



AGENDA

COMMUNITY POLICE OVERSIGHT BOARD

A Regular Meeting via Teleconference

Wednesday, April 7, 2021 at 4:00 p.m.

City Council Chambers, La Mesa City Hall
8130 Allison Avenue, La Mesa, California

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

The public may view the meeting live using the following remote options:

Teleconference Meeting Webinar

<https://zoom.us/j/95631111227>

Telephone (Audio only)

(669) 900-6833 or (253) 215-8782 | Webinar ID: 956 3111 1227

Copy and paste the webinar link into your internet browser if the webinar link does not work directly from the agenda.

Public Comments for Items not on the Agenda

Members of the public who wish to make public comments may submit their comments by email to be read aloud at the Community Police Oversight Board (“CPOB”) meeting by staff. Email comments must be submitted to Comments@cityoflamesa.us by **2:00 p.m.** the day of the CPOB meeting and be no more than 300 words. Any language beyond the 300 words shall not be read during the Board meeting. The counting of words, for the purposes of public comment submissions, shall follow the same standards as set forth in Elections Code § 9 (see Attachment A). Please note in your email subject line that this is for “PUBLIC COMMENT”. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the CPOB meeting. Form correspondence of identical content signed by different individuals shall be read aloud only once during the comment period. Immediately prior to the reading of such correspondence, the name of each signatory shall be stated aloud.

Public Comments for Items on the Agenda

Members of the public who wish to make comments on items on the agenda may submit their comments by email to be read aloud at the CPOB meeting by staff. Email comments will be accepted prior to the CPOB meeting and up until the time that the Chair announces that public comment is closed for that item. Email comments must be submitted to Comments@cityoflamesa.us and be no more than 300 words. Any language beyond the 300 words shall not be read during the CPOB meeting. The counting of words, for the purposes of public comment submissions, shall follow the same standards as set forth in Elections Code § 9 (see Attachment A). Please note in your email subject line the agenda item number related to the comment. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the CPOB meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Members of the public may address the CPOB on subjects within the jurisdiction of the CPOB. Unless such subjects are contained within this agenda, there can be no discussion or action by the CPOB until a subsequent, publicly noticed meeting.

CURRENT BUSINESS

- 1. APPROVAL OF THE MINUTES FOR THE COMMUNITY POLICE OVERSIGHT BOARD REGULAR MEETING HELD WEDNESDAY, MARCH 17, 2021**
- 2. DISCUSSION OF INTERNSHIP PROGRAM: APPLICATION DEADLINE, INTERVIEW DATE, AND TERM LENGTH**
- 3. REVIEW OF DRAFT COMPLAINT OF POLICE MISCONDUCT HANDBOOK AND FORM**
- 4. REVIEW OF DRAFT COMMUNITY POLICE OVERSIGHT BOARD WORK PLAN**

STAFF AND BOARD MEMBER ANNOUNCEMENTS

ADJOURNMENT

Materials related to an item on this agenda submitted to the CPOB after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 8130 Allison Avenue, during normal business hours.

Copies of the CPOB Agenda are posted for public review on the lobby door of the La Mesa Police Department and the announcement boards located near the entrance to City Hall and the entrance to the Council Chambers, 8130 Allison Avenue, La Mesa, California, no less than seventy-two (72) hours prior to a meeting of the CPOB.

The City of La Mesa encourages the participation of disabled individuals in the services, activities and programs provided by the City. Individuals with disabilities, who require reasonable accommodation in order to participate in CPOB meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator, Rida Freeman, Director of Administrative Services, 48 hours prior to the meeting at 619.667.1175, fax 619.667.1163, or rfreeman@cityoflamesa.us.

State of California**ELECTIONS CODE****Section 9**

9. (a) Counting of words, for purposes of this code, shall be as follows:
- (1) Punctuation is not counted.
 - (2) Each word shall be counted as one word except as specified in this section.
 - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
 - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
 - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
 - (6) Dates shall be counted as one word.
 - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
 - (8) Telephone numbers shall be counted as one word.
 - (9) Internet Web site addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Section 13107.

