



Public notice is hereby given that the South Salt Lake City Civilian Review Board will hold a Meeting on **Monday, November 4, 2024**. This will be an in-person meeting commencing at **6:30 p.m.** at South Salt Lake City Hall.

To watch the meeting live click the link below:

<https://zoom.us/j/99379993334>

Facilitating: Board Chair Joy Glad

Opening Ceremonies:

Welcome/ Roll Call

Approval of Meeting Minutes:

October 7, 2024

No Action Items:

1. Next Scheduled Meeting – December 2, 2024 at 6:30 PM
2. Citizen Comments / Questions
3. Board Member Comments
4. Discussion – NACOLE Conference Learnings – Glad & Shupe
5. Discussion – Emergency Public Notice Release – Glad & Shupe

Action Items:

1. Discussion and Possible Roll Call Vote amending the CRB – Glad Standing Rules

Closed Meeting:

Closed meeting held pursuant to Utah Code Annotated, 1953, as amended, Sec. 52-4-204, Sec.52-4-205 (1) (a), et seq. for the following purposes: Discussion of character, professional competence, physical or mental health of an individual.

Adjourn

Posted October 31, 2024

**CIVILIAN REVIEW
BOARD MEMBERS:**

CONRAD CAMPOS
VALERIE FLATTES
JOY GLAD
JASON KEFFER
KEVIN MILLER
LORRINA HEISEY
TARA SHUPE
GARY COX
ELIAS McQUAID

CHERIE WOOD
MAYOR

220 E MORRIS AVE
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SECTION 2 – The Civilian Review Board Members

2.1 - The **Organization of the** Board and Responsibilities:

Civilian Review Board (CRB) Members are appointed by the Mayor for a 2-year term, with the exception of half of the CRB appointed and starting in 2022. There are 7 regular voting Members, 2 alternate Members, 1 non-voting advisory Member.

The Chair is elected at the first meeting of the new calendar year: **and shall serve for a one-term year.**

The Vice-Chair (VC) is elected at the first meeting of the new calendar year: **and shall serve for a one-term year.**

The Voting NACOLE member is elected at the first meeting of the calendar year, and shall serve for a one-year term.

The CRB Members will elect one Member as Chair and one Member as VC ~~Vice-Chair~~. The elections will take place once a year at the first meeting in January.

The election shall comply with the following procedures:

(a) The Chair shall call for nominations, and any Member of the CRB may submit names for nomination. A voice vote is necessary to close the time for nominations.

(b) If two or fewer names are submitted for nomination, then only one vote will be held. If three or more are submitted, then voting will take place in two rounds.

(c) Voting shall be by written ballot which identifies the CRB Member casting the vote. The City Recorder shall collect all written votes and announce the vote cast, as well as the CRB Member who cast the vote.

(d) In elections with two rounds, the first round shall narrow the field of candidates down to the two who received the most votes, and the CRB will vote in a second round.

(e) Separate ballots shall be held for the Chair and VC ~~Vice-Chair~~ positions.

(f) All direct ties between two candidates shall be resolved by an immediate coin toss by the City Recorder in the presence of the CRB Members. The CRB Member whose surname is earlier in the alphabet shall be assigned “heads.” In the event of a three-way tie in an initial round of voting, the field shall be narrowed by means of drawing straws, with the CRB Member who draws the short straw being eliminated. Straws shall be drawn by CRB Members in alphabetical order by last name.

Resignations must be in writing to the Chair and the Mayor’s office.

A CRB Member may be removed from the Board with or without cause by the Mayor.

The CRB will not have a line of succession **from the Chair to the Vice-Chair.**

Transition of elected CRB Member positions shall occur **by before** the second meeting of the year. The Past Chair and Past **~~VC~~ Vice-Chair** shall hand over any reference materials pertaining to the respective office, within two (2) weeks of the vote. These reference materials may include, but are not limited to contacts, items in process, training schedules, etc.

2.2 - The Chair -

The Chair will preside over meetings of the CRB. ~~The Chair shall not make or second a motion.~~ It is the responsibility of the Chair to maintain order during meetings and ensure fair and efficient voting procedures.

~~The Chair shall not make or second a motion. The Chair has the authority to consider or entertain a motion.~~

The Chair shall sign:

- all official minutes and documents of CRB meetings after meeting minutes have been approved,
- all correspondence determined by the CRB Members to be representative of the group as a whole,
- sworn statements affirming the reason for a closed meeting was to discuss character, professional competence, or physical or mental health of an individual, as per the Utah Open Meetings Act, and
- decisions to cancel or to hold electronic meetings.

The Chair shall receive all messages and communication from the Mayor or City Staff addressed to the CRB and shall be responsible for conveying all such communications to the other CRB Members.

