

Policy 217 Police Chief's Community Advisory Committee

217.1 PURPOSE AND SCOPE

The Capitola Police Department is committed to community policing. This policy outlines the Police Chief's Community Advisory Committee (CAC) organization, duties, and function of the Committee. The Committee is assigned to the Office of the Chief of Police and supported by that office.

217.2 POLICY

The Police Chief's Community Advisory Committee (CAC) is designed to create a link to the community and the Capitola Police Department. It is intended to serve as a mechanism for members of the public to learn about police initiatives, understand police policy, and to provide input on police operations. It is also an opportunity for the Chief of Police and the department to hear about concerns, issues, and challenges brought forward by members of the committee.

The CAC will act as a sounding committee for the Chief regarding community needs and concerns, keep the Chief apprised of the community's need for police service and assist in educating the community-at-large about the function and role of the Capitola Police Department. Areas such as significant community issues, program review, and community outreach assistance are all within the committee's realm of responsibility.

Although the CAC is expected to be proactive, it will not have any power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police-related incidents. It will not receive, or review complaints initiated against personnel of the Capitola Police Department, nor play any role in civil or criminal litigation. The CAC will act solely in an advisory capacity and will be driven by the creativity and vision of its members; it is intended to be an expression of the Capitola community's viewpoints.

217.3 COMMITTEE SELECTION AND COMPOSITION

The Police Chief's Community Advisory Committee (CAC) will consist of 6-8 key stakeholders, comprised of a diverse cross-section of active community members throughout the City of Capitola. These members will represent a range of interests and experience, which may include business owners, educational leaders, non-profits, public relations, faith community, youth representation, and more.

Members must be Capitola residents or business owners and are selected from the pool of applicants by the Chief of Police. Members are chosen to serve on the committee for their professionalism, integrity, and commitment to their community. The term for committee members is limited to two years to allow for greater participation by all interested parties. Extensions for sitting on the committee will be considered on an individual basis at the discretion of the Chief of Police.

Members may be removed for cause prior to the end of their term by a majority vote of the committee or at the discretion of the Chief of Police. Additionally, members who fail to attend three regular committee meetings in a year may be reconsidered to have vacated their position and may be replaced.

Members of the CAC acknowledge that service is strictly on a volunteer basis and members will not receive any form of compensation. In addition, all members will be subject to a criminal history background investigation prior to appointment to the CAC.

217.4 TERM OF COMMITTEE MEMBERS

The term for each member of the Committee shall be at the sole discretion of the Chief of Police. The Chief of Police, may at their sole discretion, open the application process at any time to increase the diversity of the committee members, replace members who have separated, or any other reason.

217.5 DUTIES OF COMMITTEE MEMBERS

1. The Police Chief's Advisory Committee will review significant community issues and make recommendations regarding potential resolutions to the Chief of Police.
2. Member of the Police Chief's Advisory Committee may assist in community outreach efforts.
3. The Police Chief's Advisory Committee relies upon the authority of the Chief of Police and performs an advisory role only. Recommendation made by the Committee are not binding on the Chief of Police. The Chief of Police answers to the City Manager. In addition to the City Manager, the City Council and the community hold the Chief of Police accountable for the operation of the Police Department.

217.6 MEETINGS

- 1) The Police Chief's Advisory Committee will meet at a time and place as directed by the Chief of Police. This is to allow for flexibility and ease when meeting in the community as well as organizational needs.
- 2) Four (4) unexcused absences by a member of the Police Chief's Advisory Committee during an one (1) calendar year will result in the removal of that member from the Committee.

217.7 COMMITTEE CHAIRPERSON

The Police Chief's Advisory Committee shall elect a chairperson. This position will serve at the pleasure of the Chief of Police. In case of a vacancy, the Chief of Police will select a successor. The Chairperson will assist with the organization and logistics regarding the activities of the Committee.

217.8 COMPENSATION

Public members selected to the Police Chief's Advisory Committee will serve without compensation from the City of Capitola.

217.9 CONFIDENTIALITY

- 1) Matters relating to personnel issues are governed by various law of the State of California and the City of Capitola as well as various labor contracts. Personnel matters are confidential.

- 2) No members of the Police Chief's Advisory Committee may divulge any information regarding a personnel matter that has been deemed confidential by the Chief of Police.
- 3) Every new member of the Police Chief's Advisory Committee, prior to any 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.
- 4) Only the Chief of Police or City Manager (or City Manager representation), with the advice of the City Attorney, has the authority to determine what information related to any personnel matter may be public.

217.10 POLICY MODIFICATIONS

Nothing in the policy shall preclude the Chief of Police from modifying, or the Police Chief's Advisory Committee from recommending modification, to any portion of this order.