

San Mateo County Regional Operations Center
500 County Center – Manzanita Hall
Redwood City CA, 94063



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

Independent Civilian Advisory Commission on the Sheriff's Office
SPECIAL MEETING 'RETREAT': Saturday, January 11, 2025
9:00 a.m. - 3:00 p.m.

This Special Meeting of the Independent Civilian Advisory Commission will be held at Manzanita Hall. Members of the public will be able to participate in the meeting in person by visiting Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.

Members of the public wishing to comment on an item may do so in the following ways:

1. Email comments to ICACFeedback@smcgov.org by **4:00 p.m. the day before the meeting (comments to be received by January 10, 2025)**. Emails will be forwarded to the Independent Civilian Advisory Commission by the County Executive's Office of Community Affairs. Please identify the Agenda Item number in the subject line of your email.

2. Provide oral public comments during the meeting:

ITEM	PRESENTER
1. Call to Order and Roll Call	Chair, Kalimah Salahuddin
2. General Public Comment – (Limit to two minutes) <i>This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called. Please fill out a speaker slip.</i>	Clerk

1. Discussion/Presentation: • Welcome, Agenda Review, Group Agreements • Framing Activity • Review ICAC Purpose and Ways ICAC Can be Most Effective ○ Attachment A: ICAC Resolution • Identify Shared Commission Values • Identify Commission Goals (Goal Setting through June 2026) ○ Attachment B: Compiled List of Potential Work/Discussion Topics (Collected from Commission and Public comments) • Clarifying Questions/Input from Commissioners • Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair Salahuddin and Vice Chair McClure, Facilitator Debbie Schechter
2. Discussion: Workplan Development, Next Steps and Retreat Evaluation • Develop Workplan to implement Commission Goals through June 2026 • Clarifying Questions/Input from Commissioners • Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair Salahuddin and Vice Chair McClure, Facilitator Debbie Schechter
3. Adjournment	Clerk

=====

ADA Requests

Individuals who require special assistance, language access, or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative

format for the meeting, should contact Community affairs by **10:00 a.m. on the day before the meeting** at ICACFeedback@smcgov.org

Solicitar ADA o Acceso al idioma

Las personas que requieran acceso al idioma español, o una modificación o adaptación relacionada con una discapacidad para participar en esta reunión, o que tengan una discapacidad y deseen solicitar un formato alternativo para la reunión, deben comunicarse con Asuntos Comunitarios **antes de las 10:00 a. m. del día antes de la reunión** al ICACFeedback@smcgov.org

=====

**Next Commission Meeting:
Regular Meeting: February 5, 2025 (6:30-8:30 pm)**

For more information about the ICAC visit our website at: <https://www.smcgov.org/icac>

*****IN-PERSON PUBLIC PARTICIPATION AVAILABLE*****

For more information regarding how to participate in the meeting in-person please refer to the instructions below.

Public Participation Options:

1. **In-Person:** Meeting may be accessed **in-person** at -
Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.

Instructions for Public Comment:

1. This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called. Please fill out a speaker slip.

Members of the public may provide public comments to the commission as follows:

***Spoken Comments in-Person:**

1. Members of the public who wish to address the Commissioners should complete a speaker's slip to make a public comment. Speakers will be called to the stand in the order their speaker slip were received. Each speaker will have one minute to speak for each agenda item.

***Written Public Comment:**

Written public comments may be emailed in advance of the meeting, and such written comments should indicate the specific agenda item on which you are commenting. Please read the following instructions carefully:

1. Your written comment should be emailed to ICACFeedback@smcgov.org by **4:00 p.m. the day before the meeting (comments to be received by January 10, 2025)**. The Clerk will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the one minute allowed for verbal comments, which is approximately 150-200 words.

ATTACHMENT A: ICAC RESOLUTION

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

*** * * * ***

**RESOLUTION ESTABLISHING AN INDEPENDENT CIVILIAN ADVISORY
COMMISSION ON THE SHERIFF'S OFFICE**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, in 2021 the California State Legislature adopted Assembly Bill (AB) 1185, and this bill added Section 25303.7 to the California Government Code; and

WHEREAS, AB 1185 explicitly sets forth authority to utilize an inspector general or commission to assist the Board of Supervisors in performing its ongoing duties under Section 25303 of the California Government Code related to the Sheriff's Office; and

WHEREAS, under Section 13 of Article V of the California Constitution, the California Attorney General is solely responsible for overseeing the Sheriff's Office with respect to its law enforcement functions; and