(Amended by Stats. 2014, Ch. 697, Sec. 3. (SB 1253) Effective January 1, 2015.)



**Minutes of a Regular Meeting of the City of La Mesa
Community Police Oversight Board
March 17, 2021 at 4:00 p.m.
City Council Chambers, 8130 Allison Avenue, La Mesa, California**

This meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

CALL TO ORDER

City Clerk Wiegelman called the meeting to order at 4:01 p.m.

ROLL CALL

- Board Member Castaños X
- Board Member Dillard X
- Board Member Duff X (arrived at 4:06 p.m.)
- Board Member Fuentes X
- Board Member Johnson X
- Board Member Kertson X
- Board Member McWilliams X
- Board Member Sylvester X
- Board Member Tiffany X
- VACANT (Police Beat 4 Representative)
- VACANT (Older Adult Representative)

Others present: Assistant City Manager Tomaino; City Clerk Wiegelman; Acting Chief Nicholass, Captain Sweeney; Lieutenant Bell; Senior Management Analyst Dedmon; General Counsel Chiappetti.

PLEDGE OF ALLEGIANCE

Chair Castaños led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments.

CURRENT BUSINESS

1. APPROVAL OF THE MINUTES FOR THE COMMUNITY POLICE OVERSIGHT BOARD SPECIAL MEETING HELD WEDNESDAY, FEBRUARY 17, 2021

ACTION: Motioned by Board Member Kertson and seconded by Board Member Sylvester to approve the minutes for the Community Police Oversight Board (“CPOB”) Special meeting held Wednesday, February 17, 2021.

Vote: 8-0

Yes: Chair Castaños, Vice Chair Dillard, Board Members Fuentes, Johnson, Kertson, McWilliams, Sylvester, and Tiffany

No: None

Abstained: None

Absent: Board Member Duff

Motion passed.

2. APPROVAL OF THE MINUTES FOR THE COMMUNITY POLICE OVERSIGHT BOARD REGULAR MEETING HELD WEDNESDAY, MARCH 3, 2021

ACTION: Motioned by Board Member McWilliams and seconded by Board Member Kertson to approve the minutes for the CPOB Regular meeting held Wednesday, March 3, 2021.

Vote: 8-0

Yes: Chair Castaños, Vice Chair Dillard, Board Members Fuentes, Johnson, Kertson, McWilliams, Sylvester, and Tiffany

No: None

Abstained: None

Absent: Board Member Duff

Motion passed.

3. FORMATION OF COMMUNITY POLICE OVERSIGHT BOARD SUBCOMMITTEE TO SELECT AN INDEPENDENT POLICE AUDITOR

Assistant City Manager Tomaino explained the Request for Proposals (“RFP”) process and the process for selecting an Independent Police Auditor from the submitted RFPs. Assistant City Manager Tomaino requested the CPOB select two Board Members to participate on the selection committee for the Independent Police Auditor.

Board questions and comments ensued.

Chair Castaños announced that Board Member Johnson would be participating on the interview panel for the Chief of Police.

Board questions and comments continued.

ACTION: Motioned by Board Member McWilliams and seconded by Board Member Johnson to appoint Vice Chair Dillard and Board Member Fuentes to serve on the interview panel to select the Independent Auditor.

Vote: 9-0

Yes: Chair Castaños, Vice Chair Dillard, Board Members Duff, Fuentes, Johnson, Kertson, McWilliams, Sylvester, and Tiffany

No: None

Abstained: None

Absent: None

Motion passed.

4. PROGRESS REPORT FROM THE LA MESA POLICE DEPARTMENT REGARDING EFFORTS TO IMPLEMENT AFTER-ACTION REPORT RECOMMENDATIONS

Acting Chief Nicholass and Captain Sweeney provided a PowerPoint presentation on the La Mesa Police Department's ("LMPD") efforts to implement the Hillard Heintze After-Action Report recommendations. Acting Chief Nicholass and Captain Sweeney reviewed the changes that were made by the LMPD following the events of May 30, 2020 and the continued efforts of the LMPD.

