



City of Dayton Police Reform Initiative Working Group Four Charter

WG Name:	Police Reform Working Group Four
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Section I: Working Group Identification

Chartering Organization:	City of Dayton, Ohio
Charter Approval Date:	August 4, 2020
WG Co-Chairs:	Co-Chairs: Mayor Nan Whaley and Judge Gerald Parker
Assigned Staff	Mediation Center: Aaron Primm Department of Human Resources: Ken Couch Civil Service: Ken Thomas, David Lawrence & Dianne Perkins City Commission Office: Torey Hollingsworth University of Dayton Law School: Deztany Johnson & David Mooring
WG Members	Kenya Baker Ofc. Brittainy Brown Rev. Rockney Carter Mila Cooper Ronald DeBlanc Travis Dunnington David Fox William Gillispie Chrisondra Goodwine Sgt. Joe Heyob Deborah Howard Ellis Jacobs Rev. Xavier Johnson Eldar Muradov Ofc. Leatha Savage Susan Souther Natasha Spears Cornell Trammel Rev. Joshua Ward

	Brandon White
WG Workspace Link:	N/A
Important Document Links:	https://www.daytonohio.gov/898/Recruitment-Promotion

Section II: Mission, Purpose, and Deliverables

Mission & Scope:

Our mission is to create impactful and community informed policy recommendations on recruitment, promotion, and oversight within the Dayton Police Department with the goal of making the department’s sworn staff reflective of the diverse community it serves. This diversity includes race and gender, but also encompasses a diversity of life experiences, educational backgrounds, and other perspectives. Additionally, the group will seek to create greater understanding and transparency about these processes, including the removal of officers for misconduct.

The scope of this Working Group is limited to consideration of issues and solutions relevant to the operations of the Dayton Police Department and Civil Service Board, and directly related to hiring, promotion, and discipline of police officers and command staff.

Objectives:

The objectives of Police Reform Working Group Four are:

1. To evaluate current recruitment practices, research policy alternatives, and make policy recommendations to present to the City Manager, Commission, Civil Service Board and/or Dayton Police Department
2. To evaluate current promotion practices, research policy alternatives, and make policy recommendations to present to the City Manager, Commission, Civil Service Board and/or Dayton Police Department
- 3.) To evaluate current discipline practices, research policy alternatives, and make policy recommendations to present to the City Manager, Commission, and/or Dayton Police Department
- 4.) Ensure objectives 1-3 are community-informed by employing community engagement strategies

Deliverables & Timeframes:

As the working group comes to a consensus on policy recommendations, the mayor will share these recommendations for action with other members of the Dayton City Commission. The Commission will then evaluate these recommendations, and if additional information is needed for the Commission to make a decision, the working group will be tasked with providing it.

After recommendations are submitted, the City Commission will report back within 30 days to the Working Group on the status of the recommendations, i.e., they will be accepted as written, accepted with amendments, or why the recommendations cannot be acted on. The WG will also provide regular

status updates as described later in this document.

The working group will plan to meet bi-weekly over the next several months. Small group listening meetings may occur outside of the bi-weekly meeting schedule. The group will either determine it should continue working or wrap up with final recommendations for action by January 1, 2021.

Section III: Formation, Staffing, and Organization

Membership Criteria:

Members of Working Group Four have been invited to participate by the Working Group co-chairs and were chosen due to their familiarity with and interest in reform of the processes being considered. The co-chairs intended to keep the number of members at or below 20 for practical reasons, and selection preference was given to members who live or work in the City of Dayton.

Group Formation, Dependencies, & Dissolution:

Working Group four is one of five ad-hoc working groups empowered by the Dayton City Commission to formulate recommendations for police reform in the City of Dayton. The City of Dayton is providing staff to assist in the work of the WG. The WG will meet on a schedule to be determined by the co-chairs, with the initial target being two meetings per month, with each meeting lasting no longer than 90 minutes. Due to the pandemic, meetings will be held remotely.

The WG will be dissolved when its final recommendations for action have been provided to the City Commission, unless otherwise directed by the Commission.