WHEREAS, California Government Code Sections 12560 and 25303 vest the Board of Supervisors with responsibility for County functions related to assessing, collecting, safekeeping, management, or disbursement of public funds; and

WHEREAS, subsequent to adoption of AB 1185, this Board began to consider oversight of the Sheriff's Office and held a study session on November 1, 2022, at which staff and advocates presented information regarding oversight models utilized by certain other California counties, many of which were instituted recently (but prior to enactment of Assembly Bill 1185), and received public comment; and

WHEREAS, after the November 1, 2022 study session, the Board conducted additional work, which included: consulting with persons with specific knowledge and expertise on oversight; performing extensive public outreach; and meeting with numerous stakeholders, including advocates for different oversight frameworks, the Sheriff's executive team and its officers' union representatives; and

WHEREAS, on October 24, 2023, the Board held a second subsequent study session, at which County staff, persons with expertise, researchers and advocates presented on the existing legal and operational oversight frameworks as well as the benefits and costs of additional oversight systems; and

WHEREAS, at the conclusion of the October 24, 2023 Study Session, the Board directed staff to return with an action item that creates a civilian advisory body independent of the Sheriff's Office, to assist the Board of Supervisors in its duties under California Government Code Section 25303, and otherwise advise the Board of Supervisors regarding transparency, accountability and public engagement with respect to the Sheriff's Office, and directs the County Executive to take certain action as further described below.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED as follows:

1. COMMISSION—ESTABLISHMENT AND PURPOSES.

The Independent Civilian Advisory Commission on the Sheriff's Office ("Commission") is hereby established.

The purpose of the Commission is to advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office.

2. COMMISSION MEMBERSHIP.

The Commission shall consist of seven (7) voting members and two (2) alternates, who shall reside in San Mateo County. Members shall be appointed by a majority vote of the Board of Supervisors and shall serve at the pleasure thereof. The following criteria shall be used in appointing Commission members:

- a. One (1) Commission member will be nominated by each Supervisor and reside in that Supervisor's District;
 - b. One (1) Commission member will be nominated by the Sheriff;
 - c. One (1) Commission member and Two (2) alternates will be nominated by the two Board liaisons appointed pursuant to Section 4(d), below and following the County's regular application process for commissions.
 - d. Consideration shall be given to the applicant's background and/or community involvement to the extent relevant to the fulfillment of the Commission's mission;
 - e. Members of the Sheriff's Community Advisors for Responsible Engagement (CARE) Program designated by the Program will serve as non-voting liaisons;
 - f. A member of the San Mateo County Youth Commission designated by the Commission will serve as a non-voting liaison; and
 - g. The two at-large alternates will serve in the absence of an appointed member.
- Alternate members shall otherwise be entitled to attend meetings of the Commission and may participate in Commission discussion and deliberation but,

unless acting for an absent Commission member, shall not be entitled to vote on any matter.

Outreach efforts shall be made to ensure that the Commission membership reflects the diversity of San Mateo County in terms of race/ethnicity, gender, age, sexual orientation, lived experience and geographic distribution.

All Commission members, Alternate members and liaisons shall receive orientation and training. No member, Alternate member or liaison shall be a current employee of the County or be currently employed as a peace officer.

3. TERMS OF COMMISSION MEMBERS.

Initial terms of Commission members shall be staggered to help ensure the continuity of the Commission. For the initial appointment of members, four (4) members and one (1) Alternate member shall be appointed to serve two (2) year terms, and three (3) members and the other Alternate member shall be appointed to serve three (3) year terms. Thereafter, each of the terms shall be three (3) year terms. Upon the conclusion of a term, a member may be considered for reappointment by the Board of Supervisors, subject to a maximum of four (4) full three (3) year terms. This limit shall not include partial terms to which a member may be appointed at the beginning of their service, including those members initially appointed to two (2) year terms. A Commission member may exceed that limit due to holdover service caused by delay in appointing a replacement at the end of the member's term of service.

In the event a vacancy shall occur on the Commission during the term of any member, the Board of Supervisors shall appoint a replacement Commission member

who shall serve the remainder of that member's term consistent with the nomination structure described above.

Terms shall begin on July 1 of the year of appointment and end on June 30. Initial terms at the formation of the Commission will begin at appointment and shall end on June 30 of the applicable year depending on the length of the member's initial term. Any partial year of service will not count against a member's term.