Following Board questions and comments, no action was taken.

5. PROCESS TO ADVERTISE AND SELECT CANDIDATE FOR INTERNSHIP

City Clerk Wiegelman reviewed the recruitment and selection process for the CPOB Internship Program. City Clerk Wiegelman said the recruitment flyer and application would be ready by the April 21, 2021 CPOB Regular meeting.

Following Board questions and comments, no action was taken.

STAFF AND BOARD MEMBER ANNOUNCEMENTS

City Clerk Wiegelman provided an update on the process and timeline for filling the two unscheduled vacancies on the CPOB.

ADJOURNMENT

Chair Castaños adjourned the meeting at 5:51 p.m.

Online Brochure

How to File a Complaint About Police Conduct in the City of La Mesa

INTRODUCTION

The Community Police Oversight Board (CPOB) is committed to ensuring that the complaint process is accessible to all community members. An open and reliable complaint process fosters community confidence, trust, understanding, and respect. To this end, the CPOB, together with the Independent Police Auditor (IPA), receive all complaints filed against the La Mesa Police Department (LMPD). The CPOB is also empowered to initiate independent audits of police investigations and practices and to make recommendations to the Police Chief regarding LMPD policies, procedures, and programs.

THE PROCESS OF FILING A COMPLAINT

Community complaints made through an open and responsive process can foster community confidence in the police. Such confidence can only help to increase officers' effectiveness in helping to ensure public safety.

Any individual citizen or group of citizens has the right to file a complaint against any officer of the LMPD. Among other things, such complaints can provide the LMPD and CPOB with helpful information that may be used:

- To hold officers accountable when they violate Department or City policies, procedures, rules and/or regulations, or other applicable law.
- To improve police services through the refinement of policies, procedures and training.
- To identify points of friction between officers and the community which can, in turn, inform the development of more effective community outreach and education.

A complaint concerning misconduct by any LMPD officer may be made directly to the CPOB or Independent Police Monitor (IPA). Note that complaints may be made anonymously by a person not directly involved in an incident. All complaints submitted to the CPOB or IPA will be forwarded to the LMPD for investigation.

The CPOB Complaint Form is available at **City Hall** and **online**, and may be filed in a variety of ways:

- By online submission to the CPOB
<https://www.cityoflamesa.us/DocumentCenter/View/16322/Complaint-Form?bidId=>
- By email to the IPA (add email address)
- By mail to the CPOB (add address)
- By submission to the CPOB public dropbox (add address)

Complaints concerning officer misconduct may also be made directly to the LMPD. All complaints submitted to the LMPD will be forwarded to the IPA, who may share the complaints with the CPOB. The CPOB may receive a redacted version of the complaints hiding certain confidential information to be compliant with state law. A complaint may be filed with LMPD in a variety of ways:

- In person at LMPD 8085 University Ave, La Mesa, CA 91942

- By telephone to the LMPD 619-667-1400
- By mail to LMPD, 8085 University Ave, La Mesa, CA 91942
- By fax 619-667-7519
- On the LMPD website ([add website URL](#))
- To any supervisor at the scene of an incident

Whether submitted to the CPOB, the IPA, or the LMPD, once received by the LMPD, a complaint will be:

1. Forwarded to the appropriate LMPD Division Commander, who will assign the complaint an internal affairs number, provide a copy of the complaint to the Chief of Police, and assign the investigation to a staff member;
2. Forwarded to the IPA, if directly received by the LMPD;
3. Investigated pursuant to the LMPD's Disciplinary Policy, and returned to the Division Commander upon completion of the investigation. The Division Commander then recommends the proposed disciplinary action (if applicable) and forwards the complaint to the Chief of Police, who may approve the proposed discipline or request that it be amended or modified; Returned to the Division Commander, who notifies the officer of the disposition of the investigation and proposed discipline, where applicable. If discipline is recommended, the officer is advised of the right to respond, orally or in writing, to the Chief;
4. Returned to the Chief of Police for final approval of findings and disciplinary action, and disciplinary action is imposed, if applicable;

All complaints, regardless of disposition, shall have each page dated and initialed by the concerned employee and recorded in the annual complaint file in the office of the Chief of Police. A copy of all sustained complaints is also filed in the concerned officer's file maintained in the office of the Chief of Police.

