



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 30

Agenda Date: August 8, 2024

In Control: City Council A Session

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Debbie Racca-Sittre

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

An ordinance approving appointments to the Chief's Complaint and Administrative Review Board [Debbie Racca-Sittre, City Clerk]

SUMMARY:

This ordinance will approve the appointment of the following members of the community to the Chief's Complaint and Administrative Review Board for a two-year term to expire on August 8, 2026. The Chief's Complaint and Advisory Review Board (CCARB) is also commonly referred to as the Complaint and Administrative Review Board (CARB)

1. Elizabeth Tilson
2. Nicholas Dudley
3. Jeremiah Broderick
4. Karen Farias
5. Justis MacKenzie
6. Roy Lozano

BACKGROUND INFORMATION:

The Chief's Complaint and Administrative Review Board (CCARB), also commonly referred to as the Complaint and Administrative Review Board (CARB), is comprised of seven uniformed officers and seven civilians. The Board meets bi-weekly to hear investigations on complaints made against police officers for misconduct, use of force and violations of the SAPD general manual and makes recommendations of discipline to the Police Chief. The Police Chief selects a Deputy Chief to serve as the Chairman of the CCARB for a six-month term. The remaining six uniform positions, which consist of one Captain, one Lieutenant, one Sergeant, one Detective-Investigator and two patrol officers, are selected to serve a six month term by the Police Chief from a list of officers that respond to a department-wide advertisement. Including a diverse group of community members in the review of complaints against police officers enhances the transparency of the disciplinary process and allows for the shared discussion of an incident which results in a thorough review.

During these hearings, the Board is presented details of the Internal Affairs investigation, question the officers and/or the complainants and recommend whether or not the complaint is founded or unfounded. The uniform officers and citizens take separate votes on whether a complaint is founded or unfounded. In the cases where a complaint is founded, both groups (uniform and citizen) make separate recommendations of discipline to the Police Chief. The Police Chief makes all final determinations on discipline.

The process outlined in the Collective Bargaining Agreement (CBA) requires the City Manager's Office to solicit and review applicants and to recommend the appointment of individuals to City Council for consideration. Additionally, the Police Chief reviews and determines whether or not to recommend candidates for appointment. Further, and also in accordance with the CBA, application information for the recommended individuals is provided to San Antonio Police Officers Association for their review.

Each applicant must be at least 25 years of age and pass a background check and cannot have been indicted of a felony or a crime of moral turpitude or officially charged with a Class A or B misdemeanor. Additionally, selected applicants must complete training with Internal Affairs which includes an overview of CCARB procedures, case review orientation and an officer ride-along. Terms on the CCARB will be for a two-year period. A total of 14 civilians are appointed to the Board with seven members rotating every 180 days to afford every member the opportunity to participate on the Board.

ISSUE:

This Ordinance will appoint citizens to serve on the Chief's Complaint and Administrative Review Board who will participate in the citizen complaint process, internal police investigations, and the SAPD disciplinary process.

ALTERNATIVES:

If applicants are rejected, the City Manager would recommend other appointments for City Council consideration. The Office of the City Clerk will continue to promote vacancies.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

Staff recommends approval of the Chief's Complaint and Administrative Review Board appointments.