



**Regular Meeting Agenda  
Police Civilian Oversight Board  
December 11, 2025**

CitySpace  
100 5th St NE  
Charlottesville, VA 22902

**Police Civilian Oversight Board**

Dr. Jeffrey Fracher, Chair  
Dr. Kyle Dobson, Vice Chair  
Andrew Frye, At Large  
George Dillard Jr., LE Rep  
Ruairi Vaughan, At Large  
Albe LaFave, At Large

**6:30 PM Regular Session**

**I. Call to Order/Roll Call**

**II. Agenda Approval**

- Approval of agenda: December 11th, 2025

**III. Minutes Approval**

- Approval of meeting minutes: November 13th, 2025

**IV. Announcements**

- Board appointments status update
- Parking garage access changes
- Independent counsel update

**V. Public Comment One**

**VI. Office Presentation**

- Models of oversight summary and discussion
- Complaint allegation frequency by classification
- Review of the PCOB website and content

**VII. Board Member Discussion and Activity Items**

- Board review and feedback on drafted Work Plan
- Board review and selection of Work Plan tasks to complete before January meeting

**VIII. Public Comment Two**

**IX. Adjournment**

**Notice:** For members of the public participating virtually, if you experience technical difficulties, you may call 434-970-3115, and a staff person will assist you. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 987-1267 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

# CHARLOTTESVILLE POLICE CIVILIAN OVERSIGHT BOARD

## MEETING MINUTES

**Date:** November 13, 2025

**Scheduled Time:** 6:30 p.m.

**Location:** CitySpace - 100 5th Street NE, Charlottesville, VA 22902

**Board Members Attending:** Dr. Jeffrey Fracher (Chair), Dr. Kyle Dobson (Vice Chair – Arrived at 5-minute mark), Andrew Frye, George Dillard Jr. (Remote), Ruairi Vaughan, Albe LaFave.

**Board Members Not Attending:** N/A

**Guests:** N/A

### **Call to Order:**

- The meeting was called to order at 6:31 p.m. by Acting Chair, Dr. Jeffrey Fracher. Dr. Fracher noted this was the first meeting with a quorum since May 2025.

### **Agenda Approval:**

- A motion was made by Mr. Frye to approve the current meeting agenda (November 13, 2025). Motion seconded by Mr. LaFave and approved unanimously (Dr. Dobson not yet in attendance at meeting).
- A motion was made by Mr. Frye to approve past meeting agendas from no-quorum meetings (October 9, 2025; September 11, 2025; August 14, 2025; July 10, 2025). Motion seconded by Mr. Vaughan and approved unanimously (Dr. Dobson not yet in attendance at meeting).

### **Minutes Approval:**

- A motion was made by Mr. Frye to approve meeting minutes from no-quorum meetings (October 9, 2025; September 11, 2025; August 14, 2025; July 10, 2025; May 8, 2025). Motion seconded by Dr. Fracher and approved unanimously (Dr. Dobson not yet in attendance at meeting).

### **Announcements:**

- Dr. Fracher welcomed the two newest Board members: Ruairi Vaughan and Albe LaFave.
  - Mr. Vaughan introduced himself, noting he has lived in the city for approximately two and a half years, has a background in public policy, and is interested in community and public service work.

- Mr. LaFave introduced himself as retired after 20 years as an adult probation officer and 20 years as a mitigation specialist at the Public Defender's Office. He highlighted his role in the formation of the therapeutic docket in the community, which is an alternative treatment-based program for offenders with mental health issues.
- Mr. Walker (Acting Executive Director) provided an update on the Board application window, which closes November 17, 2025. He noted that there are currently four applicants for two vacant positions.
- Dr. Fracher explained the City Council appointment process: Council reviews applications, seeks input from the PCOB Office, selects candidates for interviews, and makes final appointments. New members could potentially be appointed before the December meeting, but more likely by the January meeting.
- Mr. Walker noted he is working on obtaining business cards, name plates, and name tags for Board members to facilitate public engagement.

*Dr. Dobson arrived to the meeting at the 5 minute mark*

#### **Election of Officers:**

- Dr. Kyle Dobson was nominated by Dr. Fracher for Vice Chair. Motion seconded by Mr. Frye and approved unanimously.
- Dr. Jeffrey Fracher was nominated by Dr. Dobson for Chair. Motion seconded by Mr. Vaughan and approved unanimously.

