

Citizen Advisory Panel – Charter

1. Purpose:

The Citizen Advisory Panel was created to facilitate two-way communication between the Fredericksburg Police Department and key stakeholders in the community it serves. The goal of the Citizen Advisory Panel is to enhance community relations through:

- Creating a climate of trust between the community and the Fredericksburg Police Department by enhancing awareness of the department's policies, procedures, programs, and responsibilities.
- Providing a forum for the Chief of Police to actively listen to concerns regarding police services or social problems and create solutions by working together.

2. Membership, terms of office, meetings:

- Members are appointed by the Chief of Police for 3-year terms. A member who has served two full terms is not eligible for a third consecutive term. A member who has served in the past may be eligible for re-appointment, provided he or she has been off the committee for a period of at least one full term.
- The panel will consist of 9 total members to be drawn from the community. Each member shall either live or work in the City of Fredericksburg.
- Membership should include 3 to 5 members who come from historically underserved communities.
- At the Chief's discretion, one alternate position/person may be appointed to CAP.
- When possible, membership should also include one or more people representing the following stakeholders:
 - Schools / Universities
 - Young adult (18 to 30)
 - Civic associations
 - Business community
 - Racial, social, or economic justice organizations
 - Faith based community
 - LGBTQ community
 - All 4 wards
- Meetings will be held quarterly or more often as agreed by panel members.

3. Officers:

- Every June, at its regular meeting, the Chief shall appoint a Chair and Vice-chair. If either the Chair or Vice-chair resigns or is otherwise no longer a member of the panel, the Chief shall appoint another member to serve the remainder of that unexpired term.
- The position of Chair and Vice-chair will rotate annually.

- The Chair shall:
 - Work with the Police Chief or the Chief's designee to coordinate an agenda for CAP meetings.
 - Coordinate with the other members and the Chief to call special meetings when circumstances warrant.
 - The Vice-chair shall serve in the absence of the Chair.

4. Enhancing awareness of the department's policies, procedures, programs and responsibilities:

As effective ambassadors to the community, the Panel will be familiar with all aspects of the Department. The Department will enhance members' awareness by:

- Conducting individual orientation at the beginning of a members' term that includes a tour of headquarters and review of the general structure and organization of the department, including the functions of each division (detective, patrol, public information, support services, 911 communications).
- Making periodic group presentations on topics such as:
 - Department budget and funding
 - Department equipment
 - Law enforcement training
 - Mutual aid relationships and interagency cooperation
 - Coordination with mental health and social service providers
 - CALEA accreditation
 - Laws that apply to law enforcement
 - Recruitment and retention of staff
 - Other topics of interest to the panel
- Inviting members on ride-alongs and coordinating tours of other facilities (RRJ, RRCJA).
- Providing the Panel with departmental policies, procedures, and directives.

5. Providing a forum:

- The Chief will provide summary reports related to the following events or incidents to the Panel for their advice.
 - Formal complaints against sworn or unsworn members of the department
 - Use of force incidents
 - Significant revisions to departmental policies or directives
 - Other incidents, events, or topics of concern to the Chief, the public, or members of the panel
- The Panel will obtain feedback from the community on topics of public concern, provide the Chief with a community perspective, and work collaboratively to develop recommendations and solutions.


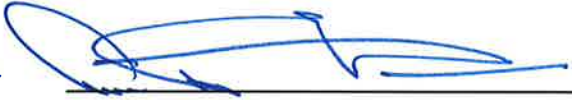









6. Conduct / Behavior:

- Members will contribute to discussion and should feel free to engage in open conversation regarding topics.
- Members should share ideas without fear of judgment from other members.
- Constructive conversation is expected, but members must remain respectful and professional at all times to promote and encourage active participation by each member.
- Members will hold each member accountable if unprofessional behavior arises.
- Unacceptable behavior may include but is not limited to:
 - Foul or abusive derogatory language
 - Screaming or shouting
 - Obscene gestures or eye rolling
 - Alienation of a member(s)
 - Mocking an individual or the panel
 - Any negative behavior that is detrimental to the success of the panel and its mission

7. Recruitment and Selection of new members:

- When necessary to do so, the Chief of Police will recruit new CAP members by public application and/or nominations from current CAP and community members.
- The selection process will include (but is not limited to):
 - Review of application
 - Background check
 - Personal interview with the Chief of Police and/or selection panel

8. Signatures:

 _____ Brian Layton, Chief of Police	11-16-2022 _____ Date	 _____ Amber Peebles	11-16-22 _____ Date
 _____ Matthew Bailey	11-16-22 _____ Date	 _____ Angela Roenke	1/18/23 _____ Date
 _____ Meredith Beckett	11-16-22 _____ Date	 _____ Wycessa Small	11-16-2022 _____ Date
 _____ Bridget Brew	18 JAN 23 _____ Date	 _____ MJ Stone	11-16-2022 _____ Date
 _____ Kenneth Gantt	11-16-22 _____ Date	 _____ Joye Thomas	11-14-22 _____ Date
 _____ Jacob Parcell	_____ Date		