

City of Sacramento  
**Community Police Review Commission Report**  
915 I Street Sacramento, CA 95814  
www.cityofsacramento.org

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**File ID:** 2026-00771

4/13/2026

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**Establishing Ad Hoc Committees for the Proposed 2026 Work Plan**

File ID: 2026-00771

**Location:** Citywide

**Recommendation:** 1) Discuss Ad Hoc Committees for the Proposed 2026 Work Plan and accept volunteers or assign members for these committees; and 2) pass a **Motion** that approving the formation and scope of the Ad Hoc Committees for the period of April through December 31, 2026. The Chair may create an ad hoc committee for the Commission and appoint commissioners to that committee.

**Contact:** Jason Sample, Chair, Sacramento Community Police Review Commission

**Presenter:** Jason Sample, Chair, Sacramento Community Police Review Commission

**Attachments:**

1-Description/Analysis

2-Proposed 2026 Work Plan

3-City of Sacramento Administrative Policy for Ad-Hoc Committees

**Description/Analysis**

**Issue Detail:** The Sacramento Community Police Review Commission's (Commission) 2026 Work Plan (Work Plan) is attached, Attachment 2. The Work Plan will be reviewed by the Personnel and Public Employee Committee and Council pursuant to Council Rules of Procedure chapter 17. The Chair of the Commission may create ad hoc committee(s) and appoint members to it at an open and public meeting which will be made as part of the Commission meeting minutes.

To begin work as soon as possible after the Council's approval of the Work Plan, the Commission is discussing the types and compositions of potential ad hoc committee(s) for the Work Plan to assist the Chair in establishing those committee(s) and appointing commissioner(s).

Ad hoc committees are intended to improve organization, facilitate focused discussion, and support efficient advancement of Commission initiatives. Consistent with the Brown Act, ad hoc committees composed of fewer than a quorum of the Commission and established for a limited purpose are not standing committees and do not have independent decision-making authority. All formal actions and

recommendations will return to the full Commission for discussion and approval at a public meeting.

The Commission establishes Ad Hoc Committees on an as-needed basis to support focused work on priority topics within its oversight responsibilities. These committees are temporary in nature and are intended to address specific subject areas or projects. Committees approved under this item will remain active through December 31, 2026.

The proposed ad hoc committees include:

**1. 2026 Outreach and Events Ad Hoc Committee**

Purpose: Support structured public engagement and outreach activities identified in the 2026 Workplan.

Anticipated focus areas may include:

- Planning community listening sessions.
- Coordinating Commissioner participation in community events.
- Developing outreach materials.
- Assisting with planning outreach meetings related to military equipment use, as applicable.

**2. 2026 Policy and Procedures Ad Hoc Committee**

Purpose: Support structured review of policy matters and tracking of Commission recommendations.

Anticipated focus areas may include:

- Coordinating Sacramento Police Department presentations to the Commission.
- Identifying areas for policy discussion within the Commission's authority.
- Maintaining a recommendation and follow-up tracking log.
- Supporting Commissioner onboarding and training coordination.

The Commission will discuss the scope and membership of each Ad Hoc Committee and assign Commissioners accordingly.

**Policy Considerations:** City boards and commissions may have Ad Hoc Committees, subject to the restrictions of the Ralph M. Brown Act and city administrative policy for those ad hoc committees (Sacramento City Code section 2.40.160). The Chair may create ad hoc committees with a limited purpose and duration of less than one-year for the Work Plan and appoint commissioners thereto. Ad hocs must be created at an open and public meeting. Among other things, Ad Hocs Committees must be less than a quorum, be composed of members of the Commission only, must not have a fixed meeting schedule, must report its findings to the Commission (see Attachment 3).

Ad Hoc Committees must comply with applicable open meeting requirements and the Commission's enabling ordinance. These committees are advisory to the full Commission and do not have authority to take final action.

**Economic Impacts:** None.

**Environmental Considerations:** California Environmental Quality Act (CEQA): The proposed action is not a project under CEQA because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines §15378(b)(5).)

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** Establishing and assigning Ad Hoc Committees supports structured implementation of the 2026 Workplan and enhances operational efficiency while maintaining transparency and full Commission oversight.

