

# POLICE ADVISORY AND ACCOUNTABILITY COMMITTEE BYLAWS

## ARTICLE I. NAME AND PURPOSE

**Section 1.1. Name.** The name of this body shall be the City of San Rafael Police Advisory and Accountability Committee, hereinafter referred to as the “Committee.”

**Section 1.2. Purpose.** The purpose of the Committee is to provide input to improve public transparency and accountability with respect to the San Rafael Police Department and provide greater community participation in making recommendations on police department policies, practices, and procedures, including those related to community relations, hiring, and training best practices.

In addition to improving transparency and accountability, the Committee will build points of collaboration between the San Rafael Police Department and the community. Additionally, the Committee will review data and policies and facilitate authentic community engagement.

**Section 1.3. Committee Responsibility.** The Committee’s authority is advisory only. The Committee has no power to act on behalf of the City of San Rafael or any other entity. The Committee does not have power or authority to investigate, review or participate in specific police personnel matters or specific police-related incidents, receive or review complaints initiated against personnel of the San Rafael Police Department, or play any role in civil or criminal litigation.

It shall be the function and duty of the Committee to:

- Act as a sounding board for the Community, City Council, the City Manager, and the Police Department regarding community needs and concerns, as well as provide community feedback to proposed police programs and priorities.
- Make recommendations to the City Council regarding police policy, procedures, hiring practices, training, and best practices.
- Request data related to SRPD operations, which shall be presented and accessible during public meetings of the Committee to the extent permitted by law.
- Conduct ongoing community outreach and engagement efforts with all communities.
- Public reports detailing the engagement efforts and other work of the committee over the course of the year shall be produced annually at a

minimum and presented at a City Council meeting to inform the community of the work of the Committee.

- In an effort to foster relationships that promote accountability, transparency, and effectiveness in its work, the Committee will prioritize effective communication and collaboration with SRPD.
- Advise the City Council, the City Manager, the Committee members, and the Police Department on matters associated with the following:
  1. Improve the feeling of safety and security.
  2. Increase cultural competencies, empathy, and customer service skills.
  3. Build trust and improve relationships with the community.
  4. Increase diversity of the police department workforce.
  5. Improve transparency, communication, and accountability.
- Inform themselves on matters affecting the functions and duties of the Police Department and to that end, will participate in training as recommended by the City Council, the City Manager, or the Police Chief or the Committee members.
- Promote community interest and understanding of police operations, policy, priorities and community relations.
- Promote SRPD understanding of the priorities and requests of community members.
- The Committee shall adopt rules for the transaction of business and shall keep a record of its transactions, findings, and determinations, which records shall be a public record.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The Committee shall consist of a total of seven (7) regular voting members, at least one (1) shall be a youth member between the ages of 17-26, and two (2) alternates.

**Section 2.2. Eligibility.** The seven (7) voting Committee members, and any alternate, must be City of San Rafael residents who are at least 18 years old (except for one youth member between the ages of 17-26).

**Section 2.3. Term Limits.** Members of the Committee shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

**Section 2.4. Absence and Removal.** An unexcused absence from two (2) consecutive Committee meetings without notification to the Staff Liaison, or six absences (whether excused or unexcused) in any term shall be considered a voluntary resignation from the Committee. Previously dismissed Committee members may be eligible for reappointment to the Committee.

**Section 2.5. Compensation.** Committee members shall be entitled to \$50 a month stipend.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Committee shall meet every month, on a consistent day of the month, and shall be scheduled annually. Meetings may be cancelled as needed. The regular meeting schedule for the upcoming year will be set by December of the previous year.