



AGENDA

SURVEILLANCE ADVISORY BOARD SPECIAL MEETING

6:00 PM

HYBRID-MEETING
www.CityOfVallejo.net

**Vallejo Room (Lower
JFK Library)
505 Santa Clara Street
Vallejo, CA 94590**

DECEMBER 2, 2024

Board Members

Andrea Sorce (Chair) (At-Large)
Steven Pasholk (District 1)
Anthony Stewart (District 2)
VACANT (District 3)
Simon Lee (Vice-Chair) (District 4)
Mike Moreno (District 5)
Brooke Reddell (District 6)

IMPORTANT NOTICE

Chair Sorce will participate remotely via zoom. Her location information is as follows:

**Harvard Kennedy School
Room W-438,
79 JFK St.
Cambridge MA 02138**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Surveillance Advisory Board without prior notice about an item not listed on the AGENDA, no specific answers or responses should be expected at this meeting per State law.

Pursuant to Government Code Section 54954.3 of the Brown Act, members of the public shall be afforded the opportunity to speak on any agenda item of interest to them after being recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Secretary of the Surveillance Advisory Board prior to the consideration of the item or raise their hand via ZOOM: <https://Zoom.us/my/Vallejoec> (669) 900-6833. Enter Meeting ID: 851 502 7190#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit www.cityofvallejo.net/publiccomment. In person speakers will be recognized first.

Notice of Availability of Public Records:

All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Surveillance Advisory Board will be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting.

Members of the Public will be able to participate in-person or remotely via Zoom. Meeting Location listed above will be open to members of the public 30 minutes prior to the start of the meeting.

PUBLIC COMMENT: Members of the public may provide public comments during the board

meeting in person or via ZOOM (<https://zoom.us/my/vallejoec>), or via phone, by dialing (669) 900-6833. Meeting ID 851 502 7190# For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING: There are three different ways you can view this public meeting:

- In Person
- Join the Zoom webinar: <https://zoom.us/my/vallejoec>
- View the meeting on the city website.

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

4 FIRST COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

5 CONSENT CALENDAR AND APPROVAL OF AGENDA

A APPROVE MEETING MINUTES FROM NOVEMBER 21, 2024 BOARD MEETING.

6 ACTION CALENDAR

NOTICE: Members of the public wishing to address the Council on Action Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A ADOPTION OF A RESOLUTION RECOMMENDING DEPLOYMENT OF THE REPLACEMENT AXON BODY CAMERAS AND TASER TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT, CONSIDER THE CURRENT POLICIES THEREFORE AND ANY AMENDMENTS WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

B ADOPTION OF A RESOLUTION RECOMMENDING AGAINST DEPLOYMENT OF AUTOMATED REDLIGHT CAMERA TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

7 ADJOURNMENT

I, Naveed Ashraf, Surveillance Advisory Board Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Surveillance Advisory Board, 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 5:00 P.M., November 27, 2024

Dated: November 27, 2024





DATE: December 2, 2024
TO: Surveillance Advisory Board Chair and Members of the Board
FROM: Naveed Ashraf, Chief Innovation Officer & IT Director
SUBJECT: APPROVE MEETING MINUTES FROM NOVEMBER 21, 2024 BOARD MEETING.

RECOMMENDATION

Board to approve meeting minutes from the November 21, 2024 Meeting.

BACKGROUND AND DISCUSSION

By Motion approve meeting minutes from November 21, 2024, Surveillance Advisory Board Meeting.

ATTACHMENTS

1.	SAB-DRAFT-MINUTES-11-21-2024
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CONTACT

Naveed Ashraf, Chief Innovation Officer & IT Director
(Office) 707-648-4468

DRAFT

SURVEILLANCE ADVISORY BOARD SPECIAL MEETING MINUTES

November 21, 2024

Vallejo Room
Lower JFK Library
505 Santa Clara Street
Vallejo, CA 94590

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Sorce, Vice Chair Lee, Board members Stewart, Pasholk, Reddell, and Moreno

Absent: None

Staff present: Secretary Ashraf

4. FIRST COMMUNITY FORUM

No public comments inperson/on-line.

6. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: Moved by Board member Stewart, seconded by Board member Lee, Vote all ayes to approve the agenda and the consent calendar.

A. Approval of Minutes – July 18, 2024

Actions: Approved minutes.

7. REPORT OF THE BOARD SECRETARY

Getting ready for the holidays and prep for the 4 new council members and getting ready for the turn over that would happen in this board.

8. CITY ATTORNEY REPORT

No Report

9. REPORT OF THE CITY COUNCIL LIAISON

Council Member Arriola was present and nothing to report.

10. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE BOARD

- *Chair Sorce made the request that City Attorney's office look into amending SAB ordinance to allow monthly meetings.*

11. ACTION ITEM

A. Consideration of a recommendation to the city council concerning the purchase of new axon body worn camera equipment for the Vallejo Police Department and direction to the staff for preparation of a resolution.

