

# Community Police Advisory Team Formation and Charter (11.13.20 version)



## **ARTICLE I.**

### **Name**

The group shall be called the Burlington Community Police Advisory Team (Burlington CPAT).

## **ARTICLE II.**

### **Preamble**

- The City of Burlington and the Burlington Police Department are committed to fairness, impartiality, and racial equity in all activities.
- The Community Police Advisory Team has been created as a body to recommend improvements to the policy and practice of the police department to the City Manager and Police Chief in an ongoing basis, along with the mission and goals outlined in the charter.
- The City of Burlington and the Burlington Police Department recognize that the police department has a high profile and impactful role in the lives of many people. Persons of color have shared and expressed concern about past experiences and treatment. The Burlington Police Department is committed to continuously improving performance and strives to better understand the needs of everyone in the community.
- The City of Burlington and the Burlington Police Department embrace community policing as a tested and visible method of engaging with residents and building trust.

## **ARTICLE III.**

### **Mission**

The Mission of the Community Police Advisory Team is to provide advice and recommendations to the City Manager and Police Chief to improve the quality of policing in Burlington in a cooperative effort between the community and the police by reviewing and recommending policy enhancements to better meet the needs of the community, provide and support a training curriculum that allows for police and community experiences to both be shared and understood with greater context, and analyzing existing public records all of which results in improved perception of procedural justice, and enhanced trust of the police.

## ARTICLE IV.

### Goals

The primary goal of the Community Police Advisory Team is to provide advice and counsel to the police department and City Manager as follows:

1. Provide a **venue for informed and engaged residents** of Burlington to address issues and concerns relating to public safety
2. **Recommend** actions that may be taken by the Police Department to address root causes of crime, improve quality of life, and reduce crime and the fear of crime in Burlington.
3. Review and provide **advice on agency wellness programs**, officer safety, benefits, and assist with periodic awards ceremonies or other opportunities to celebrate agency and employee successes.
4. Regularly review and provide **input on policy and procedure**.
5. Assist with **recruiting and retaining** a diverse and qualified workforce.
6. Provide input on **training development** and delivery, with an emphasis on community policing, de-escalation skills, fair and impartial policing practices, ethics, and communication skills.
7. Assist in **identifying industry best practices and evidence based practices** in policing with the intent to improve service delivery, crime fighting strategies and further improve police culture.
8. **Evaluate departmental annual reports generated for CALEA regarding use of force, pursuits, traffic stop reports, and other metrics** as deemed necessary to evaluate the performance and make recommendations on the agency's ability to build trust and provide public safety in an equitable manner.
9. Provide a venue for public engagement and public involvement related to the City's **CALEA certification efforts**. Maintaining the CALEA certification for the Burlington Police Department is a high priority of the City and CPAT can assist in this endeavor by providing feedback, input, and advice related to the required national standards.
10. **Educate and advocate with the public** including participation in interactive community and police related events such as on-going educational opportunities or town hall type meetings on wide ranging police, safety, justice, and/or racial equity topics, including responses to critical incidents.
11. Gain understanding of the City of Burlington and Burlington Police Department **budget process** and provide feedback to Police Department and City Manager on prospective areas of needs and resources that would be helpful to the community.

## **ARTICLE V.**

### **Advisory Scope**

The scope of authority for the CPAT is advisory only; no decision-making authority, formal or informal, resides with CPAT. Team members are charged to provide sound advice and counsel to the Police Chief and City Manager regarding topics set out in this charter. The enabling statutory authority for the establishment of this CPAT, an advisory board, is N.C.G.S. §160A-146 and N.C.G.S. §160A-4. In this advisory role, CPAT members will have access only to public information as set out in N.C.G.S. §132 and N.C.G.S. §160A-168. CPAT will not have investigatory and subpoena powers or authority and will not have access to: employee personnel records pursuant to N.C.G.S. §160A-168 including internal affairs inquiries and records of complaints filed against individual officers; criminal investigations records and intelligence information records pursuant to N.C.G.S. §132-1.4; and, law enforcement agency recordings pursuant to N.C.G.S. §132-1.4A.

