

## SCOPE OF WORK FOR INDEPENDENT POLICE AUDITOR (IPA)

The following scope of work is intended to cover the range of tasks the Independent Police Auditor may encounter or address over the course of the contract, with the understanding that the amount of time spent on any one task may vary over time.

The IPA is a contract position with 25-30 hours of work each month. The IPA is required to be onsite at least two days a month and attend all meetings of the Davis Police Accountability Commission (DPAC).

Specifically, the IPA will carry out the following tasks:

### 1. Review Davis Police Department (DPD) Misconduct Complaints

- Receive notice of all complaints, classification and assigned investigator.
- Receive complaints directly and refer them to the police department for investigation.
- Receive real time updates on investigations for monitoring and to coordinate interviews, if needed.
- At the discretion of the IPA, attend interviews of complainants, public witnesses, and sworn officers, asking questions directly (civilians) or through the lead investigator (police personnel).
- Have full access to completed complaint investigation files; all evidence related to the issue, reports (as allowed by state law), analysis, proposed findings, and any proposed discipline.
- Provide evaluations as to whether an investigation is complete, thorough, and objective; an explanation if more investigation or a change in finding is recommended;
- Document any recommendations on policy, procedures, or training growing out of a complaint investigation.
- If an external investigator is used, provide input into the scope of work of the investigator, and offer assistance in the selection of the investigator.
- Work with the DPD and DPAC to promote Alternative Conflict Resolution ACR /mediation as a complaint resolution option.

### 2. Audit Davis Police Department Misconduct Complaint and Discipline Process

- The IPA will have access to the DPD complaint database and regularly assess issues such as the nature of complaints, how complaints are classified, and whether investigation timelines are met.
- The IPA will have access to DPD personnel and discipline records and will assess the discipline system for fairness and appropriate levels of discipline.

### 3. Receive Notice of Death, Serious Injury, or Other Critical Incidents

- The IPA will receive timely notification of critical incidents with authority to respond to the scene, if needed. Critical incidents include:

- Officer-involved shootings, regardless of whether a person was hit by gunfire;
- A traffic collision involving police officers that result in death or serious bodily injury to another person;
- A use of force resulting in death or serious bodily injury to another person; or
- All deaths while an arrestee/detainee is in the custodial care of the Department unless there is no preliminary evidence of any of the following: misconduct, a use of force, or an act committed by an arrestee/detainee that appears intended to cause injury or death.

#### 4. Audit Davis Police Department Policies, Procedures, and Training

- Collaborating with the DPAC, the IPA should prioritize and audit DPD policies, procedures, or training related to these topics or other matters that may be identified and take precedence for auditing purposes. The following is not an exhaustive list of issues but indicative of what can be done.
  - Progress on meeting DPD Strategic Plan goals - in particular, goals with regards to training on procedural justice, the Guardian mindset, implicit/unconscious bias, and de-escalation
  - Progress on DPD compliance with CA Racial and Identity Profiling Act of 2015 (RIPA) requirements DPD stop data, using DPD data reported under RIPA and other appropriate sources
  - DPD enforcement actions with regards to the homeless
  - Compliance with the Surveillance Technology Ordinance
  - Individual use of force investigations, including Taser usage, and use of force aggregate data
  - Body camera usage by officers and review by supervisors, Professional Standards, etc.

#### 5. Recommend Changes/Improvements to Policy, Procedure, or Training

- Work with the DPAC to systematically review DPD existing policies and procedures and evaluate new or changed DPD policies.
- Work with the DPAC to systematically review DPD training.
- With input from the DPAC the IPA make written recommendations for improvements or changes to DPD policy, procedure, or training regarding any matter, with recommendations to the Police Chief.

#### 6. Help Develop and Participate in Community Outreach

- Working closely with DPAC, help develop a community outreach plan and participate in community outreach efforts to both educate the community about the work of oversight in Davis and to hear from the community about current policing concerns. The initial outreach plan should take into consideration the variety of stakeholder groups that participated in the community engagement process and how to use social media to keep community members informed.

## 7. Produce Reports

- Publish written reports in conjunction with the DPAC, at least on an annual basis, to include information about: misconduct complaint investigations and trends; recommendations concerning improvements to DPD policy, procedures, or training; results of audits; and joint projects with the DPAC, including outreach.

## 8. Conduct independent investigations

- In cases in which the IPA deems an investigation insufficient or the DPD does not open an investigation, and recommendations for additional investigation are not heeded, after written notification to and concurrence from the City Manager and the City Attorney, the IPA may conduct additional or an independent investigation. The DPD will provide full access to all materials concerning the incident underlying the complaint and all relevant personnel.

## 9. Assess the work of the DPAC

- Provide annual written input to the City Manager on the effectiveness of the DPAC