Upon completion of the investigation, a complainant will receive written notification from the LMPD that the complaint has been thoroughly investigated, and whether departmental action has been taken.

Note: the average time it takes to fully process and investigate a complaint can be between 3 and 6 months.

FINDINGS: A complainant will receive written notification of the findings of any formal complaint.

The possible findings are:

- a. Unfounded –The investigation clearly established that the allegation is not true.
- b. Not Sustained –The investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation in the complaint.
- c. Sustained –The investigation disclosed sufficient evidence to prove the truth of allegation in the complaint by the preponderance of evidence.
- d. Exonerated –The investigation clearly established that the actions of the personnel that formed the basis of the complaint are not a violation of law or agency policy.
- e. Frivolous –Means totally and completely without merit or for the sole purpose of harassing an opposing party.
- f. Alternative Conflict Resolution –The complaint is resolved in accordance with the ACR Program.

If the complaint is sustained, meaning there was wrong doing, the Police Chief will determine whether the employee will be disciplined and/or receive additional training. Discipline may include: reprimand, suspension, demotion or termination. State law does not allow the release of the specific action taken against a public safety employee.

Although we cannot guarantee you will be satisfied with the results of the investigation, we do guarantee that your complaint will be investigated thoroughly and fairly.

INITIATING AN AUDIT

After the Police Department completes its investigation of the complaint, the CBOB may initiate an audit of the investigation by the IPA, if not automatic and deemed necessary. Upon completion of an audit, the CPOB will send complainant(s) a letter confirming that both an investigation and an audit of that investigation have been conducted and informing the complainant of the conclusions of the auditor as to the objectivity, thoroughness, and appropriateness of the investigation and its disposition.

The CPOB receives, registers, and delivers **all** of the complaints it receives to the LMPD for investigation.

However, the CPOB only **automatically** initiates audits of investigations and dispositions of incidents of use of force involving the following:

1. Accidental discharge of weapons;
2. Officer-involved shootings;
3. Officer-involved deaths;
4. Officer-involved interactions resulting in serious bodily injury.

The CPOB may also, **at its discretion**, initiate audits involving other types of allegations, including, but not limited to:

1. False arrests;
2. Criminal conduct;
3. Racial or identity profiling;
4. Use of discriminatory slurs;
5. Excessive force;
6. Poor service
7. Discourtesy
8. Failure to follow any LMPD or City policy, procedure, rule, or regulation
9. Conduct unbecoming an officer

The primary goal of the CPOB is to ensure that all complaints are thoroughly and fairly investigated with equal consideration given to all parties involved.

WHAT TO INCLUDE IN A COMPLAINT

The more detail you can include in your complaint, the better. Please include as much of the following as possible.

- Identify the officer's name and description, badge number, and vehicle number, if obtained.
- Report any witnesses' names, home mailing addresses, email addresses, and telephone numbers.
- Include any other evidence you feel may be important such as copies of citations, photographs, video recordings, etc.
- File your complaint as soon as possible, especially if you are injured so that photographs can be taken and medical records obtained.

Anyone who files a complaint may check on their status by contacting a representative at the email listed below.

(City of La Mesa should provide CPOB an email address for follow-up complaints or other concerns. service@CPOB.org)

Complaint of Police Misconduct in the City of La Mesa

Have you had an experience with the La Mesa Police Department that you'd like to report? Fill out the attached form and the Community Police Oversight Board and the La Mesa Police Department will review your complaint and take any necessary action. Members of the Oversight Board are volunteers appointed by the Mayor and City Council and are independent from the police department.

A complaint concerning misconduct by any La Mesa PD officer may be made in person or anonymously in a variety of ways:

To the Community Police Oversight Board

- (Web Form)
- (Email)
- (Mailing Address)
- (Phone Number)

To the Independent Police Auditor, or

- (Web Form)
- (Email)
- (Mailing Address)
- (Phone Number)

Directly to the La Mesa Police Department.