#### **Office Presentations:**

- Mr. Walker presented an overview of the PCOB, its history, current status, and the state of transition the Board has experienced.
- Mr. Walker reviewed the role of the Board: to enhance public safety and protect civil rights by providing independent and objective oversight of the Charlottesville Police Department, with focus on accountability, transparency, and community trust.
- Mr. Walker outlined the duties of the Board as stated in the ordinance: conduct investigations, recommend discipline, conduct audits, hold public hearings, recommend policy changes, review police budgets and policies, produce public reports, and host town halls and listening sessions.
- Mr. Walker discussed practical limitations facing the Board: volunteer time constraints, inability to compel officer testimony, investigation timelines that conflict with monthly meeting schedules, the requirement that discipline recommendations go through Internal Affairs, limited office staffing (currently one person), and restrictions regarding criminal, civil, and juvenile cases.

- Dr. Dobson clarified that while the Board meets monthly as a minimum, members can form additional meetings or committees as needed. Dr. Fracher added that the Chair, Vice Chair, and Acting Director meet weekly to maintain continuity.
- Mr. Walker reviewed the duties of the Office: intake and monitor complaints, participate in CPD use of force review process, and support the Board in its authorized purpose.
  - Mr. Walker reported that two complaints were received in October; both were referred to Internal Affairs for investigation. The Office monitors these complaints and can attend officer interviews.
  - Dr. Fracher explained that if the Board reviews a case, it would occur in closed session due to confidentiality requirements. The Board could then make generalized policy recommendations publicly without disclosing specific names or details.
  - Dr. Fracher noted that Mr. Walker would prepare summarized case materials for Board review rather than requiring members to review hours of body camera footage.
- Mr. Walker explained the use of force review process, in which the Office participates on a review panel that includes Internal Affairs and relevant specialists, with final review by the Chief of Police.
- Mr. Walker highlighted current strengths: unprecedented access to police records and data, expansive authority under the ordinance, and clear commitment from City Council to continue working toward a model of oversight.
- Mr. Walker referenced the three oversight models identified by NACOLE (National Association for Civilian Oversight of Law Enforcement): investigation model, audit/monitor model, and review model. The current ordinance allows all three but lacks clarity and definition.
- The monthly report from the PCOB Office was deferred due to time constraints.

### **Board Member Discussion and Activity Items:**

- Dr. Dobson proposed a systematic, data-driven approach to community engagement: going into the community, asking open-ended questions about experiences with the police department, mapping responses geographically, and using findings to guide oversight priorities.
  - Dr. Dobson emphasized the importance of not only highlighting concerns but also recognizing exceptional police work.

- Dr. Dobson suggested creating a publicly available glossary of terms with clear definitions and operationalizations to promote transparency and invite community critique.
- Mr. LaFave asked about Crisis Intervention Team (CIT) training. Mr. Walker confirmed with Lieutenant Via that all officers are required to complete one week of CIT training.
- Discussion occurred regarding the ANCHOR teams, a CPD initiative pairing specially trained officers with EMTs and mental health workers to respond to mental health crises. Dr. Fracher suggested a future Board presentation on the program.
- Dr. Fracher requested that Mr. Walker prepare a summary of potential oversight models for review at the next meeting, with the goal of formulating a recommendation to City Council.
- The Board discussed forming committees or identifying point persons for various focus areas: public relations/community engagement, evidence-based review of policies and practices, policy and legal review, and complaints/use of force review.
  - Dr. Dobson volunteered as point person for evidence-based, data-driven review.
  - Dr. Fracher volunteered as point person for policy and legal review.
- The Board decided to table formal committee formation until new members are appointed and after the holiday season, while allowing individual members to begin work informally.
- Mr. LaFave suggested the Board adopt a collaborative rather than adversarial approach with the police department. Dr. Fracher affirmed this reflects the current culture and noted the positive working relationship with the current Chief.
- Dr. Fracher emphasized the need to increase the Board's visibility in the community, including distributing business cards and engaging with neighborhood associations and civic groups.
- Action items for next meeting: Mr. Walker to bring summary of oversight models for discussion; Dr. Dobson to develop a community engagement strategy proposal; continue efforts to compile neighborhood association contacts.

**Public Comment:**

- Nathalie Reeves (Fluvanna County resident, City Department of Human Services employee) asked questions regarding: (1) tracking racial and socioeconomic demographics of complainants; (2) whether the Board's data

access would continue under a new police chief; and (3) ensuring outreach to immigrant communities.

