



CREATING POSITIVE CHANGE

SE Area Command

Community Policing Council Guidelines

June 15, 2017

I. Mission

- A. The mission of the Community Policing Council (Council) is to promote and maintain positive, respectful, supportive and cooperative interactions between members of the community and the Albuquerque Police Department.

II. Goal

- A. The goal of the Council is to engage in detailed and meaningful discussions to identify concerns, problems, successes and opportunities within each area command and to tailor solutions specifically aimed at the needs of each neighborhood and area command.
- B. The role of the Council is advisory only. At no time shall any Member of the Council represent themselves as acting on behalf of the City of Albuquerque and the City shall not be bound by any recommendation.

III. Origin

The Albuquerque Community Policing Councils were implemented in direct response to the Department of Justice Consent and Settlement Agreement (CASA), specifically paragraphs 266 through 270.

IV. Structure and Composition

- A. The Council shall be composed of five to ten voting members.

- B. Representatives of the Albuquerque Police Department (APD) shall serve as advisors to the Council.
- C. The meetings will be held at locations accessible to the community.
- D. The City's Alternative Dispute Resolution Office will provide facilitators to act as recorders and provide administrative support. They will assist primarily with the resolution, notice, agenda and minutes.
- E. Meetings will be scheduled for a maximum time of 90 minutes with at least 30 minutes set aside for public input. Meetings may continue after 90 minutes at the Council's discretion.
- F. A quorum is established by the presence of one half of voting members.

V. Qualifications

- A. Each voting member appointee shall reside or work in the City and within the boundaries of the Southeast Area Command. A work location shall be defined as the address where an individual would receive work-related mail.
- B. No member of the immediate family of any elected City official shall be appointed as a voting member.
- C. No voting member shall have been convicted or have received a deferred sentence for a felony crime.
- D. Each voting member shall become familiar with the Conflict of Interest provisions in the City Charter (Art. XII Section 4). Any conflict or failure to disclose a potential conflict shall immediately disqualify the voting member.

VI. Appointment

- A. Community members interested in becoming voting members of the Council shall submit an application to the APD Community Outreach Director via the site: <http://www.cabq/mayor/police-outreach/community-policing-council-application>.
- B. The APD Community Outreach Director will submit all applicant information to the CPC Chair for consideration by the Council.
- C. The Council shall interview each candidate in Executive Session.
- D. Candidates shall be accepted by a majority vote of the Council.
- E. Candidates shall be notified by the Council chair or his appointee as to the outcome of the appointment process.
- F. Candidates must successfully pass an APD background check. Background checks can be completed as part of an application to the Citizen Police Academy or as a request for a ride-along.
- G. The Chief of Police or his representative shall select APD representatives for the Council.

VII. Term

- A. Each new voting member shall be appointed for either a two or three year term in consultation with the new voting member and the existing Council. Every effort will be made by the Council to accommodate a new member's requested term and exceptions may be made on a case-by-case basis to allow shorter terms. The Council will attempt to stagger terms so as to leave a mix of experience levels on the Council at any given time.
- B. Voting members shall be limited to a five-year appointment on the Council.

VIII. Removal/Resignation/Vacancy

- A. Members of the Council are expected to exhibit the highest ethical and professional standards.
- B. The Council may remove a Council member upon recommendation by a majority of the voting members of the Council.
- C. A member may be removed after missing two consecutive unexcused meetings or a majority of the previous six meetings.
- D. Vacancies shall be filled through the identified Appointment process with replacements designated to complete the term of the vacant member.
- E. Council Officers who are removed from the Council during their term shall be replaced by the election process outlined herein at the next regular meeting of the Council where a quorum is established.

IX. Election of Council Officers

- A. By majority vote, the members of the Council shall select a Chairperson, Vice-Chairperson, and any other Council Officers deemed necessary.
- B. APD representatives shall not serve as Council Officers.
- C. The Chairperson and a Vice-Chairperson shall be elected for a term of one year, and may serve additional terms if elected.
- D. Elections shall occur at the first meeting of the calendar year where a quorum is established or at the next monthly meeting after an officer position vacancy occurs.

