



## Southwest Area Command Community Policing Council (SWCPC)

### Guidelines, Adopted July 2017

#### I. **Mission**

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

#### 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 Southwest Area Command (SWAC) and to tailor 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 beyond responding within 90 days by any recommendation.

#### III. **Origin**

A. All six of the Albuquerque Community Policing Councils were implemented in the 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) Southwest Area Command shall serve as advisors to the council.
- C. The meetings will be held at locations accessible to the community.
- D. The City will provide facilitators to act as recorders and provide administrative support. They will assist primarily with resolution, notice, agenda, and minutes.
- E. Meetings will be scheduled for a maximum time of 90 minutes with at least 20 minutes set aside for public input in some form. Meetings may continue after the 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 to the SWCPC shall reside or work in the city of Albuquerque. No member of the immediate family of any elected official shall be appointed as a voting member.
- B. Any criminal conviction will be reviewed on a case-by-case bases by the full council in an executive session. A conviction or deferred sentence shall not be an automatic disqualifier.
- C. Each voting member shall become familiar with the conflict of interest provisions in the city Charter, Article XII, Section 4. Any conflict of interest 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.gov/mayor/police-outreach/community-policing-council> application.
- B. The APD Community Outreach Director will submit all applicant information to the SWCPC 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.

- E. Candidates shall be notified by the council chair, or his/her appointee as to the outcome of the appointment process.
- F. Candidates must successfully pass an APD background check. Background checks may be completed as part of an application to the Citizen Police Academy or as a part of a request for a ride-along.
- G. The Chief of Police or his/her representative shall select APD representatives for the police advisory positions.

**VII. Term**

- A. Each new voting member shall be appointed for either 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 member's requested term and expectations may be made on a case-by-case basis to allow shorter terms. The council will attempt to stagger terms to leave a mix of experience levels on the council at any given time.
- B. Members shall be limited to a five-year appointment to the council within a rolling ten-year period.

**VIII. Removal/Resignation/Vacancy**

- A. Members of the council are expected to exhibit the highest ethical and professional standards (cf. SWCPC Code of Conduct for members).
- B. The council may remove a voting member upon recommendation by a 2/3 majority of the voting members of the council for a violation of the Code of Conduct.
- C. A member may be removed after missing two (2) consecutive unexcused meetings or a majority of the previous six meetings. Executive Session attendance shall not apply to this provision.
- 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 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 other council officers deemed necessary.
- B. APD representatives shall not serve as council officers.

- C. The chairperson and 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 when an open officer position occurs.

**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. 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 email.

**XI. Duties**

- A. The **chairperson** shall perform the following duties:
  - 1. Prepare the agenda, preside 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. Provide email notice of meeting agenda and previous minutes to the council list, a minimum of three (3) days prior to each meeting.
  - 4. Email announcements of other events and information to the public.
  
- B. The **vice-chairperson** shall perform the following duties:
  - 1. Perform the duties of the chairperson if the chairperson is unable to do so or is absent.
  - 2. Perform other tasks as assigned by the council.
  - 3. At the request of the chairperson, assist in the performance of the duties of the chairperson.
  
- C. **Voting Members** shall perform the following duties (includes officers above):
  - 1. Attend monthly CPC meetings

2. After being voted in, apply to the next Citizens Police Academy (CPA), or a modified version provided by APD, and schedule a ride-along as soon as possible.
3. Participate in a minimum of one ride-along within the area command. A ride-along during each shift and in other area commands are strongly recommended.
4. Annually attend a minimum of four neighborhood or community meetings as representatives of the CPC as requested by the chairperson.

D. **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 SWCPC.
4. May submit recommendations to the council for review and possible modification/approval.

## **XII. Meetings**

- A. The voting members may adopt or modify rules and procedures to the operations of the council.
- B. The council will set meeting schedules as required but will meet no less than twice a year.
- C. Voting members must be present to participate in the meetings. Participation vis telephone or other media is prohibited.
- D. Special meetings may be called upon the request of the chairperson if a quorum is available.
- E. General 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, general members and members of the public shall be limited to a maximum of two (2) minutes. Comments shall not be repetitive.
- H. The council is not bound by the *Open Meetings Act* (OMA), but will make every effort to adhere to the general principals of the OMA.
- I. Votes shall be called by the chair at public meetings for the adoption of meeting minutes, meeting agendas, recommendations, and amendments to guidelines, officer elections, and new member appointments. Votes on

specific appointments for new members may be conducted in executive session due to sensitive matters that are discussed. A voice vote is acceptable.

### **XIII. Executive Session**

- A. Voting members of the council may enter an Executive Session where general member's and the public are excluded.
- B. Executive sessions should be scheduled 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 of minimum of the following:
    - a. The date, time and location of the meeting.
    - b. The names of the voting members in attendance.
    - c. The substance of each proposal considered.
    - d. A record of any decisions or votes taken and how each specific member voted (if the vote is not taken by voice).
- B. Draft minutes shall be prepared within seven (7) working days after the meetings and shall be approved, amended or disapproved at the next public meeting where a quorum is present.
- C. Approved minutes shall be sent to the APD communication and community outreach director(CCOD) via email for posting to the appropriate website within five (5) working days of the meeting in which they were approved.

### **XV. Agenda**

- A. Every agenda shall include a minimum of the following:
  - 1. Call to order
  - 2. Approval of minutes
  - 3. Approval of agenda
  - 4. Old business
  - 5. Area command reports
  - 6. New business

7. Community comment/new community business
  8. Adjournment
- B. The council shall seek public input (questions, comments and/or suggestions) throughout the meeting.
  - C. The 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. Between meetings, work of the committee may include emails which may be openly discussed at subsequent meetings. Actions requiring a vote shall be done in public meetings.

**XVII. Political Campaigns**

- A. The council and/or individual voting members will not publicly endorse a political candidate under any circumstances, at meetings or events; regardless of 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. 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 email to the APD Communication and Community Outreach Director (CCOD). Copies of the recommendations may 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:
  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, and the area Commander, if applicable, will be responsible for monitoring progress. The chairperson of the council shall appoint a member to track progress.

**XIX. Limitation of Powers**

- A. A member 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 police department.
  - 3. Conduct any activity which might constitute or be construed as an official government review of police actions.
  - 4. Conduct any activity which might be construed or be construed as establishment of city or APD policy.
- B. A Voting Member of the council, or all Voting Members 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 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 SWCPC guidelines shall be filed with the APD and CCOD.
- E. A copy of these guidelines shall be available to the United States Attorney and the Independent Monitor or his representative.
- F. These guidelines shall be available to the public via the APD SWCPC 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, D, E and F above.

We the undersigned voting members of the Southwest Area Command, Community Policing Council (SWCPC) affirm that we adopted these guidelines by a vote of Four (4) (actual for) and Zero (0) (votes against) in the SWCPC public meeting held on July 12<sup>th</sup>, 2017.

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**Chairperson signature**

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**Vice-Chairperson signature**