Brian Moutinho, Dennis Burgess, and Tom Richardson from Axon were present via zoom. Brian presented a power point deck outlining various services offered by axon covered in the contract. Boards asked several questions from the axon team and staff. Captain Bautista and Deputy Chief City Attorney, Risner answered various questions raised by the board concerning the axon contract. Board was in agreement that it was ok to proceed with this purchase. Board recommended to meet on December 2nd for a special meeting to create and approve the resolution that can be sent to the city council along with the axon contract.

B. ARLES – Automated Red Light Enforcement system/ Staff to seek direction from the board to create a resolution to present to the city council.

A detailed discussion was conducted in October meeting of the board. Captain Bautista prepared notes of the discussion and notes were included in the packet. Like action item A. board decided to create and approve the resolution on December 2nd that can then be forwarded to the city council not recommending the use of the technology at this point.

C. Raven ad-hoc committee membership change.

Since Chair Sorce will be transitioning out of this board, she asked if another board member can step up and serve in this ad-hoc committee to continue to review and monitor raven gunshot detection technology. The committee will resume its operation in January 2025. Chair Sorce asked Board Member Pasholk to step up and replace the open spot. Board Member Pasholk agreed to serve on the ad-hoc raven committee.

*Moved by Vice Chair Lee and seconded by Moreno
Vote was called by the board secretary with all ayes.*

The ad-hoc committee members are Board Members Pasolk, Moreno, and Lee.

12. INFORMATION ITEMS

- A.** Technology usage reports: Drones, Cell Site Simulator, RAVEN Gunshot Beta Project, and Flock ALPR Cameras.

Lt. Tai presented and reviewed specific technology reports and associated usage in the past month and answered several clarifying questions asked by the board. The drone report style to be modified to show date and time.

- B.** Flock Raven Gunshot Detection Beta Project Ad-hoc Subcommittee Report

Captain Bautista presented detailed numbers from the raven technology use. The report was distributed as part of the packet. Board Members asked few clarifying questions that were addressed by Lt. Tai and Captain Bautista.

13. FUTURE AGENDA ITEMS

Special Board Meeting on December 2nd to create and approve two resolutions from item 11 above.

14. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

ANDREA SORCE, CHAIR

ATTEST:

NAVEED ASHRAF
CHIEF INNOVATION OFFICER/IT DIRECTOR



DATE: December 2, 2024
TO: Surveillance Advisory Board Chair and Members of the Board
FROM: Naveed Ashraf, Chief Innovation Officer & IT Director
SUBJECT: ADOPTION OF A RESOLUTION RECOMMENDING DEPLOYMENT OF THE REPLACEMENT AXON BODY CAMERAS AND TASER TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT, CONSIDER THE CURRENT POLICIES THEREFORE AND ANY AMENDMENTS WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

RECOMMENDATION

Recommend to the Vallejo City Council the use of Axon body worn cameras and Taser Technology for the Vallejo Police Department.

BACKGROUND AND DISCUSSION

Vallejo Police Department uses and deploys Axon body worn cameras and Taser technology. The Axon body worn cameras and tasers are a standard issue for uniformed sworn personnel. The current Axon body worn and taser technology contract is expiring in February 2025. It is the desire of Vallejo Police Department to enter into a new 5-year contract with Axon Technologies for the following products and services:

1. **Body-Worn Cameras (BWCs)**: State-of-the-art devices with supporting software and enhanced electronics and extended battery life.
2. **Electronic Control Devices (TASERs)**: Next-generation Taser 10.
3. **Fleet 3**: In car video solution.
4. **Interview Room**
5. **Axon Air**: Software management for Vallejo Police Department's drone program.

On November 21, 2024, Vallejo Police Department personnel along with representatives from Axon presented a comprehensive overview of Axon technologies covered in the new proposed contract. The power-point presentation is attached and is included in this agenda packet. The Surveillance Advisory Board asked many qualifying questions, and after their thorough review, were in agreement to recommend to the City Council the continuing use of Axon Technology with additional features.

Chief Assistant City Attorney offered to create a draft resolution that the board can revise and approve at their December 2nd, 2024 special meeting. The Axon contract is scheduled to go to the City Council for their consideration on December 10th, 2024.

