

OKLAHOMA CITY POLICE DEPARTMENT CITIZENS ADVISORY BOARD

(Revised 8/26/17)

Declaration of Purpose

It is the desire of the Oklahoma City Police Department to maintain a partnership with the community in an effort to reduce crime and to enhance the quality of life. These goals are best accomplished through positive and open communication and the development of public trust.

The Citizens Advisory Board is hereby created to facilitate interaction between the Police Department and a committee of citizens, representative of the various ethnic and cultural groups, within our community.

The Citizens Advisory Board will:

1. Review the investigative process and results of completed departmental investigations of formal citizen complaints.
2. Review the investigative process and results of completed administrative investigations of complaints alleging excessive use of force or police brutality by a department employee.
3. Review the investigative process and results of any other incidents involving police department employees the board deems to be of public concern.
4. Provide comments, suggestions and recommendations to the Chief of Police on department policy, procedure and rules.
5. Provide comments, suggestions and recommendations to the Chief of Police regarding the department's procedure for receiving, investigating and reviewing citizen complaints.
6. Convene or attend periodic public forums to establish an exchange with the community. Members of the community will be encouraged to express concerns or approval regarding the actions of the police department, and may request information on Citizens Advisory Board activities.

Upon review of the above matters, the Citizens Advisory Board shall address recommendations and concerns, if any, to the Chief of Police in writing.

1. The Chief of Police will consider the board's recommendations or concerns.

Should any concerns remain unresolved after receiving a response from the Chief of Police, the board may request the matter be referred to the Office of the City

Manager

To enhance trust between the police department and the community, the Citizens Advisory Board will:

1. Assist members of the police department in achieving a greater understanding of the nature and causes of community problems, with an emphasis on improving relations between the police department and the citizens of Oklahoma City.
2. Recommend methods to encourage and develop an active citizen-police partnership in the prevention of crime.
3. Work to strengthen and ensure, throughout the community, the application of equal protection under the law to all.
4. Promote public awareness of contemporary policing issues the police department must react to.

Composition

The Citizens Advisory Board shall be composed of voting members, not to exceed nine (9) and one non-voting member. The police department's representative shall serve as the non-voting member of the board.

Appointment

This Board stands as an independent body not subjected or subordinated to the Oklahoma City Police Department or any individual organization. All ethnic and cultural organizations are encouraged to submit candidates for open positions of the Citizens Advisory Board. The voting members shall reflect the cultural and ethnic diversity of the Oklahoma City community. Upon expiration of the term of service members or should a vacancy otherwise occur, the Board shall have the responsibility to select and appoint new members to the Board after vetting a criminal background

New Member Selection Process:

1. Completed Application
2. Attached resume with cover letter
3. Background Investigation by Police
4. Interview by candidate committee of members
5. Committee makes recommendation to the Board
6. Board Members vote (majority vote of quorum required)

7. Deputy Chief notification to candidate

The Chief of Police shall select one member who will serve as the police department's representative to the Citizens Advisory Board.

Removal

Members of the Citizens Advisory Board are expected to exhibit the highest ethical and professional standards. The City Manager or designee will remove a member upon a majority vote of the board. In the event a C.A.B. member is unavailable to attend a regularly scheduled meeting, he/she should contact the C.A.B. Chairman or the Departments Representative and notify them of such. Failure to attend three meetings in a calendar year without contacting the Chairman or the Department Representative with an explanation (an excused absence) shall result in that C.A.B. member being dismissed. The Board members shall retain the right to review member's attendance.

Qualifications

1. All Oklahoma City Police Department Citizens Advisory Board members, herein after called the C.A.B., shall either be permanent residents of the City of Oklahoma City, own real property in the City of Oklahoma City, or work or maintain a place of business in the City of Oklahoma City, or be engaged in the community in a serving capacity. C.A.B. members shall have good reputations for integrity and community service and shall have not been convicted or received a deferred sentence for a felony crime.
2. No nominee to the C.A.B. nor any members of the nominee's immediate family, shall be currently employed by the City Manager of Oklahoma City nor be a former sworn employee of the City of Oklahoma City Police Department.
3. No nominee may currently be a party nor be a legal representative in litigation against the City of Oklahoma City.
4. Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce crime and enhances relationships between the police and the community.

Term

The C.A.B. Chairman and Vice Chairman shall be voted on each year during the first meeting of the Calendar Year. After completing a one year term as the Chairman, the position for the following year will be filled by the Vice Chairman. C.A.B. Members in good standing shall serve indeterminate terms.

Organization

Members shall select a chairperson and any other officers they deem necessary by a majority vote. The members shall adopt rules and procedures relating to the operation

of the C.A.B. The C.A.B. shall determine the date, time, and place for each meeting.

Training

Each member shall attend an orientation presented by the police department to familiarize the board with the operation of City government, the police department and the rules and operating procedures of the C.A.B.

Each voting member will be encouraged to complete the Citizens Police Academy and participate in at least one ride-along with an Oklahoma City Police Officer.

Members shall have access to an Oklahoma City Police Department Operations Manual.

Operating Expenses

Voting members of the C.A.B. are not employees of the City of Oklahoma City. Voting members serve in a voluntary capacity and shall receive no monetary compensation or any other financial or employee benefit from the City. The City of Oklahoma City will provide office supplies and assume responsibility for other expenses necessary for the operation of the C.A.B.

Confidentiality

The chairperson shall serve as the spokesperson for the C.A.B.

Except for the chairperson, no member of the C.A.B. shall make any written or oral statement of any C.A.B. activity of a confidential nature to any individual or body. A violation will result in immediate removal from the Board.

Members of the C.A.B. may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and responsibility of each member to respect and maintain the confidentiality of all matters presented before the board. Neither the C.A.B., nor any individual member, shall disseminate confidential information received during board meetings. Board members are required to sign confidentiality statements and will be removed from the board upon violation of the confidentiality agreement.

Limitation of powers

Neither the Citizens Advisory Board nor any member thereof, shall:

1. Incur City expense or obligate the City in any manner.
2. Release any written or oral report of any board activity to any individual or body other than to the Chief of Police or the Office of the City Manager. The C.A.B. Chairman may issue a press release utilizing appropriate legal guidance and notice to the non-voting member of the board.

3. Independently investigate citizen complaints against the police department or an employee of the department.
4. Conduct any activity, which might constitute or be construed as an official governmental review of police actions.
5. Conduct any activity, which might constitute or be construed as establishment of City or department policy.
6. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

Matters pertaining to discipline will be the sole responsibility of the Chief of Police and not the board. The activities of the C.A.B. shall, at all times, be conducted in accordance with all federal, state and local laws.