X. General Members

- A. Any member of the community may become a general member of the Council by requesting membership status.
- B. The Council will maintain a record of general members contact information.
- C. General members will receive copies of agendas, minutes, and other Council documents via e-mail.

XI. Duties

- A. The **Chairperson** shall perform the following duties:
 - 1. Shall prepare agenda for, preside at and conduct all meetings of the Council.
 - 2. Sign all agreements, recommendations, and documents in the name of the Council after they have been approved by the Board.
 - 3. Serve as the representative of the Council in meetings and discussions with other organizations and agencies.
- B. The **Vice-Chairperson** shall perform the following duties:
 - 1. Shall perform the duties of the Chairperson if the Chairperson is unable to do so or absent
 - 2. Perform such other tasks as may be assigned by the Council.
 - 3. At the request of the Chairperson, assist in the performance of the duties of the Chairperson.
- C. The **Secretary** shall perform the following duties:
 - 1. If no Facilitator is available, the Secretary shall record minutes or another voting member to do so.
 - 2. Keep records of all: minutes, agendas, sign-in-sheets, contact information, and recommendations/reports.
 - 3. Provide to appropriate City representatives as PDF formatted files and insure their integrity and posting: annual reports, recommendations, minutes, and agendas.
- D. **Voting Council Members** shall perform the following duties:
 - 1. Attend monthly CPC meetings.
 - 2. Within the first two years of appointment, complete the required Civilian Police Academy (CPA) or a modified version of the Civilian Police Academy provided by APD.
 - 3. Participate in a minimum of one APD ride-along within the Area Command. A ride-along during each shift is highly recommended.
 - 4. Annually, attend four neighborhood or community meetings as representatives of the CPC.
- F. **General Members** shall perform the following duties:
 - 1. Attend monthly meetings as available.
 - 2. Provide input to the Council.
 - 3. May submit recommendations to the Council for their review and possible modification/approval.

XII. Meetings

- A. The voting members may adopt or modify rules and procedures relating to the operations of the Council.
- B. The Council will set meeting schedules as required but will meet no less than once a month.
- C. Members must be present to participate in the meetings and cannot participate by telephone or through other media.
- D. Special meetings may be called upon the request of the Chairperson if a quorum is available to meet.
- E. Council meetings shall be open to the public.
- F. Relevant community comments and questions are encouraged during discussions. Other comments should be held until the public comment portion of the meeting.
- G. During the public comment portion of the meeting, individuals shall be limited to a maximum of 2 minutes. Comments shall not be repetitive.
- H. The Council is not bound by the Open Meetings Act.
- I. Votes shall be called by the Chairperson at public meetings for the adoption of meeting minutes, meeting agendas, recommendations, officer elections, new member appointments, and amendments to the Guidelines. Votes on specific appointments for new members may be conducted in Executive session due to sensitive matters that may be discussed. A voice vote is acceptable. Paper ballots may be requested.

XIII. Executive Session

- A. Voting members of the Council may enter an Executive Session where general members and the general public are excluded.
- B. Executive Sessions should be scheduled so as to provide minimal disruption of the normal business of the Council.
- C. Interviews of prospective Voting Members are personal matters and may be reserved for Executive Session.

XIV. Notice and Minutes

- A. Meeting notices shall be posted 72 hours in advance and shall delineate specific items of business to be conducted.
 1. The Council shall keep written minutes of all its meetings which shall include at a minimum:
 - The date, time and place of the meeting
 - The names of the member who attended and did not attend the previous meeting.
 - The substance of each proposal considered

- A record of any decisions or votes taken and how each specific member voted if a vote is not taken by voice.
- B. Draft minutes shall be prepared within 5 working days after the meetings and shall be approved, amended or disapproved at the next meeting where a quorum is present.
- C. Approved minutes shall be sent to the APD Communication and Community Outreach Director (CCOD) via e-mail for posting to appropriate websites within 5 working days of the meeting in which they were approved.