ATTACHMENTS

1.	1-SAB Draft Reso AXON BWC
2.	2-Portable Audio Video Recorders
3.	3-Conducted Energy Device
4.	4-Vallejo PD 5.0

Date: December 2, 2024

Subject: ADOPTION OF A RESOLUTION RECOMMENDING DEPLOYMENT OF THE REPLACEMENT AXON BODY CAMERAS AND TASER TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT, CONSIDER THE CURRENT POLICIES THEREFORE AND ANY AMENDMENTS WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

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CONTACT

Naveed Ashraf, Chief Innovation Officer & IT Director
(Office) 707-648-4468

ACTION ITEM 6-A

RESOLUTION NO. 2024-XXX

A RESOLUTION OF THE CITY OF VALLEJO SURVEILLANCE ADVISORY BOARD RECOMMENDING THE PURCHASE OF THE NEW AXON BODY WORN CAMERAS AS REQUESTED BY THE VALLEJO POLICE DEPARTMENT

WHEREAS, the City of Vallejo Surveillance Advisory Board (the “Board”) has been tasked with reviewing the deployment and use of surveillance technology by City Departments as well as the policies associated therewith, and making recommendations to the requesting Department Head with copies to the City Council, City Manager and City Attorney; and

WHEREAS, the Vallejo Police Department proposes to purchase replacement Axon Body Worn Camera technology as well as new TASER technology (collectively, the “Technology”) from Axon Enterprise, Inc. (“Axon”); and

WHEREAS, VPD is requesting that the Board recommend the deployment of the new Body Worn Camera Technology within the City of Vallejo; and

WHEREAS, the Board received a presentation from Axon about the capabilities of the Technology and its use; and

WHEREAS, the Board has heard comments from the VPD staff concerning the use of the Technology; and

WHEREAS, the Board has provided the public an opportunity to comment at an open, public meeting about the use of the Technology; and

WHEREAS, the Board has deliberated amongst its members and considered staff comments, the Axon presentation, the proposed contract and comments from the public, if any.

NOW, THEREFORE, THE SURVEILLANCE ADVISORY BOARD OF THE CITY OF VALLEJO DOES RESOLVE AS FOLLOWS:

SECTION 1. The Board finds that the proposed use of the Technology is appropriate and recommends its deployment which will benefit the City of Vallejo and its citizens.

SECTION 2. Having reviewed the policy concerning the Technology, the Board hereby recommends the following changes to the policy **[DELETE THIS SECTION IF NO CHANGES]**.

Adopted by the City of Vallejo Surveillance Advisory Board at a regular meeting held on December 5, 2024 with the following vote:

AYES:
NOES:
ABSENT:

ACTION ITEM 6-A

ABSTAIN:

ATTEST:

ANDREA SORCE, CHAIR

NAVEED ASHRAF, SECRETARY

Portable Audio/Video Recorders

423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Vallejo Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

423.1.1 DEFINITIONS

AXON System:

- Software system accessible at designated workstations and utilized by the Department to store and verify the authenticity of digital images and which provide secure storage of digital audio files.

AXON SYSTEM PDRD:

- Portable Digital Recording Device

423.2 POLICY

The Vallejo Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

423.2.1 DESIGNATED SOFTWARE SYSTEM

AXON:

The Department utilizes the AXON portable digital recording device (PDRD). Only trained personnel shall operate Department PDRD's

Digital video recordings which constitute evidence shall be downloaded and stored within the Department's Evidence.com system. An Evidence Property Report shall be completed identifying the location as Evidence.com server.

The use, duplication, and/or distribution of AXON files for anything other than booking a physical copy of a video into evidence for use in a criminal court case requires prior authorization from the Chief of Police

423.3 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in their official capacity shall remain the property of the Department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings

Portable Audio/Video Recorders

423.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or malfunctions at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable. Uniformed members shall wear the recorder in a conspicuous manner. Whenever practical, members should notify persons that they are being recorded.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful.

Prior to going in service, personnel shall test PDRD equipment to ensure the unit is properly charged. Personnel shall position the PDRD to facilitate recording, in accordance with operating instructions. PDRD are activated and deactivated manually.

Members shall document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members shall include the reason for deactivation.

Personnel shall upload PDRD data files at designated Axon workstations once, at minimum, during any shift in which the device is utilized, to:

- (a) Ensure storage capacity is not exceeded; and/or,
- (b) View uploaded data.

Defective devices shall be submitted to the Evidence Section, with a written description of the defect, including the serial number of the affected device.

After setting up an online account with Axon, members will then be able to access their individual videos through Evidence.com. Additionally, members will be able to access videos via their smartphone or a station computer.

Members will place the camera in the docking station which will simultaneously charge and upload all the videos into a secure cloud-based evidence storage facility. Members will also be able to tag videos with a case number or description through the members smartphone via a wireless connection.

423.4.1 AXON DOCUMENTATION

In addition to any Property Report or RIMS Evidence Property Manager entry, personnel utilizing a PDRD shall document its use in the pertinent:

- (a) Offense report
- (b) Citation
- (c) Arrest Report
- (d) In CAD, in the "Comment" section.

