



Work Session Agenda Request

AGENDA ITEM :

Community Police Advisory
Team Proposal

Meeting Date:

September 14, 2020

Department:

Police Department

Presenter/Submitted by:

Jeff Smythe, Police Chief
City Manager, Hardin Watkins

Summary

The City Manager and Police Chief will present research and findings regarding the reformation of a police community advisory board that was discontinued in 2016. Given the police reform activity in America today, this is timely and important work to review and evaluate.

Background

In July, City Council asked for an update on this topic. The material presented will highlight the relevant details involved in forming an advisory team that represents a cross section of our community.

Financial Impact/Projected Cost

If formed as recommended, there is no specific cost associated. In the past, refreshments have been served at meetings using existing Police Department training and supply accounts. Future annual budgets may be modified depending on suggestions from the advisory board.

Funding Source

N/A

Recommendation

The City Manager and Police Chief have provided a suggested timeline for review of the charter document and solicitation for members.

Proposed Timeline for CPAT (9.4.20)

The following timeline is suggested based upon the feedback received in August 2020 from City Council regarding this topic.

⇒ **September 14** City Council Work Session: Based on input from council, refine draft proposal.

⇒ **September/October**: Provide a period of written and verbal comments from citizens and time to revise the draft proposal.

- ⇒ **October 6 City Council Meeting:** Present refined draft proposal and receive public comments.
- ⇒ **November 2 City Council Work Session:** Final draft presentation and incorporate any final changes from Council. Review written public comments on final draft.
- ⇒ **November 3 City Council Meeting:** Receive public comment on final draft. Formal Council consideration of Community Police Advisory Team (CPAT) formation.
- ⇒ **November/December:** Design application process, accept applications (via City's Community Engagement Division), review applications, review of CPAT team members by the City Manager & Chief.
- ⇒ **December 8 City Council Meeting:** City Manager & Chief present recommended members to City Council for formal consideration and approval.
- ⇒ **December/January:** Poll members for best option of meeting time/date/location, establish and communicate selected date, and develop agenda.
- ⇒ **Late January 2021:** Conduct first meeting.

It is our recommendation that council approve the timeline which includes opportunities for the community to provide input on the documents provided leading up to Council action on the items in November. |

Action Requested/Date

| September 14, 2020 Report to City Council. |

City Manager Comments/Recommendation:

| Recommend the City move forward with a Community Police Advisory Team following the format provided in the attached CPAT charter. |

Suggested Motion(s)

| N/A |

Attachments (Number & List Each Item)

| Community Police Advisory Team Formation and Charter (9.4.20 version). |

THE BURLINGTON POLICE DEPARTMENT

Community Police Advisory Team

Formation and Charter *(9.4.20 version)*



ARTICLE I.

Name

The group shall be called the Burlington Community Police Advisory Team (Burlington CPAT).

ARTICLE II.

Mission

The Mission of the Community Police Advisory Team is to improve the quality of policing in Burlington in a cooperative effort between the community and the police by reviewing and recommending policy enhancements, training curriculum, and analysis of existing public records resulting in equitable outcomes, improved perception of procedural justice and enhanced trust of the police.

ARTICLE III.

Goals

The primary Goals of the Community Police Advisory Team is to provide advice and counsel to the police department as follows:

1. Provide a **forum** for informed and engaged residents of Burlington to address issues and concerns relating to public safety.
2. **Identify available resources** that may be used by the Police and Community to address neighborhood concerns.
3. **Recommend** to the Chief of Police actions that may be taken by the Police Department to reduce crime and the fear of crime in Burlington.
4. Further **promote trust and cooperation** among the Police and Community.
5. Review and provide advice on agency wellness programs, officer safety, benefits, and assist with periodic awards ceremonies or other opportunities to celebrate agency and employee successes.
6. Regularly review and provide **input on policy and procedure**.
7. Assist with **recruiting and retaining** a diverse and qualified workforce.
8. Provide input on **training development** and delivery, with an emphasis on community policing, de-escalation skills, fair and impartial policing practices, ethics, and communication skills.

9. Assist in **identifying industry best practices** in policing with the intent to improve service delivery, crime fighting strategies and further improve police culture.
10. **Evaluate departmental annual reports generated for CALEA regarding use of force, pursuits, traffic stop reports, and other metrics** as deemed necessary to evaluate the performance and make recommendations on the agency's ability to build trust and provide public safety in an equitable manner.
11. Educate and advocate with the public before, during and after **critical incidents**, to include on-going educational events or town hall type meetings on wide ranging police, safety, justice and racial equity topics.

**ARTICLE IV.
Advisory Scope**

Team members will give sound advice and counsel to the Police Chief and City Manager regarding the topic areas outlined in this charter. In the course of conducting team business, the police department will disclose public records as stated in NCGS 160A-168.

