



**POLICE OVERSIGHT &
ACCOUNTABILITY COMMISSION
REGULAR MEETING**

JUNE 11, 2026


COMMISSIONERS

John Lewis (District 6), Chair
 Renee Sykes (District 4) Vice Chair
 Rommye Qualls (District. 1)
 Richard Hybels (District 3)
 Derek Roy (District 5)
 Naomi Yun (At-Large)
 Melvin Jones (Community Alternate)

HYBRID MEETING
www.Cityofvallejo.net

6:30 PM

Council Chambers
 555 Santa Clara Street
 Vallejo, CA 94590

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|--|---|
| <p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p> | <p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p> |
| <p>PUBLIC COMMENT: Members of the Public may provide public comments during the Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p> | <p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p> |
| <p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net | <p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> <div align="right">  </div> |
| <p align="center">Hybrid Options are available for members of the public to participate. To participate remotely</p> | |
| <p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p> | <p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p> |
| <p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p> | |



Vallejo City Council Chambers ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof

AGENDA

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

4 COMMUNITY FORUM

*The Community Forum is an opportunity to address the POAC on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission as part of the Community Forum may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

5 CONSENT CALENDAR AND APPROVAL OF AGENDA

A APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 14, 2026

Recommendation: Approve minutes for the regular meeting of May 14, 2026

Contact: Nalungo Conley, Assistant City Manger

Nalungo.Conley@cityofvallejo.net

6 REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE COMMISSION

7 REPORT OF THE CITY COUNCIL LIAISON

8 REPORT OF THE SECRETARY

9 ATTORNEY'S REPORT

10 ACTION CALENDAR

*NOTICE: Members of the public wishing to address the POAC on Action Calendar Items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420 or as approved and announced by the Chair. In person speakers will be recognized first.*

A APPROVE COMMUNITY FLYER AND DIRECT STAFF TO POST ON WEBSITE IN SPANISH AND TAGALOG

Recommendation: Recommend approval of community flyer and direct staff to post it on the POAC website and make it available in Spanish and Tagalog
Contact: Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

B CONSIDERATION OF VALLEJO POLICE DEPARTMENT PROPOSED POLICY 803 - RECORDS MANAGEMENT, AND ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE CHIEF OF POLICE CONCERNING THE PROPOSED POLICY OR, IN THE ALTERNATIVE, NOT RECOMMENDING THE PROPOSED POLICY

Recommendation: Pursuant to 18.03.050(O.) of the Police Oversight and Accountability Ordinance, receive the staff report and presentation regarding proposed revisions to Vallejo Police Department Policy 803 - Records Maintenance and Release and, adopt a resolution recommending same.

Contact: Bob Knight, Deputy Chief of Police
bobby.knight@cityofvallejo.net

C COMMISSION CONSIDERATION OF VALLEJO POLICE DEPARTMENT PROPOSED POLICY 900 TEMPORARY CUSTODY OF ADULTS AND ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE CHIEF OF POLICE CONCERNING THE PROPOSED POLICY OR, IN THE ALTERNATIVE, NOT RECOMMENDING THE PROPOSED POLICY

Recommendation: Pursuant to 18.03.050(O), adopt a resolution providing a recommendation to the Chief of Police on proposed Vallejo Police Department Policy 900 - Temporary Custody of Adults.

Contact: Bob Knight, Deputy Chief of Police
bobby.knight@cityofvallejo.net

D DISCUSS THE CREATION OF BYLAWS FOR THE POAC AND CONSIDER ADOPTING A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING THE CREATION OF BYLAWS

Recommendation: Staff recommends that the Police Oversight & Accountability Commission (POAC) discuss the creation of bylaws and consider adopting a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding the creation of bylaws.

Contact: Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

E ADOPT A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING GOAL SETTING

Recommendation: Staff recommends that the Police Oversight & Accountability Commission (POAC) adopt a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding goal setting.

Contact: Nalungo Conley, Assistant City Manager

Nalungo.Conley@cityofvallejo.net

F DISCUSSION OF VALLEJO POLICE DEPARTMENT COMPLAINT FORM AND CONSIDER ADOPTING A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING REVISING THE VALLEJO POLICE DEPARTMENT (VPD) COMPLAINT FORM

Recommendation: Staff recommends that the Police Oversight & Accountability Commission (POAC) discuss the Vallejo Police Department Complaint Form and consider adopting a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding revising the Vallejo Police Department's (VPD) Complaint Form.

Contact: Nalungo Conley, Assistant City Manager

Nalungo.Conley@cityofvallejo.net

G DISCUSSION, FEEDBACK AND ACCEPTANCE OF ANNUAL REPORT AND THE ADDENDUM AS REQUIRED BY ORDINANCE NO 1878 N.C. (2d) section 18.03.050 (R)

Recommendation: The members of the Police Oversight & Accountability Commission (POAC) discuss, provide feedback, and accept the Annual Report and the Addendum as required by Ordinance No. 1878 N.C. (2d) section 18.03.050 (R).

Contact: Nalungo Conley, Assistant City Manager

Nalungo.Conley@cityofvallejo.net

11 INFORMATION CALENDAR

12 FUTURE AGENDA ITEMS

13 CLOSED SESSION

A PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957(b)(1) --Discussion and Consideration of Complaints and Reports. To discuss complaints, charges, investigations, and discipline (unless the employee requests an open public session) involving Vallejo Police Department employees, and information deemed confidential under California Penal Code Sections 832.5 - 832.8 and Evidence Code Section 1040.

1. Review of Complaints

a. CC 26-41

b. CC 26-42

c. CC 26-43

- d. CC 26-44
- e. CC 26-45
- f. CC 26-46
- g. CC 26-47
- h. CC 26-48
- i. CC 26-49

2. Consideration of Investigative Report for Recommendation

- a. IR 26-01
- b. IR 26-02

14 REPORT OUT OF CLOSED SESSION

15 ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolano.com

I, Dawn G. Abrahamson, City Clerk do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

John Lewis (District 6), Chair
Renee Sykes (District 4) Vice Chair
Rommye Qualls (District. 1)
Richard Hybels (District 3)
Derek Roy (District 5)
Naomi Yun (At-Large)
Melvin Jones (Community Alternate),

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 4:15 p.m., Friday, June 5, 2026.

Dated: Friday, June 5, 2026



Dawn G. Abrahamson, City Clerk

**POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION
MEETING MINUTES**

**REGULAR MEETING
MAY 14, 2026**

**Council Chambers
505 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Commissioners Lewis, Sykes, Hybels, Qualls, Roy, and Yun

Absent: Alternate Jones, Clark (resigned)

Staff present: Acting City Manager Conley and Assistant City Attorney Risner

4. COMMUNITY FORUM

5. APPROVAL OF THE AGENDA AND MINUTES

Action: Moved by Commissioner Yun, seconded by Chair Lewis, and carried unanimously by all members present to approve the agenda and minutes from the regular meeting of April 9, 2026 and the special meeting on May 7, 2026.

**A transcription of the meeting has been attached. Accuracy is not guaranteed, so it is suggested that you watch the video for a detailed accounting of the meeting*

6. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION

- A. Annual Report will come back to the POAC as an action item on June 9th with updates that address the requirements of the ordinance.

7. REPORT OF THE CITY COUNCIL LIAISON

No report by City Council Liaison

8. REPORT OF THE SECRETARY

- A. The budget for POAC, inclusive of mandatory and elective training, the Assigned Attorney, and the Independent Police Auditor will be brought forward in discussions with City Council as they adopt a final FY26/27 budget

9. ATTORNEY'S REPORT

- A. The RFQ for the Assigned Attorney closed on May 8th and four (4) proposals were received. The City Attorney's Office is working on scheduling a time for the Ad-Hoc Subcommittee to review and rank the proposals

10. ACTION CALENDAR

A. COMMUNICATIONS—DISCUSSION ON PROPOSED COMMUNICAITON; REVIEW AND PROVIDE FEEDBACK AND POSSIBLE DIRECTION TO STAFF

- QR code be provided for inclusion on the flyer that links to the complaint portal
- QR code be provided for inclusion on the flyer that links to the POAC website
- Zoom link be provided on the digital version of the flyer to the POAC meeting
- Flyer be provided in multiple languages per city's policy or best practice
- Generic complaint email be added to the contact list (if possible)

***Action:** Motion by Chair Lewis, Second by Commissioner Yun. Carried unanimously by all members present*

B. ADOPT A RESOLUTION APPOINTING AN AD-HOC SUBCOMMITTEE FOR REVIEW OF RESPONSES TO IPA RFP

Members appointed to Ad-Hoc Subcommittee IPA RFP:

1. Commissioner Yun
2. Commissioner Sykes
3. Commissioner Qualls

***Action:** Motion by Commissioner Roy, Seconded by Chair Lewis. Carried unanimously by all members present*

11. INFORMATION CALENDAR

12. FUTURE AGENDA ITEMS

By-Laws/Standard Operating Procedures

Goal Setting/Community Outreach

1. Parameters and budget

Revised Complaint Form

Formal training on operational procedures as it relates to other police commissions

13. CLOSED SESSION

The Commission convened in closed session at approximately 8:10 p.m.

