

San Mateo County Center  
500 County Center - Manzanita Hall (Entrance/Access from Marshall Street)  
Redwood City CA, 94063



**COUNTY OF SAN MATEO**  
**BOARDS AND COMMISSIONS**  
INDEPENDENT CIVILIAN ADVISORY COMMISSION

**Independent Civilian Advisory Commission on the Sheriff's Office**  
**Regular Meeting: Wednesday, September 3, 2025**  
**6:30 p.m. – 8:30 p.m.**

**Join the meeting on Zoom:**

<https://smcgov.zoom.us/j/98925479851>

The webinar ID: 989 2547 9851

Dial in: +1 669 900 6833 (Local).

This meeting of the Independent Civilian Advisory Commission will be held at Manzanita Hall. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person visiting the Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.

Members of the public wishing to comment on an item may do so in the following ways:

1. Email comments to [ICACFeedback@smcgov.org](mailto:ICACFeedback@smcgov.org) by **4:00 p.m. on the meeting date**. Emails will be forwarded to the Independent Civilian Advisory Commission by the County Executive's Office of Community Affairs. Please identify the Agenda Item number in the subject line of your email.

2. Provide oral public comments during the meeting via zoom or phone:

Zoom: When the Chair announces the item on which you wish to speak, click the "raise hand" feature in Zoom. Speakers will be notified of their turn shortly before they are called on to speak.

Phone: When the Chair announces the item on which you wish to speak, phone participants will be called on by the last two digits of their phone number. When the Chair calls your name to provide public comment, if you are participating via phone, please press \*6 to unmute yourself.

ITEM	PRESENTER
<b>1. Call to Order and Roll Call</b>	Chair Kalimah Salahuddin
<b>2. General Public Comment - (Limit to two minutes).</b>  <i>This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda should be heard at the time the matter is called. Please fill out a speaker slip.</i>	Clerk
<b>3. Motion to Approve Agenda</b>	Chair Kalimah Salahuddin

<p><b>4. Motion to Approve Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• <b>July 2, 2025, Regular Meeting</b></li> <li>• <b>July 2, 2025, Special Meeting</b></li> <li>• <b>July 23, 2025, Special Meeting</b></li> </ul> <p>a. Clarifying Questions/Input from Commissioners</p> <p>b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b></p>	<p>Chair Kalimah Salahuddin</p>
<p><b>5. Motion: Election of Commission Chair and Vice Chair</b></p> <p>a. Clarifying Questions/Input from Commissioners</p> <p>b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b></p> <p>c. Motion</p>	<p>Chair Kalimah Salahuddin</p>
<p><b>6. Informational: Update on the Elevator Repairs at the Maguire Correctional Facility and the Impact on Inmate Visitation Schedules</b></p> <p>a. Clarifying Questions/Input from Commissioners</p> <p>b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b></p>	<p>Sheriff's Office</p>
<p><b>7. Discussion and Possible Action: Recommendation to Improve the Citizen Complaint Form</b></p> <p><b>Considerations of proposed changes from the Independent Civilian Advisory Commission, including:</b></p> <ul style="list-style-type: none"> <li>• <b>Converting the form into an editable version (fillable online and printable)</b></li> </ul>	<p>Chair Kalimah Salahuddin</p>

<ul style="list-style-type: none"> <li>• <b>Offering the form in multiple languages to improve accessibility</b></li> <li>• <b>Providing regular, transparent public reporting on the complaints filed</b></li> <li>• <b>Commission discussion and possible recommendations to the Sheriff's Office</b></li> </ul> <p>a. Clarifying Questions/Input from Commissioners</p> <p>b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b></p> <p>c. Motion</p>	
<p><b>8. Discussion: Update from the ICAC Representatives on the Deaths in Custody Sheriff's Office Taskforce</b></p> <p>a. Clarifying Questions/Input from Commissioners</p> <p>b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b></p>	<p>Commissioners Shirley Melnicoe and James Simmons</p>
<p><b>9. Discussion and Possible Recommendation: Consideration of Additional Program Tours of the Correctional Facility and Ride-Alongs</b></p> <ul style="list-style-type: none"> <li>• <b>Noting that it has been approximately one year since the Commission's last tour of the facility, and there has been expressed interest in touring specific programs</b></li> <li>• <b>Commission discussion on whether additional tours of available programs should be scheduled</b></li> <li>• <b>Possible recommendations to the Sheriff's Office on the need for additional tours of specific programs at the Correctional Facility</b></li> </ul> <p>a. Clarifying Questions/Input from Commissioners</p>	<p>Chair Kalimah Salahuddin and Commissioner Shirley Melnicoe</p>