- Mr. Walker explained that complainants may self-identify demographics on the complaint form but are not required to do so. Address information is collected, which could allow geographic mapping of complaints.
- Mr. Walker explained that the ordinance requires a Standard Operating Procedure and Memorandum of Understanding between the Board and the Police Department, which govern data access. While details may change with a new chief, the ordinance mandates that access provisions be established.
- Rafiullah Dawai (Charlottesville resident, UVA graduate student) expressed appreciation for the civilian oversight board and emphasized the need for awareness among immigrant communities about the Board's existence and purpose.
- Discussion occurred regarding the status of the Flock license plate reader system. Mr. Walker confirmed the pilot program has ended and the system is not currently active for officers. The matter remains unresolved pending City Council decision. Dr. Dobson noted the Board had previously reviewed and provided input on the license plate reader policy.

**Adjournment:**

- A motion to adjourn was made and seconded.
- Meeting adjourned at 8:10 p.m.

Certified by James Walker, Acting PCOB Executive Director

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_

# Police Civilian Oversight Board

## MODELS OF OVERSIGHT — SUMMARY FOR BOARD REVIEW

### Overview

The National Association for Civilian Oversight of Law Enforcement (NACOLE) defines three primary oversight models, plus a hybrid approach. NACOLE emphasizes that any model must be implemented fully in accordance with their Thirteen Principles of Oversight to be effective and maintain community trust. The following table lays out these models with defined characteristics and implications. The final column identifies the status of the PCOB to implement characteristics of each model. An example of an oversight entity which predominantly represents each model is also provided.

### Oversight Models Comparison

Model	Key Characteristics	Implications	PCOB Status
<b>Investigation Focused</b>  <i>Example: Cincinnati CCA</i>	<ul style="list-style-type: none"> <li>Independent and full investigative authority conducted by oversight body and/or professional staff.</li> <li>Allows independent intake of complaints, followed by investigation, findings, and disciplinary action or recommendations.</li> <li>Strengthens community trust by removing perceived conflict of interest from Internal Affairs investigations.</li> </ul>	<ul style="list-style-type: none"> <li>Requires trained investigators, officer/witness interview capability, evidence access, greater staffing/funding, and strict adherence to timelines and administrative policies.</li> <li>Often encounters legal and practical resistance, especially in collective bargaining environments.</li> </ul>	<b>LIMITED</b>
<b>Audit/Monitor Focused</b>  <i>Example: Seattle CPC &amp; OIG</i>	<ul style="list-style-type: none"> <li>Active engagement during complaint investigations conducted by law enforcement.</li> <li>Prioritizes systemic change through policy and trend analysis.</li> <li>Addresses deficiencies in policies, procedures, and practices with broad scope including training, budget, and technology deployment.</li> </ul>	<ul style="list-style-type: none"> <li>Requires trained analysts/auditors, access to police records, moderate staffing/funding with advisory legal support.</li> <li>Must produce clear outcomes and products for decision-making stakeholders.</li> </ul>	<b>MODERATE</b>
<b>Review Focused</b>  <i>Example: Cambridge PRAB</i>	<ul style="list-style-type: none"> <li>Quality assurance function over investigation of misconduct complaints by law enforcement.</li> <li>Provides accountability mechanism over policies, procedures, and disciplinary action.</li> <li>Prioritizes transparency into existing law enforcement adjudication procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Requires access to police records, minimal staffing/funding with advisory legal support, and moderate adherence to timelines and appeals processes.</li> <li>Must produce clear outcomes and products for decision-making stakeholders.</li> </ul>	<b>DEVELOPING</b>
<b>Hybrid</b>  <i>Example: Berkeley PAB &amp; ODPA</i>	<ul style="list-style-type: none"> <li>Blends characteristics, authorities, and outcomes of multiple models.</li> <li>Allows customized powers and duties shaped to locality needs and capacity.</li> <li>Most common structure nationwide, often dividing responsibility between professional staff and appointed/elected community representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Requires trained staff, access to police records, flexible staffing/funding with advisory legal support.</li> <li>Must produce clear outcomes and products for decision-making stakeholders.</li> </ul>	<b>DEVELOPING</b>

*\*The PCOB ordinance establishes a hybrid model with an implied investigation focus. Current limitations stem from legal, policy, and procedural barriers requiring revisions to the ordinance, CPD General Orders, and the CPD Collective Bargaining Agreement for effective functionality and intended outcomes.*