**ARTICLE V.
Membership**

The Community Police Advisory Team will consist of 15-20 members recommended jointly by the City Manager and Chief of Police and formally approved by City Council. Members will be representative of the community and must reside in Burlington or be affiliated with an entity listed below in order to provide meaningful advice to the Police Chief and City Manager. Having previously been convicted of a misdemeanor or felony will not preclude membership on the CPAT. Members will be drawn from categories as follows:

- Alamance Burlington School System (ABSS)
- Alamance Community College
- The business community, perhaps designated by the Alamance Chamber of Commerce, LabCorp, ARMC, Alamance Foods, Glen Raven, or other local businesses
- The youth community, perhaps drawn from ABSS leadership program, community youth leadership programs, or a separate Youth Leadership Police Advisory Board (if formed)
- The NAACP and/or other activist groups in the city
- The African American community
- The Hispanic/Latinx community
- The community of indigenous persons of North Carolina
- The LGBTQ community

- The Christian Faith community, including ministerial associations
- The Muslim Faith community
- The community of justice-involved persons
- The local chapter of the National Alliance on Mental Illness (NAMI)
- One line level police employee or former police employee
- Several geographic based community members, striving to include at least one member from each of the City's four geographic police patrol zones

Interested community members will complete an application which may be submitted to the Community Engagement Division in the City of Burlington Municipal Building during business hours, at the police department in the Administration Office, or online. Members are required to complete two ride alongs per year and attend a Community Police Academy within two years of initial appointment.

ARTICLE VI.

Term of Service

All terms of office shall be three (3) years. An individual appointed to complete the balance of a term caused by a vacancy will serve the balance of that term. Upon initiation of the group, individuals will be assigned 1, 2 and 3-year terms in equal numbers. Individuals interested in serving another term on the board must complete the City's Community Engagement Division application process.

Members may be removed for a pattern of unexcused absences, or disorderly behavior in meetings such as failing to follow the rules of procedure as developed by CPAT.

Team members shall attend all regularly scheduled CPAT meetings (unless formally excused by the Co-Chairs) and actively engage and participate in meetings. Two consecutive unexcused absences by any member will be grounds for replacement of the member. Arrangements will be made for virtual or remote meeting participation as needed.

ARTICLE VII.

Meetings

The meetings will generally be scheduled monthly by the Police Chief for regular business in order to meet the goals listed. Additional meetings may be called to provide advice and counsel or assist with community relations during critical issues such as officer involved shootings or in-custody deaths.

Two members shall be selected by the Team as “Co-Chairs” and will assist the Police Chief with agenda selection, timing, attendance, and other matters as deemed necessary by the group.

Subject Matter Experts will be invited to provide information or knowledge about police practices to further educate CPAT members about industry best practices.

The Police Chief will review aggregate data for the prior six-month period for categories such as use of force, pursuits, traffic stops and complaints. January to June will be reviewed in August/September and July to December will be reviewed in February/March.

On a schedule to be determined by the Team, the Police Chief will make additional presentations on the Department’s Strategic Plan or other topics as requested.

The Community Police Advisory Team will draft rules of procedure for the group to follow. Any such document would be reviewed each year for any changes to protocols.

ARTICLE VIII.
Member's Role

Each member must strive to be engaged in the community in order to be aware of issues and receive information from the people of Burlington relating to public safety concerns.

Each member is encouraged to participate fully in all CPAT meetings by expressing their opinions freely and in an orderly fashion. Diversity of opinion is welcomed. The Co-Chairs will work to facilitate and foster group cohesion and amiable working relationships. Recognizing there may be disagreement and healthy debate from time to time, the Co-Chairs will also strive to assist CPAT members to be able to express themselves in an organized, respectful, and amicable way.

Each member is required to not only ride as often as possible with police officers, but to attend the Community Police Academy and similar programs as well. Familiarity with police procedures, community policing practices, and specific neighborhood problems, proves invaluable to service on the CPAT Advisory Board.

ARTICLE IX.
Chief's Role

The Chief of Police will work collaboratively with the Team Co-Chair members to prepare the agenda for meetings. The administrative staff of the police department will publish this information to the members in a timely manner.

The Chief of Police will maintain a membership with the National Association of Civilian Oversight for Law Enforcement (NACOLE). The Chief will share best practices from NACOLE with the CPAT and include those actions within the management of the CPAT as appropriate.

The Chief of Police will meet regularly with the City Manager to discuss and review the activities and topics of discussion of the CPAT.

ARTICLE X.
City Manager Role

The City Charter establishes the Council-Manager form of government in Burlington. Accordingly, the City Manager supervises all of the City's department heads, including the Police Chief and as such is responsible for oversight of the Police Chief and the Police Department on behalf of the City Council and Mayor.

The City Manager's responsibility under the City Charter is to hear any complaints or concerns with the Police Department or Police Chief that cannot be resolved or handled by the Police Chief. For this reason, the City Manager will stay actively engaged with the CPAT and report periodically (with the help of the Police Chief) to the City Council and Mayor on the initiatives, activities, and work of the group.

The City Manager will maintain a membership with the National Association of Civilian Oversight for Law Enforcement (NACOLE) on behalf of the City.

The City Manager will attend meetings of the CPAT at least once per quarter in order to stay abreast of the important issues of the group and to maintain awareness of the CPAT's activities and interests.

Members of the CPAT are welcomed and encouraged to reach out to the City Manager at any time to express any concerns or topics of interest.

ARTICLE XI.

Interaction With Other Entities

Should there be a county-wide law enforcement advisory board in Alamance County, the appropriate number of members will be drawn from the Burlington CPAT as the designated members of the county advisory board. Those members will be the primary communication route between the two groups.

Last revised 9-4-2020 at 1507 hours.