

**THE OFFICE OF PROFESSIONAL ACCOUNTABILITY  
REVIEW BOARD  
ANNUAL RETREAT**

**March 3<sup>rd</sup> and 4<sup>th</sup>, 2007**

**Summary Report**

## **Introduction**

The Office of Professional Accountability Review Board (OPARB) annual retreat was held on March 3<sup>rd</sup> and 4<sup>th</sup>, 2007 at the Homewood Suites Hilton in Seattle, Washington. The retreat is located and structured to provide an uninterrupted forum for in-depth discussion of selected issues. The purpose of this retreat was to discuss, in depth, key issues and topics identified by the participants in advance of the retreat. In addition this retreat focused upon establishing a new Strategic Plan for 2007 - 2009. The following agenda guided the discussions during this retreat:

1. 2006 Accomplishments
2. Board Process and Budget
3. Community Outreach
4. Case Review
5. Strategic Plan and Planned Actions

The following report is a summary of the discussions and outcomes of the retreat:

### **2006 Accomplishments**

The first discussion module focused upon reviewing 2006 and identifying the OPARB accomplishments during that period. The following accomplishments were identified:

1. Leadership and support of passage of the OPARB legislative package
2. Attend NACOLE conference
3. Member passing the Bar
4. Released year-end report
5. Three draft reports waiting authorization for release
6. Respond to Public Disclosure Requests
7. Developed and passed public access protocols
8. Developed and passed a code of ethics

9. Developed and passed detailed elements of Board roles and responsibilities
10. Respond to Unfair Labor Practice process
11. Heard from several citizens on police accountability issues
12. Establish positive routine media relations
13. Establish and conduct positive quarterly meetings with all leaders of the Seattle Police Accountability system
14. Maintained positive relationship with Seattle City Council
15. Strived through outreach efforts to create a positive relationship with the Seattle Police Department
16. Developed recognized expertise in the area of police accountability
17. Reviewed numerous closed OPA cases

### **Board Process and Budget**

The participants next reviewed and discussed key processes utilized by the Board. Succession planning was discussed with possible options for the coming and going of Board members based upon both their interest and terms of appointment. The participants then discussed the need for continued work on Board policy and procedures. The participants reviewed similar procedures utilized by the Seattle Ethics Commission as a possible example of areas and content for OPARB. The participants next discussed the need to audit the current random sampling system for the case review process. Finally the participants reviewed the current OPARB budget and discussed the need for some adjustments. After a discussion the participants agreed to the following:

**Agreement one: Board Member Moericke would draft a letter to the Chair of the Public Committee of the Seattle City Council detailing key budget adjustments.**

**Agreement two: To continue the drafting of key policy and procedures for Board review and adoption in subsequent business meetings (see appendix two).**

**Agreement three: To task the OPARB consultant with conducting a process audit of the random selection process for case review.**

### **Community Outreach**

The participants next discussed the importance of a strong community outreach effort. Several ideas for outreach were discussed including conducting a community survey, holding special community meetings, and the need to meet on a regular basis with key community leaders. It was noted that a new Director of OPA is soon to arrive and it may be productive to conduct a joint forum with the OPARB and the new Director. Due to the absence of the Community Activist OPARB member the participants deferred any agreements. The participants did, however decide to reference community outreach within the OPARB's new strategic plan.

### **Case Review**

The participants next discussed the current status and importance of case review. It was noted that the current 10% sampling of cases is not established by ordinance but is merely a level of effort established by the OPARB and is subject to change at the pleasure of the OPARB. It was noted that in some cases all of the closed cases of a particular topical type may be selected. It was also noted that once redaction is no longer required the time required to produce cases for the OPARB would be dramatically reduced. The participants next discussed the mandate for OPARB to monitor and report on those officers who are defined as "frequent flyers" (those that receive a large number of citizen complaints). The participants discussed a process that would allow the OPARB to fulfill its requirements in this area. The participants next discussed the style of analysis and reporting that the OPARB can utilize to produce reports. It was noted that while some city officials feel the OPARB should not cite specific cases in the OPARB reports, this style of analysis known as qualitative research, is a common method that is most appropriate to fulfill the OPARB mandate. It was also noted that at no time has this qualitative approach compromised the

confidentiality of participants in the cases reviewed. Finally the participants discussed the three pending reports. Based upon this discussion the following agreements were established:

**Agreement four: To prepare for release the three pending topical reports.**

**Agreement five: To ask the absent OPARB member to prepare for final release the report currently assigned to that member.**

**Agreement six: To have the consultant review the draft reports for critique and input.**

**Agreement seven: To utilize qualitative and/or quantitative methods to review, analyze and report on closed case review.**

### **Strategic Plan and Planned Actions**

The participants next reviewed and discussed the 2003–2005 Strategic Plan. Using this review as a starting point the participants then developed a draft 2007-2009 Strategic Plan. This plan will be reviewed, revised and subsequently approved at an upcoming OPARB meeting.

**Appendix One  
Retreat Participants**

Board Chair  
Peter Holmes

Board Member  
Brad Moericke

Absent  
Board Member  
Sheley Secret

Facilitator  
Michael Pendleton