

**San Marcos Police Department  
Chief's Combined Advisory Panel Minutes  
4/17/19**

**SMPD Members**

Eric Charleswell  
Brenda C. Pisana  
Jesse Saavedra  
Chase Stapp  
Jessica Todd  
Karen Zavala

**Citizen Members**

Nathaniel Kindred  
Marianne Moore  
Gary Pack  
Antonio Palacios  
Olivia Juarez Reid

The meeting of the San Marcos Police Department Chief's Combined Advisory Panel was called to order at 5:38 p.m. on April 17, 2019. Jessica Todd, Nathaniel Kindred, and Marianne Moore were absent.

Chief Stapp opened the meeting with an introduction of panel member Karen Zavala who presented an overview of the ProQA dispatch program. The presentation included a discussion and question/answer period about the behind the scenes aspect of law enforcement. For example:

- ProQA is dispatching software that has been used for Fire and EMS for about two years; it started live last week for Police dispatching; SMPD dispatches all three disciplines; not all departments dispatch all three disciplines
- TCO's use standardized scripts to gather information from the caller which means the same questions are asked in the same order for each type of call; designed to get to the more important information at the beginning of the call
- With proliferation of mobile phones, the number of Calls for Service has increased; this method helps speed the call-taking process (i.e. RECEIVE the call, CLASSIFY type of call and PRIORITIZE the response needed)
- Random calls are reviewed for quality control; both internal and external reviewers
- If caller is reporting a past event, script is not required
- Scripted card sets are available for computer crashes

Chief Stapp

- Minutes of the last meeting were reviewed and approved
- Presented update on renovation plans for the PD; conceptual building design is in place; desire is for the building to be a presence in the community, something to be proud of; should be 5,500 sf of new space and 9,000 sf of renovated space

- General discussion about policy review process and how we are blending our current policies with the recommended TPCA policies to meet accreditation requirement
- Chief Stapp started a physical wellness program two years ago and has seen overall improvements in several people. He hopes to expand the program to a holistic approach that would include emotional wellness.
- On May 11, 2019, one of our outreach efforts is to have the Mobile Mexican Consulate set up at the Sinai Pentacostal Church at 8:00 a.m. This will allow Mexican citizens a way to get an official ID and any of the other services they offer.
- On May 17, 2019, the PD awards banquet will occur and it is a more formal occasion than in past years

### **Neighborhood Issues**

- Chief Stapp updated an earlier discussion about 1604 Parkview that Nathan raised because of its unsightly appearance. The property is on the city's unsafe structures list and will be taken care of eventually; there is no overnight solution. However, officers will be asked to close patrol the area until then.

### **Internal Issues**

Jesse

- Discussed an issue brought up during a POA meeting regarding mandated counseling/classes focusing on an officer's mental health. Some officers want MH training/counseling to be mandatory but some officers will just shut down if it's mandated. There was a recommendation that officers attend the Emotional Survival for Law Enforcement class once a year. It's also available for family members. There is a copy of the video in Admin and it is available to borrow if anyone is interested. Chief Stapp also advised that he gives each new officer a copy of the book when they are in the mini-academy and ask that they finish reading it by the end of the mini-academy.

### **Internal Affairs Investigations**

Chief Stapp advised that one investigation that had been pending at the last meeting and which was internally generated had been resolved. It involved an officer that had reported to duty with the appearance of being under the influence of alcohol. It was determined that the officer was not legally under the influence of alcohol but had been consuming alcohol the night before reporting to duty. Not enough time had passed since the last drink of alcohol and reporting to duty. This showed poor judgment and the officer had been given three days without pay.

Antonio asked if officers could call in sick to avoid this type situation. Chief Stapp said they could do that but it wasn't a good idea for this to become habitual.

### **Round Table**

Brenda reminded people to submit their agenda items by the Monday before each meeting.

Gary advised that street closures are causing major issues around the city. Chief Stapp said he would give a copy of the routing plans to Gary.

Eric asked if officers could get a list of city owned buildings that are unoccupied so they could perform walk-throughs of the property.

Chief Stapp advised that he had changed the facial hair policy to allow facial hair and he hadn't realized how much of a recruiting tool it was.

Karen asked if TCOs could get a key holder list.

Antonio advised that the CPAAA was going to be doing a raffle as a fund raiser. He had contacted seven local restaurants and received a total donation of 28 meals. Those meals are being raffled for \$10.00 a ticket. The goal is to sell 2500 tickets.

The next meeting was scheduled for 5:30 p.m. on June 19, 2019.

The meeting was adjourned at approximately 7:00 p.m.