4. ORGANIZATION.

The Commission may adopt rules for the conduct of its own business which shall be consistent with the terms of this resolution, and which shall include, but not limited to, the following provisions (which automatically apply):

- a. The Commission shall annually select, by majority vote, a Chair and a Vice Chair;
- b. The Commission shall meet at least four (4) times a year, unless otherwise determined by a majority vote of the Commission;
- c. A minimum of four (4) Commission members, including any alternate temporarily serving in place of a member, must be present to constitute a quorum and hold a meeting. Commission action may be taken only by a majority vote. "Majority vote" means a majority of the members in attendance at a meeting;
- d. The President of the Board of Supervisors will annually appoint two (2) members of its Board to serve as Board liaisons to the Commission Chair and interface between its Board and the Commission. The Commission Chair shall work with a designee of the County Executive's Office as its

administrative liaison, or such other County department designee as the Board of Supervisors may authorize. The Commission shall also receive staff support from the Sheriff's Office and County Attorney's Office. The County Attorney's Office is delegated responsibility for interpreting this Resolution, including the Commission's role, charge and limitations and advising and directing the Commission consistent therewith. The Board Members, Sheriff, County Executive and County Attorney, or any one of their designees, shall be entitled to attend and participate in all meetings of the Commission, but shall have no vote and shall not be deemed members of the Commission;

- e. The Commission shall establish the time and place of its regular meetings;
- f. All meetings of the Commission or committees thereof shall be subject to the open meeting requirements of the Government Code, specifically the Brown Act, section 54590, et seq.;
- g. All documents and reports generated by the Commission shall be subject to the provisions of the Public Records Act (Government Code section 6254, et seq.); and
- h. Except to the extent that this resolution sets forth different rules or processes, the Commission shall comply with all standing rules for County boards, commissions, and advisory committees established by the Board of Supervisors as currently adopted or as amended in the future. Members of the Commission will be included in the County's Conflict of Interest Code and be expected to complete the California Fair Political Practices Commission (FPPC) Form 700 Statement of Economic Interests.

5. COMMISSION'S POWERS, DUTIES, AND FUNCTIONS.

The duties, functions, and powers of the Commission shall be as follows:

- a. To advise and make recommendations to the Board of Supervisors, as needed but not less frequently than every twelve (12) months;
- b. To develop and implement an annual work plan approved by the County Executive's Office, which includes making an annual report to the Board of Supervisors;
- c. To provide a public forum for input from the community regarding the Sheriff's Office;
- d. To fulfill other duties and engage in other activities as directed by the Board of Supervisors, which may include:
 - i. Obtaining community input and feedback regarding the Sheriff's Office; conveying to the Board of Supervisors community concerns or positive feedback received by the Commission; and, where appropriate, making recommendations; and
 - ii. Providing a forum for community input on priorities; providing the community an additional means of giving input to the Sheriff; requesting information from the Sheriff related to community concerns about operations, practices, and activities.
- e. To seek the input of the County Executive, County Attorney, Office of Budget Policy and Performance, and all affected County departments prior to making any recommendations pursuant to the duties defined in this section;

- f. The Commission will perform its duties in an advisory capacity, and without the authority to manage or operate any department or agency, or direct the activities of County employees or contractors; and
- g. The Commission will:
 - i. Not interfere with the investigative or prosecutorial functions of the Sheriff's Office;
 - ii. Comply with all applicable laws and not obtain or review any confidential materials, except attorney-client communications provided by the County Attorney for the purpose of advising the Commission;
 - iii. Not participate in or advise on departmental personnel or disciplinary matters; complaints of deputy misconduct will be referred to the Sheriff's Office to be investigated as required by applicable law, including Penal Code Section 832.5;
 - iv. Not interfere with matters that are under active investigation; and
 - v. Not issue subpoenas; subpoena power can be exercised by the Board of Supervisors in its discretion.

IT IS HEREBY FURTHER RESOLVED that the Board of Supervisors directs the County Executive to annually organize a Board of Supervisors study session addressing current public safety-related issues and developments in the County and State.