Portable Audio/Video Recorders

423.4.2 DATA RETENTION AND RELEASE

- It is the responsibility of the member(s) downloading a PDRD to identify any digital file associated with an investigation by noting the case number in the "Comments" section.
- Any PDRD files downloaded to physical media, including but not limited to CD ROM, DVD ROM, and/or thumb drives, shall be booked into evidence and are the responsibility of the Evidence Section. See *Computers and Digital Evidence Policy* for the submission of digital media.
- Members are prohibited from attaching any PDRD file to an email.
- Members shall not post PDRD videos to the Internet. (i.e. YouTube or any other website or form of social media).
- Employees shall not electronically forward or physically remove any PDRD video from the police department, unless a video is being signed out from the evidence section for use in a criminal court case.
- Digital PDRD files not associated with an investigation are automatically deleted from the evidence.com after two years.

423.4.3 SUBMISSION OF DIGITAL MEDIA

See *Computers and Digital Evidence Policy* for required procedures for the submission of digital media used by cameras or other recording devices.

423.5 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder shall be used, although there are many situations where its use is appropriate.

Members shall activate their recorder whenever there is a reasonable expectation of an adversarial encounter, violence, inter-personal conflict, use of force, or display of weapons or any time the member believes it would be appropriate or valuable to record an incident.

In addition, the portable recorder shall be activated in any of the following situations:

- (a) Prior to arrival at dispatched or self-initiated responses to calls for service
- (b) All enforcement and investigative contacts including stops and field interview (FI) situations
- (c) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (d) Self-initiated activity in which a member would normally notify the Communications Center
- (e) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording.

Portable Audio/Video Recorders

Requests by members of the public to stop recording should be considered using this same criterion. Recording shall resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

Activation of the PDRD is not required for routine, unplanned police-citizen interactions or public contacts including but not limited to providing directions/information, signing off mechanical violations, friendly greetings, or casual conversations with citizens or city officials.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder shall be activated in situations described above as soon as reasonably practicable.

423.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

423.5.2 CESSATION OF RECORDING

Once activated, the portable recorder shall remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

423.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

423.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Portable Audio/Video Recorders

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

423.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall download, tag and categorize these in accordance with procedure and document the existence of the recording in any related case report.

A member shall transfer, tag and categorize recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member shall promptly notify a supervisor of the existence of the recording.

423.8 REVIEW OF RECORDINGS

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

Portable Audio/Video Recorders

- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

423.9 PDRD SYSTEM COORDINATOR

The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

- (a) Establishing a system for downloading, storing and security of recordings.
- (b) Designating persons responsible for downloading recorded data.
- (c) Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.
- (d) Establishing a system for tagging and categorizing data according to the type of incident captured.
- (e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- (f) Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- (g) Maintaining logs of access and deletions of recordings.

423.10 RETENTION OF RECORDINGS

By law, recordings of the below listed incidents should be retained for a minimum of two years (Penal Code § 832.18). However, the Vallejo Police Department retains all recordings for a minimum of five years:

- (a) Incidents involving use of force by an officer
- (b) Officer-involved shootings
- (c) Incidents that lead to the detention or arrest of an individual
- (d) Recordings relevant to a formal or informal complaint against an officer or the Vallejo Police Department

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution (Penal Code § 832.18).

Portable Audio/Video Recorders

Records or logs of access and deletion of recordings should be retained permanently (Penal Code § 832.18).

In the event of an accidental activation of a PDRD where the resulting recording is of no evidentiary value, the recording member may request that the recording be deleted by submitting an email request to their division commander. If appropriate, the division commander will approve and forward the request to the PDRD System Coordinator for deletion.

423.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

Conducted Energy Device

305.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

305.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

305.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department approved training may be issued and may carry the CED.

The CED Coordinator is responsible for issuing CED devices and cartridges. Replacement cartridges are issued from the Watch Commander's Office after the officer completes the checkout log. Cartridges are also tracked when an officer docks the device.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges that have been issued by the Department. Cartridges should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon set up for non-dominant hand draw and deployment (Penal Code § 13660).

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) Officers may carry additional cartridges on their person in an approved cartridge holder.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles but must carry them on their person in a manner consistent with this policy.

305.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed at the beginning of the shift.

CEDs that are damaged or inoperative, or cartridges that are expired or damaged, shall be returned to the CED Coordinator for disposition.

Conducted Energy Device

305.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

305.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

305.5.1 APPLICATION OF THE CED

The CED may be used, when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

305.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.

Conducted Energy Device

- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

305.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

305.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands or other options or tactics may be more effective.

The (TASER 7™) device deploys one pair of probes for each trigger pull and two pairs per cartridge. After an officer has assessed the compliance level of the subject and the effectiveness of the first pull the officer may have to pull the trigger a second time to create the possibility of neuro-muscular incapacitation.

305.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged.

Conducted Energy Device

305.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

305.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

305.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports and in compliance with the Use of Force reporting requirements. Photographs should be taken of any obvious probe impact or drive-stun application sites and uploaded into Evidence.com. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented consistent with the Department's Use of Force Policy. Data downloads from the CED after use on a subject should be done as soon as practicable using a department approved process to preserve the data.