The Commission returned to open session at approximately 9:37 p.m.

Assistant City Attorney Risner reported out the following POAC recommendations from closed session:

Review of Complaints:

- CC 2026-33 – Internal
- CC 2026-34 – Internal
- CC 2026-35 – Internal
- CC 2026-36 – Internal
- CC 2026-38 – Internal
- CC 2026-39 – Internal
- CC 2026-40 – Internal

Upcoming Reports

- IR 25-52 – No further POAC review
- IR 26-01 – Full 60-day POAC findings review
- IR 26-02 – Full 60-day POAC findings review

Consideration of Investigative Report for Recommendation

- IR 25-08 – POAC gave recommendations to staff

14. ADJOURNMENT

The meeting adjourned at 9:39 p.m.

JOHN LEWIS, CHAIR

ATTEST:

NALUNGO CONLEY
ACTING CITY MANAGER



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: APPROVE COMMUNITY FLYER AND DIRECT STAFF TO POST ON WEBSITE IN SPANISH AND TAGALOG

RECOMMENDATION

Recommend approval of community flyer and direct staff to post it on the POAC website and make it available in Spanish and Tagalog

BACKGROUND AND DISCUSSION

At the May 14, 2026, meeting of the Police Oversight and Accountability Commission (POAC), members directed staff to update a flyer that they would like to have on hand to give to community members as a means of communicating their purpose and contact information. The members requested that QR codes be added to the flyer to allow for direct access to the Citizen Complaint Portal and to the POAC My Vallejo website. In addition, a generic complaint email was created to allow for the public to forward complaints outside of the members direct email.

FISCAL IMPACT

This item has no fiscal impact.

ATTACHMENTS

| | |
|----|---|
| 1. | POLICE OVERSIGHT AND ACCOUNTABILITY MEETINGS. flier |
|----|---|

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Complaint Form



POAC Website



Have you ever had an interaction with Vallejo Police that Made you uncomfortable? Ever wondered who is watching?

The Police Oversight and Accountability Commission (POAC) is a group of Vallejo residents-not police or city officials-appointed to review VPD conduct, examine policies and make sure the department answers to the community it serves.

Why attend a meeting? Your voice matters. Your presence makes a difference. POAC Commissioners rely on you to share ideas, experiences and give perspectives. Without your presence or voice at the center, public safety gets redesigned. That won't work if our goal is a robust, vibrant and safe Vallejo. At these meetings, you can learn what VPD is and is not allowed to do, hear how complaints are handled and able to hold the department accountable

When: Monthly-2nd Thursdays/6:30 p.m.
(Special Meetings sometimes occur-visit the webpage to stay up to date)
Where: 555 Santa Clara St-City Council Chambers
How: in person or watch online

POAC Commissioners/Contact Information

| | |
|--------------------------------------|--|
| John Lewis, Chair (District 6) | john.lewis.poac@cityofvallejo.net |
| Renee Sykes, Vice Chair (District 4) | renee.sykes.poac@cityofvallejo.net |
| Rommye Qualls (District 1) | rommye.qualls.poac@cityofvallejo.net |
| Vacant (District 2) | |
| Richard Hybels (District 3) | richard.hybels@cityofvallejo.net |
| Derek Roy (District 5) | derek.roy.poac@cityofvallejo.net |
| Naomi Yun (At-large) | naomi.yun.poac@cityofvallejo.net |
| Melvin Jones (Community Alternate) | melvin.jones@cityofvallejo.net |
| Complaints (general) | complaints.poac@cityofvallejo.net |

Zoom Link to POAC meetings: <https://zoomregular.cityofvallejo.net/>



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Bob Knight, Deputy Chief of Police - POAC Police Liaison
SUBJECT: **CONSIDERATION OF VALLEJO POLICE DEPARTMENT PROPOSED POLICY 803 - RECORDS MANAGEMENT, AND ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE CHIEF OF POLICE CONCERNING THE PROPOSED POLICY OR, IN THE ALTERNATIVE, NOT RECOMMENDING THE PROPOSED POLICY**

RECOMMENDATION

Pursuant to 18.03.050(O.) of the Police Oversight and Accountability Ordinance, receive the staff report and presentation regarding proposed revisions to Vallejo Police Department Policy 803 - Records Maintenance and Release and, adopt a resolution recommending same.

BACKGROUND AND DISCUSSION

Policy 803 - Records Maintenance and Release – EXISTING POLICY

This Policy has been edited, in consultation with the Vallejo City Attorney’s Office, to resolve a discrepancy between Policy 803.7 and Government Code Section 7922.570(b)(2).

A Vallejo PD Special Order 26-01 was issued by the Chief of Police on March 5, 2026 to immediately address this issue and is now being brought before POAC for review and recommendations

See Policy Special Order 26-01 and proposed edits in Attachment 1 for further information.

FISCAL IMPACT

N/A

ATTACHMENTS

| | |
|----|--|
| 1. | POAC Policy 803.7 Reso CAO Stamp |
| 2. | Policy 803 Records Maintenance and Release_POAC Review |

CONTACT

Bob Knight, Deputy Chief of Police
bobby.knight@cityofvallejo.net

Approved as to form:

By: VR for
Veronica Nebb, City Attorney

RESOLUTION NO. _____

A RESOLUTION OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) OF THE CITY OF VALLEJO MAKING A RECOMMENDATION CONCERNING REVISIONS TO VPD POLICY 803.7 VISIBLE DISPLAY OF IDENTIFICATION

WHEREAS, the Police Oversight and Accountability ordinance at Vallejo Municipal Code section 18.03.0500 authorizes the Police Oversight and Accountability Commission (POAC) “to review, advise and provide recommendations regarding any revised Police policy or concerning any modification or revision of any such policy and to independently propose new policies in their discretion;” and

WHEREAS, Policy 803.7 “Released Records to Be Marked” currently reads as follows: “Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.”

WHEREAS, the Chief of Police desires to revise Policy 803.7 “Released Records to Be Marked” as set forth in Special Order 2026-01 attached hereto as Exhibit A and incorporated by this reference.

NOW THEREFORE, BE IT RESOLVED:

The POAC hereby recommends that the revised policy presented to the Commission, as set forth in Exhibit A, be implemented by the Chief of Police without changes.

The POAC hereby recommends that the revised policy presented to the Commission as set forth in Exhibit A, be modified before implementation as follows:

The POAC hereby recommends that the revised policy, attached hereto as Exhibit A, not be implemented.

PASSED AND ADOPTED by the Police Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:

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NOES:

ABSENT:

EXHIBIT A



OFFICE OF THE CHIEF OF POLICE VALLEJO POLICE DEPARTMENT

SPECIAL ORDER 2026-01

DATE: March 5, 2026
TO: All Personnel
FROM: Jason Ta, Chief of Police
SUBJECT: Policy 803.7 Watermarks for Public Records Act Requests

BACKGROUND

The Vallejo Police Department (“Department”) Policy 803.7, currently, directs staff to stamp or otherwise apply a “watermark” to any released record prior to its release. The policy governs records released in response to subpoenas, discovery, and to California Public Records Act (“CPRA”) requests.

Government Code Section 7922.570(b)(2) of the CPRA requires the City to release an electronic record in a format requested by the requester if the format is one the City uses to create copies for its own use. In the event a requester makes such a CPRA request, stamping the Department-required watermark would be considered a violation of state law. This is because watermarking a record may alter the appearance, usability, and/or structure of an electronic record in a manner the Department does not do so for its own usage.

To resolve the discrepancy between Department policy and state law, the below Special Order is issued as interim guidance regarding the release of records pursuant to the CPRA.

SPECIAL ORDER 2026-01

Effective immediately, pending formal review of Policy 803.7 (Records Maintenance and Release), City staff may not add a watermark to records being released in response to a CPRA request if the following requirements have been met:

- 1) The requester has specified the format in which they wish to receive the requested electronic record(s) OR the requester has explicitly asked for the record(s) to be produced without any watermark.

AND

- 2) The requested electronic format is one which the City uses to store its own copies.

Please note, if no specific electronic format is requested in the CPRA request, staff may continue to apply the Department-approved, non-obstructive watermark consistent with Policy 803.7. The redaction requirements remain unchanged. For internal accountability, staff may retain a watermarked or labeled copy for audit and release tracking purposes. PRA logs shall document whether a format was specified and whether watermarking was applied. This Special Order applies solely to watermarking procedures in CPRA request releases and does not alter any other provisions of Policy 803.7.

This order will be in effect until it can be incorporated into Policy 803, but no later than six months from this special order and after presentation to the Police Oversight and Accountability Commission.

Records Maintenance and Release

803.1 PURPOSE AND SCOPE

State

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

803.2 POLICY

State

The Vallejo Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 7920.000 et seq.).

