**Lynchburg Police Department Community Policing Advisory Group**

**CHARTER**

**May 2, 2015**

**Introduction:**

The City of Lynchburg Police Department (LPD) intends to put into operation a Community Policing Advisory Group (CPAG) to provide citizen input on:

* Strategic planning
* Policy development and review
* Public education
* Fostering a partnership of collaboration and positive working relationship with the community
* Problem identification and proposed solutions

This document constitutes the Charter for the CPAG, and describes how the group will function.

**Purpose:**

The CPAG is intended to advise and provide technical expertise to the City of Lynchburg and LPD on issues relating to the five areas listed above. The purpose of the group will be to provide insight and feedback on overlapping technical issues, ensure consistency in approaches to community relations and community policing, identify gaps, conflicts, and/or deficiencies on topics relevant to problem solving efforts, and to provide feedback and comments regarding enforcement, engagement, and education on police matters in the community by the LPD.

**Membership and Leadership:**

The CPAG will be comprised of approximately 25 individuals with varied backgrounds and expertise regarding community issues as they affect the City and its residents and visitors. Invitations to participate on the CPAG will be extended by the LPD Chief of Police or his designee to selected persons knowledgeable about citizen engagement and social capital, neighborhood self-sufficiency, safe community, social equity, and other related issues. It is anticipated that some CPAG members will be affiliated with organizations whose activities relate to the criminal justice system. However, the people who are asked to participate on the CPAG are expected to serve as private individuals rather than as a representative of their organization. The LPD’s intent is to create a group which has the capability to effectively provide comments and feedback on issues relating to enforcement, education, and engagement.

The designated LPD Deputy Chief will provide leadership to the CPAG. Other personnel resources will be involved with CPAG on an “As Needed” basis to ensure that the group can achieve its objectives. Citizen members of the CPAG will serve in terms of up to three years; select members with expertise necessary for the effective operation of the group may have their term extended at the discretion of the Deputy Chief.

The Deputy Chief may appoint members and the chairs of subcommittees as needed. Such subcommittees shall study and report to the Committee on matters of CPAG business requiring special attention, expertise, or investigation. The Deputy Chief will serve as an ex officio member of each subcommittee, and may assign tasks to each.

**Authority and Responsibility:**

The CPAG will be responsible for providing an independent review of the LPD operational performance as part of the five focusses listed in the Introduction. The group is expected to meet at regular intervals to discuss issues and concerns as may be identified by the Chief of Police or the Deputy Chief, and other topics which may be suggested by CPAG members as items which need to be considered. The CPAG will be expected to identify items where additional data or other information needs to be prepared, and to provide recommendations to the LPD and City of Lynchburg on matters of policing the community. The CPAG will serve in an advisory capacity and will not have independent authority to address problems or issues which may be identified during the review and deliberation process.

**Operating Principles/Decision Making Process:**

CPAG meetings will be chaired by the Deputy Chief and will follow an established Agenda which will be distributed by email prior to the meeting along with supporting documents and supplemental information. CPAG members will be expected to read and familiarize themselves with the content of this material prior to the meeting and be prepared to engage in substantive discussion of the Agenda topics. Questions about meeting topics and supplemental information may be raised either at the CPAG meetings or beforehand with the Deputy Chief. Recommendations and comments from the CPAG will be developed during the CPAG meetings by consensus, with all members being encouraged to share their views and opinions with the group. The Deputy Chief will strive to achieve consensus on key issues, particularly where follow up investigation or remedial action may be warranted. Dissenting views and opinions (if any) will also be summarized and presented. A portion of each CPAG meeting will be devoted to status reports including a description of follow up actions that have occurred in response to CPAG concerns.

**Schedule/Work Plan:**

The CPAG will meet quarterly unless the need for more or less frequent sessions arises. Agendas and supporting information will be circulated for review at least one week prior to regularly scheduled CPAG meetings. Meeting minutes will be prepared after every CPAG meeting and distributed to the members along with any Briefing Papers or CPAG Recommendations that are issued based on the meeting discussions.

The Chair of any Subcommittee may call a meeting at their discretion, provided that each subcommittee member and all members of the CPAG are provided notice at least three working days in advance of the meeting.

Notice, reasonable under the circumstances, of special or emergency meetings shall be given contemporaneously with the notice provided members of the CPAG.

**Logistics:**

CPAG members are expected to attend and participate in the regularly scheduled meetings unless an unavoidable conflict arises which necessitates an absence. Prior notice shall be given to the CPAG Deputy Chief if a member is unable to attend a CPAG meeting. In this circumstance, comments and concerns from the CPAG member may be conveyed to the Deputy Chief to be passed along to the group.

Those members who attend less than seventy five percent (75%) of scheduled meetings, experience multiple absences, or who are unable to continue to participate effectively with the group may be asked to resign or may be removed from the group by the Deputy Chief. In such circumstances, a decision will be made by the Deputy Chief after discussion with the Chief of Police and CPAG as to whether it would be advisable and appropriate to designate a replacement member to serve in lieu of the former member. CPAG meetings will typically be scheduled to run for 2 hours. Meeting location will be communicated in advance. Information (name, phone number, and email address) of CPAG members will be made available to facilitate internal group communication.

**Miscellaneous:**

The work products of the CPAG are exempt from disclosure under the Freedom of Information Act, and the group is not bound by the Open Meetings Act. However, the City of Lynchburg and the LPD believes that the CPAG process should be conducted in an open and transparent manner to the maximum extent possible. For that reason, the Chief of Police does not intend to restrict or limit the availability of work products and other documents unless a compelling argument can be made for confidentiality. In general, the public and other City Officials (including elected officials and staff) will be able to access CPAG information and documents. Attendance at CPAG meetings by the general public or non‐members will not be restricted or prohibited provided, however, that the opportunity for non‐members to participate in the meetings and comment on issues will be at the discretion of the Deputy Chief and consensus of the CPAG. Recordings of any kind will not be made of meetings without prior approval of the Deputy Chief.

This charter may be amended the LPD Chief of Police at his or her discretion, provided any such proposed changes have been submitted in writing to each CPAG member at least ten days in advance of the next regularly scheduled CPAG meeting and an opportunity for input from the members is provided before any changes are put into effect.