### Virginia Localities with Civilian Oversight:

- Hybrid: Alexandria, Arlington, Richmond, and Fairfax County
- Review-Focused: Norfolk and Virginia Beach

*Reference: Ordinance revisions reviewed at joint City Council and PCOB meeting, September 11, 2025. Source: NACOLE oversight models.*

## Executive Summary

This report compares the Charlottesville Police Civilian Oversight Board's (PCOB) current operations with NACOLE's Thirteen Principles for Effective Civilian Oversight. The goal is to identify areas where the PCOB is aligned with national best practices and highlight where improvements are needed to strengthen independence, capacity, and public trust. Each principle is addressed individually, with observations based on real-world, operational experiences.

## NACOLE's Thirteen Principles for Effective Civilian Oversight

These principles represent foundational preconditions for meaningful, trustworthy, and impactful oversight of law enforcement. They provide a framework to ensure that civilian oversight agencies can operate independently, effectively, and in ways that build public trust.

### 1. Independence

- Oversight agencies must operate free from real or perceived influence by law enforcement, political officials, or special interest groups, critical for maintaining credibility and legitimacy.

### 2. Clearly Defined and Adequate Jurisdiction and Authority

- Agencies need well-specified mandates and sufficient power to fulfill their responsibilities effectively, without proper authority, even well-intentioned agencies can be hamstrung.

### 3. Unfettered Access to Records and Facilities

- Timely and full access to relevant law enforcement records, facilities, and personnel is essential for informed, fact-based oversight.

### 4. Access to Law Enforcement Executives and Internal Affairs Staff

- Sustained dialogue ensures better cooperation and enhances transparency, especially when agencies respond publicly, ideally in writing, about whether they accept or reject oversight recommendations.

### 5. Full Cooperation

- Cooperation from all law enforcement staff is crucial, should be mandated as a condition of employment and must respect due process and constitutional protections.

### 6. Sustained Stakeholder Support

- Long-term effectiveness depends on ongoing engagement from community members, policymakers, and allied stakeholders to uphold the agency's mission.

### 7. Adequate Funding and Resources

- Oversight bodies must be properly funded, staffed, and equipped—resource shortfalls severely limit investigative and systemic impact.

### 8. Public Reporting and Transparency

- Regular, accessible reporting builds trust by making oversight operations, findings, and decision-making processes visible and understandable to the public.

### 9. Policy and Pattern Analysis

- Beyond individual complaints, agencies should analyze broader trends and systemic issues, allowing for strategic recommendations that inform reform.

## 10. Community Outreach

- Proactive engagement ensures that oversight bodies remain responsive to community concerns and perspectives, not just reactive investigators.

## 11. Community Involvement

- Inclusion of diverse community voices in the oversight process strengthens legitimacy and aligns agency priorities with public needs.

## 12. Confidentiality, Anonymity, and Protection from Retaliation

- Safeguards must be in place to protect complainants and staff from retaliation, and to ensure confidentiality where ethically and legally appropriate.

## 13. Procedural Justice and Legitimacy

- Oversight should embody fairness, neutrality, respectful treatment, and trustworthiness—embodying these values in both process and practice fosters legitimacy.

Principle Number	Focus Area
1–3	Autonomy (Independence, Authority, Access)
4–6	Cooperation & Engagement
7–9	Capacity Building & Transparency
10–11	Community Integration
12–13	Protection & Procedural Integrity

## Evaluation of the PCOB Against the Thirteen Principles

Provided below is a rating from 1 to 5 of the current successful implementation and status of the PCOB's adherence to NACOLE's Thirteen Principles of Oversight, rated in the context of both the ordinance and operations of the PCOB and supporting Office. A score of 1-2 indicates minimal adherence, a score of 3 indicates moderate or developing adherence, and a score of 4-5 indicates full or excellent adherence.

### 1. Independence (3/5)

- Lack of clarity between the role of the Office and the Board blurs the line of independence (somewhat resolved by the Nov. 17, 2025 amendments).
- Lack of effective independent legal counsel forces reliance on CAO, which represents CPD as priority. (somewhat resolved by ongoing search for independent counsel).
- Members and staff must implement oversight with some level of guidance and direction from city leadership (both staff and elected) due to unclear ordinance expectations.

### 2. Clearly Defined and Adequate Jurisdiction and Authority (3/5)

- There are four governing documents, which require an additional four supplemental documents, to govern the work of the Board and Office.
  - a. Documents have significant areas of conflict with one another, internally, and with external city policies, practices, and state code.

