



## **Northeast Area Command Community Policing Council (NECPC)**

### **Guidelines, Adopted November 2016, Revised February 2018**

#### **I. Mission**

- A. The mission of the Northeast Area Command Community Policing Council (NECPC) 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 the Northeast Area Command (NEAC) and to recommend solutions specifically aimed at the needs of the neighborhoods 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**

- A. All six of 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 three to nine voting members.
- B. Representatives of the Albuquerque Police Department (APD) Northeast Area Command shall serve as advisors to the Council.
- C. The meetings will be held at locations accessible to the community.
- D. The City of Albuquerque 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. Public input and public comment will be allowed on relevant topics. Meetings may continue after 90 minutes at the discretion of the Council Chair.
- F. A quorum is established by the presence of one half of voting members.

## V. **Qualifications**

- A. An individual who submits an application for appointment to the NECPC shall be referred to as a candidate until appointed through the process outlined in paragraph VI.
- B. Each candidate for the NECPC shall reside or work in the City and within the boundaries of the Northeast Area Command. "Work" location shall be defined as the address where an individual would receive work related mail. No elected city official and no member of the immediate family of any elected City official shall be appointed as a voting member.
- C. Any criminal conviction will be reviewed on a case-by-case basis by the full council in an executive session. A conviction or deferred sentence shall not be an automatic disqualifier for a candidate. Refer to paragraph VI. section F for more information.
- D. Each candidate shall demonstrate the ability to attend monthly meetings, committee meetings, summit meetings, and 2 community meetings per year as a presenter for CPC.
- E. Each candidate shall exhibit professionalism and work ethic required for meaningful participation in meetings, discussions, hearings and other public forums. This specifically includes demonstration of the ability to work well with others and act appropriately in a group of diverse and potentially divergent viewpoints.
- F. Each candidate shall become familiar with the Conflict of Interest provisions in the City Charter. Art. XII Section 4. Any conflict of interest may disqualify a candidate. Failure to disclose a potential conflict shall immediately disqualify the candidate. Failure to disclose a conflict of interest prior to appointment or failure to disclose conflicts of interest that may arise during an appointment term is just cause for removal from the council. .

## VI. **Appointment**

- A. Community members interested in becoming voting members of the Council shall submit an application to the council via the APD :  
<http://www.cabq.gov/mayor/police-outreach/community-policing-council-application>.
- B. APD will submit all applicant information to the NECPC Chair for consideration by the Council.
- C. The Council shall interview each candidate in executive session.

- D. Candidates shall be appointed by a majority vote of the Council during general session.
- E. If a candidate is unable to attend the vote, he/she shall be notified by the Council chair or his/her appointee about the outcome of the appointment process.
- F. If a candidate is not appointed by majority vote, the candidate may re-apply no sooner than 6 months from the date of the vote.
- G. Appointees must successfully pass an APD background check prior to appointment. Background checks may be completed as part of an application to the Citizen Police Academy or as a part of a request for an APD ride-along.
- H. The Chief of Police or his or her representative shall select APD representatives for the police advisory positions.

#### **VII. Term**

- A. Each new voting member shall be appointed for either a two or a 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 members requested term and exceptions may be made on a case-by-case basis to allow shorter terms. The council will attempt to stagger terms in order to leave a mix of experience levels on the council at any given time.
- B. Members shall be limited to five-years of appointment on the council within a ten-year period regardless of continuity of service.
- C. Terms, APD ride-alongs, CPA graduation status, and attendance shall be recorded and tracked by the chair. Terms and voting member seats shall be recorded and publicly available via the CPC webpage.
- D. Two year terms: Seat 1, Seat 3, Seat 4, Seat 6, and Seat 8  
Three year terms: Seat 2, Seat 5, Seat 7, and Seat 9.

#### **VIII. Removal/Resignation/Vacancy**

- A. Members of the Council are expected to exhibit the highest ethical and professional standards. See the NECPC Code of Conduct for members.
- B. The Council may remove a voting member by a 2/3 majority vote of the council for a violation of the Code of Conduct or a violation of these guidelines.
- C. A member may be removed after missing two of the previous three general meetings.

- D. Committee meeting attendance shall be recorded by the committee chair. No member shall be absent for more than 4 committee meetings per year or 2 of the previous 3 meetings.
- E. Absences shall be considered excused when the chair (or vice chair in the case of an absence of the chair) is notified prior to the start of the general meeting. Excessive excused absences may still be grounds for removal from the council under the provisions of the Code of Conduct.
- F. A voting member shall be considered tardy to a meeting if he or she arrives more than 10 minutes after a meeting is called to order. Excessive tardies may be grounds for dismissal under the Code of Conduct.
- G. A voting member may formally resign from the council via email to the Chairperson and Vice-Chairperson.
- H. A voting member removed by the council shall be notified via email by the Chairperson about the cause for removal.
- I. Vacancies shall be filled through the identified appointment process with replacements designated to complete the term of the vacant member.
- J. Council Officers who are removed or resign 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. These officers shall be voting members of the Council.
- B. The outcome of this annual election and the list of officers shall be recorded in the minutes of the January meeting and officers shall be publicly listed on the website.
- 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 generally occur at the first meeting of the calendar year where a quorum is established, or at the next monthly meeting after a vacancy of an officer position.