- In person or by mail to La Mesa PD 8085 University Ave, La Mesa, CA 91942
- Online – (website address)
- Phone: 619-667-1400
- Fax: 619-667-7519
- To any supervisor at the scene of an incident

Complaint of Police Misconduct in the City of La Mesa

Information of person making the complaint

First _____ MI _____

Last _____

Personal phone # _____ Work phone # _____

Address _____ City _____

Email _____

- I give permission to the La Mesa PD to contact me for more information
- I give permission to the auditor to contact me for more information

Information about the incident

Location of occurrence/incident

Date of Incident _____ Time of Incident _____

Incident Number (if you have it): _____

Do you know the name(s), badge number, or description of officer(s) involved?

Brief description of the incident (if you provide contact information, either a representative from the La Mesa PD and/or the auditor will follow up with you for more details):

Were there any **witnesses** to the incident? If so, please include their names and contact information:

Do you have any of the following (if you provide contact information, either a representative from the La Mesa PD and/or the auditor will follow up with you to get these):

- Photos
- Video
- Documents
- Other: _____

I hereby affirm that the information I just entered is true and complete to the best of my knowledge and belief.

Signature

Date

What happens next

After you fill out this form, a representative from the La Mesa PD will follow up with you to ask for more details on the incident.

The La Mesa PD will review every complaint. The oversight board will determine if an investigation by the independent auditor is necessary. If the auditor conducts an investigation, the oversight board may make recommendations to the police chief. If the police chief determines that an employee violated department policies or procedures, appropriate corrective action is taken. The police chief's review will also include looking for ways to improve policies, procedures, training, and service.

You will receive written notification of the findings of any formal complaint. The possible findings are:

- **Unfounded:** The alleged act did not occur.
- **Exonerated:** The alleged act occurred, but was justified.
- **Not Sustained:** The investigation produced insufficient evidence.
- **Sustained:** The accused employee committed all or part of the alleged conduct.

If the complaint is sustained, meaning there was wrong doing, the police chief will determine whether the employee will be disciplined and/or receive additional training. Discipline may include: reprimand, suspension, demotion or termination. State law does not allow the release of the specific action taken against a public safety employee.

Although we cannot guarantee you will be satisfied with the results of the investigation, we do guarantee that your complaint will be investigated thoroughly and fairly.

DRAFT Community Police Oversight Board Work Plan

Work Plan Item 1: Hire Independent Police Auditor

Goal	Tracking Milestones	Status
1. Participate in the hiring of an Independent Police Auditor for the CPOB.	1.1 Provide questions for Independent Police Auditor interviews (Dillard & Fuentes). 1.2 Review Request for Proposals (RFP's) (Dillard & Fuentes). 1.3 Conduct interviews and rate candidates (Dillard & Fuentes). 1.4 Make recommendation to City Council (CPOB motion for approval). 1.5 Item scheduled for next regularly scheduled Council meeting (approval of contract).	In Progress
2. Introduce selected Independent Police Auditor to CPOB	2.1 Schedule selected auditor at the next appropriate regularly scheduled CPOB meeting (after City Council approval of contract).	

Work Plan Item 2: Receive introductory training and continuing educational training for all new and current CPOB members

Goal	Tracking Milestones	Status
1. Receive training on LMPD policies and procedures, including officer training, vehicular stops, arrests, and use of force.	1.1 Receive and complete training by _____.	
2. Receive confidentiality training for the purpose of reviewing personnel or other documents that are protected by privacy laws.	2.1 Receive and complete training by _____.	
3. Receive training on Community Policing.	3.1 Receive and complete training by _____.	
4. Receive training on Emergency Operations and Communications as a part of the Incident Command System ("ICS").	4.1 Receive and complete training by _____.	
5. Receive training on LMPD hiring practices and employee wellness.	5.1 Receive and complete training by _____.	