* * * * *

**ATTACHMENT B: Compiled List of Potential Work/Discussion Topics
(Collected from Commission and Public comments)**

Number	Item
1	Admin: Add an agenda item for discussion to identifying follow up discussion points
2	Admin: Chair requested to call meetings to order
3	Admin: ICAC website improvements
4	Admin: Minutes added to the agenda for approval
5	Admin: Request to receive ppts in advance of meeting
6	Citizen Complaint Form: Where do find the complaints form, how to make it online, and multiple languages
7	Continuum of Care: How often does SO look at and reevaluate goals (slide 3 from ppt)
8	Continuum of Care: Data from Service Connect regarding recidivism, even point in time
9	Continuum of Care: demographics of IP of those opting out of services, including languages spoken, more data centered around those not engaged, why, trends in those not engaged
10	Continuum of Care: demographics of IP of those receiving services, including languages spoken
11	Continuum of Care: How does SO CoC measure achievement of goals (slide 3 from ppt)
12	Continuum of Care: How many seats in vocational program (<u>JobTrain</u>)
13	Continuum of Care: Post-release data - success rates
14	Continuum of Care: What is the ratio of CoC staff to IP
15	Correctional Facilities: demographics of IP population
16	Correctional Facilities: Incarcerated Persons (IP) mail policy information
17	Correctional Facilities: What is the percentage of moderate to high risk of repeat offenders
18	Correctional Health: Number of injuries that occur while in custody
19	Correctional Health: What are the data points of when assessments are done?
20	Customer Service Survey: is there data available, how many have been completed, where do residents find the information, what is the QR code, can it be available in other languages
21	Data Transparency: can the dashboard include historical data, number of deaths
22	District Attorney Death Reports: are they available for review, and if so, where to find the reports
23	Facility Tours: requested to schedule tours of Maquire and Maple
24	Inmate Voter Information: registration information for inmates
25	Inmate Voter Information: Total #of IPs registered to vote / and # voted in last election
26	Settlements: requested additional information on the \$8 million-dollar settlement
27	Sheriff's Office (SO): demographics of personnel staff, and languages spoken
28	SO: Employee assistance program (want to add to the curriculum)
29	SO: General Force Policy
30	SO: staff training curriculum for officers
31	Suicide Prevention / Mental Health for SOs: what services are available
32	Suicide/Jail Deaths: where is the data

Items Added after Oct. 16, 2024	
ICAC	Admin: ICAC would like to schedule another tour to see programs in action
Durazo	Admin: how does the ICAC agendize items, i.e. Judge Cordell's report
Melnicoe	Admin: Identify the Commission Mission and Goals
Melnicoe	Admin: Commission Approach - improve communication between the Commission and the SO
Melnicoe	Admin (District Attorney Death Reports): review the DA's reports on the deaths in the jail. Are there ways that can deter such unfortunate incidents in the future?
Melnicoe	Admin: (SO childcare center) ICAC supporting the SO childcare center discussion as an agenda item
Silano	Admin: (Judge Cordell's Report) Review the findings from Judge LaDoris Cordell's upcoming report and make recommendations to the BOS
Silano	Admin: (Judge Cordell's Report) Keep Judge Cordell on after the release of her report to oversee implementation of any recommendations
Simmons	Admin Commission events to engage with community
Melnicoe	Citizen Complaint Form: are they available in other languages? Spanish? (see item 6 above)
Melnicoe	Citizen Complaint Form/Process: is there another way to have complaints reviewed other than by SO?
Simmons	Citizen Complaint Form Clarity on the complaint process / can there be an independent body that can receive these complaints
Melnicoe	Correctional Facilities: (Method of inmate communications with family and friends) The Inmate Communications contract for inmate mail, tablets, phone calls, and video visits. It is difficult to know the cost of this contract and exactly what services are received. We might interview some inmates for their views. Do they miss physical letters? Are they more in touch with their families with phone calls and video calls? Deputies noted they did not have enough tablets, only 20 per pod.
ICAC	Correctional Facilities: Election flyers need to be posted in the men's facility (during tour only visible in the women's facility)
ICAC	Correctional Facilities: Protocols for staff coming in and out, how are they checked and how often, based on tour observation
ICAC	Correctional Facilities: Physical Mail v. scanned mail
Silano	Correctional Facilities: Sheriff cannot be held responsible for after care of inmates and mental health discharges
Silano	Correctional Facilities: Problems with Maguire Facility, years of accumulation of issues involving structural, equipment, planning, maintenance. Fire alarms and elevator issues do not work properly
Silano	Correctional Facilities: Staff Ratio - 1 (one) officer to either 64 in the general population, or 1 (one) officer for 24 trustees. NOTE: as of the most recent census 2005, BJS estimates the ratio of inmates to