803.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

State

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule including:
 1. Identifying the minimum length of time the Department must keep records.
 2. Identifying the department bureau responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Government Code § 7922.525; Government Code § 7922.530).
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 7922.530).
- (g) Determining how the department's website may be used to post public records in accordance with Government Code § 7922.545.
- (h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.
- (i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 7922.680 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

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Records Maintenance and Release

- (j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 7922.700) is publicly available upon request and posted in a prominent location on the Department's website (Government Code § 7922.710; Government Code § 7922.720).

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

State

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

803.4.1 REQUESTS FOR RECORDS

State

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 7922.530).

The processing of requests for any record is subject to the following (Government Code § 7922.530; Government Code § 7922.535):

- (a) The Department is not required to create records that do not exist.
- (b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 7923.655).
- (c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
 - 1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 7922.600).
 - 2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.

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Records Maintenance and Release

- (d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 7922.570; Government Code § 7922.580).
- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure. The written response shall also include the names, titles, or positions of each person responsible for the denial (Government Code § 7922.000; Government Code § 7922.540).

803.4.2 DISCLOSURE OF OTHER INFORMATION

Agency Content

- (a) Death
 - 1. Personnel shall not release to the public the name of a deceased victim of a crime or other incident until after the next of kin had been notified and clearance obtained from the Coroner's Office.
- (b) Injury
 - 1. Personnel shall not release the name of a seriously injured person to the public prior to notification of the next of kin.
- (c) Suicide Notes
 - 1. Personnel shall not release the contents of suicide notes, but may acknowledge their existence as appropriate.
- (d) Multi-Jurisdictional Investigations or Incidents
 - 1. Personnel shall refer inquiries to the agency having primary jurisdiction.

803.5 RELEASE RESTRICTIONS

State

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is

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Records Maintenance and Release

permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

- (b) Social Security numbers (Government Code § 7922.200).
- (c) Personnel records, medical records, and similar records that would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 7927.700; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
 - 1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.
 - 2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.
- (d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking (Penal Code § 293)). Addresses and telephone numbers of a victim or a witness shall not be disclosed to any arrested person or to any person who may be a defendant in a criminal action unless it is required by law (Government Code § 7923.615; Penal Code § 841.5).
 - 1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, elder and dependent adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, a copy of any accompanying or related photographs of the victim's injuries, property damage, or any other photographs that are noted in the incident report, and a copy of 9-1-1 recordings, if any, pursuant to the requirements and time frames of Family Code § 6228.
 - 2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
- (e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 7923.750.
- (f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 7923.605).
 - 1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 7923.605.

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- (g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
 - 1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the [District/CountyAttorney], the City Attorney, or the courts pursuant to Penal Code § 1054.5.
- (h) Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).
- (i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure § 130).
- (j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 7923.800).
- (k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.
- (l) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 7927.200).
- (m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 7927.205).
- (n) Records relating to the security of the department's electronic technology systems (Government Code § 7929.210).
- (o) A record of a complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(9)).
- (p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 7927.705).
- (q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).

803.6 SUBPOENAS AND DISCOVERY REQUESTS

Best Practice

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a

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subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

803.7 RELEASED RECORDS TO BE MARKED

Best Practice MODIFIED

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

[City staff may not add a watermark to records being released in response to a CPRA request if the following requirements have been met:](#)

- (a) [The requester has specified the format in which they wish to receive the requested electronic record\(s\) OR the requester has explicitly asked for the record\(s\) to be produced without any watermark.](#)

[AND](#)

- (b) [The requested electronic format is one which the City uses to store its own copies.](#)

[Please note, if no specific electronic format is requested in the CPRA request, staff may continue to apply the Department-approved, non-obstructive watermark. The redaction requirements remain unchanged. For internal accountability, staff may retain a watermarked or labeled copy for audit and release tracking purposes. PRA logs shall document whether a format was specified and whether watermarking was applied.](#)

803.8 SEALED RECORD ORDERS

State MODIFIED

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Manager shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

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803.8.1 SEALING JUVENILE RECORDS

State

Upon receiving notice from a probation department to seal a citation, juvenile arrest records, or other related records pursuant to Welfare and Institutions Code § 786.5, the Records Supervisor should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

Upon receiving a list of juvenile arrest records that are eligible to be sealed from the California Department of Justice (DOJ), the Records Supervisor or the authorized designee shall review the records identified in the list and determine if the records are eligible to be sealed in accordance with Welfare and Institutions Code § 781.2. Within six months of receiving the list, the Records Supervisor or the authorized designee shall electronically report to the DOJ which records were sealed (Welfare and Institutions Code § 781.2).

803.9 SECURITY BREACHES

State

The Records Supervisor shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following (Civil Code § 1798.29):

- (a) Social Security number
 1. Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
 2. Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
 3. Medical information
 4. Health insurance information
 5. Information or data collected by Automated License Plate Reader (ALPR) technology
 6. Unique biometric data

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7. Genetic data
- (b) A username or email address, in combination with a password or security question and answer that permits access to an online account

803.9.1 FORM OF NOTICE

State

- (a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:
 1. The date of the notice.
 2. Name and contact information for the Vallejo Police Department.
 3. A list of the types of personal information that were or are reasonably believed to have been acquired.
 4. The estimated date or date range within which the security breach occurred.
 5. Whether the notification was delayed as a result of a law enforcement investigation.
 6. A general description of the security breach.
 7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.
- (b) The notice may also include information about what the Vallejo Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).
- (c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):
 1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
 2. When the breach involves an email address that was furnished by the Vallejo Police Department, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

803.9.2 MANNER OF NOTICE

State

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- (a) Notice may be provided by one of the following methods (Civil Code § 1798.29):
 - 1. Written notice.
 - 2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
 - 3. Substitute notice if the cost of providing notice would exceed \$250,000, the number of individuals exceeds 500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - (a) Email notice when the Department has an email address for the subject person.
 - (b) Conspicuous posting of the notice on the department's webpage for a minimum of 30 days.
 - 4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.
- (b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

803.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

State

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 7923.625).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 7923.625).

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Unit supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

803.10.1 DELAY OF RELEASE

State

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

- (a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.

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- (b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.
- (c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 7923.625).

803.10.2 NOTICE OF DELAY OF RELEASE

State

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 7923.625):

- (a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.
- (b) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the Chief of Police in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

803.10.3 REDACTION

State

If the Custodian of Records, in consultation with the Chief of Police or the authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 7923.625).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 7923.625).

803.10.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

State

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the

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Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 7923.625):

- (a) The person in the recording whose privacy is to be protected, or the person's authorized representative.
- (b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.
- (c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 7923.625).

The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 7923.625).



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Bob Knight, Deputy Chief of Police - POAC Police Liaison
SUBJECT: **COMMISSION CONSIDERATION OF VALLEJO POLICE DEPARTMENT PROPOSED POLICY 900 TEMPORARY CUSTODY OF ADULTS AND ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE CHIEF OF POLICE CONCERNING THE PROPOSED POLICY OR, IN THE ALTERNATIVE, NOT RECOMMENDING THE PROPOSED POLICY**

RECOMMENDATION

Pursuant to 18.03.050(O), adopt a resolution providing a recommendation to the Chief of Police on proposed Vallejo Police Department Policy 900 - Temporary Custody of Adults.

BACKGROUND AND DISCUSSION

Policy 900 - Temporary Custody of Adults – EXISTING POLICY

This policy has been updated to address the Commission on Accreditation for Law Enforcement Agencies (CALEA) V6.23 standards.

See Policy release notes and proposed edits in Attachment 2 for further information.

FISCAL IMPACT

N/A

ATTACHMENTS

| | |
|----|---|
| 1. | POAC Policy 900 Reso CAO Stamp |
| 2. | Exhibit A Policy 900 Temporary Custody of Adults_ POAC Review |

CONTACT

Bob Knight, Deputy Chief of Police
bobby.knight@cityofvallejo.net

PASSED AND ADOPTED by the Police Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:

.

NOES:

ABSENT:

EXHIBIT A

RELEASE NOTES

Temporary Custody of Adults:

February 2026

This policy has been updated to address the Commission on Accreditation for Law Enforcement Agencies (CALEA) V6.23 standards. Changes to this policy include:

- In **PURPOSE AND SCOPE**, content has been updated to address standard 71.1.1, which requires a written directive regarding safety and security in designated testing rooms or areas.
- **EMERGENCY ALARMS** has been added as a new subsection in **SAFETY, HEALTH AND OTHER PROVISIONS** to address standard 71.1.2(b), which requires a written directive regarding panic or duress alarms. KMS automatically adds all new subsections to the bottom of the section so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (below **FIREARMS AND OTHER SECURITY MEASURES**), first accept all updates. Then, while in the edit mode, hold the cursor over **EMERGENCY ALARMS**, right-click for options, and select the option "Move." The section titles will appear. Select **FIREARMS AND OTHER SECURITY MEASURES** and click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Below." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered. Your agency can also accept all updates without relocating the subsection, but that is not recommended.
- In **USE OF RESTRAINT DEVICES**, content has been updated to address standard 71.1.2(e) regarding temporarily securing detainees to an immovable object that is designed and intended for such use.
- In **TRAINING**, content has been updated to address standard 71.2.1, which requires initial training on procedures for using designated processing/testing areas, a documented initial annual review of the written directive regarding processing/testing areas, and in-service training requirements. Some content has been moved to a more appropriate location in **STATE-REQUIRED TRAINING**, and the Edit Level has been changed from "State" to "Best Practice."
- **STATE-REQUIRED TRAINING** has been added as a new subsection in **TRAINING** to include content moved from **TRAINING**.

