


<b>JOPLIN POLICE DEPARTMENT</b>	<b>11-01 STANDARD OPERATING GUIDELINE</b>
<b>SUBJECT: Citizen Advisory Committee</b>	<b>REVIEW DATE: Annually - November</b>
<b>EFFECTIVE DATE: 11/20/2019</b>	<b>ACTION DATE:</b>
<b>AMENDS/SUPERSEDES: 05/18/2016</b>	<b>AMEND DATE: 11/20/2019</b>
<b>ACCREDITATION INDEX:</b>	<b>APPROVED:</b>  <b>Chief of Police</b>

## 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 board 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 reside or own a business within the corporate city limits 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. Members shall not hold any other public office or position on a city board or commission offered by the City of Joplin while a member of the CAC.
7. 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.
8. Vacancies occasioned by removals, resignations or otherwise, shall be filled in like manner as original appointments.
9. Any member who is absent from three (3) consecutive meetings that are unexcused during any calendar year shall be deemed to have vacated his/her membership, creating a vacancy. Members of the CAC shall have the authority to determine whether an absence is deemed as being excused.

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.
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.

**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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_