



Santa Cruz Chief's Advisory Committee

Qualifications and Selection Criteria

Applications are being accepted to serve on the Santa Cruz Chief's Advisory Committee. This new advisory committee will work to improve police services to Santa Cruz and build a stronger and more vibrant working relationship between the police and all willing segments of the community. Improvement could include recommendations of policy, training and programs.

Members of this Advisory Committee should consist of a diverse group of individuals from a variety of disciplines and organizations to include social services, mental health, minority, business, labor, community and civic groups. Their goal is to provide guidance and direction to the Chief of Police as the Department moves forward.

Qualifications

1. Have knowledge of public safety and community policing practices.
2. Read, write and speak English to support the reading and analysis of reports.
3. Ability to work collaboratively with people of diverse perspectives and experience.
4. Desirous of improving police service to the Santa Cruz community.
5. Persons serving on the committee must be at least 18 years of age and a resident of, property owner in or own a business within the City of Santa Cruz.
6. Cannot have a felony conviction.
7. Person is objective and open to learning about policing.
8. Represent a segment of the Santa Cruz community.
9. Married couples and domestic partners cannot serve at the same time.
10. Current or former members of SCPD are not eligible to serve.

Application Process

Applicants must submit their application to the Chief of Police at Santa Cruz Police Department, 155 Center Street, Santa Cruz, CA 95060. Contact Administrative Assistant, Kimberlee Steele at 831-420-5813, or ksteele@cityofsantacruz.com. Members are subject to a criminal background check.

City of Santa Cruz

Chief's Advisory Committee Application Form

(Please print and complete)

Name:

Mailing address:

Email address:

Occupation:

Phone Number Home:

Cellular Phone:

Tasks:

1. Please attach a bio, Curriculum Vitae or resume.
2. Please list two references that are knowledgeable about your skills and perspectives related to serving on the Chief's Advisory Committee.

Name: _____ Phone: _____
Email: _____

Name: _____
Phone: _____ Email: _____

On a separate piece of paper, submit your responses to the questions listed below. Please keep your responses to no more than 3-4 paragraphs each.

1. Please list your skills and knowledge that would be relevant to this advisory committee.
2. CAC members are charged with developing public safety recommendations - this may challenge your personal perspective - describe how you would handle such challenges if they were to arise.
3. Describe how your presence on this committee would represent a substantial segment of the community.
4. Describe how you have shown the ability to think and discuss public safety topics objectively.

Santa Cruz Chief's Advisory Committee

Purpose and Objectives

I. Purpose

The purpose of the Chief's Advisory Committee (CAC) is to give oversight, counsel, support and guidance to the Chief of Police for the purpose of improving transparency and fostering stronger relationships with the community the Santa Cruz Police Department serves. Specifically the CAC will examine the police budget, policy and procedures, and personnel complaints. The CAC as directed by the Chief of Police will also review all officer-involved shootings, all in-custody deaths and all police actions that result in the death of a person.

II. Policy Recommendation

It is the objective of the CAC to advocate for policies which promote fair and humane policing and also ensure the safety of citizens and police officers. Subsequent to the review and examination process, the CAC may recommend improvements in budget, policy, procedures and training of police personnel to the Chief of Police.

III. Committee Size

The committee will consist of fifteen (15) persons

One chairperson, two Deputy Chief's and fifteen at large members. Members will be limited to a two year term by appointment of the Mayor, City Manager and Chief of Police.

IV. Terms of Service

Members will serve a two year term, which will be renewed only by approval of the Chief of Police, City Manager and Mayor. There is no monetary compensation made to members for their service. Members are expected to commit at least 4 hours per month to this committee.

Members are expected to attend each meeting and leave is permitted in the following circumstances:

- A. An unforeseen event
- B. Illness or death
- C. Out of town travel
- D. Religious observance

V. Committees

The CAC will have three standing committees: Budget, Policy and Personnel. Each CAC member will serve on a committee and make presentations to the greater board, the public or City Council as needed.

VI. Outreach

The CAC is responsible for reaching out to educate communities they represent and bring issues, grievances and complaints to the Chief and greater CAC. Only the Chair will make public comments in issues that require public comment.

VII. Ethical Conduct

Members of CAC are to promote public trust, integrity and transparency and are expected to the National Association for Civilian Oversight of Law Enforcement (NACOLE) code of ethics. Personal integrity includes a commitment to independent and thorough oversight, transparency and confidentiality, respectful and unbiased treatment, outreach and relationship with stakeholders, agency self-examination and commitment to policy review. Actual or perceived conflicts of interest during case review shall be acknowledged and the party with interest shall recuse themselves from review and or comment.

VIII. Resignation and Removal

A person resigning shall send a letter to the Chair of the CAC board. The letter can be made public unless a request to keep it confidential is made to the Chair.

The Chair or the Chief of Police in consultation with the City Manager and Mayor may remove a person from the CAC for cause including but not limited to : Misuse of position or police documents; violations of state laws concerning confidentiality; conviction of any felony crime or a crime of moral turpitude while serving as a CAC member; misconduct that impedes the members ability to serve as a CAC member; unacceptable attendance record at CAC meetings; a violation of the NACOLE code of ethics; or an undisclosed conflict of interest.

IX. Meetings

Meeting shall be held once a month to carry out the objectives and purpose of the CAC. They shall be held at a scheduled time or called by the CAC Chair.

- A. Closed Meetings- Meetings shall be held monthly pursuant to government code 54957 to provide a confidential environment in which to review citizen complaints brought against SCPD officers and personnel in accordance with 832.7 PC or to discuss personnel or other matters that are specifically exempt from public disclosure by law. Attendance is limited to CAC members and staff as necessary as designated by the Chief of Police and or City Attorney.

- B. Open Meetings- Meetings held monthly shall have a portion of that meeting open to the public should they desire to attend. It provides a forum to communicate to the public and to educate the community on the processes of the police department.
- C. Special Meetings - Meetings can be called by the Chair as needed and may be open or closed depending on the nature of the discussion.

X. Voting

The purpose of the CAC is to provide the Chief of Police with advice, counsel and broad community input. Suggestions will be moved forward based on CAC consensus. If consensus cannot be established, a majority vote can be moved to the Chief for consideration.