b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b>	
<b>10. Informational: ICAC Ad-Hoc Committees Updates</b> <ul style="list-style-type: none"> <li>• Community and Staff Engagement</li> <li>• Transparency and Accountability</li> <li>• Improved Communication Between Inmates and Families</li> </ul> a. Clarifying Questions/Input from Commissioners  b. Public Comment (limited to two minutes). <b>Public comment must be related to this agenda item.</b>	Chair Kalimah Salahuddin
<b>11. Commissioner and Liaison Announcements</b>	Commissioners
<b>12. Adjournment</b>	Clerk

=====

#### ADA Requests

Individuals who require special assistance, language access, or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Community affairs by **10:00 a.m. on the day before the meeting** at [ICACFeedback@smcgov.org](mailto:ICACFeedback@smcgov.org)

#### Solicitar ADA o Acceso al idioma

Las personas que requieran acceso al idioma español, o una modificación o adaptación relacionada con una discapacidad para participar en esta reunión, o que tengan una discapacidad y deseen solicitar un formato alternativo para la reunión, deben comunicarse con Asuntos Comunitarios **antes de las 10:00 a. m. del día antes de la reunión** al [ICACFeedback@smcgov.org](mailto:ICACFeedback@smcgov.org)

=====

**Next Commission Meeting:**  
**Regular Meeting: October 1, 6:30-8:30 pm**

*For more information about the ICAC visit our website at: <https://www.smcgov.org/icac>*

**\*\*\*IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE\*\*\***

For more information regarding how to participate in the meeting, either in-person or remotely, please refer to the instructions below. In addition, a video broadcast of the meeting can be viewed at:

<https://www.smcgov.org/icac>. Closed Captioning will be provided for all Commission meetings. While watching the video broadcast, please scroll over the video and click “CC” to turn closed captions on.

**Public Participation Options:**

1. **In-Person:** Meeting may be accessed **in-person** at -  
Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.
2. **Remote:** Meeting may be accessed through **Zoom online** link (see Zoom instructions below) -  
<https://smcgov.zoom.us/j/98925479851>. The webinar ID: 989 2547 9851
3. **Telephone:** Meeting may be accessed **via telephone** by dialing-  
1 669 900 6833 (Local). Enter Webinar ID: 989 2547 9851, then press #.

**Instructions for Public Comment During Hybrid Meetings:**

2. This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called. Please fill out a speaker slip.

Members of the public may provide public comments to the commission as follows:

**\*Spoken Comments in-Person:**

1. Members of the public who wish to address the Commissioners should complete a speaker’s slip to make a public comment. Speakers will be called to the stand in the order their speaker slip was received. Each speaker will have one minute to speak for each agenda item.

**\*Spoken Comments Via Teleconference (Zoom):**

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Clerk calls for the item on which you wish to speak, click on “raise hand” feature. Speakers will be notified shortly before they are called to speak. Each speaker will have one minute to speak for each agenda item.

**\*Written Public Comment:**

Written public comments may be emailed in advance of the meeting, and such written comments should indicate the specific agenda item on which you are commenting. Please read the following instructions carefully:

1. Your written comment should be emailed to [ICACFeedback@smcgov.org](mailto:ICACFeedback@smcgov.org) **by 4:00 p.m. on the day of the meeting**. The Clerk will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the one minute allowed for verbal comments, which is approximately 150-200 words.

#### **Instructions for Zoom Access:**

During hybrid meetings of the Independent Civilian Advisory Commission, members of the public may address the commission as follows:

1. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up -to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
2. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.