

## Police Community Advisory Board

### 219.1 PURPOSE AND SCOPE

This order explains the organization, duties, and function of the Police Community Advisory Board.

### 219.2 POLICY

The Police Community Advisory Board is designed to be a link between the community and its police department. It is a simple mechanism to facilitate and enhance communication between the police department and the community. The Police Community Advisory Board will allow, on a consistent basis, for a non-law enforcement or broader community view to influence local law enforcement services.

The Chico Police Department will utilize the Police Community Advisory Board for the purpose of reviewing and making recommendations to the Chief of Police on matters pertinent to the Police Department. Areas such as significant community issues, budget and program review, and community outreach assistance are all within the board's realm of responsibility.

### 219.3 APPOINTMENT OF BOARD MEMBERS

- (a) The Police Community Advisory Board will be comprised of community members who are representative of the following:
  - 1. The diverse cultural makeup of the community
  - 2. Representation of community leaders and organizations that serve our multicultural community.
  - 3. City Council Representative (Current Council Member):
- (b) Selected representatives should be either residents within or employed at a location within the Chico area "sphere of influence."
- (c) The intent of this composition is to form a diverse group of people of a manageable size who represent stakeholders in the community to evaluate and make recommendations to the Police Department through the Chief of Police.
- (d) Ad Hoc committee members may be appointed by the Advisory Board as specific needs arise.
- (e) Selected members will be subject to a background check by Police Department staff.
- (f) Selected members serve at the pleasure of the Chief of Police, and will be replaced at the request of the Chief of Police.

### 219.4 APPLICATION PROCESS

- (a) When a vacancy exists on the Board, such vacancy will be announced by the Police Department and a replacement in the "sphere of influence" will be sought.

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- (b) Individuals interested in being selected to the Board shall complete and submit an application to the Police Department.
- (c) Applications will be reviewed by the Chief of Police, interviews may be conducted, and appointments will be made as appropriate.

### **219.5 TERM OF BOARD MEMBERS**

- (a) The term for each board member shall be at the pleasure of the Chief of Police.
- (b) Should a member discontinue their affiliation with the organization they represent, their membership on the Police Community Advisory Board will automatically expire and a replacement representative will be selected by the Chief of Police.

### **219.6 DUTIES OF BOARD MEMBERS**

- (a) The Police Community Advisory Board will review significant community issues and make recommendations regarding potential resolutions to the Chief of Police.
- (b) The Police Community Advisory Board may assist with the budget process through review, program evaluation and priority recommendation.
- (c) Members of the Police Community Advisory Board may assist in community outreach efforts.
- (d) The Police Community Advisory Board relies upon the authority of the Chief of Police, and performs an advisory role only. Recommendations made by the Board are not binding on the Chief of Police. The Chief of Police answers to the City Manager. In addition to the City Manager, the Chief of Police is held accountable by the City Council and the community in general for the operation of the Police Department.

### **219.7 ORGANIZATION**

- (a) The Police Community Advisory Board is a branch of the Office of the Chief of Police.
- (b) Staffing and clerical support for the Police Community Advisory Board will be assigned by the Chief of Police.
- (c) The Police Community Advisory Board will create a Mission Statement and will update or evaluate this statement on a yearly basis.
- (d) Meeting agendas and Meeting Minutes will be prepared and approved by the Board.
- (e) The Chief of Police will be responsible for completing the Police Community Advisory Board Annual Report after seeking input and recommendations by the Board.

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### **219.8 MEETINGS**

- (a) The Police Community Advisory Board will meet at a time and place as directed by the Chief of Police. This is to allow flexibility and ease when meeting in the community as well as organizational needs.
- (b) Meetings can be open to the public when it is appropriate for community engagement. Discretion for public meetings will be at the discretion of the Chief of Police
- (c) Four (4) unexcused absences by a member of the Police Community Advisory Board during any one (1) calendar year will result in the removal of that member from the Board.

### **219.9 OFFICERS OF THE BOARD**

- (a) The Police Community Advisory Board shall elect a chairperson. This position will serve at the pleasure of the Chief of Police.
- (b) In case of a vacancy, the Chief of Police will select a successor.

### **219.10 COMPENSATION OF BOARD MEMBERS**

- (a) Public members selected to the Police Community Advisory Board will serve without compensation from the City of Chico.

### **219.11 CONFIDENTIALITY**

- (a) Matters relating to personnel issues are governed by various laws of the State of California and the City of Chico as well as various labor contracts. Personnel matters are confidential. No member of the Police Community Advisory Board may divulge any information regarding a personnel matter that has been deemed confidential by the Chief of Police.
- (b) Every new member of the Police Community Advisory Board, prior to hearing any personnel matter, must sign an agreement, as prepared by the City Attorney, agreeing and promising to maintain the confidentiality of any personnel matter.
- (c) Only the Chief of Police or City Manager (or City Manager's representative), with the advise of the City Attorney, has the authority to determine what information related to any personnel matter may be made public.

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### **219.12 POLICY MODIFICATIONS**

- (a) Nothing in this policy shall preclude the Chief of Police from modifying, or the Police Community Advisory Board from recommending modification, to any portion of this order.