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Vallejo Police Department for processing [or testing](#) prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

Additional guidance for transferring persons in custody to another facility or court is provided in the Transporting Persons in Custody Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Vallejo Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Vallejo Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Vallejo Police Department, but should be transported to a jail facility, a medical facility, or another type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

Temporary Custody of Adults

- (b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision, or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).
 - 1. If the officer taking custody of an individual believes that the individual may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed (15 CCR 1030).
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to themselves or others (15 CCR 1053; 15 CCR 1055).
- (h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to the individual's health or safety.
- (j) Any individual with an obvious developmental disability (15 CCR 1057).
- (k) Any individual who appears to be a danger to themselves or others due to a behavioral crisis, or who appears gravely disabled (15 CCR 1052).
- (l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).
- (m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with the member's supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody has a hearing or speech impairment, accommodations shall be made to provide this ability.

Temporary Custody of Adults

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control, or exert any authority over other individuals in custody.

900.3.3 STAFFING PLAN

The Chief of Police or the authorized designee shall ensure a staffing plan is prepared and maintained, indicating assigned personnel and their duties. The plan should ensure that at least one member who meets the training standards established by the Board of State and Community Corrections (BSCC) for general fire- and life-safety and is trained in fire- and life-safety procedures relating specifically to the facility is on-duty at all times (15 CCR 1028).

The staffing plan shall be available for biennial review by BSCC staff. The review and recommendations of the BSCC biennial review shall be forwarded to the City, as required by 15 CCR 1027.

900.3.4 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the County jail or the appropriate mental health facility.

[See attachment: Confidential Medical Receiving and Screening Form 06052014.pdf](#)

The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

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900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall (15 CCR 1050):

- (a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks to determine the need for placing the individual in a single cell:
 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - (a) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
 - (b) Continuous, direct sight and sound supervision.
- (c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
- (d) Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (e) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Operations Division Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that the individual may have the individual's consular officers notified of the arrest or detention and may communicate with them.
 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

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- (b) Tell the individual that this notification has been made and inform the individual without delay that the individual may communicate with consular officers.
 - (c) Forward any communication from the individual to the individual's consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
2. If the country is not on the mandatory notification list and the individual requests that the individual's consular officers be notified, then:
- (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to the individual's consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

Any time an individual is in temporary custody at the Vallejo Police Department the custody shall be promptly

and properly documented in a custody log, including:

- (a) Identifying information about the individual, including the individual's name.
- (b) Date and time of arrival.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks (15 CCR 1027; 15 CCR 1027.5).
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Date and time of release.

The Watch Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.1 MEDICAL CARE

Members shall book prisoners with known current or active medical or mental disabilities, as described in this policy, directly into Solano County Jail. Information regarding a prisoner's known medical, health or mental health problems shall be disclosed to Jail staff upon transfer of the prisoner.

- (a) Any member or employee who becomes aware of a prisoner who is in need of medical care, or who requests medical treatment, shall;
 - 1. Immediately initiate life-saving care, as necessary and appropriate.
 - 2. Notify Communications and summon, or transport the prisoner to, medical assistance.

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3. Notify the Watch Commander at the earliest opportunity.
 - (b) Where a prisoner in apparent need of medical treatment refuses such treatment, the member shall note the refusal on the Arrest Report. Designated civilian employees shall notify a member to document such refusal.

900.5.2 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the member supervising the individual has probable cause to believe the possession of the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to the individual's health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists (Penal Code § 2656; 15 CCR 1207).

900.5.3 TELEPHONE CALLS

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations, and logistics should be balanced against the individual's desire for further telephone access.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at the individual's own expense.
 1. The department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult.
 2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.
- (b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use the member's judgment in determining the duration of the calls.
 2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that the individual may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

Temporary Custody of Adults

- (c) Calls between an individual in temporary custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).
- (d) Individuals who are known to have, or are perceived by others as having, hearing or speech impairments shall be provided access to a telecommunication device which will facilitate communication (15 CCR 1067).

900.5.4 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.5 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.6 REPORTING PHYSICAL HARM OR SERIOUS THREAT OF PHYSICAL HARM

In addition to a custody log entry, any incident that results in physical harm or serious threat of physical harm to a member, person in custody, or any other person shall be documented as stated in the Use of Force or Occupational Disease and Work-Related Injury Reporting policies, or other applicable reporting process. A copy of all reports generated regarding the above circumstances shall be submitted as soon as reasonably practicable. The Watch Commander will retain a record of these reports for inspection purposes (15 CCR 1044).

900.5.7 ATTORNEYS

- (a) An attorney may visit at the request of the individual in custody or a relative (Penal Code § 825).
- (b) Attorneys and bail bondsmen who need to interview an individual in custody should do so inside a secure interview room.

Temporary Custody of Adults

- (c) The individual in custody as well as the attorney should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.
- (d) Attorneys must produce a current California Bar card as well as other matching appropriate identification.
- (e) Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

900.5.8 DISCIPLINE

Discipline will not be administered to any individual in custody at this facility. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct should be documented and reported to the receiving facility (15 CCR 1081).

900.5.8 [EMERGENCY ALARMS](#)

[Members should have reasonable access to emergency alarms \(i.e., duress/panic alarms\), either as part of an installed system or as a function on members' portable radios. Members entering a secured area not equipped with an installed emergency alarm system shall carry portable radios when a person in temporary custody is present.](#)

900.6 HOLDING CELL DISTURBANCES, ESCAPE AND HOSTAGES

- (a) In the event of a disturbance between prisoners inside the holding facility, individual members should not attempt to quell such disturbance unassisted. Members shall, if possible, lock combatants inside the holding cell or booking area, and shall exit into the corridor, where they shall immediately notify the Communications Section of the nature of the disturbance and request assistance.
- (b) In the event of an escape by a prisoner, the individual discovering the escape shall immediately inform the Communications Section. Members shall attempt to retake the prisoner, or as appropriate, shall secure the holding facility and provide responding members with a description of the prisoner and direction of travel. Designated civilian employees are exempted from the requirement to retake prisoners.
- (c) Incidents in which hostages are taken by prisoners in the holding facility shall be handled in accordance with the Emergency Services Unit policy.
 - 1. Members shall not exchange personnel or citizens for hostages, nor exchange, surrender or supply weapons or ammunition to hostage-takers.
 - 2. Hostage-takers should not be permitted to escape, with or without hostages.

900.7 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

Temporary Custody of Adults

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Vallejo Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in [temporary custody should only be secured to a fixed object if the object is designed and intended for such use.](#)

[Individuals in](#) restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.7.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.8 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried, and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, the individual's items of personal property shall be compared with the inventory, and the individual shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding the individual's property. The Watch Commander shall attempt to prove or disprove the claim.

900.9 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets shall be removed.
- (b) The individual should be constantly monitored by an audio/video system during the entire custody.

Temporary Custody of Adults

- (c) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (d) Safety checks by department members shall occur no less than every sixty minutes.
 - 1. Safety checks should occur at varying times.
 - 2. All safety checks shall be logged.
 - 3. The safety check should involve questioning the individual as to his/her well-being.
 - 4. Individuals who are sleeping or apparently sleeping should be awakened.
 - 5. Requests or concerns of the individual should be logged.

900.10 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Operations Division Commander will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the Vallejo Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate
- (b) Immediate notification of the Watch Commander, Chief of Police, and Investigations Division Commander
- (c) Notification of the spouse, next of kin, or other appropriate person
 - 1. In-custody death notification shall be made within 24 hours as provided by Penal Code § 4032.5.
- (d) Notification of the appropriate prosecutor
- (e) Notification of the City Attorney
- (f) Notification of the Coroner
- (g) Evidence preservation
- (h) In-custody death review reports in compliance with 15 CCR 1046
 - 1. A copy of the initial review report of an in-custody death shall be provided to the BSCC within 60 days of the death.
- (i) Preparation of a written report to the Attorney General within 10 days of any death in custody including any reasonably known facts concerning the death (Government Code § 12525)
 - 1. A copy of the report submitted to the Attorney General shall also be submitted to the BSCC within 10 days of the death (15 CCR 1046).
 - 2. Any change or new information that becomes available after the initial reporting to the Attorney General shall be updated in the report and provided to the Attorney General within 10 days of the date of the change or the date the new information becomes available.

Temporary Custody of Adults

900.10.1 SUICIDE PREVENTION

Members should closely monitor prisoners for potential suicidal behavior and shall notify the Watch Commander of any remarks made by prisoners regarding suicide or self-destructive behavior.