- Lacks authority to compel officers with a possible lack of standing for subpoenas
    - a. Legally burdensome
    - b. Limitations and conflicts existing in founding documents
3. Unfettered Access to Records and Facilities (4/5)
- The Office is currently provided with the most access of any oversight entity in the Commonwealth in great thanks to the current Chief of Police.
    - a. There is still a lack of codification of this access and could change depending on a change in CPD or city leadership.
4. Access to Law Enforcement Executives and Internal Affairs Staff (4/5)
- A strong working relationship exists between the Office and the Chief of Police as well as Internal Affairs staff and other CPD command staff.
    - a. Not formalized and relies on the goodwill of the current CPD leadership.
5. Full Cooperation (3/5)
- Lack of compelled testimony and no clear authority to extend it to the Board or Office.
  - Predominantly relies of the cultural expectations set by current CPD leadership.
6. Sustained Stakeholder Support (2/5)
- Limited stakeholder support is provided to the Board, with limited advocacy and engagement from external organizations.
  - The most important stakeholder that empowers the work of the PCOB is City Council.
7. Adequate Funding and Resources (2/5)
- Insufficient to carry out the mandates of an independent investigation model.
  - Requires a total staff of four (4) FTE positions to carry out the ordinance as written based on the historical complaint volume and size of the Department. At least one (1) of those positions must be a dedicated investigator with law enforcement or administrative investigations experience.
8. Public Reporting and Transparency (4/5)
- Currently functional from the Office with two limitations:
    - a. Staffing capacity
    - b. Lack of clarity on publicly releasable information
  - The Board has lacked a sense of consistent and sustainable direction, making aspects of Board activity reporting difficult and limited.
  - Access limitations may arise if not clearly defined by the ordinance.
9. Policy and Pattern Analysis (3/5)
- Currently functional but limited with staffing capacity and Board capacity without active membership and quorum (somewhat resolved by recent Board appointments).
10. Community Outreach (3/5)
- Currently aligned at an acceptable level against ordinance mandates.
  - Staff tend to dominate the participation and specifically do so at large-scale low touch-point events where in-depth conversations and questioning with answers is not possible.
  - More engagement in smaller community settings and more consistent engagement from Board members is needed (this is not specific to current Board members but is a general observation across multiple years and groups of Board members).

- Lack of clear messaging of service to community.
- Would be more functional with a community engagement specialist on staff.

#### Community Involvement (2/5)

- Meeting participation from the community has been minimal and inconsistent.
- Advocacy for the PCOB has also been minimal and inconsistent.
- Selection and seating of consistency committed Board members has been limited and delayed (somewhat resolved by recent Board appointments).

#### Confidentiality, Anonymity, and Protection from Retaliation (3/5)

- The Board adheres to applicable confidentiality standards.
- There is no expectation of anonymity from CPD if a complainant wants an investigation. By all relevant practice of conducting such an investigation, CPD must have knowledge of the complainant to provide relevant records.
- The Board and Office have had limited practice in making transparent oversight work which would require confidentiality redactions and revisions.

#### Procedural Justice and Legitimacy (1/5)

- Lack of enforceable mandates in the ordinance cause lack of legitimacy or perceived legitimacy of the Board.
- The Board and Office are not able to both independently conduct investigations and ensure procedural justice without Garrity protections for officers compelled to testify on their own behalf.
- The Board and Office are not equipped to follow existing procedural timelines and protections provided to officers by state code, local collective bargaining, and CPD policy.

## Conclusion

This evaluation reveals that the Charlottesville PCOB has established a functional foundation for civilian oversight, with notable strengths in access to records and cooperative relationships with CPD leadership. However, these achievements depend largely on goodwill rather than codified protections.

The most critical deficiencies are interconnected: inadequate staffing and funding, fragmented governing documents, and the absence of enforceable mechanisms to compel cooperation and ensure procedural justice. The lowest-scoring principle, Procedural Justice and Legitimacy, reflects a fundamental structural gap that limits the Board's ability to conduct truly independent investigations while honoring due process.

Recent developments, including the November 2025 ordinance amendments, the search for independent legal counsel, and new Board appointments, represent meaningful progress. Sustained improvement will require formalizing Board expectations, resolving conflicts among governing documents, securing sufficient staffing, and building deeper community and stakeholder engagement.



