



**POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE  
WEDNESDAY, DECEMBER 20, 2023 AT 6:00 PM**

**In-Person:**

**San Rafael City Hall  
Third Floor Conference Room  
1400 Fifth Ave, San Rafael, California**

**Virtual:**

**Watch Online: <https://tinyurl.com/PAAC-2023-12-20>**

**Listen by Phone: (669) 444-9171**

**Meeting ID: 898-5264-7245#**

**AGENDA**

How to participate in the meeting:

- You are welcome to provide comments in-person at the meeting. Each speaker will have 2-minutes to provide public comment.
- Submit your comments by email to [PAAC@cityofsanrafael.org](mailto:PAAC@cityofsanrafael.org) by 4:00 p.m. the day of the meeting.

**SWEARING IN CEREMONY**

- City Clerk's Office to administer Oath of Office.

**CALL TO ORDER - 6:00PM**

**MINUTES**

1. Approve regular meeting minutes from last meeting - None

**OPEN TIME FOR PUBLIC EXPRESSION**

The public is welcome to address the Police Advisory and Accountability Committee at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than 2 minutes and should be respectful to the community.

**SPECIAL PRESENTATIONS**

2. Special Introductions:

- a. Welcome and Introductions of Committee Members- Cristine Alilovich, City Manager and Chief David Spiller, San Rafael Police Department
- b. Presentation: An introduction to the Brown Act: Genevieve Coyle, Assistant City Attorney, introduction of the public meeting process: Lindsay Lara, City Clerk
- c. Presentation: History and Overview of the Police Advisory and Accountability Committee (PAAC) - Francine Tournor, Director of the Office of Police Oversight for the City of Long Beach

### **OTHER AGENDA ITEMS**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

#### **3. Other Agenda Items:**

- a. Selection of One (1) Representative to Serve as Chair and One (1) Representative to serve as Vice-Chair of the PAAC for 2024  
*Recommendation: Select a Chair and Vice Chair*
- b. Discussion on Community Co-Created Bylaws  
*Recommendation: Provide feedback on draft bylaws*
- c. Adopt the 2024 Committee Meeting Schedule  
*Recommendation: Review the meeting schedule for 2024 and revise as necessary*

### **STAFF LIAISON REPORT**

4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

### **COMMISSIONER REPORTS**

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Committee members

### **ADJOURNMENT**

*Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting, shall be available for inspection online and in the city hall large conference room, third floor, 1400 5th Avenue, San Rafael, California placed with other agenda-related materials on the table in front of the location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.*



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**December 20, 2023  
Item #5**

**TITLE: NOMINATION AND APPOINTMENT OF CHAIR AND VICE CHAIR  
FOR THE POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE**

**RECOMMENDATION:**

That the Police Advisory and Accountability Committee (“Committee”) nominate and appoint a Chair and Vice Chair for the period January 2024 – December 2024.

**BACKGROUND:**

According to the City of San Rafael’s Rules and Procedures for Boards, Commissions and Committees (BCCs) ([English](#) / [Spanish](#)), this Committee is responsible for appointing one (1) representative as Board Chair, and one (1) representative as Vice-Chair.

The role of the Chair is to facilitate meetings per the posted agendas, ensure that the public and Trustees are provided appropriate time to comment and maintain decorum throughout the meeting. The role of the Vice Chair is to perform the above duties in the absence of the Chair.

**DISCUSSION:**

As defined in Rules and Procedures ([English](#) / [Spanish](#)), the election shall be by majority vote; the term of service shall be 1 year, beginning in January. The appointments of the respective Chair and Vice-Chair offices are to be rotated among the Board members based on tenure. In the case of identical term limits, tenure shall be determined by alphabetical order of last name.

The Rules and Procedures ([English](#) / [Spanish](#)) also note that in the event the current Chair or Vice-Chair has served less than one year, the Board may choose to re-elect them for an additional term. Additionally, if there is limited tenure among the other Commissioners, then a Commissioner may be appointed as an officer more than once in the number of years there are members. The Chair and Vice Chair shall serve a term of one (1) year, but not more than two (2) consecutive terms. However, if there is a vacancy, the Committee has the authority to extend the current representative’s term at their discretion.

Since this is a new Committee, Staff Liaison Angela Robinson Pinon is acting as the Committee Chair for the inaugural meeting. The Committee Chair and Vice Chair have distinct responsibilities from those of other Committee Members and must be appointed.

The duties of the Chair include:

1. Ensure that consideration of items on the agenda move along without delay.
2. Ensure that petitioners, proponents, and opponents are heard.
3. Ensure that decorum is maintained at the meeting.
4. In presiding over agendized matters where the public has provided testimony

and/or raised questions, the Chair should do the following:

- a. Direct questions or comments requiring a response to staff for a response.
  - b. If necessary, help keep Commissioners' questions relevant to the matter being considered by the BCC.
  - c. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
5. Announce the decision of the BCC on all subjects.
  6. Ensure that each member of the BCC is provided an opportunity to completely express their views on items of business, the Chair should see that each Commissioner has been recognized by the Chair and given the opportunity to provide feedback.
  7. Correspond to the City Council on behalf of the BCC, provided that opinions expressed on behalf of the BCC or City government are consistent with the consensus of the BCC.