Indicators of suicidal potential may include, but are not limited to:

- (a) History of mental illness
- (b) Previous suicide attempt(s)
- (c) Comments referencing suicide
- (d) Mentions of finality such as, "They would be better off without me" or "ending it all"
- (e) History of violent or combative behavior, even if the person is calm at present
- (f) Recent significant loss, e.g.; death of a loved one, divorce, loss of employment
- (g) Disposal of personal possessions
- (h) Post-partum depression
- (i) Expressions of hopelessness

900.10.2 IN-CUSTODY DEATH PUBLICATION

The Chief of Police or the authorized designee should ensure that all specified information relating to an in-custody death is posted on the department website as prescribed and within the time frames provided in Penal Code § 10008.

900.11 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms, and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband, or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of the individual's property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Vallejo Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if the individual is being sent to another facility.

Temporary Custody of Adults

- (h) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with the person's personal needs as reasonable.

900.12 ASSIGNED ADMINISTRATOR

The Operations Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment (15 CCR 1200)
- (e) Escapes
- (f) Evacuation plans
- (g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032
- (h) Disaster plans (e.g., natural disasters)
- (i) Building and safety code compliance
- (j) Civil and other disturbances including hostage situations
- (k) Periodic testing of emergency equipment
- (l) Emergency suspension of Title 15 regulations and notice to the BSCC as required in 15 CCR 1012
- (m) Inspections and operations reviews
- (n) Any other applicable requirements under 15 CCR 1029

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety, and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.13 TRAINING

~~Department Training for department~~ members should ~~be trained and familiar with this policy and any supplemental procedures.~~

~~Department members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course or eight hours of specialized training within six months of assignment. Such training shall include but not be limited to the following (15 CCR 1024):~~

- ~~(a) Applicable minimum jail standards~~
- ~~(b) Jail operations liability~~
- ~~(c) Separation of incarcerated persons~~

Temporary Custody of Adults

- (d) ~~Emergency procedures and planning, fire safety, and life safety~~
- (e) ~~Suicide prevention~~
- (f) ~~De-escalation~~
- (g) ~~Juvenile procedures~~
- (h) ~~Racial bias~~
- (i) ~~Mental illness~~

~~Eight hours of refresher training shall be completed every two years (15 CCR 1024).~~

~~The Training Sergeant shall maintain records of all such training in the member's training file include initial and annual review, including but not limited to:~~

- (a) A review of this policy and any related procedures.
- (b) Appropriate training on procedures related to using processing/testing areas.
- (c) In-service training as required by the Department.

900.13.1 STATE-REQUIRED TRAINING

Department members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course or eight hours of specialized training within six months of assignment. Such training shall include but not be limited to the following (15 CCR 1024):

- (a) Applicable minimum jail standards
- (b) Jail operations liability
- (c) Separation of incarcerated persons
- (d) Emergency procedures and planning, fire safety, and life safety
- (e) Suicide prevention
- (f) De-escalation
- (g) Juvenile procedures
- (h) Racial bias
- (i) Mental illness

Eight hours of refresher training shall be completed every two years (15 CCR 1024).

The Training Sergeant shall maintain records of all such training in the member's training file.

Attachments

Confidential Medical Receiving and Screening Form 06052014.pdf

CONFIDENTIAL MEDICAL INFORMATION

NOT TO BE RELEASED WITH REPORT

VALLEJO POLICE DEPARTMENT

RECEIVING – SCREENING

| | | | | | |
|----------------------|------|------|-----|-----|----------|
| DATE / TIME SCREENED | NAME | | | | CASE NO. |
| CHARGES | | RACE | SEX | DOB | SSN |
| OFFICER | | | | | BADGE # |

OBSERVATIONS

Does the arrestee appear to be:

- YES NO (1) Ill or in need of medical care?
 YES NO (2) Under the influence of alcohol or drugs?
 YES NO (3) Developmentally disabled or exhibiting hearing or speech problems?
 YES NO (4) Infested with vermin (lice / crabs / fleas)?
 YES NO (5) A danger to self or others?
 YES NO (6) Disoriented, confused, impaired level of consciousness?
 YES NO (7) **Check all that apply:**

- Violent Agitated Alcohol Odor
 Sweaty Discolored Skin or Eyes Bleeding (specify) _____
 Sleepy Tremors Injuries(specify) _____
 Puncture marks (specify) _____ Persistent Cough

Other: _____

ARRESTEE'S HISTORY

- YES NO (1) Have you ever tried to harm yourself?
 YES NO (2) Are you thinking of harming yourself now?
 YES NO (3) Do you currently receive mental health treatment?
 YES NO (4) Have you ever been diagnosed with developmental problems?
 YES NO (5) Do you have drug or alcohol use that could cause withdrawal?
Explain _____
 YES NO (6) Have you had a cough for more than three weeks with any of the following: fever, weight loss, fatigue, night sweats?
 YES NO (7) Are you wearing contacts/ prosthesis/ casts?
 YES NO (8) Do you take any medication?
(Explain) _____
 YES NO (9) Are you an ex-felon?
 YES NO (10) Are you a gang member? Which gang? _____
(11) Do you currently have any of the following conditions?
- | | | | |
|--|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Seizures | <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Skin rash |
| <input type="checkbox"/> Heart problems | <input type="checkbox"/> Asthma | <input type="checkbox"/> Psychiatric | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Mumps | <input type="checkbox"/> Herpes |
| <input type="checkbox"/> Venereal disease | <input type="checkbox"/> Allergies | <input type="checkbox"/> Lice/Crabs/Fleas | <input type="checkbox"/> AIDS |

FEMALE

- YES NO (12) Are you pregnant? Due Date _____
 YES NO (13) Have you recently delivered? Date: _____

ARRESTEE SIGNATURE / DATE _____



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: **DISCUSS THE CREATION OF BYLAWS FOR THE POAC AND CONSIDER ADOPTING A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING THE CREATION OF BYLAWS**

RECOMMENDATION

Staff recommends that the Police Oversight & Accountability Commission (POAC) discuss the creation of bylaws and consider adopting a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding the creation of bylaws.

BACKGROUND AND DISCUSSION

At the May 14, 2026, meeting of the POAC, members identified several key items that they would like to take up as a commission to address on future agendas. The members held a special meeting on June 4, 2026 to discuss establishing several Ad-Hoc Subcommittees to take on some of the administrative tasks that the commission feels would enhance and support their work moving forward.

One such matter was the creation of bylaws for the Commission and potentially establishing an ad hoc subcommittee to create draft bylaws.

FISCAL IMPACT

There is no fiscal impact for this item.


ATTACHMENTS

| | |
|----|-----------------------------|
| 1. | Resolution_ByLaws CAO STAMP |
|----|-----------------------------|

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Approved as to form:

By:  for _____
Veronica Nebb, City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY OF VALLEJO POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION TO ESTABLISH AN AD-HOC SUBCOMMITTEE AND THE APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING THE CREATION OF BYLAWS FOR THE COMMISSION

WHEREAS, the City of Vallejo Police and Oversight and Accountability Commission (“POAC”) has determined that the creation of bylaws for the POAC falls within their purview.; and

WHEREAS, the goals of the Ad Hoc Subcommittee will be to research and review examples of bylaws that can be used as a template for “best practices”; and

WHEREAS, the POAC has decided to create an Ad Hoc Subcommittee for the express purpose of drafting and creating their own set of bylaws;

NOW, THEREFORE BE IT RESOLVED:

1. That the POAC hereby establishes the Bylaws Ad Hoc Subcommittee.
2. That the Bylaws Ad Hoc Subcommittee is hereby established for the duration of one (1) year, from the date of this Resolution.
3. That the duties of the Ad Hoc Subcommittee shall be researching, drafting, and creating Bylaws for the POAC that will be brought forward to the majority to provide input.
4. That the following members of the POAC are hereby appointed to the Bylaws Ad Hoc Subcommittee:

PASSED AND ADOPED by the Police and Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

ANDREA SORCE, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: **ADOPT A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING GOAL SETTING**

RECOMMENDATION

Staff recommends that the Police Oversight & Accountability Commission (POAC) adopt a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding goal setting.

BACKGROUND AND DISCUSSION

At the May 14, 2026, meeting of the POAC, members identified several key items that they would like to take up as a commission to address on future agendas. The members held a special meeting on June 4, 2026 to discuss establishing several Ad-Hoc Subcommittees to take on some of the administrative tasks that the commission feels would enhance and support their work moving forward.

FISCAL IMPACT

There is no fiscal impact for this item.