# 2026 Work Plan

## Police Civilian Oversight Board

The Charlottesville Police Civilian Oversight Board (PCOB) was established pursuant to Virginia Code § 9.1-601 and Charlottesville City Code Article XVI to provide objective and independent civilian-led oversight of the Charlottesville Police Department. As stated in Section 2-453 of the City Code, the purpose of the Board is to establish and maintain trust between and among the Department, the City Council, the City Manager, and the public.

This 2026 Work Plan serves as the guiding framework for the Board's activities and priorities in the coming year. It outlines how the Board and the Office of Police Civilian Oversight will fulfill their statutory obligations within Charlottesville City Code Article XVI. The Work Plan establishes a monthly cadence of community engagement, analysis, prioritization, and reporting, enabling the Board to remain responsive to community concerns while systematically advancing its oversight mission. It also delineates the respective roles of the Board and the Director in carrying out this work, ensuring accountability and coordination between the volunteer Board members and Office staff.

### **Police Civilian Oversight Board Members**

Dr. Jeffrey Fracher, Chair  
Dr. Kyle Dobson, Vice Chair  
Andrew Frye, At Large  
George Dillard Jr., LE Rep  
Ruairi Vaughan, At Large  
Albe LaFave, At Large

### **Office of Police Civilian Oversight**

James Walker, Acting Director

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## Vision for PCOB Work Plan Process

The goal of the work plan is to establish a process by which the Police Civilian Oversight Board can organize and conduct oversight work on a monthly cadence in alignment with the regular monthly meeting schedule. The goal is to ensure monthly meetings are responsive to community experiences and needs related to law enforcement and policing as well as to ensure successful and meaningful prioritization of efforts in the context of limited time and a volunteer Board.

- **Seek Understanding:** Make an ongoing effort to understand the community's experiences with Charlottesville PD
    - Using Methods Like: Canvassing, surveys, listening, interviewing, etc.
      - Reference past work (e.g., complaints or other authorized work of the board)
    - In Locations Like: Community events, town halls, neighborhood groups, etc.
  - **Conduct Analysis:** Utilize the shared community experience and understanding to identify themes, context, and focal points for oversight work.
    - Collating of experiences from community
    - Internal discussions within PCOB in attempt to understand experiences
  - **Prioritize Work:** Based on the collection and analysis of community experience, trends and context identified, establish oversight work priorities.
    - Prioritizing the Next Month's Focus for PCOB Effort through discussions and/or votes
    - Pull from various sources to pursue that topic with the Authorized Work of the Board (e.g., license plate readers: policy & legal review; complaint)
  - **Report Outcomes:** Provide transparent and recommendation-based reporting on the prioritized work of the Board based on community experience and understanding. Reporting audiences include:
    - Community:
      - Community events or Newsletters to the public to summarize the last work of the month (e.g., showing the suggested changes to license plate reader policies)
      - Communicating with News Outlets
    - Chief of Police / CPD:
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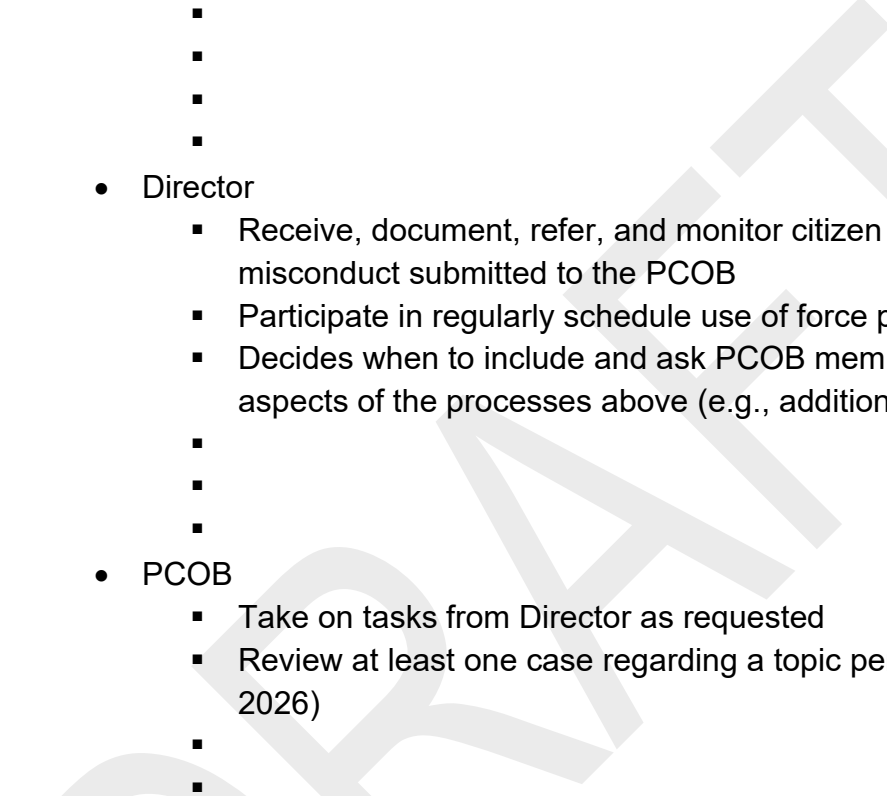
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- Report in monthly Community Statistics meetings with CPD
  - City Council:
    - Communicating effort to City Council via short (5-min) presentation(s) and/or reports – *maybe this is more from the board, not director of PCO*
  - City Manager's Office:
    - Communicating effort to City Manager's Office via short (5-min) presentation(s) and/or reports – *maybe this is more of the director of PCO*

