

CHARLOTTESVILLE POLICE OVERSIGHT BOARD MEETING

MINUTES

Date: December 12, 2024

Scheduled Time: 6:31 p.m.

Location: Neighborhood Development Conference Room (City Hall)

Board Members Attending: William Mendez (Chair), Jeffrey Fracher (Vice Chair), Cameron McBride (Virtual), Al Pola.

Board Members Not Attending: George Dillard, Lakeshia Washington

Guests: N/A

Call to Order: The meeting was called to order at 6:31 PM

Announcements: Chair Mendez reminded all in attendance that elections for PCOB Officers will be held in January 2025.

Approval of Agenda: Chair Mendez called for unanimous approval of the agenda. Hearing no objections, the agenda was approved unanimously.

Approval of the Minutes: Chair Mendez called for the unanimous approval of the November 14, 2024, minutes, hearing no objections, the minutes were approved unanimously.

Executive Director / Management Analyst Report: Management Analyst James Walker provided the Board with an overview of the monthly report. The monthly report will be posted on the PCOB's website.

Independent Counsel Recruitment: Chair Mendez provided the Board with an update concerning the PCOB's Request for Information (RFI).

Amendments to Enabling Ordinance: Chair Mendez discussed the establishment of the amendments committee. Chair Mendez pointed out that the Council made changes to Section 2-453 of the enabling ordinance that were contrary to the Board's recommendations.

The Executive Director made specific recommendations to amend the enabling ordinance for the Board's approval.

Public Comments: N/A

Adjournment: Chair Mendez called to adjourn the meeting. Hearing no objections the meeting was adjourned at 7:30 PM.



POLICE CIVILIAN OVERSIGHT BOARD

City of Charlottesville

"TO BE A PLACE WHERE EVERYONE THRIVES"

DECEMBER 2024 MONTHLY REPORT

Purpose: The purpose of the Police Civilian Oversight Board (PCOB) is to establish and maintain trust between and among the Charlottesville Police Department (CPD), the City Council, the City Manager, and the public (Ord. No. XVI 2-452.a). The Board aims to provide independent civilian-led oversight of CPD in an effort to enhance transparency and accountability, to promote fair and effective policing, and to protect the civil and constitutional rights of City of Charlottesville residents.

IN THIS ISSUE



Citizen Complaints

Summary of complaints received, pending, and closed during the month. Also includes additional monitoring activities and a breakdown of investigative allegations and findings from pending and closed cases.



Oversight Activities

Overview of efforts made to monitor, review, and provide oversight in the areas of policy development, interdepartmental relations, officer training, and public engagement.



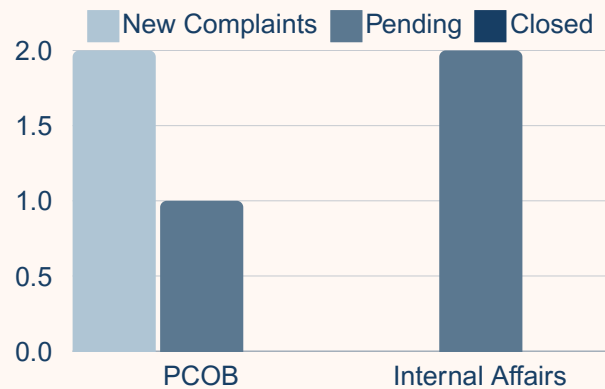
Operational Highlights

Review of operational initiatives focusing on policy mandates, community outreach, reporting, leadership, and other core administrative functions.



CITIZEN COMPLAINTS

Includes citizen complaints and inquiries submitted both to PCOB and to CPD Internal Affairs during the month. All PCOB-initiated citizen complaints are shared with CPD during the investigative process in accordance with section 2-452.e of the ordinance. Pending cases extend back to the prior month or earlier.



Officer Interview Monitoring

The Executive Director regularly observes CPD Internal Affairs officer interviews to provide feedback, assess policy implications, and identify additional investigative steps needed to fully resolve citizen complaints.