ATTACHMENTS

| | |
|----|--|
| 1. | Resolution_POAC Goal Setting CAO STAMP |
| 2. | POAC Priorities2026 |

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY OF VALLEJO POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION TO ESTABLISH AN AD-HOC SUBCOMMITTEE AND THE APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING GOAL SETTING FOR THE COMMISSION

WHEREAS, the City of Vallejo Police and Oversight and Accountability Commission (“POAC”) has determined that goal setting for the POAC falls within their purview.; and

WHEREAS, the Ad Hoc Subcommittee will be to research and review examples of goals that falls within the span of control and authority for the POAC; and

WHEREAS, the POAC has decided to create an Ad Hoc Subcommittee for the express purpose of drafting and creating these goals;

NOW, THEREFORE BE IT RESOLVED:

1. That the POAC hereby establishes the Goal Setting Ad Hoc Subcommittee.
2. That the Goal Setting Ad Hoc Subcommittee is hereby established for the duration of one (1) year, from the date of this Resolution.
3. That the duties of the Ad Hoc Subcommittee shall be researching, drafting, and creating Goals for the POAC that will be brought forward to the majority to provide input.
4. That the following members of the POAC are hereby appointed to the Goal Setting Ad Hoc Subcommittee:

PASSED AND ADOPED by the Police and Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

ANDREA SORCE, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

POAC Goals for 2026 March 2026

| POAC Goals/Priorities | Action Item/Comments/Status |
|---|---|
| Establish POAC by-laws and SOP | To be discussed at special meeting on 6.4.2026. References Vallejo Muni code 2.26.130 |
| Training from VPD on the Internal Affair process and other issues related to VPD | Request made to Chief, waiting on comprehensive list submitted to City Attorney's office. |
| VPD Complaint Form | Draft complaint form and letter from POAC to the community. Ad hoc committee formed, draft has been completed to be reviewed June meeting |
| RFP for Independent Police Auditor (IPA) | Draft has been reviewed and made available for community feedback at the April 2026 POAC mtg. RFP issued with deadline of 5.22.2026. Responses received, ad hoc committee formed, mtg scheduled for 6.10.2026/4:00 p.m. Ad hoc members-Sykes, Qualls and Yun. |
| The Hiring of an Independent Attorney for POAC | RFQ submitted to approximately 40 law firms by the City Attorney's office with no feedback from POAC. Not in adherence to POAC ordinance. Ad hoc members-Yun, Hybels and Roy |
| Training provided by individuals who are experts on police commissions | Proposal submitted by NACOLE |
| Have POAC commissioners join NACOLE and attend annual conference | Conference is in Louisville, KY November 2026 |
| Dedicated and committed POAC Secretary (external) | ACM Conley is currently the POAC secretary doing a wonderful job considering other job obligations |
| POAC Budget | Budget to cover cost of Attorney, IPA, training and more. |
| Youth Commissioner | 2 applications received. City to post on social media, contact youth organizations, local universities, GVRD and more. |
| Community Outreach | Flier developed and discussed at May 2026 meeting with proposed changes. POAC to be promoted at local community events/mtgs throughout city. |



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: **DISCUSSION OF VALLEJO POLICE DEPARTMENT COMPLAINT FORM AND CONSIDER ADOPTING A RESOLUTION TO ESTABLISH AN AD HOC SUBCOMMITTEE OF THE POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING REVISING THE VALLEJO POLICE DEPARTMENT (VPD) COMPLAINT FORM**

RECOMMENDATION

Staff recommends that the Police Oversight & Accountability Commission (POAC) discuss the Vallejo Police Department Complaint Form and consider adopting a resolution to establish an Ad-Hoc Subcommittee and appoint members to make recommendations regarding revising the Vallejo Police Department’s (VPD) Complaint Form.

BACKGROUND AND DISCUSSION

At the May 14, 2026, meeting of the POAC, members identified several key items that they would like to take up as a commission to address on future agendas. The members held a special meeting on June 4, 2026, to discuss establishing several Ad-Hoc Subcommittees to take on some of the administrative tasks that the commission feels would enhance and support their work moving forward.

One such task is proposing a revised complaint form to the Vallejo Police Department.

FISCAL IMPACT

There is no fiscal impact for this item.


ATTACHMENTS

| | |
|----|---|
| 1. | Resolution Revised Complaint Form CAO STAMP |
| 2. | Resolution Revised Complaint Form |

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY OF VALLEJO POLICE OVERSIGHT AND ACCOUNTABILITY COMMISSION TO ESTABLISH AN AD-HOC SUBCOMMITTEE AND THE APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING REVISING THE VPD COMPLAINT FORM

WHEREAS, the City of Vallejo Police Oversight and Accountability Commission (“POAC”) has determined that making a recommendation to revise the Complaint Form for the Vallejo Police Department falls within their purview.; and

WHEREAS, the POAC desires to create an Ad Hoc Subcommittee for the express purpose of updating and revising the VPD Complaints Form; and

WHEREAS, the Ad Hoc Subcommittee will research and review examples of forms used by other jurisdictions, draft a revised Complaint Form, ensure that the revised form conforms to the VPD Policy 1011 Complaint Policy; and

WHEREAS, when finished drafting a revised Complaint Form, the Ad Hoc Subcommittee will present said Complaint Form to the full Commission for the Commission’s consideration of a recommendation to VPD to adopt the same.

NOW, THEREFORE BE IT RESOLVED:

1. That the POAC hereby establishes the Complaint Form Ad Hoc Subcommittee.
2. That the Complaint Form Ad Hoc Subcommittee is hereby established for the duration of one (1) year, from the date of this Resolution.
3. That the duties of the Ad Hoc Subcommittee shall be researching, drafting, and updating the current Complaints Form that will be brought forward to the majority to provide input.
4. That the following members of the POAC are hereby appointed to the Complaints Form Ad Hoc Subcommittee:

PASSED AND ADOPED by the Police and Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

ANDREA SORCE, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK

RESOLUTION NO.

**A RESOLUTION TO ESTABLISH AN AD-HOC SUBCOMMITTEE OF THE POLICE
OVERSIGHT AND ACCOUNTABILITY COMMISSION (POAC) AND THE
APPOINTMENT OF MEMBERS TO MAKE RECOMMENDATIONS REGARDING
REVISING THE COMPLAINT FORM FOR THE COMMISSION**

WHEREAS, the City of Vallejo Police and Oversight and Accountability Commission (“POAC”) has determined that revising the Complaint Form for the Vallejo Police Department falls within their purview.; and

WHEREAS, the Ad Hoc Subcommittee will be to research and review examples of forms that capture the required information and conform to the 1011 Complaint Policy; and

WHEREAS, the POAC has decided to create an Ad Hoc Subcommittee for the express purpose of updating and revising the Complaints Form;

NOW, THEREFORE BE IT RESOLVED:

1. That the POAC hereby establishes the Complaint Form Ad Hoc Subcommittee.
2. That the Complaint Form Ad Hoc Subcommittee is hereby established for the duration of one (1) year, from the date of this Resolution.
3. That the duties of the Ad Hoc Subcommittee shall be researching, drafting, and updating the current Complaints Form that will be brought forward to the majority to provide input.
4. That the following members of the POAC are hereby appointed to the Complaints Form Ad Hoc Subcommittee:

PASSED AND ADOPTED by the Police and Oversight and Accountability Commission of the City of Vallejo at a regular meeting thereof held on June 11, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ANDREA SORCE, MAYOR

ATTEST:

DAWN G. ABRAHAMSON, CITY CLERK



DATE: June 11, 2026
TO: Chair and Members of the Police Oversight & Accountability Commission
FROM: Nalungo Conley, Assistant City Manager
SUBJECT: **DISCUSSION, FEEDBACK AND ACCEPTANCE OF ANNUAL REPORT AND THE ADDENDUM AS REQUIRED BY ORDINANCE NO 1878 N.C. (2d) section 18.03.050 (R)**

RECOMMENDATION

The members of the Police Oversight & Accountability Commission (POAC) discuss, provide feedback, and accept the Annual Report and the Addendum as required by Ordinance No. 1878 N.C. (2d) section 18.03.050 (R).

BACKGROUND AND DISCUSSION

An annual report detailing the activities that POAC has undertaken is a requirement by the Ordinance of the City Council of the City of Vallejo enacting Title 18 Entitled Police Oversight and Accountability. The activities to be reported on are:

1. Trainings completed by March 30, 2026
2. Complaints reviewed
3. Investigative Reports reviewed
4. Approved policies approved and in process of being reviewed

Other reportable activities will be included as they occur throughout the year.

FISCAL IMPACT

There is no fiscal impact for this item.

ATTACHMENTS

| | |
|----|---|
| 1. | Police Oversight and Accountability Commission (April 2026) draft |
| 2. | Addendum to POAC 2026 Annual Report |

CONTACT

Nalungo Conley, Assistant City Manager
Nalungo.Conley@cityofvallejo.net

Police Oversight and Accountability Commission: First Annual Report, 2026

Commission Reporting Responsibilities

The Police Oversight Accountability Commission (POAC) operates under a set of clearly defined powers, duties, and functions, which are detailed in 29 distinct paragraphs. Among these responsibilities is the preparation and submission of an annual report documenting the commission's activities. This report is mandated to be delivered to the Mayor of Vallejo and the City Council, with additional copies distributed to the City Manager and the Chief of Police. The deadline for submitting this annual report is April 15th each year.

Under the ordinance, the task of preparing these reports falls to the POAC secretary. The secretary role is currently held by the City Manager, an arrangement that has left the commission without dedicated administrative support. Harder still, the City Manager/Commission Secretary recently announced his departure at the April 9th POAC meeting. When asked about a replacement, Mr. Murray declined to commit to assigning a city staff person and offered little assurance or clarity. The Special Meeting scheduled for April 20th, convened in part to discuss matters the City Manager/Secretary had failed to agendaize, as well as to address the pressure of an ongoing policy review, has since been canceled with no new date pending.

