



# AUBURN POLICE DEPARTMENT

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## Police Chief's Community Advisory Council

### Background

The Auburn Police Department has long benefitted from its relationship with the community it serves. The following guidelines and procedures are intended to provide a framework for the functions of the Auburn Police Chief's Community Advisory Council. The ultimate objective of the Community Advisory Council will be to enhance the level of trust and understanding between the community and the Police Department.

The Community Advisory Council is established under the direction of the Chief of Police. The mission of the Community Advisory Council is to act as a resource for the Chief of Police in the formation of strategies, development of policing concepts, and increasing public awareness regarding policy issues.

### Purpose

The purpose of the Community Advisory Council is:

- To establish, conduct, and maintain a mechanism for the timely identification of concerns and/or issues within the community; as well as to assist in the identification and development of appropriate responses to areas of concerns and/or issues.
- To act as an advisory group to the Chief of Police and Police Management.
- To act as a conduit of information between the community and the Police Department.
- To promote community awareness, understanding, and involvement in police programs and services.

### Membership Selection, Terms, Conditions, and Expectations

The Community Advisory Council shall consist of not less than 10 and not more than 15 members. Members shall reflect a range of interests and professions including, but not limited to, business, education, faith-based communities, non-profit organizations, public relations, youth organizations, and other similar interests and organizations.

Members will be selected by the Chief of Police for their professionalism, integrity, and commitment to community. The Chief of Police reserves the right to make the final determination regarding membership selection.

Members shall have completed or be scheduled to participate in the Auburn Police Department's Community Awareness Academy prior to being appointed to the Community Advisory Council. Members are encouraged to participate in at least one ride-along with the Auburn Police Department during their term.

Half the initial members selected to serve on the Community Advisory Committee shall be appointed to serve a one-year term, and half will be selected to serve a two-year term. Determination of initial panel



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terms will be made by lottery in the first panel meeting. All subsequent members appointed to serve on the Community Advisory Committee shall be appointed for two-year terms. Members shall serve no more than two years total on the Community Advisory Council, except those initial members originally selected to serve a one-year term. Such members may serve the initial one-year term and an additional two year term.

Term limits have been established to allow greater participation for all interested. However, the Chief of Police may offer extensions of either term length or total years members are permitted to serve in his or her sole discretion. If a member resigns or is otherwise removed from the Advisory Council during his or her term, then the Chief of Police may appoint a new member to serve the remainder of that term. Terms will typically end on January 31 each year.

Members that fail to attend at least three meetings per year may be removed at the discretion of the Chief of Police. Members may be removed from the Community Advisory Council for cause pursuant to the voting requirements noted in the Meetings, Voting, and Chairperson Section. In addition, the Chief of Police may also remove members of the Community Advisory Council for reasons that include, but are not limited to, the following: dishonesty, failure to meet the expectations of the Community Advisory Council, failure to follow the prescribed guidelines for Community Advisory Council members, and for any other reason that the Chief of Police determines warrants removal, in his or her sole discretion.

Members acknowledge that service completed as a part of the Community Advisory Council is strictly on a volunteer basis and members will not receive any form of compensation. There shall not be any financial requirements or membership fees associated with the members' participation in the Community Advisory Council.

A Community Advisory Council candidate must pass a limited volunteer/intern background check through the Auburn Police Department. Upon receipt of the results of the background check, the Chief of Police shall determine, in his or her sole discretion, whether to appoint the Community Advisory Council candidate as a member. Although an offense in an individual's past may not exclude him/her from becoming a member, any effort to conceal information from the Chief of Police, and/or his/her designee, will result in denial of the application for Community Advisory Council membership.

Community Advisory Council members are expected to meet all of the following in addition to other requirements:

- Attend scheduled meetings and be prepared to engage in an honest and purposeful dialogue for the purpose of community problem solving;
- Treat other members, City staff and members of the public with dignity and respect;
- Maintain the confidentiality of information that is deemed confidential and discussed and/or disclosed during meetings;
- Not utilize the meetings or their participation in the Community Advisory Council to further personal agendas;
- Not make statements to the media or the public that have the appearance or effect of representing that statement as an official position of the Community Advisory Council unless specifically approved by the Chief of Police; and




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- Attend and participate in major police events, announcements, swearing-in and promotional ceremonies, community panels for promotions and other activities as requested by the Chief of Police.

### **Meetings, Voting, and Chairperson**

Community Advisory Council meetings will take place on the third Thursday of every month at 6:00 pm, unless otherwise scheduled by the Chief of Police and/or his/her designee. The meetings will be held at a location determined on the City Campus. If necessary, the Chief of Police, and/or his/her designee, may call a special meeting of the Community Advisory Council at any time.

Every regular meeting of the Community Advisory Council shall have an agenda. The Chief of Police, and/or his/her designee, will develop the agenda.

Meetings of the Community Advisory Council are not open to the public. The Community Advisory Council is not a legislative body under the Ralph M. Brown Act contained in Government Code Section 54950 et. seq. and, therefore, is not subject to the requirements contained therein.

Members must vote on any matter before the Community Advisory Council in person, which includes voting orally if the meeting is held by teleconference or video conference. Proxy, mail, and electronic ballots are not allowed. A majority of members shall constitute a quorum. Motions must be approved by a majority of members.

Minutes of all meetings shall be kept. The minutes shall be approved at the following meeting and shall include, at a minimum, the following voting actions:

- Removal of members;
- Approval of minutes;
- Selection of a Chairperson; and
- Any other action called for a vote by any member.

A Chairperson shall be nominated by the Chief of Police and approved with a majority of members present and voting. The Chairperson shall preside and facilitate Community Advisory Council meetings.

### **Amendments and Authority**

These guidelines and procedures may be amended by the Chief of Police provided the changes are described and placed in the next regular monthly meeting agenda.

The guidelines and procedures may be amended by a two-thirds vote of the members present, provided the changes are described at the next regular monthly meeting.

The foregoing guidance and procedures provide the protocols for the administration and parliamentary functions of the Auburn Police Chief Community Advisory Council.



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