



## **Formation and Charter Community Police Advisory Board**

### **Preamble:**

- City of Fayetteville and the Fayetteville Police Department are dedicated to improving the quality of life by creating a safe and secure environment for the citizens of the City.
- The Community Police Advisory Board has been formed to review and recommend improvements to the policy and practices of the police department to the City Council, City Manager and Police Chief on an ongoing basis and to serve as a liaison between the police department and the community.
- City of Fayetteville and the Fayetteville Police Department are committed to community policing as a tested method of engaging with citizens and building trust.

### **Mission:**

- The mission of the Community Police Advisory Board (CPAB) is to provide sound advice and recommendations to the City Council, City Manager, and Police Chief to improve the quality of policing in Fayetteville in a cooperative effort between the community and the police by reviewing and recommending policy enhancements to better meet the needs of the community, provide and support a training curriculum that allows for police and community experiences to be shared and understood with greater context, and analyzing existing public records all of which results in improved perception of procedural justice, and enhanced trust of the police.

### **Goals:**

- Provide a venue for residents of Fayetteville to address issues and concerns relating to public safety. The primary function is to make recommendations to City Council and provide the citizens of Fayetteville with information.
- Recommend actions that may be taken by the police department to address and reduce crime and improve the quality of life for residents.
- Review and provide advice on agency wellness programs, officer safety, and assist with other opportunities to celebrate agency successes.
- Regularly review and provide proposals for updates to policy and procedure of the police department.
- Assist with recruiting and retaining a diverse and qualified workforce.
- Provide recommendations on training development and delivery, with an emphasis on community policing, fair and impartial policing practices, ethics, and communication skills.
- Assist in identifying industry best practices and evidence based practices in policing with the intent to improve police culture and the delivery of services to community.
- Evaluate departmental reports generated for use of force, pursuit, traffic stops and other metrics as deemed necessary to evaluate the performance of the department and make recommendations on providing services in an equitable manner.



- Educate and advocate with the public including participation in interactive community and police related events such as on-going educational opportunities or town hall type meetings on wide ranging police, safety, justice, and responses to critical incidents.

#### **Scope:**

- The scope of authority for CPAB will be advisory only. CPAB will not have an investigatory function or subpoena powers. CPAB will have access only to those materials deemed a public record as set out in N.C.G.S. §132 and N.C.G.S. §160-168. CPAB will not have access to internal investigation files, internal affairs inquiries, or records of complaints against officers. Records of criminal investigations and law enforcement agency recordings are not public records pursuant to N.C.G.S. §132-1.4 and §132-1.4A.

#### **Membership:**

- The CPAB will be composed of nine (9) members formally appointed by the City Council. One (1) alternate will be appointed through the same process. The alternate will attend all meetings as other board members do but will not vote. If another board member is unable to continue to serve until their term expires the alternate will be appointed to finish that member's term.
- Members must reside within the City Limits of Fayetteville for the last 6 months prior to application.
- Applicants to serve on the board must complete an application which will be submitted to the office of the City Clerk pursuant to application process below.
- Members will be required to complete the Citizen Police Academy, complete one ride along and participate in other group learning opportunities. Members may request additional training opportunities.

#### **Appointment Process**

- City Clerk will post the Board position announcement and accept applications for 30 days.
- The applications will be sent to the Appointment Committee for review and recommendation. The Appointment Committee will choose finalists and forward the finalists for final interviews to be scheduled.
- A panel interview will be held with the City Council.
- The panel interview will be a structured interview focusing on the questions contained within this Charter titled "Structured interview questions". Questions outside of the listed questions may be asked but panel members should strive to stay in the spirit of the listed questions.
- The panel will assess core characteristics necessary to serve on the board such as service to the community, interest in supporting the police department, and background/ experience.
- Recommendations from the interview panel will be presented to City Council and a regular meeting for vote and approval.

**Terms of Service:**

- Members shall be appointed for a term of a staggered term of three (3) years with no member serving more than two consecutive terms.
- Removal from the CPAB will be in accordance with City Council Policy #110.1.
- Members interested in serving another term on the board must complete the application process again.

**Meetings:**

- The Board will meet at least once monthly. Additional meetings may be called to provide advice and counsel during critical incidents such as an officer involved shooting or in-custody death.
- The Board may hold public forums to facilitate building trust, understanding community concerns, sharing best practices, and sharing information.
- The Board will develop a plan to receive input from the community on Board topics.
- Subject matter experts from the police department will be invited to provide information or knowledge on police practices and policy and training to further educate CPAB and the community about policing best practices. A liaison from City staff will be appointed by the City Manager to assist the board.
- The CPAB will draft rules of procedure for the board to follow and this will be reviewed annually.
- All meetings are subject to and shall comply with the North Carolina Open Meetings law as set out in N.C.G.S. §§143-318.9 through 143-318.18.

**Member's Role:**

Familiarity with police procedures, community policing practices, and community issues will be paramount for the success of the board. Each member is encouraged to attend their local community watch meetings if there is one. Each member is encouraged to fully engage and participate during each board meeting as well as engage with their community to have a full understanding of the issues and concerns.

**Chief of Police Role:**

The Chief of Police will meet periodically and as needed with the designated Chairperson of the board to discuss the review the activities and recommendations of the board. The administrative staff of the police department will publish information to the members of the board in a timely manner in advance of scheduled meetings on requested topics such as use of force incidents, training opportunities, and crime statistics.

**City Manager Role:**

The City Manager will designate and assign city staff to support the administrative functions of the Community Police Advisory Board. The Police Attorney will serve in an advisory role to the board.

The City Manager will meet periodically and as needed with the designated Chairperson of the board to receive and review the recommendations of the board. This meeting frequency



may be changed once the board has become established and determined that a monthly meeting is no longer needed.

**City Council Role:**

The City Council will receive an annual report from the designated Chairperson of the board to facilitate community engagement with the board and implementation and adoption of recommendations.

**Review:**

The CPAB charter should be reviewed periodically to assure the success of the board mission, but in no event shall the charter not be reviewed at least annually. Any proposed charter changes shall be presented to City Council at a City Council work session for discussion.



**Structured Interview Questions:**

1. In what ways are you connected to the City of Fayetteville?
2. Do you participate in community programs and events?
  - a. Which ones?
  - b. What do you feel you have learned or gained from that participation?
3. In what ways do you feel you have served your community (Fayetteville or any other location)?
4. Why do you want to serve on the Community Police Advisory Board?
5. What skills or experience do you have that you believe will help you serve on the board?
6. How do you perceive the role of the Fayetteville Police Department?
7. How would you represent the interests of the community in police service issues?
8. What are your other interests?
9. Have you had any other experiences or is there any other background information you would like to provide?

The interview panel is looking for the following characteristics: works well with person of opposing viewpoints, can provide constructive criticism, able to communicate effectively both verbally and in writing, can realize/recognize conflicts of interest, and has a commitment to civilian oversight.