


**CHICO  
POLICE DEPARTMENT**

GENERAL ORDER

ORDER NUMBER: <b>330.04</b>	ISSUE AND EFFECTIVE DATE: 11/01/2009	RE-EVALUATION DATE: EVERY 3 YEARS
SUBJECT: <b>POLICE COMMUNITY ADVISORY BOARD</b>		
AUTHORITY:  MICHAEL R. "MIKE" MALONEY, CHIEF OF POLICE	NO. PAGES: 5	

**PURPOSE**

This order explains the organization, duties, and function of the Police Community Advisory Board.

**POLICY**

The Police Community Advisory Board is designed to be a link between the community and its police department. It is a simple mechanism to facilitate and enhance communication between the police department and the community. The Police Community Advisory Board will allow, on a consistent basis, for a non-law enforcement or broader community view to influence local law enforcement services.

The Chico Police Department will utilize the Police Community Advisory Board for the purpose of reviewing and making recommendations to the Chief of Police, the City Manager and the City Council on matters pertinent to the operation of the Police Department. Areas such as general orders, budget review and assistance, program review and recommendations, organizational goals and objectives, and community outreach assistance are all within the board's realm of responsibility.

**PROCEDURE**

A. Appointment:

1. The Police Community Advisory Board will be comprised of ten (10) members who are representative of the following:
  - a. (1) CSU Chico: To be selected by CSUC President or designee.
  - b. (1) Butte Community College: To be selected by President or designee.

- c. (1) City Council Representative (Council Member): To be selected by the Mayor.
  - d. (1) CSU Chico or Butte Community College Student: To be selected by Chief of Police following an open application process.
  - e. (4) At-large Community Members (at least one from each of the 3 police districts): To be selected by the Chief of Police following an open application process.
  - f. (2) At Large Business Community Representative (owner or manager - does not have to be a City resident): To be selected by Chief of Police following an open application process.
2. Selected representatives should be either residents within or employed at a location within the Chico area “sphere of influence.”
  3. The intent of this composition is to form a diverse group of people of a manageable size who represent stakeholders in the community to evaluate and influence the operation of the Police Department through the Chief of Police.
  4. Ad Hoc committee members may be appointed by the Advisory Board as specific needs arise.
  5. Selected members will be subject to a background check, which includes fingerprinting, by Police Department staff.
  6. Selected members serve at the pleasure of the Chief of Police, and will be replaced at the request of the Chief of Police.

B. Application Process:

1. When a vacancy exists on the Board for a position that is filled based upon selection by the Chief of Police, such vacancy will be advertised by the Police Department and an application period of at least two weeks shall be opened.
2. Individuals interested in applying for selection to the Board shall complete and submit an application to the Police Department (Attachment #1).
3. Upon the closure of the application period, applications will be reviewed by the Chief of Police, interviews may be conducted, and appointments will be made as appropriate.

C. Terms:

1. The initial term of each agency-selected and Chief of Police selected member shall be for a period of three (2) years. These terms may be shortened or extended by the Advisory Board based upon circumstances and/or the needs of the organization providing the member.
2. Should a member discontinue their affiliation with the organization they represent their membership on the Police Community Advisory Board will automatically expire and the C.E.O. of that organization may appoint another representative.

D. Duties:

1. The Police Community Advisory Board will review policy and procedure as it exists and as general orders are developed, and may make recommendations regarding issues of policy or procedure to the Chief of Police.
2. The Police Community Advisory Board may assist with the budget process through review, program evaluation and priority recommendation.
3. Review and recommendation of goals and objectives for the Police Department are within the purview of the Board.
4. Members of the Police Community Advisory Board may assist in community outreach efforts.
5. The Police Community Advisory Board relies upon the authority of the Chief of Police, and is advisory only. Recommendations made by the Board are not binding on the Chief of Police, who must still answer to the City Manager and is held accountable by the City Manager, City Council and the community for the operation of the Police Department.

E. Organization:

1. The Police Community Advisory Board is a branch of the Office of the Chief of Police.
2. Staffing and clerical support for the Police Community Advisory Board will be assigned by the Chief of Police.