305.6.1 CED USE REPORTING

As applicable based on the device type, items that shall be included in the Use of Force and related reports are:

- (a) The brand, model, and serial number of the CED and any cartridge.
- (b) Date, time, and location of the incident.
- (c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.
- (d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the CED was used.
- (f) The type of mode used (e.g., probe deployment, drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went, if known.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any officers sustained any injuries.

The Professional Standards Division should periodically analyze the reports to identify trends, including deterrence and effectiveness. The PSD should also conduct audits of CED device data downloaded to an approved location. Supervisors should reconcile CED related reports with

Conducted Energy Device

recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

305.6.2 REPORTS

The officer should include the following in the arrest/crime/use of force report:

- (a) Identification of all personnel firing CEDs
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication, or other medical problems

305.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes or who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

305.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was deployed.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded. The supervisor should ensure photographs of probe sites have been taken and witnesses interviewed.

305.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department approved training. Any personnel who have not carried the CED

Conducted Energy Device

as a part of their assignments for a period of six months or more shall be re-certified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate by the Training Sergeant. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Sergeant is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Sergeant should ensure that CED training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing non-dominant hand draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
- (e) Scenario-based training, including virtual reality training when available.
- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
- (j) Proper tactics and techniques related to multiple applications of CEDs.

Vallejo Police Department

AXON

Brian Moutinho
Key Account Leader

Tommy Richardson
TASER

NOVEMBER 21, 2024



Agenda

- Who is Axon
- Background
- Public Safety Solution
- Questions and Open Discussion



ACTION ITEM 6-A

WHO IS AXON?

Mission: To "Protect Life" and make the bullet obsolete, creating safer communities for all.

Vision: Innovate public safety technology, enhancing transparency, accountability, and effectiveness.



Background

- Current 5-year Axon contract was executed in Feb 2020
- Included BWC and supporting software, In-Car Video, TASER program
- 2024 evaluation of new software and TASER solutions resulted the PD's request to renew Axon contract for a 5-year term



Axon Enterprise: Comprehensive Public Safety Solution

Axon Enterprise, a sole source provider, offers a bundle that includes:

- **Body-Worn Cameras (BWCs):** State-of-the-art devices with supporting software that ensure transparency and accountability in every interaction.
- **Electronic Control Devices (TASERS):** Next-generation non-lethal options that prioritize safety for both officers and the community.
- **Fleet 3:** In-Car Video Solution which captures additional camera angles during pursuits, traffic stops, and monitoring subjects that are in custody.
- **Interview Room:** Brings agency's interview rooms into the Axon Ecosystem for greater efficiency and security of all evidence.
- **Axon Air:** Software management for agency drone program. Allows agency to easily retain flight logs, audit trails, maintenance logs, and upload evidence securely to Axon



Innovative Software Suite

- **Respond Plus:** Enhances real-time coordination during critical incidents with location-based insights and communication tools.
- **AutoTagging:** Utilizes agency CAD data to automatically label BWC video for proper evidence retention
- **Redaction Assistant:** Automates video redaction, protecting privacy while maintaining transparency.
- **Community Request:** Enables direct community engagement, allowing the public to submit evidence securely.
- **Axon Performance:** Streamlines agency video reviews, measures policy compliance, assists officers with labeling videos
- **Evidence Management:** Cloud-based system that ensures secure, easy access to critical data.

**Axon ensures our department stays ahead of the curve with automatic hardware upgrades throughout the contract, guaranteeing that we always have the most advanced tools at our disposal.