**Financial Considerations:** Not applicable.

**Local Business Enterprise (LBE):** Not applicable.

# **Sacramento Community Police Review Commission**

## **WORK PLAN- 2026**

### **Goals and Priorities**

#### **Goal 1: Strengthen Community Awareness of the Commission**

Objective: Increase public understanding of the Commission's purpose, authority, and ability to make policy recommendations.

Planned actions:

- Develop informational flyers explaining:
  - The Commission's role;
  - How residents can participate;
  - How the Commission makes recommendations to the City Council.
- Distribute materials at community events and post on public bulletin boards.
- Evaluate creation of a monitored Commission email inbox/digital drop box with rotating commissioner response support (subject to City Clerk coordination).

#### **Goal 2: Conduct Structured Community Outreach**

Objective: Establish recurring and predictable outreach opportunities.

Planned actions:

- Host community listening sessions in July 2026.
- Participate in community events (e.g., Concerts in the Park and similar public events).
- Attend clergy meetings and neighborhood events beginning May 2026.
- Coordinate with individual City Council offices to attend district-level meetings and events.

#### **Goal 3: Strengthen Partnership with City Council**

Objective: Improve communication and alignment with Council priorities.

Planned actions:

Request regular updates from SPD during Commission meetings regarding:

- Community engagement activities;
- District-level public safety concerns;
- High-level statistical trends.

Coordinate with Council offices regarding emerging public safety issues relevant to Commission purview.

#### **Goal 4: Establish Ad Hoc Committees to Support Work**

Objective: The Commission will establish the following ad hoc committees:

Planned actions

##### 1) Outreach and Events

- Plan community listening sessions (2)
- Plan Military Equipment Use Outreach Meeting
- Coordinate Commissioner event participation
- Develop a calendar and schedule for Commissioners to attend community events
- Develop outreach materials

2) Policy and Procedures

- Coordinate SPD presentations to the commission
- Identify areas for potential policy recommendations and discussions
- Track recommendation and follow-up log status
- Commissioner Onboarding and Training scheduling

**Goal 5: Improve Annual Reporting Process**

Planned actions:

To ensure timely compliance with City Council Rules of Procedure Chapter 17 requirements:

- Establish an Annual Report Subcommittee in August 2026.
- Begin drafting the 2026 Annual Report in August.
- Align report preparation to ensure timely submission to P&PE.

## City of Sacramento Administrative Policy for Ad-Hoc Committees

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### Overview

Sacramento City Code Section 2.40.160 (A) states that city boards and commissions may have ad hoc committees, subject to the restrictions of the Ralph M. Brown Act (Cal. Gov. Code, § 54950 et seq.) and the city administrative policy for those ad hoc committees.

### Establishing an Ad Hoc Committee

The chair of a city board or commission may create an ad hoc committee of their respective board/commission (commission) and appoint members. This ad hoc creation shall take place at an open and public meeting and made part of the commission meeting minutes.

### Guidelines for an Ad Hoc Committee

- Ad hoc membership shall consist of less than a quorum of the commission.
- Other members of the commission, not appointed to the ad hoc committee, may not attend ad hoc committee meetings.
- Ad hoc membership shall be composed solely of the members of the establishing commission.
- Ad hoc members may use outside resources and individuals for research.
- The ad hoc committee shall have limited purpose and not have continuing subject matter jurisdiction.
- The ad hoc committee shall have a limited term, not greater than one year.
- The ad hoc committee shall not have a fixed meeting schedule.
- No staff support will be provided.
- Ad hoc members may contact each other to discuss the subject matter of the ad hoc jurisdiction.
- Ad hoc members shall not discuss ad hoc topics with other members of the establishing commission except at a properly noticed meeting of the commission.
- Ad hoc members shall not advise the city council directly or speak on behalf of the commission.
- The ad hoc committee shall report its findings or provide advice to the establishing commission via an item placed on a meeting agenda of the establishing commission. Committee shall meet established deadlines for agenda item submission.
- Within one year of an ad hoc committee creation, a summary and dissolution report shall be provided to the commission.