



# City of San Antonio

## Agenda Memorandum

**File Number:**

---

**Agenda Item Number:** 24

**Agenda Date:** December 12, 2023

**In Control:** City Council A Session

---

**DEPARTMENT:** Office of the City Clerk

**DEPARTMENT HEAD:** Debbie Racca-Sittre

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Board Appointments

**SUMMARY:**

Ordinance approving the 7 appointments to the Citizen Advisory Action Board (CARB) for a two-year term to expire on December 12, 2025.

1. Louis “Rene” Presas
2. Charlie Ward
3. Fatima Guerrero
4. Joseph Brown
5. Ruben Guerrero
6. Dominica Mclendon
7. Tammy Wincott

**BACKGROUND INFORMATION:**

The Citizen Advisory Action Board (CAAB), 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 CAAB 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. The Collective Bargaining Agreement requires CAAB applications to be made public.

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 CAAB procedures, case review orientation and an officer ride-along. Terms on the CAAB 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:**

Board and Commission appointments require full City Council approval.

**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:**

The City Manager recommends appointment of these individuals to the Citizen Advisory Action Board.