## Work of the Board vs. Office

While Charlottesville City Code Article XVI provides a high-level delineation of the duties and authority of the Board and the Office, this delineation is meant to focus on more specific duties of each side of the PCOB.

- Public Relations & Community Engagement
    - Unsorted
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    - Director
      - Develop any digital or print materials needed for engagement, whether for collection of input from community or creation of resources, educational materials, or information to provide.
      - Set up any event spaces or locations through the city and run any marketing or news alert posts needed.
      - Act as primary point of contact for media entities and ensure timely response to media inquiries.
    - PCOB
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  - Evidence-Based / Data-Driven Review of CPD Policies, Practices, Procedures
    - Unsorted
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  - Director
    - Conduct internal audits of prioritized data sets identified by the Board and/or by the City Manager's Office and CPD (4th amendment, use of force, ALPR, complaint trends, etc.)
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  - PCOB
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  - Policy & Legal Review of the Board and CPD
    - Unsorted
      - Find specific general orders and policies related to the topic(s) of the month within Lexipol
      - 
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    - Director
      - Drafting and redlining specific PCOB policy documents for preparation to City Council agenda
      - Conduct and report on research on city policy, policing practices, and legal implications related to the work of the PCOB
      - Make recommendations to Virginia state law (due annually in August) through the City Manager's Office
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  - PCOB
    - Make comments on the specific general orders and polices chosen for the month
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- Decide state recommendations after considering what the biggest challenges of the year were together (ideally by July)
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  - Complaint, Use of Force, and Allegation Investigation and Review
    - Unsorted
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    - Director
      - Receive, document, refer, and monitor citizen complaints of police misconduct submitted to the PCOB
      - Participate in regularly schedule use of force panel reviews
      - Decides when to include and ask PCOB members to join into aspects of the processes above (e.g., additional perspectives)
      - 
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    - PCOB
      - Take on tasks from Director as requested
      - Review at least one case regarding a topic per quarter (i.e., Q1-2026)
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**DECEMBER 2025 - JANUARY 2026**

TASK	TIMELINE	BOARD MEMBER(S)
<ul style="list-style-type: none"> <li>• Stationary canvassing on the Downtown Mall.                             <ul style="list-style-type: none"> <li>○ Banner and table setup with giveaways (available in office)</li> <li>○ Permit or permission from city (James)</li> <li>○</li> <li>○</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Historical community understanding                             <ul style="list-style-type: none"> <li>○ Selection of past community input and feedback (James)</li> <li>○</li> <li>○</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Create glossary of terms first draft [OneDrive Link]</li> <li>• Transparency for all stakeholders of the City of Charlottesville to understand the goals of the PCOB and how they are to be held accountable. Sharing reality.                             <ul style="list-style-type: none"> <li>○ Highlight vague words</li> <li>○ Consult asynchronous definitions through PCOB, community, and literature</li> <li>○ Write definitions in Glossary – update as needed using consultation above</li> <li>○ If there is confusion from any stakeholders, then reconsult</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Understand community concerns at one neighborhood event (two members, with James) - <i>Any upcoming events people know about?</i> <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Choose your ordinance topic to understand and speak to for Council joint meeting                             <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul> </li> </ul>		

