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RESOLUTION NO. \_\_-R\_ **DRAFT**

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA, ESTABLISHING THE COMMUNITY ADVISORY COMMITTEE; ROLES AND RESPONSIBILITIES OF THE COMMITTEE, MEMBER EXPECTATIONS, PROHIBITED ACTIONS, COMPOSITION AND QUALIFICATIONS, SELECTION AND APPOINTMENT OF MEMBERS, ATTENDANCE REQUIREMENTS, REMOVAL PROCEDURES, TERM LIMITS, ORGANIZATIONAL STRUCTURE, MEETINGS, AND TRAINING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has determined that there is a need for citizen input into the Police Department so as to best promote the health, safety, and general welfare of the City of Fort Pierce; and,

WHEREAS, this input may be most efficiently obtained by the use of an advisory committee to assist the Chief of Police in order to facilitate interaction, build trust and mutual respect, and improve understanding between citizens and their Police Department.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Fort Pierce, Florida as follows:

SECTION 1. The City of Fort Pierce, Florida hereby establishes the Community Advisory Committee.

**SECTION 2. Community Advisory Committee – Basis and Defined  
Community Advisory Committee Basis**

A Citizen Advisory Board as a group of individuals appointed for examining a public issue or set of issues, who meet over an extended period, and develop alternative solutions and new ideas through comprehensive interaction. Rather than being open to all members of the public, a Citizen Advisory Board is restricted to a small number of individuals who are expected to represent the interests of the public. A law enforcement organization can utilize a Citizen Advisory Board for advice and input on a myriad of issues. A Board may be asked to conduct research, generate new ideas or solutions, or provide informed recommendations on public policies and practices.

Although the fundamental purpose of such a Board, also referred to as the Advisory Committee, Board, or Council, is generally the same, definitions vary based on the culture, needs, and specifics of the forming agencies and jurisdictions. The Chief of

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the Fort Pierce Police Department (FPPD) has adopted the name "Community Advisory Committee" to emphasize the partnership and collaboration between the community as a whole, and the police department.

The Community Advisory Committee will be developed to serve in an advisory role to the Chief of Police. This does not include committees or boards, governed by City Charter, that report to a City Council, City Commission, or City Manager.

The Community Advisory Committee has no authority over the Police Department, to include personnel issues. The Committee is not a policy-making body; however, at the discretion of the Chief of Police, may review certain policies and make recommendations. Police Department governance is the responsibility of the Police Chief. The activities of the Committee shall, always, be conducted in accordance with all federal, state, and local laws.

The Community Advisory Committee is not to be confused with a Citizen's Review Board, which serves to review the investigative process and results of completed departmental investigations of formal citizen complaints, and the use of force by department employees.

#### **Community Advisory Committee Defined**

1. Consistent with the Fort Pierce Police Department's Mission Statement, "To reduce crime and enrich the quality of life through a collaborative partnership with all citizens," the Community Advisory Committee is established under the direction of the Chief of Police. Its purpose is to facilitate interaction, build trust and mutual respect, and improve understanding between citizens and their Police Department.
2. The Community Advisory Committee acts as a liaison between the community and the Police Department.
3. The Committee is comprised of a diverse group of volunteers with a vested interest in the community and committed to addressing public safety and other related issues that will foster safe neighborhoods.
4. Specifically, the Committee listens to the concerns of the citizens and helps further the goals and initiatives of the Police Department by providing interaction, building trust and mutual respect, and by improving understanding between citizens and the Police Department.

### **SECTION 3. Roles and Responsibilities**

The Chief of Police or a consensus of the committee may bring up any policy, procedure, or rule directly affecting the interface between police officers and the public for discussion of impact and consequences. Policies, procedures, and rules not affecting the public interface shall not be the purview of this Committee.

1. The Committee will provide opportunities for citizens and the Police Department to gain a greater understanding of the nature and causes of community problems. There will be emphasis on improving interactions between the Police Department and the citizens served.
  2. The Committee will work throughout the community to strengthen and ensure mutual respect and the application of equal protection under the law to all. They will assist the Chief in promoting public awareness of contemporary policing issues and the responses of the Police Department.
  3. The Committee will work cooperatively with the community, the Chief of Police, and the functional divisions of the Fort Pierce Police Department to identify, inform, discuss, and address common issues and trends, which may affect the quality and effectiveness of community policing and public safety. Such issues may include, but are not limited to:
    - A. Stereotypes or implied bias related to race, religion, culture, ethnicity, sexual orientation, gender identity, body art or piercings, dress, etc.,
    - B. Victim services, support, and advocacy,
    - C. Training and recruiting, promotions
    - D. Crime reduction, prevention, and social disorder,
    - E. Fair and impartial policing,
    - F. Distrust of police services,
    - G. Mental health issues,
    - H. Homelessness issues.
  - 4.- The Committee's focus is to strengthen the quality, delivery, and integration of policing services to become more responsive to the needs of the City's diverse communities in recruitment, training, and outreach work.
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5. The Committee members will agree to promote and support public awareness of police services and programs.
6. The Committee will discuss trends in law enforcement such as: training practices, use of force, police pursuits, current and emerging law enforcement technology, crime trends in our community and neighborhoods, response times, staffing, and other significant police issues.
7. The Chief of Police will be apprised directly by the Committee of the community's need for police services and citizens' perception of the effectiveness of those police services.