Absent guidance, and with only a handful of meetings since the commission was long stalled in the meet-and-confer process, Chair John Lewis and Vice Chair Renee Sykes — committed to ensuring that the commission continues to fulfill this essential obligation — have developed this report to document the commission's first quarter of operation and inform the public record.

Challenges Facing POAC in the First Quarter of 2026

City fails to set the commission up to function, let alone succeed

Established by ordinance in December 2022, the POAC was one of the 45 reforms required under Vallejo's settlement agreement with the California Department of Justice (Cal DOJ). Commissioners were appointed in February 2024 and would wait nearly three years before conducting any oversight work.

The ordinance contained a provision prohibiting implementation until the completion of a meet-and-confer process with the Vallejo Police Officers Association (VPOA).

Further frustrating Vallejo's diverse communities, in January 2023, VPOA filed a charge with the Public Employment Relations Board challenging the ordinance's validity, effectively freezing all commission activity. During that period, commissioners had no city email addresses, no working links on the commission website, and no ability to meet or conduct business. One commissioner's term expired waiting. Another resigned, characterizing the delays as an intentional effort to undermine police reform.

The meet-and-confer process concluded on December 25, 2025. The commission held its first substantive meeting on January 14, 2026. That special meeting set the tone for what followed. Rather than a structured orientation, commissioners received a series of significant disclosures they were not prepared for, including the existence of an Independent Police Auditor RFP that had already been drafted and circulated without their knowledge, and the disclosure that commissioner emails would be subject to monitoring.

The first quarter of 2026 proved to be challenging for the Police Oversight Accountability Commission (POAC). One of the primary issues confronting the commission is the absence of a current budget. Despite early recognition among those involved in establishing POAC that adequate resources would be essential for the commission to fulfill its duties effectively, no funding has been allocated to date. This lack of financial support has hindered the commission's ability to operate as intended.

POAC Independence

From the POAC's earliest meetings, commissioners have encountered a pattern of incomplete and selectively managed information. Agenda items submitted by the Chair and Vice Chair were not included without explanation. Materials were posted publicly without notifying the commissioners. Information provided to commissioners by city staff has at times been incomplete or inconsistent with what the commission later independently verified through the ordinance and other public documents.

The complaint handling process is the clearest example of city staff operating outside the ordinance. Prior to January 2026, the city had established a procedure for receiving complaints that directed them straight to the police department, then to the City Manager, City Attorney, and Human Resources, where they would remain for roughly a month until the next POAC meeting. Commissioners would then review complaints for the first time in closed session. This process was not consistent with the ordinance. Section 18.03.050(G) and (H) are unambiguous:

(G) To receive written complaints, including anonymous complaints, from the public alleging misconduct by sworn Vallejo Police Department Officers. The Commission Secretary shall immediately forward (within 2 business days of receipt) all such complaints delivered to the

Commission to the Chief of Police for investigation and the Chief of Police shall confirm to the Commission that the complaint has been received and logged by the Department. All complaints involving Serious Incidents, as defined in Sections 18.02.010D shall also be forwarded by the Commission to the City Manager, Human Resources Director and City Attorney for investigation by an Independent Investigator as set forth in Chapter 18.02;

(H) The Chief of Police, or any other City Department that receives public complaints shall immediately forward (within 2 business days) or cause to be forwarded to the Commission, any complaints from the public they have received concerning misconduct by Sworn officers of the Police Department. For purposes of forwarding complaints to the Commission, the Chief of Police or other receiving Department may forward them to the Commission Secretary.

Only complaints involving serious incidents are forwarded to the City Manager, City Attorney, and Human Resources, and only after coming to POAC first, not before.

Let it be repeated, ***All complaints involving serious incidents shall also be forwarded by the commission to the City Manager, City Attorney, and Human Resources Director.***

This has since been changed to allow community members to submit complaints directly to POAC commissioners. On the commission's first operational meeting, commissioners were informed that all email communications — not only complaints — would be automatically forwarded to the City Manager, City Attorney, and Human Resources. The stated rationale was complaint timeline compliance and PRA. The practical effect is that all commissioner communications are routed through city staff and acted upon without commission direction, and this arrangement was established before the revised complaints policy was even live, meaning no complaints were yet received or handled by POAC. (See appendix for Vice Chair Sykes's memo noting concerns with this arrangement and requesting the item be agendaized for further discussion, a request not included in subsequent agendas and scheduled for the now-cancelled April 20 special meeting.)

The March 30, 2026, Special POAC Meeting illustrates a broader pattern. The meeting was designed and structured by city staff, presented publicly under the commission's name, with POAC leadership not meaningfully involved in its design until the final days. Moreover, POAC members received no briefing on the meeting format, expectations, or their role within it, and POAC leadership received no guidance on how to communicate with its members under Brown Act rules. The POAC remains uncertain about how it is expected to complete its first full cycle of policy review in a manner that genuinely incorporates community voice.

At the April 9 meeting, following public comment, commissioners learned through their own questioning that the City Attorney retains final authority over the selection of POAC's

independent counsel and possibly the auditor. The City Attorney's office has been the subject of formal concerns regarding its role in delaying this commission's implementation. That the office whose conduct has been questioned controls who advises and supports this commission is a structural conflict the commission considers unresolved and urgent.

Commissioners have repeatedly received information from city staff framed as settled - on agenda-setting authority, on email monitoring, on complaint handling procedures - only to discover through independent research and consultation with peer jurisdictions and national oversight bodies that standard practice and the ordinance itself support a more independent role for the commission. A commission that cannot control its own meetings, set its own agenda, or operate free from staff interference cannot perform meaningful independent oversight. That is the condition in which POAC currently operates.

Budgetary Constraints and Operational Support

The commission has been directed by ordinance and by the settlement agreement to perform meaningful, independent police oversight, including reviewing significant policies, engaging the public, and appointing independent counsel and an auditor. It has no budget to do so.

At the April 9 meeting, a commissioner raised the prospect of paying for materials and work products out of pocket. That this was raised at all reflects the operational reality the commission faces: no dedicated staff, no resources, and no administrative infrastructure. The practical consequences are significant. The City Manager — whose departure was announced at the April 9 meeting — has served as Commission Secretary while simultaneously managing the city. The City Attorney — whose independence from this commission has been formally questioned — remains its assigned attorney.

The commission has proceeded regardless, establishing ad hoc subcommittees, scheduling special meetings, and working to meet a 45-day deadline to submit recommendations on the revised Personnel Complaints Policy and to advance the selection of independent counsel and an auditor.

Without staff support, budget, or administrative continuity, the commission is being asked to fulfill obligations the city has not resourced it to meet. The cancellation of the April 20 special meeting following the City Manager's departure announcement is the most recent consequence of that gap.

Cooperation and Community Trust

The Police Oversight Accountability Commission was established, in part, because community trust in the Vallejo Police Department had eroded over decades. The settlement agreement with the California Department of Justice recognized that meaningful, independent civilian oversight was not optional; it was a requirement of reform.

The community has not stopped watching, engaging, and caring about what happens. At every POAC meeting this quarter, residents have shown up, submitted written comments and questions about the Personnel Complaint policy (as of yet, unaddressed despite the City Manager/Commission secretary's promise at the March 30 special meeting), and asked the same question in different ways: is this commission independent, and does it have power? The commission has not always been able to answer in the affirmative.

A commission that is surveilled, under-resourced, excluded from its own meetings, and dependent on the very offices it is meant to oversee cannot rebuild trust. It can only confirm what many in Vallejo already believe: that currently, oversight is performative, that accountability is managed rather than real, and that the system continues to protect itself.

The POAC does not accept that conclusion. But the conditions documented in this report make it harder to argue against.

Recommendations from POAC leadership

The Vallejo Police Oversight and Accountability Commission was established to perform meaningful, independent civilian oversight of the Vallejo Police Department. The following recommendations reflect what is required to fulfill that mandate.

1. Resource the commission to function independently

The commission currently operates without a budget, dedicated staff, or the administrative infrastructure necessary to fulfill its responsibilities. This must be remedied. A dedicated budget, a Commission Secretary whose sole responsibility is supporting this body, and clear resource commitments from the city are not optional; they are preconditions for the POAC to fulfill its mandate and do its job.

2. Establish clear working protocols between POAC and city staff

The commission requires written, agreed-upon protocols governing agenda setting, email communications, document distribution, and administrative support. These protocols should

reflect the commission's independence and be developed with POAC input, not presented to commissioners as settled arrangements. The absence of bylaws has compounded this problem. Developing and adopting bylaws is an immediate priority and is mandated by the POAC's ordinance.