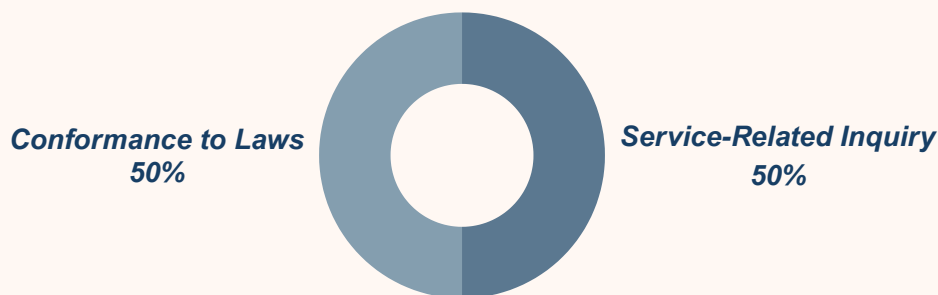


Additional Oversight Activity

The PCOB received two new complaints this month, one from an in-person office visit and another through the City Council's online contact portal. Both matters were promptly forwarded to the Office of Internal Affairs, with ongoing communication with the complainants maintained. While a potential review of an Internal Affairs investigation finding was also considered during this period, the complainant ultimately chose not to pursue this avenue. No cases were closed during the month by either the PCOB or by Internal Affairs, with the two pending complaints nearing completion.

Pending Allegations by Category

This chart represents allegations from new and pending complaints which are currently under investigation. Allegations refer to relevant *potential* CPD General Order policy violations and should *NOT* be considered findings. Final determinations for completed cases are reported upon official case closure with appropriate classifications.



Service-Related Inquiry: A matter which does not rise to a violation(s) of departmental policy and/or a violation of the law.



OVERSIGHT ACTIVITIES

The PCOB's mission extends beyond individual investigations to encompass comprehensive departmental monitoring through policy development, interdepartmental collaboration, and strategic input on police operations. This month's activities demonstrated the broad scope of these oversight efforts. Key engagements included participating in the Virginia Law Enforcement Professional Standards Commission reaccreditation process for CPD, collaborating with the Office of Human Rights on language access policy development, and consulting with the US Department of Justice's Office of Community Oriented Policing Services. These strategic activities reflect how the Executive Director advances the Board's core accountability mission through systematic engagement with departmental operations and policy development.



VLEPSC Recertification

The Virginia Law Enforcement Professional Standards Commission (VLEPSC) recertified the Charlottesville Police Department on December 5th, 2024. The PCOB Executive Director and Management Analyst observed an assessment review at the York-Poquoson Sheriff's Department to understand the Commission's evaluation criteria and accrediting procedures. Chief Kochis, a Commission member since 2023, continues to guide departmental compliance with these standards and welcomes the PCOB's input.



CPD Policy Review with OHR

A review of the Office of Human Rights' 'Know Your Rights' card revealed gaps in the Police Department's language service implementation under General Order 333. Notably, officers lack readily available language service cards for distribution to residents requiring translation assistance. The PCOB has partnered with the Office of Human Rights to evaluate current policy, develop recommendations, and ensure the Department meets its language access obligations to city residents.



US DOJ COPS Interview

The Executive Director attended a second meeting with the US Department of Justice's Office of Community Oriented Policing Services (COPS) to discuss the PCOB's perspectives on complaint handling, training protocols, and the distinction between disciplinary and corrective actions for officer development within CPD. The COPS Office, which provides grants and technical assistance for innovative policing strategies, continues to engage with community stakeholders at all levels of law enforcement to enhance community-police relations, including oversight boards like the PCOB.



OPERATIONAL HIGHLIGHTS

The PCOB currently faces operational challenges due to membership vacancies. In November 2024, the City Council lifted the residency requirement for Board membership, contrary to the Board's recommendations to keep the limitation of city residency in place (Ord. No. XVI 2-453.b). In response, ongoing recruitment efforts were implemented, including city news alerts and coverage by the local NBC News affiliate. The Executive Director and current board members also conducted targeted outreach to previously interested candidates. With applications due January 3rd, 2025, the Board anticipates addressing these vacancies through the upcoming selection process, which will help restore its full operational capacity and oversight effectiveness.



Annual Report

Development of the 2023 annual report is in its final revision phase, with all core content complete. In parallel, work has commenced on the 2024 report to ensure compliance with the April 15th submission deadline established in the ordinance.

HR LMS Training

PCOB staff collaborated with HR to validate the city's new learning management system. Through comprehensive testing of certificate generation, assignment workflows, and reporting, the team documented system functionality to support future staff onboarding and training initiatives.

Media

The Executive Director provided a response to several follow-up questions requested by a reporter with Charlottesville Tomorrow related to amendment change recommendations and understanding the Board's ordinance powers as they compare against public perception.

WHERE TO FILE A COMPLAINT



By Mail:
Attn: PCOB
PO Box 911
Charlottesville, VA 22902

Phone: (434) 970-3794
Email: pcob@charlottesville.gov

The Charlottesville Police Department is informed of all PCOB complaints. Any personal information submitted through a complaint may be subject to a Freedom of Information Act request, but is protected for privacy to the extent allowed by law.