#### **SECTION 4. Member Expectations**

1. Members of the Committee are expected to attend the scheduled meetings and be prepared to engage in an honest and productive dialogue.
  2. Members of the Committee are expected to treat each other with dignity and respect.
  3. Members of the Committee are not to utilize the meetings to facilitate personal agendas or those of any organizations.
  4. Members of the Committee are encouraged to participate in major police events such as swearing in, promotion, recognition or award ceremonies, memorial events, community events, etc.
  5. All members of the Committee serve on a voluntary basis and agree to sign and abide by the Police Department Confidentiality Agreement.
  6. Members will not use their role as a Committee member and/or knowledge of confidential information for personal benefit or to secure special privileges, favors, or exemptions for themselves, their community, an organization, or any other person.
  7. Members of the Committee are expected to maintain the confidentiality of information that is designated as confidential and discussed and/or disclosed during the meetings or in other communications from the Chief of Police.
  8. Members agree to support and abide by the consensus decisions of the Committee and will not speak publicly in contradiction of Committee decisions.
  9. Members will disclose the general nature of any conflict of interest in any matter coming before the Committee, including current or future litigation and/or witness to an incident in litigation against the City or Police Department.
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10. Members will preserve the integrity and impartiality of the Committee and

- A. will not attempt to exercise individual authority over the Committee or Police Department, and
- B. will not attempt to interfere with the operations of the Police Department.

**SECTION 5. Prohibited Actions**

Neither the Community Advisory Committee nor any member thereof, shall:

- 1. Incur City expense or obligate the City or Police Department in any manner.
- 2. Release any written or oral report of any Committee activity to any individual or body other than to the Chief of Police unless authorized in writing by the Chief to do so.
- 3. Conduct any activity, which might constitute or be construed as an official governmental review of police actions.
- 4. Conduct any activity, which might constitute, or be construed as establishment of City or Police Department policy.
- 5. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

**SECTION 6. Composition and Qualifications**

**Committee Composition**

The membership of the Committee should reasonably represent the demographics, cultural and ethnic diversity, and special needs of the city and its neighborhoods. The Committee will be comprised of up to, but not more than, five (5) members who represent a range of backgrounds, interests, and personal or community service experience in one or more of the following areas:

- 1. Faith-Based community,
- 2. Mental illness resources,
- 3. Local schools or college,
- 4. Chamber of Commerce, small business, or other business organization,
- 5. Homeless resources,
- 6. Youth,
- 7. Diverse residential and business neighborhoods of the community,

**Member Qualifications**

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1. All Committee members shall have established reputations of integrity, professionalism, and involvement in community service.
2. No member of the Committee, nor any member of the applicant's immediate family, shall be currently employed by the City or be a former employee of the Police Department or City.
3. No member of the Committee may currently be a party involved in or be a legal representative in litigation against the City or Police Department or any employee of those entities.
4. Each member of the Committee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce the fear of crime and enhances relationships between the Police Department and the community.
5. Committee members must be permanent residents, business or property owners, employees of a business within the City limits, or otherwise be a recognized stakeholder in the City of Fort Pierce.

#### **SECTION 7. Selection and Appointment of Members**

##### **Applications for Appointment**

1. The Mayor and each of the four (4) City Commissioners shall submit a nominee within their area of responsibility to the Fort Pierce City Clerk's Office. Nominees should represent the diversity set forth under Committee Composition in Section 6 for appointment to the Committee. Each nominee shall submit an application indicating their willingness to serve, agree with, and meet all requirements for membership on the Committee.
  2. Applicants meeting the qualification requirements set forth in Section 6 above are preferred.
  3. The City Clerk's Office shall solicit citizen applications for membership on the Committee by the following actions:
    - A. Posting requests for applications on the FPPD and City of Fort Pierce web sites and/or Facebook pages.
    - B. Issuing a press release explaining the formation, purpose, requirements for membership, and how to apply to the Committee.
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- C. Publish the formation and purpose of the Committee as a public service announcement in local newspapers or other media outlets, if needed.

#### **Appointment to the Committee**

Prior to appointment, all Committee nominees shall complete an application, be fingerprinted, and submit to a criminal history background investigation due to the sensitivity of the matters that may be brought before the Committee. Selection criteria and disqualifiers will be determined by the Fort Pierce Police Department.

