



# WALNUT CREEK POLICE DEPARTMENT

*Safety ~ Service ~ Honor*

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## **Chief's Community Advisory Board (CAB)**

The Chief's Community Advisory Board (CAB) is established under the direction of the Chief of Police. The Board is created to act as a resource for the Chief in the formation of strategies, development of community policing concepts, increasing public awareness, furthering engagement and transparency efforts and identifying best practices. The board is intended to provide a forum for discussions concerning community issues and the goal is to have a broad spectrum of viewpoints represented.

## **Mission and Purpose of the CAB**

The Walnut Creek Police Department is committed to community engagement and providing exceptional and transparent police services. In support of this commitment, the mission of the CAB is to act as a resource for the Chief of Police in the formation of strategies, development of policing concepts, identification of best practices, furthering engagement and transparency efforts, and increasing public awareness regarding policy issues. The CAB acts solely in an advisory capacity and will be driven by the active participation, creativity and vision of its members.

To carry out its purpose, the Board will address issues associated with police-community relations, the improvement of the Walnut Creek Police Department's operations, and public safety issues in order to further enhance the quality of life in our community. The CAB will act as a sounding board for the Chief regarding community needs and concerns, keep the Chief apprised of the community's need for police services, and assist in informing the community at large about the function and role of the Walnut Creek Police Department. The Board will focus on contemporary challenges that impact the community and its Police Department. Examples of topics include, but are not limited to, the following:

- Use of Force
- Mental Health Response
- Criminal activity and trends
- Transparency
- Homelessness
- Technology

Although the CAB is expected to be proactive, it will not have power or authority to investigate, review or otherwise participate in matters involving specific police personnel or specific police-related incidents. It will not receive or review complaints initiated against personnel of the Walnut Creek Police Department, nor play any role in civil or criminal litigation. In its capacity as an advisory committee, the CAB is intended to be an expression of the Walnut Creek community's viewpoints. The committee will be provided with an annual summary of statistics such the number of police uses of force, the number of police pursuits, crime rates, and the number of citizen complaints received.

## **Meetings**

The CAB will meet on the third Thursday of every month, beginning January 23, 2020, at the Walnut Creek Police Department at 6 P.M. and ending at 7:30 P.M. It is expected that each board member will contribute and provide input on the topics the board and Chief of Police deem appropriate and timely.

## **Composition of the CAB**

The Board will be comprised of 10-15 stakeholders, featuring a diverse cross-section of active community members throughout the City of Walnut Creek. These members will represent a range of interests and experience, such as business owners, education, non-profits, public relations, faith community, youth representation, and more.

Members must be Walnut Creek residents or Walnut Creek business owners and are selected from the pool of applicants by the Chief of Police, a community representative and the City's Communications and Outreach Manager. Members are chosen to serve on the board for their professionalism, integrity and commitment to their community. The term for board members is limited to two years to allow for greater participation by all interested parties. Extensions for sitting on the board will be considered on an individual basis at the discretion of the Chief of Police.

Members may be removed prior to the end of their term at the discretion of the Chief of Police. Additionally, members who fail to attend three regular board meetings in a year may be considered to have vacated their position and may be replaced.

Members of the CAB acknowledge that service is strictly on a volunteer basis and members will not receive any form of compensation.

## **Board Expectations**

- Members of the CAB are expected to attend the scheduled meetings and be prepared to engage in an honest and productive dialogue.
- Members of the CAB are expected to treat each other with dignity and respect.
- Members of the CAB are expected to maintain the confidentiality of information that is designated as confidential and discussed and/or disclosed during the meetings.
- CAB members are not to utilize the meetings to facilitate personal agendas.
- Members of the CAB will be encouraged to attend and participate in major police events (such as swearing-in and promotion ceremonies).
- CAB members are encouraged to go on a ride-along with a Walnut Creek police officer and take a tour of the Police Department to familiarize themselves with Department operations. These activities will be subject to standard procedures.

## **Staff Support**

Staff support to the CAB is provided through the Office of the Chief of Police. The Chief will serve as the liaison to the CAB and a staff member from the Office of the Chief of Police will act as the recording secretary. A member or members of the WCPD senior staff may also be included in the CAB meetings as necessary or requested. Support staff will:

- Prepare summary minutes for meetings of the CAB
- Disseminate information, including meeting agendas, minutes of meetings, etc. to members of the CAB
- Maintain all records related to the CAB