ACTION ITEM 6-A

AXON BODY 4

CAPTURE EVERY MOMENT



CORE CAPABILITIES

IN-FIELD CHARGING

END-TO-END SECURITY

IMPROVED VIDEO CAPABILITY

MULTI-MIC AUDIO



ACTION ITEM 6-A

AXON RESPOND

For Maximum Officer **SAFETY**



Send help when it's needed

Maintain visibility of
developing situations

Quickly access and share
information

ACTION ITEM 6-A
AXON



AXON FLEET 3

INTEGRATED IN-CAR VIDEO & ALPR

ACTION ITEM 6-A

 **TASER 10**



 **AXON**

MOONSHOT ▲ 50 in 10

**Cut gun-related deaths
between police and the
public in half by 2033.**

#ourmoonshot

ACTION ITEM 6-A

 **TASER 10**

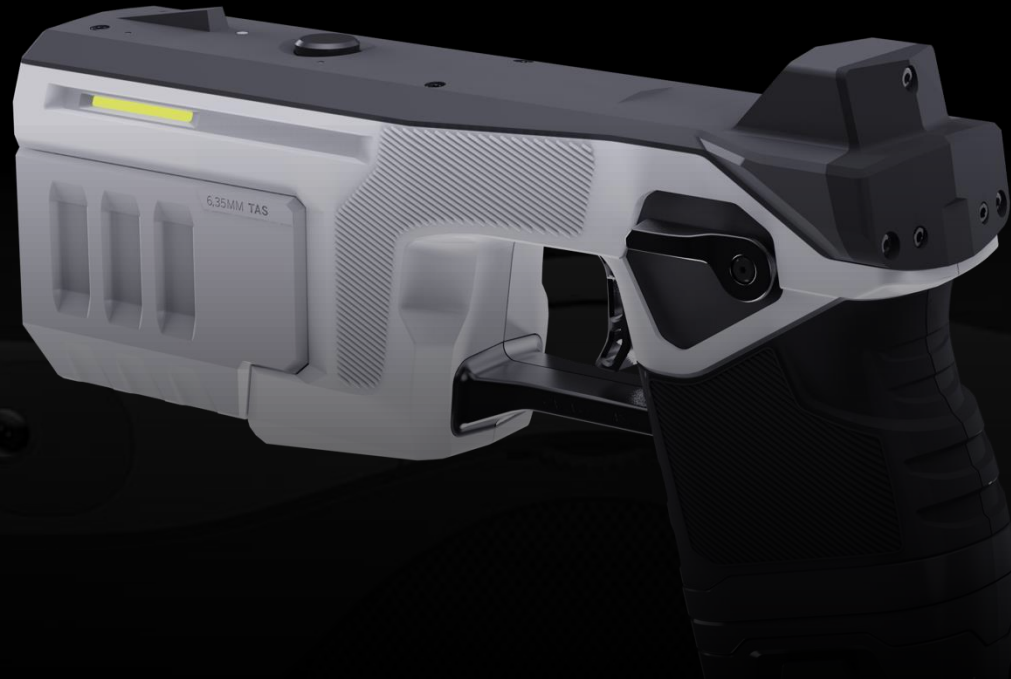
45-Foot Max Range

10 Probe Magazine

205 Feet Per Second



ACTION ITEM 6-A



AXON VR TRAINING

TRAINING FOR THE REALITY OF TODAY — AND TOMORROW

ACCOMPLISHING MOONSHOT

Our moonshot goal to **reduce gun-related deaths between police and the public** requires the seamless integration of technology, training and trust to be successful.

Axon VR is a key component to how we get there: **safer outcomes start with improved training.**



