JOPLIN POLICE DEPARTMENT	11-01 STANDARD OPERATING GUIDELINE
SUBJECT: Citizen Advisory Committee	**REVIEW DATE: Annually - November**
EFFECTIVE DATE: 11/20/2019	**ACTION DATE:**
AMENDS/SUPERSEDES: 05/18/2016	**AMEND DATE 05/21/2024**
ACCREDITATION INDEX:	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

It is the policy of the Joplin Police Department to reach out to citizens of the City of Joplin and proactively engage them in determining whether the Department is upholding our Vision, Values and Mission Statements. Accountability to our citizens is of the utmost importance in maintaining community support and insuring that the department responds to the needs of our citizens in an appropriate and professional manner. Accountability is built and maintained through diligent attention to many facets of contemporary policing, ranging from entry-level selection practices, to ethics and integrity, training, supervision, policies and procedures and performance evaluation. The implementation of a Citizen Advisory Committee would provide opportunities for community input on these issues, police programs and services.

II. PURPOSE

The purpose of this policy is to provide guidelines for creating a Citizen Advisory Committee (CAC), describe its functions, responsibilities and limitations within the Joplin Police Department.

III. PROCEDURES

A. General

1. The Citizen Advisory Committee shall not exceed its authority as an advisory committee to Command Staff personnel, nor shall it diminish or alter in any way the procedural, statutory and/or constitutional authority of the City.

2. The Citizen Advisory Committee should meet at least monthly. The Police Department Command Staff may call other special meetings as required.

B. Membership and Selection

1. The CAC shall be comprised of civilians (non-sworn police personnel) who are at least 18 years of age and meet one of the following conditions: a resident of the city, an owner of a business within the corporate city limits of Joplin or have an articulable vested interest in Police programs dealing with community issues in the city of Joplin, Missouri.

2. Members are appointed and removed at the discretion of the members of the committee and the Chief of Police.

3. Employees of the City of Joplin are not eligible to become members of the CAC.

4. Membership of the CAC shall not exceed 11 persons.

5. Members shall serve without compensation.

6. Anyone interested in becoming a member of the CAC shall complete an application. Applications will be reviewed when an opening is available on the committee.

7. Vacancies occasioned by removals, resignations or otherwise, shall be filled in like manner as original appointments.

8. Any member who is absent from three (3) meetings that are unexcused during any calendar year shall be deemed to have vacated his/her membership, creating a vacancy. Members may attend telephonically or virtually if they are unable to attend in person provided the member allows ample time for set up prior to the meeting.

9. Members will serve a 3-year term, with an option to serve a second 3-year term.

10. Members who have served two continuous 3-year terms, can reapply to serve on the committee after an absence of one year.

11. New members replacing a member who resigns prior to their term ending, will begin a full 3-year term.

C. Responsibilities

1. The general purpose of the Citizen Advisory Committee is to review local policies and programs dealing with community issues.

2. A Chairperson and Vice-Chairperson shall be selected by the CAC membership.
   a. Chairperson and Vice -Chairperson serve a 2-year term from the date of selection to office, or to the end of their term, whichever occurs first.
   b. At the end of the term of the Chairperson, the Vice-Chairperson, if eligible, will automatically move into the position of Chairperson.

3. The Chairperson, or Vice-Chairperson in the Chairperson's absence, shall conduct meetings and appoint subcommittees as necessary to complete the work of the committee.

4. The Police Chief's Administrative Assistant shall be responsible for taking minutes of meetings and disseminating them in a timely manner.

D. Auxiliary

1. Active members who leave the committee in good standing shall be affirmed by the Committee to serve as auxiliary volunteers.

2. Auxiliary volunteers may be called upon to assist with police Department functions.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

Civilian Advisory Committee Application

Name _____
(first) (middle) (last)

Address _____
(street and number/apt. number)

E-mail Address _____

Telephone (Residence) _____ (Business) _____

Resident of City Yes No (circle one) Number of Years _____

Date of Birth _____ Social Security Number _____
(A criminal history check will be completed on all applicants. This information is necessary to complete the check)

Occupation _____

Place of Employment _____

Field of Study and/or Special Interests _____

List below any information (experience, community activities, education, etc. you think should be considered for your appointment to this committee:

_____
_____
_____
_____