The City Commission shall appoint all members to the Committee. This includes one nominee of the Mayor and each City Commissioner. Membership appointments shall reflect the diversity goals of the Committee, but appointment of a member from each listed category is not a specific requirement.

Should a member resign, be removed, or should a vacancy otherwise occur, the following procedures outlined in "Applications for Appointment" will apply. The original appointee, the Mayor or a Commissioner, will provide a replacement nominee.

By census, the Committee shall appoint the Chair and Vice Chair.

#### **SECTION 8. Attendance Requirements**

1. All committee members are expected to regularly attend scheduled meetings.
2. Members are allowed two (2) excused absences from scheduled regular meetings during one calendar year. The Chief may waive this requirement under extenuating circumstances.
3. In the event a committee member is not able to attend a regularly scheduled meeting, he/she must notify the Chair or the Chief of Police.
4. Failure to attend two consecutive meetings without contacting the Chair or the Chief of Police with an acceptable explanation shall result in that member being dismissed.

#### **SECTION 9. Removal Procedures**

1. Members of the Community Advisory Committee are expected to exhibit the highest ethical and professional standards. If a violation occurs, the Chief of Police or designee will remove a member upon a consensus recommendation of the Committee and approval of the Commission.

2. No member of the Committee shall make any unauthorized written or oral statement of any Committee activity that is of a confidential nature to any individual or organization.
3. Members of the Committee may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and responsibility of each member to respect and maintain the confidentiality of all matters presented before the Committee.
4. Neither the Community Advisory Committee, nor any individual member, shall disseminate confidential information received during Committee meetings. As stated herein, Committee members are required to sign confidentiality statements and will be removed from the Committee upon violation of the Confidentiality Agreement.
5. Members may also be removed for cause, or at the discretion of the Chief of Police or Chairman with approval of the Commission. In addition, members who, without being excused by the Chief or Chairman, fail to attend two consecutive regular meetings may be considered to have vacated their position and may be replaced.

**SECTION 10. Term Limits**

1. Committee members shall be appointed for a two-year term, with an option to renew the appointment, per City Commission approval, for an additional term of two years.
2. Appointments to fill vacancies due to resignation or other unexpected events shall be limited to the unexpired term of such vacancy.
3. No individual shall be appointed for more than two terms, excluding however, any partial term for the filling of a vacancy as referenced above. Members may continue to serve on the Committee until a replacement has been appointed.
4. After having served two consecutive terms, any appointee may reapply for reappointment to the Committee after an absence from the Committee for at least one year.

**SECTION 11. Organization/Structure**

1. The Committee will strive to reach consensus without voting, use of Roberts Rules of Order, or fact-finding protocols. All input and suggestions by Committee members will be received and considered by the Chief.

2. The Community Advisory Committee cannot become political. Each member must genuinely represent the community as a whole. The Chief or Chair must ensure that the Committee does not become dominated by partisan members or those with personal agendas.
3. Committee meetings shall be run by the Chair, with support from the Chief.
4. An agenda, accompanied by copies of any report, study or recommendation that is to be discussed or acted on, will be available for committee members. The agenda will usually be distributed to the Committee members in advance of each regular or special meeting. The agenda may be developed by the Chief or Chair in collaboration with the Chief.
5. Two members of the Community Advisory Committee will serve as its officers, made up of a Chair and Vice Chair. Officers will serve for a term of two (2) years not to exceed two terms. This limitation may be waived by consensus of the Committee in agreement with the Chief of Police and the Commission.
6. The Chief shall provide guidance to the Chair of the Community Advisory Committee at meetings, in appointing special committees when needed, and providing leadership and general supervision of the activities of the Committee.
7. The Vice Chair shall perform such duties and functions as may be assigned by the Chief and/or Chair, and in the event of the temporary absence of the Chair, shall perform the duties of the Chair.
8. The Chief shall determine the date, time, and place for each meeting.
9. All Committee members must maintain equal responsibility for the activities and success of the Committee.

#### **SECTION 12. Meetings**

Regular Community Advisory Committee Meetings shall be scheduled on a monthly basis with the Chief of Police calling for additional meetings as needed.

Meetings are generally held at the police facility, and last from a period of one to two hours.

#### **SECTION 13. Training**

Each member shall attend an orientation presented by the Chief. The initial Committee shall complete the Fort Pierce Police Department's Citizen's Academy

together as a group to familiarize all members with the operation of City government, the Police Department and the rules and operating procedures of the Committee. Each member shall complete a ride along with a Fort Pierce Police Department officer. Members added later will complete the same training, but they may do it on an individual basis.

**SECTION 10.** This resolution shall take effect immediately upon its adoption.

**IN WITNESS WHEREOF,** this Resolution has been duly adopted this \_\_st day of \_\_\_\_\_, 2018.

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- Linda Hudson  
Mayor Commissioner

ATTEST:

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Linda Cox, City Clerk

Approved as to Form  
And Correctness:

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James M. Messer, Esq.  
City Attorney