Working Group Roles, Functions, & Duties:

The co-chairs of the Working Group will plan the work of the WG, set the agenda, call meetings to order, recognize speakers, keep order in meetings, keep the WG on task, assign and follow-up on tasks, and work to guide members towards practical solutions. Because this is a large WG, with an impressive diversity of thought, the co-chairs have the ability to limit the time each member is recognized to speak.

In the absence of both co-chairs, they can name a temporary chair from the membership of the WG to preside until one or both co-chairs returns.

Members of the Working Group will prepare for and attend meetings, will participate in the discussions and other work of the WG, will speak and listen with consideration to other group members, and will follow-up on assigned tasks.

The Mediator will act as an impartial party facilitator, and will specifically work to ensure that members' voices are heard, and to support members thinking and decision-making through any interpersonal difficulties as they proceed with the work of the WG. Additionally, if the group cannot come to consensus, the Mediator will work with group members to find a resolution.

City Staff supporting the work of the WG will keep the minutes of the meetings, will provide research

and expertise as needed, and will assist in other ways at the direction of the co-chairs.

The University of Dayton School of Law, Social Justice Fellow, will aid the group in policy research and analysis. The Fellow will research and present thoughtful policy alternatives related to the objectives of the WG.

For all virtual meetings, all participants will utilize a laptop or desktop computer, with a camera and sound capability. If the participant does not have one available, the co-chairs will arrange for a device to be loaned to them. Due to the sensitive nature of the discussions, cameras must be on and showing faces during meetings.

All meetings will be streamed for public viewing.

Section IV: Rules of Engagement

Decision-Making:

The Working Group will develop the decision-making process. The co-chairs of this Working Group will provide a framework for building consensus for reference. Additionally, as these policies will be community- informed, the community will also be part of the decision-making process. This will be included in the decision-making policy.

This document will be updated with the decision-making policy of the group.

Status Reporting:

As the Working Group goes about its deliberations, the co-chairs will from time to time request that the City Staff assisting the WG compose a brief status memo. The memo should describe the number of meetings held, who was in attendance, and contain a brief description of the activities of the WG since the previous report was submitted. When complete, and approved by the co-chairs, the report should be submitted to the Clerk of Commission for distribution to the City Commission and City Manager. At a minimum, a report should be submitted every 60 days during the work of the committee.

Issue Resolution Processes:

When discussing crucial matters such as the ones that this Working Group will be working on, there is the potential that a Member of the WG might feel that their point of view has not been heard, or that a decision made by the co-chair was not correct, and is in fact harmful to the work of the WG. In these cases, the Member has a number of methods of recourse, including:

1. The Member can request a conversation with an impartial Mediator to discuss the situation and ask for help in resolving it. The Mediator is empowered to approach anyone on the WG, including the co-chairs and City Staff, in order to resolve an issue.
2. If the impartial Mediator is unable to support the member in resolving the issue to the satisfaction of the Member, the Member can address their complaint to the Manager of the Dayton Mediation Center, who supervises the Mediator. They will review the issue and reply to the Member promptly.
3. If the Manager of the Dayton Mediation Center is unable to support the member in resolving the issue to the satisfaction of the Member, the Member can address their complaint in the form of a letter to the City Commission, addressed to the Clerk of Commission. As the empaneling body, the City Commission will review the issue, and reply to the Member promptly.

In the unlikely event that a member seriously disrupts or impedes the work of the Working Group, the co-chairs, in consultation with the Mediator, can restrict their participation. Any such restriction will be reviewed by the full City Commission before coming into effect. Generally, the participant will first be warned privately, and then warned publicly before such a restriction is put into place.

Closure & Working Group Self-Assessment:

After the Working Group completes its work and is dissolved, the City Staff supporting the WG will write a brief assessment of the WG process, focusing on what worked and what did not. This will include soliciting written feedback from Members describing their assessment of the WG. This feedback will be added to any impressions of the co-chairs and the City Staff themselves, and will be submitted to the City Commission 45 days after the dissolution of the WG.

Section V: Charter Document History

Version	Date	Description
1.0	July 10, 2020	First draft
2.0	July 13, 2020	Updated draft with staff input