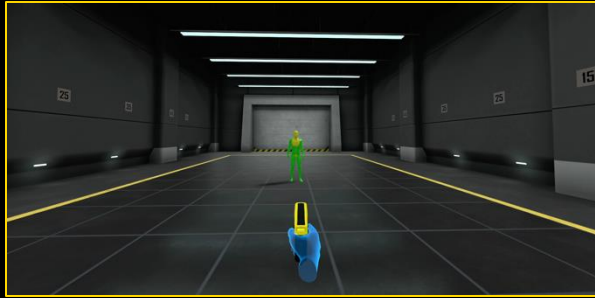
ACTION ITEM 6-A



SIMULATOR TRAINING

SIMULATOR TRAINING: **ACTION ITEM 6-A** CONTENT

AVAILABLE NOW



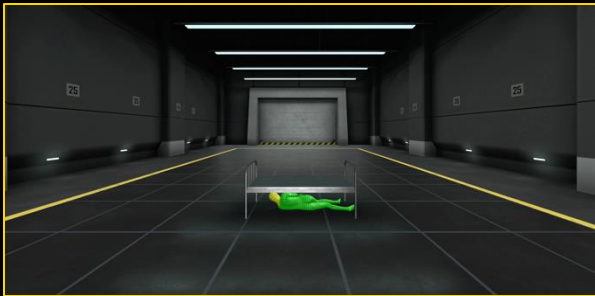
DISTANCE



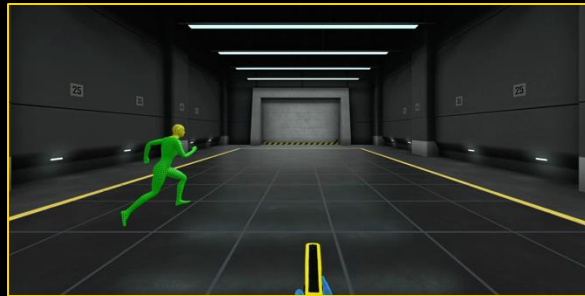
DRAW REPS



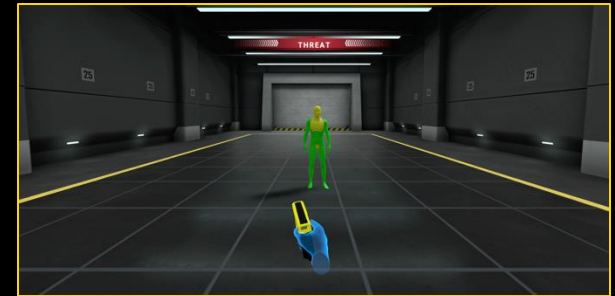
CLOTHING



ALTERNATE POSITIONS



MOVING TARGETS



TIMED DEPLOYMENT

ACTION ITEM 6-A



COMMUNITY ENGAGEMENT TRAINING

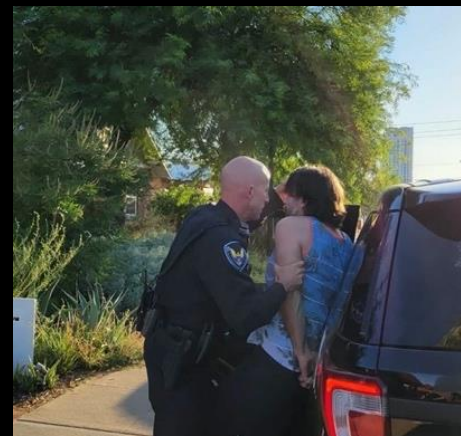
COMMUNITY ENGAGEMENT TRAINING

GOAL: More mutually-beneficial outcomes

Focuses on developing skills, empathy, and de-escalation tactics.

Includes scenarios covering trauma, mental health, peer intervention, and more.

Enhances officers' confidence when responding to calls with new insights, heightened awareness, and broader perspectives.



ACTION ITEM 6-A

COMMUNITY ENGAGEMENT TRAINING: **PORTFOLIO**



Schizophrenia I



Autism I



Suicide Prevention



Alzheimer's



Hard of Hearing



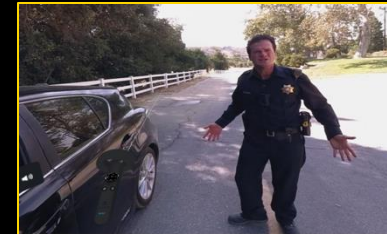
Veteran PTSI



Peer Intervention I



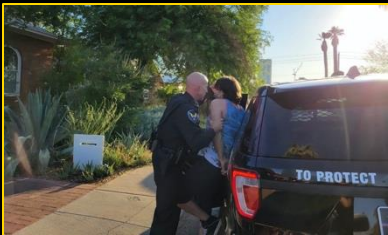
Peer Intervention II



Peer Intervention III



Domestic Violence



Officer in Crisis



Autism II



Substance Abuse



English as 2nd Language



Corrections I

Goal for Partnership with Axon: Strengthening Public Safety through Community, Accountability, and Transparency

In alignment with our commitment to community well-being, accountability, and transparency, the Vallejo Police Department is partnering with Axon to advance our mission of proactive, responsible policing. This partnership will support our goal to meet and exceed national best practices, ensuring we serve our community with integrity and effectiveness.

Key Objectives:

- 1. Community Engagement:** Enhance public trust by using Axon's technology to increase communication and transparency, such as enabling secure community evidence submissions and fostering open dialogue with residents.
- 2. Accountability & Transparency:** Utilize body-worn cameras, automated transcription, and evidence management tools to ensure all interactions are documented accurately, making critical incident information accessible and reliable.
- 3. Operational Excellence:** Leverage Axon's tools like real-time response and records management to support effective policing that aligns with modern standards, allowing us to respond more efficiently to community needs while upholding high standards of accountability.
 1. By setting these goals, the Vallejo Police Department aims to not only uphold but exceed the expectations placed on public safety agencies, reinforcing our role as responsible stewards of safety and community trust.



Q + A



DATE: December 2, 2024
TO: Surveillance Advisory Board Chair and Members of the Board
FROM: Naveed Ashraf, Chief Innovation Officer & IT Director
SUBJECT: ADOPTION OF A RESOLUTION RECOMMENDING AGAINST DEPLOYMENT OF AUTOMATED REDLIGHT CAMERA TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

RECOMMENDATION

A Resolution of the Surveillance Advisory Board recommending against the acquisition and use of Automated Red Light Enforcement System (ARLES).

BACKGROUND AND DISCUSSION

On October 10, 2024, Captain Bautista from Vallejo Police Department presented a detailed overview of the Red Light Enforcement System, also commonly referred to as ARLES. Captain Bautista's detailed analysis is listed below:

REQUIREMENTS

- Would require additional Police Department Support Staff
- PD already in major staffing deficit with 47% officer vacancy rate, unable to provide basic police services (traffic enforcement, backlog of abandoned vehicles and blight issues, extended or no response to lower priority calls)
- Substantial Fiscal Investment
- Indirect workload on other City Departments and Governmental Agencies: Cal Trans, Public Works