Work Plan Item 3: Create internship program for La Mesa residents currently enrolled in high school or college to serve as temporary, non-voting CPOB members

Goal	Tracking Milestones	Status
1. Create an internship program for La Mesa residents currently enrolled in high school or college and between the ages of 16 and 22 through which students may serve as temporary, non-voting CPOB members.	1.1 Create Subcommittee and/or select CPOB board members to work with staff and LMPD to create draft program. 1.2 Present recommended programs to CPOB for comments and feedback. 1.3 Incorporate comments and feedback into recommended programs and bring back to CPOB for approval (if necessary).	
2. Implement internship program and create process by which student residents are selected.	2.1 Schedule item on CPOB agenda for discussion 2.2 CPOB action (motion) for approval of program.	

Work Plan Item 4: Develop a program for the mediation of complaints

Goal	Tracking Milestones	Status
1. Develop a program for the mediation of complaints, in coordination with the Chief of Police and with the assistance of other qualified experts as needed.	1.1 Create Subcommittee and/or select CPOB board members to develop draft program. 1.2 Present draft program to CPOB for comments and feedback. 1.3 Incorporate comments and feedback into recommended program and bring back to CPOB for approval (if necessary).	
2. Implement program.	2.1 Schedule item on CPOB agenda for discussion and approval of program (motion).	

Work Plan Item 5: Develop and recommend educational programs regarding policing in La Mesa

Goal	Tracking Milestones	Status
1. Develop and recommend, in conjunction with the LMPD and City, education programs regarding policing in La Mesa and community outreach events to communicate information about neighborhood watch programs, or events designed to encourage safety and emergency preparedness.	1.1 Create Subcommittee and/or select CPOB board members to develop and recommend draft programs. 1.2 Present recommended programs to CPOB for comments and feedback. 1.3 Incorporate comments and feedback into recommended program and bring back to CPOB for approval (if necessary).	

Work Plan Item 6: Develop and recommend alternative crime-prevention policies and strategies

Goal	Tracking Milestones	Status
1. Study, develop, and recommend alternative crime-prevention policies and strategies to the Chief of Police, Mayor, City Council, and City Manager; assess and make recommendations regarding the role in public safety of social services, including those related to mental health, alcohol and substance abuse, homelessness, juvenile justice, and education.	1.1 Create Subcommittee and/or select CPOB board members to develop and recommend policies and strategies. 1.2 Present recommended policies and strategies to CPOB for comments and feedback. 1.3 Incorporate comments and feedback into recommended policies and strategies and bring back to CPOB for approval (if necessary).	
2. Implement polices and strategies.	2.1 Schedule item on CPOB agenda for discussion and approval of policies and strategies (motion).	

Work Plan Item 7: Provide semi-annual and annual reports to La Mesa City Council and City Manager

Goal	Tracking Milestones	Status
1. In conjunction with the Independent Police Auditor, provide semi-annual public reports to City Council and City Manager on the number and types of complaints reviewed and the CPOB's response, investigative findings, analysis, and police progress on CPOB recommendations.	1.1 Schedule item on CPOB agenda as needed to discuss, review, and finalize each six month public report. 1.2 Determine which two months each fiscal year to present public report to City Council.	
2. Draft and issue public reports regarding (1) policies, procedures, practices, and training as to regular operations; (2) policies, procedures, and practices as to hiring and promotions; (3) policies, procedures, practices, and training as to internal investigations of misconduct; (4) initial and in-service trainings in de-escalation techniques, human relations instruction, and implicit bias training; (5) policies procedures, practices, and training as to community-oriented policing; and (6) any and all other areas of policing or LMPD policies, procedures, practices, and training that the CPOB finds appropriate for review.	2.1 Schedule item on CPOB agenda as needed to discuss, review, and finalize each annual public report. 2.2 Determine which month annually to present public report to City Council.	

Work Plan Item 8: Work with the La Mesa Police Department to implement Hillard Heintze After Action Report recommendations

Goal	Tracking Milestones	Status
1. Work with LMPD to implement Hillard Heintze After Action Report recommendations.	Ongoing	