
Citizen Advisory Board

1033.1 PURPOSE

The Citizen Advisory Board is designed to be a link between the community and its police department. The purpose of the Citizen Advisory Board is to establish a civilian review board to independently review bias-based policing complaints against members of the Prairie Village Police Department, and provide an independent recommendation to the Chief of Police. The Board will also review stop data related to racial and biased-based policing.

I. DUTIES OF THE BOARD.

- (a) The Citizen Advisory Board will review all citizen complaints against police officers related to biased-based policing.
- (b) The Citizen Advisory Board will have access to all written reports, audio, video, and relevant materials related to each bias-based complaint and make an independent recommendation regarding potential resolutions to the Chief of Police.
- (c) Members of the Citizen Advisory Board may assist in community outreach efforts with the Department.
- (d) It is not the Board's duty to re-investigate the alleged misconduct or any portion of the Police Department's investigation; it is to determine whether the Police Department's findings are supported by the evidence it had before it. Therefore, in its review of the Police Department's factual findings, the Board will review the evidence, but will not reweigh it, and it will not make witness credibility determinations.
- (e) The Citizen Advisory Board relies upon the authority of the Mayor and performs an advisory role only. Recommendations made by the Board are not binding on the Chief of Police. The Chief of Police is held accountable by the Mayor, City Administrator, City Council, and the community in general for the operation of the Police Department.

II. APPOINTMENT OF BOARD MEMBERS.

The following process shall be utilized for the appointment of persons to the Citizen Advisory Board:

- (a) The Citizen Advisory Board Members need not be residents of the City, but residents will be given preferential consideration.
- (b) All persons seeking appointment to the Citizen Advisory Board website. Citizens without access to the website can contact the Police Department for assistance.
- (c) Applications will be reviewed by the Mayor, interviews may be conducted, and appointments will be made while being mindful of the "sphere of influence."
- (d) Selected members will be subject to a background check by the Police Department staff.
- (e) Selected members serve at the pleasure of the Mayor, with the approval of the Council, and will be replaced at the request of the Mayor.

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III. QUALIFICATIONS.

- (a) Citizen Advisory Board members shall have good reputations for integrity and community service and shall have not been convicted or received a deferred sentence for a felony crime. Members need not be residents, work or maintain a place of business in the City of Prairie Village, Kansas.
- (b) No nominee, nor any members of the nominee's immediate family, shall be currently employed by the City of Prairie Village, nor be a former sworn employee of the Prairie Village Police Department.
- (c) No nominee may currently be a party nor be a legal representative in litigation against the City of Prairie Village or the City of Mission Hills.
- (d) Each nominee must be prepared and committed to investing the necessary time in enhancing police-community relations in a manner that helps reduce crime and enhances relationships between the Department and the community.

IV. REMOVAL.

Members of the Citizen Advisory Board are expected to exhibit the highest ethical and professional standards. The Mayor shall have the authority to remove a member of the board. In the event a board member is unavailable to attend a regularly scheduled meeting, he/she should contact the Chairman and notify them of such. Failure to attend three meetings in a calendar year without contacting the Chairman or the Department Representative with an explanation (an excused absence) shall result in that member being dismissed. The Board members shall retain the right to review members' attendance.

V. TRAINING.

The following will be the minimum training requirements to serve on the Citizen Advisory Board:

- (a) Within six months of appointment to the Board, each Board Member shall complete racial or other bias-based policing training. This training should include normal police operations related to traffic stops, responding to calls for service, and citizen contacts.
- (b) Within 90 days, or when available, each Board member shall complete KOMA (Kansas Open Meeting Act) and KORA (Kansas Open Records Act) training.
- (c) Board Members shall receive additional training, as designated by the Chief of Police or his/her designee, to assist the Board in its duties. Such training may include, but is not limited to, police use of force, racial or other bias-based policing, and training to ensure the Board's understanding of the Department's current investigative processes.

VI. COMPENSATION OF BOARD MEMBERS.

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Public members selected to the Citizen Advisory Board will serve without compensation from the City of Prairie Village unless compensation is approved by an ordinance of the governing body.

VII. CONFIDENTIALITY.

Matters related to personnel issues are governed by various laws of the State of Kansas and the City of Prairie Village. Personnel matters are confidential. No member of the Citizen Advisory Board may divulge any information regarding a personnel matter that has been deemed confidential by the Chief of Police. Every new member of the Citizen Advisory Board, before 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. Board members are required to sign the confidentiality statement and will be removed from the board upon violation of the confidentiality agreement. Only the Chief of Police or City Administrator, with the advice of the City Attorney, has the authority to determine what information related to any personnel matter may be made public.

VIII. ORIENTATION.

All members, upon initial appointment to the Citizen Advisory Board, shall receive the following orientation process:

- (a) The Chief of Police will designate the Staff Services Commander as the staff liaison to the Citizen Advisory Board. The staff liaison should coordinate orientation for all new board members within 30 days of their appointment to the board. The staff liaison should either personally meet with the appointee, or visit by telephone, and explain the roles and responsibilities of the board and its members.
- (b) The appointee should receive appropriate orientation materials associated with the board and begin scheduling the necessary training covered within this policy.

IX. TERM OF BOARD MEMBERS.

- (a) As a general policy, each member of the Citizen Advisory Board shall be appointed for a term of three years, which terms shall begin in January.
- (b) In the event an appointed member of the Citizen Advisory board fails for any reason to complete the term of the appointment, a successor shall be appointed by the Mayor, with approval of the Council, to fill the vacancy.
- (c) Citizen Advisory Board members shall not hold any other public office the City.

Prairie Village PD Procedures Manual: 1033.1 Citizen Advisory Board- PROCEDURES