~~NOTE: In the absence of the Chair, or upon their inability to act, or at the request of the Chair, the VC or assigned Facilitator shall assume the duties and authorities of the Chair.~~

~~The Chair is responsible for drafting quarterly and annual reports, as outlined in §2.70.090 of SSL Ordinance 2024-10. Once CRB Members have voted in favor of the final report to be presented, the Chair will present the report to the SSL City Council during the next City Council Meeting or as promptly as possible.~~

~~A CRB Member may facilitate the meeting and may sign all documents identified in these Standing Rules, for agenda items where final actions were taken.~~

~~An annual calendar of Facilitators will be presented by the Board, which will be Vice Chair~~

~~The Chair will be the point of contact for follow-up with public comments.~~

~~Vice Chair (VC) – The VC will assist with drafting quarterly and annual reports, in accordance with §2.70.090 of SSL ordinance 2024-10.~~

~~The VC will be the point of contact for follow up with public comments.~~

In the absence of the Chair, the **Vice-Chair** assumes responsibility for fulfilling the Chair's duties. This includes presiding over meetings, exercising leadership, and ensuring the smooth functioning of the organization.

Facilitator –

In the absence of the Chair and Vice-Chair, a CRB Member may facilitate the meeting and shall sign all documents identified in these Standing Rules, and the agenda items where final actions were taken.

2.3 – Member Responsibilities

Attendance - If a CRB Member cannot attend a scheduled meeting, they should notify the Chair or **Vice-Chair** who will then notify the alternate CRB Members, as soon as feasible.

Members are expected to attend 80% of scheduled meetings to ensure they are up to date in CRB business. ~~Alternate Members shall participate in discussion or voting items only when replacing a regular Member who is absent from a meeting.~~

Communication will primarily be accommodated by South Salt Lake email and verbal discussion. However, the use of texts, phone calls, and non-quorum meetings may be utilized, for non-voting, non-public information. All official CRB business shall be conducted in person during meetings or via email.

Members of the CRB shall review reports, records, and other documents pertaining to the use of force incidents in accordance with ~~the City of South Salt Lake Ordinance §2.70.090 of the ordinance 2024-10.~~

All CRB Members are to read the Use of Force Reports ~~by the Monday two weeks~~ before the next scheduled meeting, or as soon, thereafter, as new reports are added. ~~This ensures that the cases to be discussed in closed-door meetings are represented by a majority of the CRB.~~

CRB Members will be given assignments and tasks to help with ongoing projects.

~~Training topics and the number of ride-alongs will be reported to the City Council in the Quarterly and Annual Reports.~~

Training may include, but are not limited to:

Ethics

Utah Public Meetings Act

Benchmark

NACOLE -National Association of Civilian Oversight of Law Enforcement

GRAMA Requests – Government Records Access and Management Access

A minimum of two (2) ride-alongs per calendar year

Use of Force

Force on Force

SSLC Police Policies and Procedures

TAC – Terminal Agency Coordinator (Records Retention within the FBI)

Graham v. Connor

Ride-Along Training - As written in the City of South Salt Lake ordinance 2.70.040. B. Members of the board are required to participate annually in a minimum of two ride-alongs with law enforcement agencies in the State of Utah, one of which must be with the South Salt Lake Police Department. ~~Training topics and the number of ride-alongs will be reported to the City Council in the Quarterly and Annual Reports.~~

A Ride-along is defined as a minimum of two (2) hours with an on-duty police officer. Ride-along trainings may be done sequentially on the same day, if the CRB member rides with two (2) separate on-duty police officers.

Conduct - CRB ~~Members~~ and the public will avoid engaging in private discourse, during the meeting, or committing any other act(s) that may distract attention from the

proceedings, or which may interfere with any person's right to be heard after recognition from the ~~Chair~~ ~~Chair or Facilitator~~. Using the 'request to speak' button on the Member's podium for comments will help keep the meeting professional and orderly.

Members of the CRB shall avoid personal attacks and restrict comments to the issues before the Board. CRB Members will commit to applying tools and training to reduce internal bias and maintain integrity throughout their time appointed to the Board.

Violations of conduct or decorum, by a CRB Member, shall be resolved by the ~~Chair~~ and Mayor.

Conflict of Interest – CRB Members are expected to comply with State law, ~~and~~ City codes, and policy, including ethical requirements. If a Member of the CRB has a conflict of interest with a case before the Board, they shall recuse themselves from discussion and voting, for the duration of that case. Conflict of interest may be defined as but not limited to:

- knowing the citizen or officer involved in more than a professional capacity, or
- a situation arises in which a person is in a position to derive personal benefit from the actions or decisions made in their official capacity.

Confidentiality - All information shared, disseminated, discussed, etc. in a closed meeting will stay confidential and will not be shared with the public as per the Utah Open Meeting Act.

Public Comments – Members of the CRB will not comment to the public as Members of the Board, except as per signed statements deemed to be representative of the Board.

Use of Power – A CRB Member shall not use the power of their office to seek or obtain special advantages: privileges, positions, financial, or otherwise.

Officer Participation Rule - Police officers directly involved in a case being reviewed by the CRB should not be allowed to participate in the review process. This includes attending review meetings, providing input, or influencing the discussion.