3. Seat independent counsel and auditor without delay, and without conflict

The POAC's independent counsel and auditor are its most critical oversight resources. Their selection must proceed without delay and without the involvement of any office whose independence from this commission has been formally questioned. The POAC recently established ad hoc subcommittees to advance this work. Without dedicated staff, budget, or administrative support, those subcommittees cannot function as intended. POAC leadership requests that CalDOJ and the Vallejo Evaluation Team monitor this process and that the city ensure it is conducted transparently and free of conflicts of interest.

4. Build a genuine partnership with POAC

Meaningful oversight requires meaningful partnership - oversight requires that all relevant stakeholders work with the POAC, not around it. Decisions affecting the commission's work should not be made in its absence. Timelines should account for the commission's capacity and learning curve.

The POAC leadership would like to note that early collaboration with VPD seemed promising. Earlier this month, commissioners examined the first complete investigation of a citizen complaint. The investigation proved thorough, providing all the relevant information requested by the commission. Deputy Chief Knight offered assurance that any evidence requiring further investigation would be addressed promptly. The officer involved was forthcoming and did not attempt to evade questions. That is the standard.

5. Support commissioner training and community education

Commissioners are committed to building their capacity to run this commission effectively. The city must support that effort, including training on meeting procedures, agenda setting, and the administrative processes that govern commission work. The commission also intends to invite subject matter experts from peer jurisdictions and national oversight bodies to share how comparable commissions operate. The community deserves a commission that is fully equipped to do its job.

CONCLUSION

Restoring community trust is a complex and ongoing challenge, and progress is difficult to see when the structures meant to support oversight are still being built, and in some cases, still being contested.

The POAC is energized and keen to get to work as a key actor in rebuilding Vallejo's public safety landscape and serve as the bridge it was intended to be to bring community and VPD closer to a shared understanding and a shared vision of safety and fairness for all of our communities. However, what has happened and what this report aims to document is that in the current environment, the POAC cannot fulfill its mandate. The barriers are structural, not incidental, and resolving them requires action from the city, from the council, and from the outside bodies monitoring this reform effort.

We remain committed to this work and to the community this commission serves. Questions about this report may be directed at Chair John Lewis or Vice Chair Renee Sykes.

Respectfully submitted,

John Lewis
Chair
POAC

Renee Sykes
Vice Chair
POAC

CC:

Andrea Sorce - Mayor
City Council members,
Andrew Murraray - City Manager
Veronica Nebb - City Attorney
Jason Ta - Chief of Police
California Department of Justice
Vallejo Evaluation Team (Jensen Hughes)

APPENDIX

Memo from Vice Chair Renee Sykes sent to POAC & Secretary via email (April 2026)

The POAC is an independent oversight body established under the Vallejo Municipal Code and required by the Cal DOJ-stipulated judgment. Since its activation, commissioners have operated under a monitoring arrangement they did not vote for and were not asked to consent to.

At the January 14, 2026, special meeting, City Attorney Nebb disclosed that commissioners email accounts had been set up with automatic forwarding of all incoming and outgoing mail to the City Manager, the City Attorney's office, and Human Resources (HR). When Council Member Lediju pressed for clarity, asking if "*everything* was being forwarded," Nebb answered in the affirmative "Yes, everything is being auto-forwarded." No motion was made. No commissioner vote was taken. It was presented as *fait accompli*.

The City's stated justifications have been twofold: that complaint emails require rapid response given ordinance-mandated timelines, and that commissioner emails are subject to the California Public Records Act.

What was framed in January as an administrative necessity has since revealed itself to be detrimental to and undermines the very purpose of the POAC, requiring urgent remedy. This memo lays out the arguments why this practice is deeply problematic and frames the POAC's requests for an alternative approach moving forward.

Concerns

1. Undermining POAC & its members

Since POAC members can and should receive complaints directly and are expected to submit them through VPD's portal, this is a legitimate function that requires adequate resourcing and support. However, taking unilateral control of commissioner communications without waiting for the POAC to request assistance infantilizes the very people the community has tasked with overseeing the department. It also undermines community trust in the POAC, since the city's access has demonstrably extended well beyond its stated purpose: to monitor complaints. Just recently, on two separate occasions, a contractor emailed POAC's Chair and Vice Chair directly to schedule working meetings — communications intended solely for commission leadership. On the first occasion, the City Manager accepted the invitation unprompted. On the second occasion, the City Attorney accepted, accompanied by an unidentified individual who was subsequently confirmed to be a member of her office. Neither city staff member had been invited by the contractor or the commissioners.

2. No documentation or legal precedent

This practice is additionally alarming because the city has no documented policy, public authorization, or formal legal basis — no ordinance, no resolution, no publicly adopted protocol. The absence of any written mandate means this practice lacks a legal foundation and appears to be informal, unilateral control. Under California's Electronic Communications Privacy Act, (Cal ECPA) government entities are required to obtain a legal process before compelling access to electronic communications — a threshold this informal arrangement does not meet.

3. Brown Act & First Amendment Contradiction

The City's monitoring arrangement surveils the precise communications channel the Brown Act was designed to protect. The Brown Act explicitly protects individual communications between commissioners and members of the public, carving out that space to preserve constituents' constitutional right to contact their representatives directly and privately. The city and the city attorney's access to those communications does so without notice to the constituents who believe they are communicating privately with an oversight body.

4. Reinforcing Community Distrust

The concern is further compounded by the fact that Ms. Nebb is currently under investigation, the City Council has engaged the Shaw Law Group to investigate allegations of misconduct, including obstruction of this very body. The POAC itself has already voted to seek independent outside counsel specifically to distance its legal representation from that office, with one individual from the public stating plainly *that "the public does not have any trust in the City Attorney's office to have any role in this at all."* Granting the same office informal, unauthorized access to commissioner communications is structurally incompatible with the independence the POAC is mandated and legally required to maintain under the Cal DOJ-stipulated judgment.

Best Practice: How others deal with this issue

This is an initial scan and informs our request for a structured research process (see below)

- Pasadena's CPOC and Philadelphia's CPOC have dedicated public-facing complaint channels entirely separate from commissioner communications
- Most functional oversight bodies have independent staff who manage complaint intake - commissioners never touch the raw complaint flow
- NACOLE best practices specifically call for complaint systems that are independent of both the police department *and* city administration

POAC's Expectation and Requests

1. POAC requests that the City establish a dedicated complaints intake channel (i.e. complaints@poac) or similar that can be appropriately monitored without compromising communications with commissioners. The IPA role once filled, could absorb complaint intake entirely, further undermining the justification for the current monitoring arrangement and making a dedicated intake channel a logical interim solution.
2. POAC requests written assurance from the City that POAC member city email accounts are no longer subject to automatic forwarding, effective immediately.
3. POAC establishes an ad hoc subcommittee, led by the Chair or Vice Chair, to research best practices from peer commissions, specifically how others have resolved the tension between complaint urgency and commissioner privacy, and report back with recommendations within 30 days.

4. Per the commission's own ordinance (Vallejo Municipal Code Title 18) and the commitment made by the City Attorney at the January 14, 2026 special meeting, POAC requests that the City immediately engage independent legal counsel on a temporary or contract basis ahead of the formal RFP process that is already underway to review the current email monitoring arrangement and provide a formal opinion on its compatibility with the commission's independence mandate and the Cal DOJ stipulated judgment. This is too much of a time-sensitive issue to wait for the full procurement process.

As stated on numerous occasions at POAC meetings, the goal of POAC is to be as open and honest with the public to maintain and sustain the fairness and integrity of the commission.

Respectfully submitted,

John Lewis
Chair
POAC

Renee Sykes
Vice Chair
POAC

**Addendum to POAC 2026 Annual Report
June 11, 2026**

Below are activities POAC commissioners engaged in between March 2025 and April 2026

| POAC Activities | Description |
|---------------------------------|--|
| Trainings | <p>March 3, 2025-Review of Proposed Amendments to POAC Ordinance. (Facilitators-Nebb & Risner)</p> <p>March 17, 2025-MMA, PERB, VPOA MOU, CAMP and IBEW (Facilitators-Nebb & Risner)</p> <p>March 26, 2025-Principles of Constitutional Due Process, POBAR, Confidentiality of Police Officer Records (Facilitator-Joshua Kienitz/Littler Mendelson)</p> <p>April 29, 2025-Leading with Integrity-Module 1 (Facilitator-Rania Adwan)</p> <p>May 5, 2025-Anti Discrimination, Harassment, Bias, Diversity, Inclusion & Racial Equity. Power, Bias & the Oversight Lens-Module 2</p> <p>Procedural Justice-Module 3 (Facilitator-Rania Adwan)</p> <p>May 22, 2025-Trauma Informed Care Constitutional Rights Related to Law Enforcement (Facilitator-Attorney Lisa Lee/Burke, Williams, Sorenson, LLP)</p> |
| Complaints Reviewed | <p>February 2, 2026-3</p> <p>March 12, 2026-14</p> <p>April 9, 2026-12 Total=29</p> |
| Investigatory Reviews | April 2026 -1 |
| VPD Policies Approved | <p>April 9, 2026</p> <ul style="list-style-type: none"> • Facial Coverings • Visible Display of Identification |
| Miscellaneous Activities | August 2025 -Police Ride-a-longs/Dispatch Sit Ins |