	correctional officers in state prisons nation-wide was 4.9 to 1, or about 10 officers for every 49 inmates. For federal prisons, BJS put the ratio at 10.3 to 1.
Silano	Correctional Facilities: Add Correctional officers with firearms. To remove the burden of on-duty deputies in operational assignments, as patrol, or other specialized assignments - ADDRESSED AND DISCUSSED OCT. 16
Silano	Correctional Facilities: (Increase on-site physicians during weekends.) No doctor full time on weekends. Again, removes the on-duty deputies in operational assignments to transport inmate to medical facilities
Silano	Correctional Facilities: (The need for inmate after care). Mental health - problems with follow up after discharge
Silano	Correctional Facilities: (Staffing concerns) Intake - 1 (one) on-duty deputy, past working 9-hour shifts, now 12-hour shifts without a day off. Should be at least 2 deputies on-duty at the Intake Station
Silano	Correctional Facilities: (Staff ability to participate in training opportunities) Back fill / substitute deputies need training and briefings on all jail procedure
Silano	Correctional Facilities: No Operational Orders written on Jail procedures - orders cover sheet has former sheriff on title pages
Silano	Correctional Facilities: (inmate population) Large percent (over 30%) of State inmates, yet most are awaiting trial or being held for sentenced misdemeanors
Silano	Correctional Facilities: Purchase MX-908 device for drug screening of inmates and Intake screening. Current testing devices are outdated
Simmons	Correctional Facilities: (Mail) Is there data that showing a reduction in contraband entering correctional facilities as a result of tighter mail restrictions
Simmons	Correctional Facilities: (Mail) Is there data that showing a reduction in staff-related injuries as a result of tighter mail restrictions
Simmons	Correctional Facilities: (Post incarceration) Is there data that showing a reduction in recidivism as a result of in-custody programming, or as a result of warm handoff to other agencies post incarceration
Public	Correctional Facilities: data on how much physical mail comes through the correctional facilities, and is there data regarding injuries caused by handling the mail, i.e. fentanyl
ICAC	Data Transparency: How is RIPA data used to inform outreach education and policy changes
ICAC	Data Transparency: What is the applicant pool, the reporting period, the demographics, and the outcomes
ICAC	Data Transparency: Demographics of SO staff by department
ICAC	Data Transparency: Patrol operations demographics
ICAC	SO: Facilitating data between the SO and the elections office
ICAC	SO: How is SO using data to help inform and make decisions
ICAC	SO: How does the SO salary and benefits compare to the Bay Area counties
ICAC	SO: (staffing) slide showing data on sworn officer vacancy rates prior to 2023
ICAC	SO: (staffing) see exit interview data, historical and current
ICAC	SO: (staffing) cost of overtime expenditures in the budget and data trends
Melnicoe	SO: Encourage SO to create a Mission Statement for Jails
Melnicoe	SO: Identify a SO Liaison to be present at all meetings
Melnicoe	SO: Is excessive use of force an issue?
Melnicoe	SO: (Staffing) How is the SO ensuring they have a well-trained quality staff?

Melnicoe	SO: (Staffing) Explore workload and overtime concerns. Are 16-hour days typical at other law enforcement agencies? incentives for staff
Melnicoe	SO: (Technology and devices) What technology, such as cameras and drones, could be used to improve quality and safety in the jails and on patrol?
Melnicoe	SO: What is the status of the work-furlough program?
Silano	SO: Employee retention with competitive pay, retirement, and benefits.
Silano	SO: No incentive to promote past sergeant, state pension is now capped. New generation of employees doesn't get life-time medical. These employees must work until 57 years of age with no overtime past sergeant.
Silano	SO: (Job Retention and Potential Benefits for Consideration) Current culture under Sheriff Corpus is not based off merit, but favoritism which is driving people away. She hired 110 people in the last year, but 107 have left. The Sheriff's Office has become a training ground for a resource for new hirers for other law enforcement agencies. The benefits of the Sheriff's Office are inferior to other law enforcement agencies in the county. The county should start a 401k that employees can save into if they complete 20 years. The county should match their investment upon their retirement withdrawal.
Silano	SO: (Staffing) What is the County or Sheriff's employee assistance program available to employees
Silano	SO: (Staffing) Review deputy concerns and consider any recommendations to bring to BOS
Simmons	SO: (Civic engagement data) Is there data showing number of civilian ride-alongs, facility tours, and citizen academies
Simmons	SO: (staffing) Improving the quality of the work environment and culture, i.e. breaks, lunch, lactation
Simmons	Voter Registration When does voter registration/education begin during election seasons? (see ICAC meeting on August 21, 2024)
Simmons	Voter Registration Who can conduct voter registration/education, i.e. community organizations, individuals with lived experience as incarcerated individuals? (see ICAC meeting on August 21, 2024)