In the absence of the Chair, a Vice-Chair shall possess all powers of the Chair and be subject to all prescribed duties for that position during the meeting.

Nomination of Committee Members to serve as Chair and Vice-Chair for the coming year can be made by any of the current Committee Members in attendance at the meeting when nominations are made.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:

*Angela Robinson Piñon*

Angela Robinson Piñon  
Assistant City Manager



**December 20, 2023  
Item #6**

**TITLE: CO-CREATION OF THE POLICE ADVISORY AND ACCOUNTABILITY  
COMMITTEE DRAFT BYLAWS**

**RECOMMENDATION:**

Provide feedback to staff on the draft bylaws.

**BACKGROUND:**

At its June 5, 2023 meeting, the [San Rafael City Council adopted Resolution No. 15225](#) that authorized the creation of the Committee. The Council also recommended that City staff work with the Committee to co-create its bylaws. Staff has prepared draft bylaws as a starting point for the co-creation of the bylaws with the Committee.

Please note that the Committee is making a recommendation to the Council; therefore, approval of the Committee's bylaws are at the discretion of the City Council. Staff will present the Committee's recommendation at a City Council meeting in 2024.

**DISCUSSION:**

City Staff have developed draft bylaws in accordance with the Council resolution. Please note that the bylaws must also be consistent with the City of San Rafael's Rules and Procedures for Boards, Commissions and Committees (BCCs) ([English](#) / [Spanish](#)), adopted by the City Council on March 20, 2023.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:

*Angela Robinson Piñon*

Angela Robinson Piñon  
Assistant City Manager

## POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

### ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Advisory and Accountability Committee, hereinafter referred to as the "Committee."

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedure.

**Section 1.3. Committee Responsibility.** The Committee's authority is advisory only. The Committee has no power to act on behalf of the City of San Rafael or any other entity. The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaints initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation.

It shall be the function and duty of the Committee to:

- Act as a sounding board for the City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- Make recommendations to the City Council regarding police policy, procedures, and best practices.
- Present a report at a City Council meeting regarding the activities of the committee.
- Advise the City Council, the City Manager, and the Police Department on matters associated with the following:
  1. Improve the feeling of safety and security;
  2. Increase cultural competencies, empathy, and customer service skills;
  3. Build trust and improve relationships with the community;
  4. Increase diversity of the police department workforce; and
  5. Improve transparency, communication, and accountability.
- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager or the Police Chief.
- Promote public interest and understanding of police operations, policy, priorities and community relations. The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of seven (7) regular voting members, at least one (1) shall be a youth member age 17-26, and two (2) alternates.

**Section 2.2. Eligibility.** The seven (7) voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee.

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

## **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The schedule for the upcoming year will be set by December of the previous year.



**December 20, 2023  
Item #7**

**TITLE: REVIEW OF THE POLICE ADVISORY AND ACCOUNTABILITY AND COMMITTEE MEETING SCHEDULE FOR 2024**

**RECOMMENDATION:**

That the Police Advisory and Accountability Committee (“Committee”) review, revise as necessary, and adopt a meeting schedule for 2024.

**BACKGROUND:**

The Committee is a new committee and has not adopted a routine meeting schedule. According to Article 3, Section 3.1 of the proposed Committee Bylaws, public meetings shall be held monthly. Monthly meetings shall be scheduled annually with the schedule for the upcoming year will be set by December of the previous year.

**DISCUSSION:**

City Staff have developed a draft meeting schedule for review and discussion, below. The Committee may elect to adopt the schedule as shown or choose to modify the dates, times, or locations or the schedule.

<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday, January 17, 2024	6:00 p.m.	TBD
Wednesday, February 21, 2024	6:00 p.m.	TBD
Wednesday, March 20, 2024	6:00 p.m.	TBD
Wednesday, April 17, 2024	6:00 p.m.	TBD
Wednesday, May 15, 2024	6:00 p.m.	TBD
Wednesday, June 19, 2024	6:00 p.m.	TBD
Wednesday, July 17, 2024	6:00 p.m.	TBD
Wednesday, August 21, 2024	6:00 p.m.	TBD
Wednesday, September 18, 2024	6:00 p.m.	TBD
Wednesday, October 16, 2024	6:00 p.m.	TBD
Wednesday, November 20, 2024	6:00 p.m.	TBD
Wednesday, December 18, 2024	6:00 p.m.	TBD

Meetings scheduled in person may be switched to Zoom meetings to adhere to the public health code at the time. The meeting dates may also be changed based on the following factors:

- Meetings are typically held on the third Wednesday of each month unless the meeting date conflicts with a holiday.
- Meeting dates may be cancelled due to lack of quorum or agenda items.

- Additional ad-hoc meetings may be scheduled as needed.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION:**

Any other action as determined by the Committee.

Submitted by:

*Angela Robinson Piñon*

Angela Robinson Piñon  
Assistant City Manager