IMPACT

- Fiscal impact- Approx. 4.1 million over 5 years
- Decline in injury collisions in those intersections
- Drivers become familiar with these locations and avoid them.
- Locations will need to be rotated to influence driver behavior city wide and not just that intersection.
- 1.2 million to relocate (Construction, surveying, city permitting, infrastructure adjustments)
- COVID increased mask wearing
- Difficult to identify drivers
- Citation issued to registered owner of the vehicle, may NOT be the person driving
- Causing additional workload for city staff to ID driver, resulting in infraction cases being dismissed due to lack of evidence
- Increased Workload to City Staff
- Public Works/ Traffic Engineering Department

Subject: ADOPTION OF A RESOLUTION RECOMMENDING AGAINST DEPLOYMENT OF AUTOMATED REDLIGHT CAMERA TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

-
- Surveys, construction/ infrastructure assessments, permits, public messaging
 - Solano County Courts
 - Increase of citation intake
 - Significant impact to court calendar
 - Technology or specialized issues in prosecuting these infractions
 - Increased Police Department Staff
 - Traffic Division has been dissolved to 1 Sergeant in charge of reviewing all traffic collisions, investigating fatal collisions, reviewing all city permits, OTS grant management, tow rotation oversight, special events management, all impound hearings, abandoned vehicle abatement, and traffic enforcement
 - Minimally, would require 1 Lieutenant, 1 Sergeant, 2 Officers, 1 Police Assistant, 1 Clerk for a traffic division to properly maintain basic functions in addition to management of ARLES program
-
- ARLES Program Implementation
 - Create policy
 - Interface with the SAB
 - Assignment of day-to-day operations of program
 - Provide ongoing training
 - Review of daily infraction videos and photos
 - Investigate identifying drivers (masked, not R/O)
 - Issue citations
 - Prepare video/ photograph redactions
 - Prepare material necessary for prosecutions/ testimony

FISCAL IMPACT

Neighboring Agency (Napa PD)

- Four intersections/ 16 approaches
- 4.1 Million over 5 years
- \$75,000 per month for service fee
- Currently still not implemented

***Possibly revisit in a few years to evaluate staffing.**

ATTACHMENTS

1.	1-SAB Draft Reso ARLES
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CONTACT

Date: December 2, 2024

Subject: ADOPTION OF A RESOLUTION RECOMMENDING AGAINST DEPLOYMENT OF AUTOMATED REDLIGHT CAMERA TECHNOLOGY BY THE VALLEJO POLICE DEPARTMENT WITH THE BOARD TO DISCUSS AND MAKE ANY CHANGES TO THE RESOLUTION DURING THE MEETING.

Page 3

Naveed Ashraf, Chief Innovation Officer & IT Director
(Office) 707-648-4468

ACTION ITEM 6-B

RESOLUTION NO. 2024-XXX

A RESOLUTION OF THE CITY OF VALLEJO SURVEILLANCE ADVISORY BOARD RECOMMENDING AGAINST THE ACQUISITION AND USE OF AUTOMATED RED LIGHT ENFORCEMENT SYSTEMS WITHIN THE CITY OF VALLEJO

WHEREAS, the City of Vallejo Surveillance Advisory Board (the “Board”) has been tasked with reviewing the deployment and use of surveillance technology by City Departments as well as the policies associated therewith, and making recommendations to the requesting Department Head with copies to the City Council, City Manager and City Attorney; and

WHEREAS, the City Council requested that the Board review and consider the deployment of Automated Red Light Enforcement Systems (“ARLES”) within the City of Vallejo; and

WHEREAS, VPD has presented information to the Board concerning the use of ARLES within the City of Vallejo; and

WHEREAS, the use of ARLES would require additional VPD officers to review ARLES data, write citations and appear in court; and

WHEREAS, VPD is currently suffering from a major staffing deficit and does not have the resources to commit to ARLES; and

WHEREAS, VPD estimates that deployment of ARLES within Vallejo would require an investment of \$4.1 million over a period of five years; and

WHEREAS, because drivers become familiar with ARLES intersections and avoid them, ARLES technology will require relocation and redeployment in different areas from time to time at significant cost to the City; and

WHEREAS, ARLES technology is limited in its ability to identify drivers because drivers can wear masks or other clothing to conceal their identities; and

WHEREAS, because of the difficulty in identifying drivers, citations may be issued to persons who were not driving the automobile at the time of the infraction; and

WHEREAS, service fees for ARLES are estimated to be more than \$75,000 per month; and

WHEREAS, in order to properly staff an ARLES program, VPD would have to increase current staffing in the Traffic Division.

NOW, THEREFORE, THE SURVEILLANCE ADVISORY BOARD OF THE CITY OF VALLEJO DOES RESOLVE AS FOLLOWS:

SECTION 1. Based upon the above recitals and the information provided by VPD, the Board finds that the proposed use of ARLES is not beneficial to the City of Vallejo and its citizens at this time and recommends against its purchase and deployment.

ACTION ITEM 6-B

Adopted by the City of Vallejo Surveillance Advisory Board at a special meeting held on December 5, 2024 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

ANDREA SORCE, CHAIR

NAVEED ASHRAF, SECRETARY