ethics, and the Board and Commission member Guide, and a webinar on "Policing Regulation and Oversight: Trends, Problems and Solutions."

On the horizon for training of CPRB members is a presentation by Sgt. Ray on the complaint, investigative and disciplinary processes; and by David Tyson Smith on the historical account leading to the establishment of the oversight agency and community expectations of the oversight agency. Staff anticipates rescheduling these trainings when regular meetings of the Board resume.

Should you have questions or need additional information, please let us know.