XV. Agenda

- A. Every agenda shall include as a minimum:
 1. Call to order
 2. Approval of minutes
 3. Approval of agenda
 4. Old business
 5. Area Command report
 6. New business
 7. Community comment/new community business
 8. Adjournment
- B. The Council shall seek public input (questions, comments, suggestions) throughout the meeting.
- C. Council may schedule speakers on topics of relevance to the Council's mission or of interest to the members.

XVI. Confidentiality

- A. The elected Chairperson or designee will serve as the spokesperson for the Council.
- B. Except for the Chairperson, members should not make any written or oral statement of Council activity to any individual or entity except during the meetings.
- C. Between meetings, work of the committee may include emails which will be openly discussed at subsequent meetings.
- D. Actions requiring a vote shall be done in public meetings.

XVII. Political campaigns

- A. The Council will not publicly endorse a political candidate under any circumstances at meeting/events, whether the political figure is present or not.
- B. Council members that are employed by elected/appointed political officials may not push their agenda or operate within that role at Council meetings.

- C. Political candidates and their representatives will be asked to refrain from direct advocacy for their campaign and comments should be limited to the general topic at hand.

XVIII. Recommendations

- A. Upon approval by a quorum, the Council may make a recommendation to the Chief of Police.
- B. Recommendations will be sent via e-mail or paper copy to the APD Communication and Community Outreach Director (CCOD). Copies of recommendations will also be sent concurrently to the Civilian Police Oversight Agency and all other CPC Chairs.
- C. The CCOD will respond to the Chairperson in writing within seven (7) business days confirming receipt of the recommendation.
- D. APD will provide a written response to the Chairperson within twenty (20) business days indicating action to be taken or:
 - E. Requesting additional information
 - F. Request for further review
- G. Within sixty (60) days, final action will be submitted in writing to the Council, authenticated by the Chief of Police.
- H. The CCOD, and the Area Commander if applicable, will be responsible for monitoring progress.
- I. The Council Chairperson shall appoint a member of the Council to track the progress of a recommendation.

XIX. Limitation of Powers

- A. Members of the Council will not:
 - 1. Incur expenses or obligate the City of Albuquerque in any manner.
 - 2. Independently investigate citizen complaints against APD or any employee of the department.
 - 3. Conduct any activity which might constitute or be construed as an official governmental review of police actions.
 - 4. Conduct any activity which might constitute or be construed as establishment of City or APD policy.
- B. Members of the Council will address citizen concerns and seek solutions.

XX. Compensation

- A. Members of the Council shall not receive any monetary or financial compensation. They are not employees of the City of Albuquerque and not eligible to receive employee benefits.
- B. Members will serve in a voluntary capacity.

XXI. Adoption of these Guidelines

- A. Terms and provisions of this document may be discussed in Executive Session.
- B. Adoption of these Guidelines shall take place only in a regular public meeting of the Council.
- C. A majority of Voting Members present to conduct business at a regular public meeting of the CPC voting in favor of adoption is sufficient.
- D. Upon adoption, a signed copy of the SECPC Guidelines shall be filed with the APD Communications and Community Outreach Director (CCOD).
- E. A copy of these Guidelines shall be available to the U.S. Attorney and to the Independent Monitor or his representative.
- F. These Guidelines shall be available to the public via the APD SECPC website.

XXII. Changes and Amendments to these Guidelines

- A. Changes to this document shall preserve the goals and mission set out in the CASA.
- B. Changes and amendments shall be fully documented.
- C. Adoption and ratification of any changes shall be approved by a majority of Voting Members in a public meeting.
- D. Amended Guidelines shall be signed, filed, and distributed according to the provisions of Section XXI.

Signed:

_____ Chair

_____ Date