**X. General Members**

- A. Any member of the community or a representative of a stakeholder group may become a general member of the Council by requesting membership status.
- B. A request for membership status is implied in providing contact information

to the council via the sign-in sheet or email.

- C. The Council will maintain a record of general members' contact information as defined in paragraph XI section B.
- D. General members will receive copies of agendas, minutes, and other Council documents via email.
- E. The council will not share names and/or contact information of General Members with any outside entity including the APD. General member information will only be accessible to voting members of the council for official business of the council.

## XI. **Duties**

### A. The **Chairperson** shall:

1. Prepare agenda for, preside at and conduct all general meetings of the Council and executive session.
2. Draft announcements of meetings and other special events.
3. Sign all agreements, recommendations and documents in the name of the Council after they have been approved by the Council.
4. Assign committee positions to voting members as outlined in Paragraph XIV..
5. Track voting member terms, qualifications, attendance, and contact information.
6. Disseminate information on pertinent matters to voting members.
7. Serve as the representative of the Council in meetings and discussions with other organizations and agencies.

### B. The **Vice-Chairperson** shall:

1. Perform the duties of the Chairperson if the Chairperson is unable to do so or is absent.
2. Provide email notice of meeting agenda and previous meeting minutes to the member contact list as defined in paragraph X., a minimum of 3 days prior to each meeting
3. Email or otherwise post announcements of meetings, other events and information to the membership and general public via appropriate public information sources ie. district coalitions, neighborhood associations and Nextdoor.com.
4. Perform such other tasks as may be assigned by the Council.
5. 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 facilitator is not available, record minutes or designate another voting member or general member to do so.
2. Receive from facilitator an editable copy of the minutes within five days of the meeting.
3. Coordinate with other council members to ensure the minutes are an accurate record of the meeting, and update draft minutes with any corrections offered by members.

4. Timely provide minutes to the facilitator and the chair in PDF format for dissemination and review at the next scheduled general meeting.
  5. Keep updated records of all: minutes, agendas, sign-in sheets, contact information, recommendations, and annual reports.
  6. Provide the following to appropriate city representatives as PDF's for a matter of record and integrity: annual reports, recommendations, minutes, and agendas.
  7. Confirm the accurate and timely posting of agendas, reports, minutes, recommendations, and other materials to the CPC website. Report issues to the CPC website manager.
  8. Maintain the tri-fold display and other meeting materials or delegate their maintenance to another member.
- D. **Voting Members** shall (includes officers above):
1. Attend monthly CPC meetings.
  2. As soon as possible, preferably at the first class after appointment, , complete the required Civilian Police Academy (CPA), or a modified version provided by APD.
  3. Participate in a minimum of one APD ride-along within the Area Command. Ride-alongs during each shift and in other area commands are strongly recommended.
  4. Annually attend a minimum of two neighborhood or community meetings as formal representatives of the CPC.
  5. Attend committee meetings and actively participate.
- E. **General Members** shall perform the following duties:
1. Attend monthly meetings as available.
  2. Provide input to the Council.
  3. May Chair or serve on ad hoc committees for the NECPC.
  4. May submit recommendations to the council for review and possible modification/approval.
  5. Must reside, work, or be acting as representatives of recognized stakeholder groups in the Northeast Area Command.

## XII. **Meetings**

- A. The voting members may adopt or modify rules and procedures relating to the operations of the Council.
- B. The Council shall set meeting schedules as desired, but will meet no less than four times per year.



- C. Voting members must be present to participate, but may participate via online video conference, telephone, or similar communications equipment that allows all participants to communicate at the same time. Off-site participation shall only be allowed in limited circumstances and not on a repeated basis.
- D. Special meetings may be called upon the request of the Chairperson if a quorum is available to meet.
- E. General council meetings shall be open to the public.
- F. Relevant community comments and questions are encouraged during discussions.
- G. During the public comments, general members and members of the public 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, but will make every effort to adhere to the general principles of OMA.
- I. Votes shall be called by the chair at public meetings for the adoption of meeting minutes, meeting agendas, resolutions, recommendations, and amendments to guidelines, officer elections and new member appointments. A voice vote is acceptable.

