



NAPA SPECIAL INVESTIGATIONS BUREAU GOVERNING BOARD

OPEN MEETING MINUTES JANUARY 2017

The regular open portion of the NSIB Governing Board monthly meeting was called to order on Thursday, January 26, 2017, at 10:45 a.m.

ROLL CALL

Present or otherwise represented members included; Governing Board Chairman, Chief Steve Potter of Napa PD, Sheriff John Robertson, District Attorney Allison Haley, Chief Mary Butler of Napa County Probation Department, Chief William Imboden of St. Helena PD, Chief Mitchell Celaya of Calistoga PD and Captain Chris Childs of CHP.

Also present at the meeting: Undersheriff Jean Donaldson and Chief DA Investigator Mike Donovan.

Board members absent: None

PUBLIC COMMENT

0 members of the public in attendance.

AGENDA ITEMS

MINUTES – Captain Childs moved that the minutes of the August 2016 Governing Board Meeting be approved as written. Sheriff Robertson made the 2nd motion. Motion unanimously approved.

DRUG PREVENTION PRESENTATIONS

Lt. Pitkin discussed the 8 Drug Prevention Presentations for the months of August, September, October, November and December 2016.

REQUEST FOR ASSET FORFEITURE DONATION FROM NSIB COMMUNITY TRUST

Napa Valley Crime Stoppers coordinator Shontelle Detwiler attended the meeting and requested a \$5,000 donation from NSIB's Community Trust (asset forfeiture account) to support the Napa Valley Crime Stopper operations and reward program. Specifically, the funds are to be used to operate the crime tip line and to print and provide literature on the Crime Stoppers program. The funds may also be used to pay rewards to Tipsters (community members) who provide information on unsolved crimes and/or leading to the arrest of wanted suspects. The Board agreed that the anonymous nature of the tip program continues to enhance Napa County public safety by assisting drug enforcement and general law enforcement within Napa County. Mrs. Detwiler confirmed a significant number of these tips are H&S related. Chief Potter moved that a donation to Napa Valley Crime Stoppers in the amount of \$5,000 be approved. Sheriff Robertson made the 2nd motion. Motion unanimously approved.

COMMUNITY TRUST (ASSET FORFEITURE) APPLICATION PROCESS/REQUEST FORM

The Board discussed a process by which requests for donations from NSIB's Asset Forfeiture Community Trust fund would be considered. The Board decided to adopt the request form Chief Butler had previously drafted and that each form would be presented by a Governing Board member on behalf of each group requesting a donation. It was further agreed that as request forms are received they will be added to the Governing Board agendas as needed. Chief Butler moved to approve the process for requesting a donation from the Community Trust fund requiring a completed request form which will then be added to the agenda and presented by a Governing Board member. Chief Potter made the 2nd motion. Motion unanimously approved.

DISCUSSION AND PROPOSED ACTION ON UPDATED DEC PROTOCOL

Lt. Pitkin presented the Board with an updated Drug Endangered Children (DEC) protocol including language suggested by ex-Child Welfare Services Director Matthew Gebhardt and DA Haley. The Board discussed the updates and agreed with the language. Chief Potter moved that the DEC protocol be updated to reflect the language suggested by DA Haley and approved. Sheriff Robertson made the 2nd motion. Motion unanimously approved and signed by all Board members. Lt. Pitkin advised that he will contact the new Child Welfare Services Director for discussion and signature.

DISCUSSION AND PROPOSED ACTION ON NSIB POLICY §10.9 AND §12.13 (RECOVERED MONEY AS EVIDENCE)

Lt. Pitkin reported that during a recent review of NSIB policy he noted redundant and conflicting policies regarding money recovered as evidence. Policy §10.9 addresses money recovered as evidence and references outdated practices implemented under California DOJ/BNE. Policy §12.13 describes the current manner in which NSIB tracks and stores money recovered as evidence. Lt. Pitkin recommended deleting policy §10.9 and amending §12.13 to permit the release and return of recovered money as evidence (NSIB buy money) to the NSIB Investigative Fund, when not needed for prosecution, pursuant to a court order. Chief Butler moved to approve the recommendation of deleting policy §10.9 and amending §12.13 as requested. Chief Celaya made the 2nd motion. Motion unanimously approved.

NSIB ASSET FORFEITURE DISCUSSION AND MOTION TO DISBURSE

The Board decided not to disburse asset forfeiture funds to the agencies at this time. The asset forfeiture disbursement discussion will be re-scheduled for the July 2017 Governing Board meeting.

OPEN DISCUSSION

None

ADJOURNMENT

There being no further business for the open portion of the Governing Board Chief Butler moved that the meeting be adjourned. Chief Potter made the 2nd motion. Motion unanimously approved at 11:20 a.m. to continue with Closed Session – Case Review/Planning (Government Code §54957.8).

Chief Steve Potter, Chairman