

Miscellaneous Provisions

Term of Office. ~~A member shall serve on the Oversight Commission until a successor has been appointed.~~ A member shall be appointed for no more than ~~two~~ consecutive full terms. Appointment to fill a vacancy shall not constitute an appointment for a full one term. The term for all members shall begin on July 1 and end on June 30. The term of all persons who are the initial appointees to the Oversight Commission shall be deemed to commence on _____.

Vacancies. Vacancies on the Commission shall be filled in the same manner as that position was originally filled. Vacancies shall be filled within 30 days and subject to the provisions of the article, shall be filled for the balance of the unexpired term.

Organization. The Oversight Commission shall prepare and adopt necessary rules and regulations for the conduct of its business with the advice of the County Counsel, subject to approval of the Board of Supervisors. The Commission shall initially follow Robert's Rules of Order. A current copy of the rules and regulations shall be filed with the Executive Officer of the Board of Supervisors.

Meetings. The Commission shall meet at least ~~once twice~~ a month or more often as necessary at a time and location to be established by the Commission. It shall hold an annual meeting during the month of June.

Staff. The Commission shall have the power to hire and supervise personnel and consultants including, but not limited to, an executive director, consultants, management analysis, and administrative staff. The Commission shall utilize the staff of the OIG to undertake investigations, inquiries, audits and monitoring and the staff of Commission Services to provide assistance at Commission meetings.

Self-governance. The Commission shall elect a chairperson, a vice-chairperson and a secretary and such other officers as it determines appropriate from its membership at its annual meeting. A chair may only serve for two consecutive one year terms.

Compensation. Members of the Oversight Commission shall serve without compensation, except they shall be reimbursed for expenses incurred in performing their duties in accordance with County policies regulating reimbursement to County officers and employees.

Records. Any personnel records, citizen complaints against County personnel in the Sheriff's Department, and information obtained from these records, which ~~come are~~ in to the possession of the Oversight Commission or its staff, shall be confidential and shall not be disclosed to any member of the public, except in accordance with applicable law. Copies of records and complaints of the Oversight Commission shall be made available to the Sheriff upon completion of the investigation of the Oversight Commission unless prohibited by applicable law.

~~Ability to raise funds. The Commission is empowered to raise its own funds to assist in running its operations.~~

Annual Report. The Commission shall prepare, submit to the Board of Supervisors and make available to the public an annual report. The annual report will be prepared no later than July 1 of each year. The annual report shall contain background information about the Commission, identify Commission members and senior staff members, detail activity of the Commission in the previous year, provide a budget for the Commission and provide contact information.

Self-Evaluation. At the end of the third year of its operation and every three years thereafter, the Commission shall undertake a detailed self-evaluation. The detailed self-evaluation shall include a candid assessment about the strengths and the weaknesses, and successes and failures of the Commission. It shall contain a recommendation whether the Commission should continue in existence and if so should its responsibilities and powers change in any way or whether a management audit should be conducted. The self-evaluation should also contain recommendations directed to the Commission itself about how to improve its operations. The self-evaluation shall be submitted to the Board of Supervisors and to the public. Within a year of the issuance of the self-evaluation, the Commission shall provide a written report to the Board of Supervisors and to the general public about its status in implementing the recommendations identified in the self-evaluation.

Cooperation and Coordination. In the discharge of its duties, the Oversight Commission shall receive complete and prompt cooperation from all officers and employees of the County so that the other public officers and the Oversight Commission can fully and properly perform their respective duties.

Compliance With All Laws. The Oversight Commission shall comply with all applicable State and federal laws including but not limited to the Ralph M. Brown Act and the Political Reform Act.

ADDENDUM TO REPORT

Additional Recommendations to the Board of Supervisors by the Sheriff Civilian Oversight Working Group

1. Sybil Brand Commission for Institutional Inspections. The Working Group believes that there may be considerable overlap between the role of the Sybil Brand Commission and some of the potential responsibilities of the new Civilian Oversight Commission. We recommend that the role and responsibilities of Sybil Brand ~~this issue~~ be analyzed.
2. Inmate Welfare Fund. Annually millions of dollars are received and expended from the Inmate Welfare Fund. (Attached is a somewhat recent financial worksheet for the Fund.) Those funds are to be expended for limited purposes, such as inmate programs. The Working Group and the new Sheriff want to make sure that these funds are being spent only for their intended purposes. We recommend that expenditures that have been made over the past few years be independently audited and that if it does not already exist, that in cooperation with the Sheriff's Department that an annual independent audit of expenditures from the Inmate Welfare Fund be made.