### **XIII. Executive Session**

- A. Voting members of the Council may enter an executive session where general members and the general public are excluded.
- B. An executive session may be called by the Chairperson or by a majority vote of the council.
- C. Executive sessions should be scheduled in order to provide minimal disruption of the normal business of the Council.
- D. Interviews of prospective Voting Members are personnel matters and may be reserved for executive session.
- E. Executive sessions may be held totally separate from the general meeting.
- F. Executive sessions shall be limited in formal votes, to those relating to matters not suitable for public audience. Determination of matters that meet this limited criteria is at the discretion of the chair. An override of the chair's determination can be made via a unanimous vote of all other members.
- G. The outcome of formal votes called in executive session shall be reported to the public in the next general meeting by the chair.

### **XIV. Committees**

- A. The council shall maintain standing committees for the purpose of furthering the mission and goals of the CPC.
- B. Committees shall be created by through a majority vote of the full council.
- C. The chair shall keep record of standing committees and the membership

of committees.

- D. The chair will assign members to individual committees to maintain diversity and equal numbers, while attempting to accommodate member preferences.
- E. Committees will elect a chair; each committee chair will preside over meetings, prepare agendas and update the council on work of the committee.
- F. Committees will meet as needed to effect their purpose as defined by the individual committee in its mission statement and goals.
- G. Committee meetings will be held at locations accessible to the public with notice of meetings posted on the CPC webpage a minimum of 3 days in advance.
- H. Committees shall produce work products which must be voted out of committee by a majority vote for consideration by the full council.
- I. The Rules and Operations Committee shall always include the chair and vice-chair as members
- J. Committees created, but not outlined in the guidelines may be dissolved by a majority vote of the council.
- K. Standing committees shall include but are not limited to:
  - Rules and Operations
  - Community Outreach
  - Police Policy Review
  - Recommendations and Resolutions

#### **XV. Notice and Minutes**

- A. Meeting notices shall be posted on the city website and distributed to the public as defined in paragraph XI. B, 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 voting members in attendance;
    - The substance of each proposal considered;
    - A record of any decisions or votes taken and how each specific member voted, if 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 public meeting where a quorum of Voting Members is present.

- C. Approved minutes shall be sent to the APD Communication and Community Outreach Director (CCOD) or his/her designee via email for posting to appropriate websites within 5 working days of the meeting in which they were approved.

#### **XVI. 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. 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.

#### **XVII. Confidentiality**

- A. The elected Chairperson or designee will serve as the spokesperson for the Council.
- B. Between meetings, work of the committee may include emails which may be openly discussed at subsequent meetings. Most actions requiring a vote shall be done in public meetings; however, some personnel matters may be resolved by closed door vote in executive session at the chair's discretion.

#### **XVIII. Political campaigns**

- A. The Council and/or individual voting members will not publicly endorse a political candidate under any circumstances at meeting/events, whether or not the political figure is present.
- B. Council members who 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.

## **XIX. Recommendations**

- A. Recommendations made to the Chief of Police shall be approved by a majority of Voting Members in public meeting.
- B. Recommendations shall be submitted via e-mail or paper copy to the APD Communication and Community Outreach Director (CCOD) or his/her designee. Copies of recommendations should be sent concurrently to the Civilian Police Oversight Agency, other CPC Chairs and city councilors.
- C. The CCOD or his/her designee 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:
  - 1. Requesting additional information
  - 2. Request for further review
- E. Within sixty (60) days, final action will be submitted in writing to the Council, authenticated by the Chief of Police.
- F. The CCOD or his/her designee, and the Area Commander if applicable, will be responsible for monitoring progress. The Chairperson of the Council shall appoint a member to track the progress.
- G. During each general meeting, the council will present a report to the public on the status of each active recommendation.
- H. A recommendation may be "closed" by a  $\frac{2}{3}$  majority vote of the council. Closure of a recommendation implies that all meaningful progress expected and implied by the original text has occurred in the judgment of the council.

## **XIX. Limitation of Powers**

- A. Members of the Council will not:
  - incur expenses or obligate the City of Albuquerque in any manner;
  - independently investigate citizen complaints against APD or any employee of the department;
  - conduct any activity which might constitute or be construed as an official governmental review of police actions;
  - 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 NECPC Guidelines shall be filed with the APD Communication and Community Outreach Director (CCOD) or his/her designee.
- E. A copy of these guidelines shall be available to the US Attorney and to the Independent Monitor or his representative.
- F. These Guidelines and associated documents shall be available to the public via the APD NECPC website.

## **XXII. Changes and Amendments to these Guidelines**

- A. Changes to this document shall preserve the goals and mission set out in section I and II
- 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, D, E, & F above.

We the undersigned Voting Members of the Northeast Area Command Community Policing Council (NECPC) affirm that we Adopted these Guidelines by a Vote of \_\_\_\_\_(actual for & against)\_\_\_\_\_ in the NECPC Public Meeting of \_\_\_\_\_(date)\_\_\_\_\_.

\_\_\_\_\_ Chair

\_\_\_\_\_ Vice Chair

\_\_\_\_\_ Secretary

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