

Police Civilian Review Board Procedure

Conducting Full Board Meetings

Pursuant to the Civilian Review Board Ordinance (Chapter 2.72) the Civilian Review Board will meet at least every three months. The Board may also hold additional meetings, as directed by the Mayor, a majority of the City Council, the Board Chair, or by a majority of the Board.

1. Time and Place of Meetings

Board agendas will be emailed to the Mayor's and City Council's Office at least 24 hours in advance of the meeting. Board Agendas stating the time and place of all Board meetings shall be posted in the following public places at least 24 hours in advance of the meeting:

- A. City Recorder's Office
- B. Outside the City Council Chambers (room 315)
- C. In the Newsroom (room 315)

Media representatives will receive electronic copies of agendas, as requested.

2. Election of Chair and Vice Chair

- A. During the last Board meeting in any calendar year, the Administrator will put on the agenda nominations for Chair and Vice Chair.
- B. The Chair will ask Board Members for nominations for Chair and Vice Chair.
- C. The Board Chair, or his/her designee, will be responsible for contacting all nominees to determine their ability and willingness to serve in the office for which they have been nominated.
- D. At the first meeting of the following calendar year the Chair will read the names of those nominated for Chair who have expressed a willingness to serve.
- E. The Chair will then present the names of each nominee individually and request a roll call vote of all those wishing to elect that individual as Chair.
- F. The nominee with the most votes will be the new Chair.
- G. As soon as a new Chair has been elected, he/she will conduct the meeting and will follow the same procedure in electing the Vice Chair.

3. Information to Board Members

- A. The Administrator shall provide an agenda and a one page summary of all investigations completed since the last Board meeting, along with recommendations made, to all Board Members at least 24 hours in advance of the meeting. Information shall be provided further in advance of the meeting where practicable.
- B. The names of officers and complainants will not be included in the information provided to the Board.

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- C. Each investigation summary will be assigned a Civilian Review Board (CRB) number.
- D. All Information entered into the early warning system since the last meeting will be provided to the Board.

4. Conducting Meeting

The Chair shall conduct all Board meetings. In the Chair's absence the Vice Chair will conduct meetings. The Chair will call the meeting to order no earlier than the time specified on the posted agenda. The Chair is specifically allowed under this procedure to make and second motions, and to participate in the discussion of specific issues, unless to do so would disrupt the effective functioning of the Board. Any Board member may object, however, and request that the Chair temporarily delegate his/her chair responsibilities to another Board member while he/she is making or seconding motions or participating in a discussion.

The order of business for full Board meetings will be as follows:

- I. Overview presentation by Administrator on investigations completed since last meeting. Questions by Board members will be entertained.
- II. Overview presentation by Administrator on "early warning system," including any apparent trends. Questions by Board Members will be entertained.
- III. Presentation by Administrator on any recommended changes in Police Department policies or procedures. Questions by Board Members will be entertained.
- IV. Board discussion regarding any cases audited, early warning system, and/or recommendations to Police Department.
- V. Presentation of draft report to Mayor.
- VI. Board direction to Administrator for any required follow up and preparation of the report to Mayor.
- VII. Discussion of other Board business.
- VIII. Adjournment

5. Convening a Special Meeting

- A. It is the responsibility of the Mayor, Board Chair, or Executive Director of the City Council to notify the Administrator of the desire for a special meeting and the proposed time and location.
- B. The Administrator will then notify the Chair, unless he/she is requesting the meeting, and all Board Members either by telephone or electronically at least three days prior to the proposed meeting.
- C. The Chair and Board Members are responsible for notifying the Administrator by telephone or electronically of their availability for the meeting within 24 hours of being notified by the Administrator of the proposed meeting.

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6. Rules for Board Members

- A. Members will not speak in meetings until they have been recognized by the Chair.
- B. Members will not interrupt another Board Member when that other Board Member has been recognized by the Chair.
- C. At the Chair's discretion he/she may open the Board meeting to discussion among Members that does not require recognition by the Chair.
- D. Members will not interact during meetings with any members of the public or media in attendance.
- E. Members will not direct comments or questions to any members of the public or media in attendance.
- F. Members will always treat each other, the Board Police Advisor, and the Administrator with civility.
- G. The Chair is responsible for the orderly conduct of each Board meeting. The Chair is specifically authorized to order any member of the public or media to leave the meeting to end disruptive behavior.

7. Public and/or Media Rules

- A. The public and media may attend all Board and Board Panel meetings, except executive sessions.
- B. The public and media are prohibited from speaking to the Chair, Board Members, or the Administrator during Board Meetings.
- C. The public and media are prohibited from making comments not directed to the Chair, Board Members, or Administrator during the meeting.

Chair

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Date

Sept. 8, 2003