F. Meetings:

1. The Police Community Advisory Board will meet at a time and place as agreed upon by a majority of the Board. This is to allow flexibility and ease in meeting community as well as organizational needs.
2. Meetings will be open to the public on all non-confidential matters such as policy and procedure, programs, etc.
3. Four (4) unexcused absences by a member of the Police Community Advisory Board during any one (1) calendar year will result in the removal of that member from the Board.

G. Officers:

1. The Police Community Advisory Board shall elect a chairperson and a vice-chairperson who shall serve in such capacity for one (1) year each. The Chief of Police may extend these terms at his discretion, based upon the input of the board.
2. In case of a vacancy in either of these positions, the Police Community Advisory Board shall elect a successor who shall serve the unexpired balance of the predecessor's term.

H. Compensation:

1. Public members selected to the Police Community Advisory Board will serve without compensation from the City of Chico.

I. Orientation:

1. Each new member of the Police Community Advisory Board is encouraged to complete a departmental orientation course, which will be coordinated by Police Department staff.
2. The basic course will consist of a 4-hour block of instruction, however, this requirement may also be met by attending the Department's Citizens Academy.
3. The intent of the orientation course is to provide some basic understanding of liability concerns, accepted police practices and organizational operation so that board members have a true foundation from which to begin their tenure.

J. Confidentiality:

1. Matters relating to personnel issues are governed by various laws of the State of California and the City of Chico as well as various labor contracts. Personnel matters are generally confidential. No member of the Police Community Advisory Board may divulge any information regarding a personnel matter that has been deemed confidential by the Chief of Police.
2. Every new member of the Police Community Advisory Board, prior to hearing any personnel matter, must sign an agreement, as prepared by the City Attorney, agreeing and promising to maintain the confidentiality of any personnel matter.
3. Only the Chief of Police or City Manager (or City Manager's representative), with the advice of the City Attorney, has the authority to determine what information related to any personnel matter may be made public.

K. Policy Modifications:

1. Nothing in this policy shall preclude the Chief of Police from modifying, or the Police Community Advisory Board from recommending modification, to any portion of this order.

**Attachment #1**



Chico Police Department  
**Police Community Advisory Board  
Application**



Name:			
Residence Address:			
Mailing Address (if different):			
Own: _____	Rent: _____	Years at this address: _____	Years in Chico: _____
Home Phone: _____	Cell Phone: _____	E-Mail: _____	
Occupation: _____		Employer: _____	
Work Address: _____			Work Phone: _____

1. Briefly describe your educational background.

2. Briefly describe your employment background and experience.

3. Why do you want to serve on the Chico Police Department Community Advisory Board?

4. What do you think is the role and responsibility of the Board?

5. What qualifications, skills or experience do you possess that would make you uniquely capable of serving on the Board?

6. What experience do you have participating in civic and community activities?

7. Do you have any conflicts of interest or potential conflicts that would interfere with your ability to serve on this Board?

8. What do you see as the biggest issues currently facing the Chico Police Department?

By signing below, I am requesting that you consider my application for appointment to the City of Chico Police Community Advisory Board. I have been provided with and read Chico Police Department General Order 330.04, and certify that I meet the qualifications for appointment. I am also familiar with the duties, requirements and conditions of appointment to the Board. I am aware that a background check and fingerprinting will be done by the Police Department prior to appointment, and that I will sign an oath to comply with the Police Department's confidentiality requirements after appointment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Return completed application to: Chief of Police, 1460 Humboldt Road, Chico, Ca, 95928*

***Department Use Only***

Application received (date): \_\_\_\_\_

Representing:

Fingerprints (date): \_\_\_\_\_

CSUC

Interview completed (date): \_\_\_\_\_

Butte College

Appointed (date): \_\_\_\_\_

CSUC or Butte Student (circle)

Confidentiality Agreement signed (date): \_\_\_\_\_

At-large community member

Orientation Complete (date): \_\_\_\_\_

North District

South District

West District

At-large business representative

Owner

Manager

City resident

Sphere of influence resident