## **ARTICLE VI.**

### **Membership**

The Community Police Advisory Team will consist of 15-20 members formally approved by City Council. Members will be representative of the community and must reside in the City Limits of Burlington. Having previously been convicted of a misdemeanor or felony will not preclude membership on the CPAT. City Council will strive (flexibility may be needed) to identify and select members from the categories as follows:

- Alamance Burlington School System (ABSS)
- Alamance Community College
- The business community
- The youth community, perhaps drawn from ABSS leadership program, community youth leadership programs, or a separate Youth Leadership Police Advisory Board (if formed)
- The NAACP and/or other activist groups in the city
- The African American community
- The Hispanic/Latinx community
- The community of indigenous persons of North Carolina
- The LGBTQ community
- All Faith communities, including ministerial/clergy associations, the Muslim faith community, the Christian faith community, and all other faith communities in Burlington.
- The community of justice-involved persons
- The local chapter of the National Alliance on Mental Illness (NAMI)
- One line level police employee

- Several geographic based community members, striving to include at least one member from each of the City’s four geographic police patrol zones

Interested community members will complete an application which may be submitted to the Community Engagement Division in the City of Burlington Municipal Building during business hours, at the police department in the Administration Office, or online. The selection process will follow the City’s standard Boards & Commissions procedures, whereby all applications are forwarded directly to City Council for review and consideration. Members are required or strongly encouraged to:

- complete two ride alongs per calendar year (unless doing so would cause emotional trauma),
- attend a Community Police Academy within two years of initial appointment, and
- participate in other group learning opportunities annually.

**ARTICLE VII.**  
**Term of Service**

All terms of office shall be three (3) years. An individual appointed to complete the balance of a term caused by a vacancy will serve the balance of that term. Upon initiation of the group, individuals will be assigned 1, 2 and 3-year terms by City Council in equal numbers. Individuals interested in serving another term on the board must complete the City’s Community Engagement Division application process.

Members may be removed for a pattern of unexcused absences, or disorderly behavior in meetings such as failing to follow the rules of procedure as developed by CPAT and enforced by the co-chairs. Unexcused absences shall be actively addressed by the co-chairs to ensure that members are actively participating and equally engaged.

Team members shall attend all regularly scheduled CPAT meetings (unless formally excused by the Co-Chairs) and actively engage and participate in meetings. Excessive unexcused absences by any member will be grounds for replacement of the member. Arrangements will be made for virtual or remote meeting participation as needed.

**ARTICLE VIII.**  
**Meetings**

The meetings will generally be scheduled monthly following a set schedule for regular business in order to meet the goals listed. Additional meetings may be called to provide advice and counsel or

assist with community relations during critical incidents such as officer involved shootings or in-custody deaths.

The CPAT may host public forums with a variety of goals that may include building trust, understanding and acknowledging historical community issues, sharing best practices, and soliciting information.

Two members shall be selected by the Team as “Co-Chairs” and will assist Police Department administrative staff with agenda selection, timing, attendance, and other matters as deemed necessary by the group.

Subject Matter Experts will be invited to provide information or knowledge about police practices to further educate CPAT members about industry best practices.

The Police Department staff will review aggregate data for the prior six-month period for categories such as use of force, pursuits, traffic stops and complaints. January to June will be reviewed in August/September and July to December will be reviewed in February/March.

On a schedule to be determined by the Team, the Police Department will make additional presentations on the Department’s Strategic Plan or other topics as requested.

The Community Police Advisory Team will draft rules of procedure for the group to follow. Any such document would be reviewed each year for any changes to protocols.

All meetings of the CPAT are subject to and shall comply with the North Carolina Open Meetings Law as set out in the North Carolina General Statutes, Article 33C, Meetings of Public Bodies, Sections 143-318.9 through 143-318.18.

## **ARTICLE IX.**

### **Member's Role**

Each member must strive to be engaged in the community in order to be aware of issues and receive information from the people of Burlington relating to public safety concerns.

Each member is encouraged to participate fully in all CPAT meetings by expressing their opinions freely and members shall follow the rules of conduct as determined by the group. Diversity of opinion is welcomed and encouraged. The Co-Chairs will work to facilitate and foster group

cohesion and amiable working relationships. Recognizing there may be disagreement and healthy debate from time to time, the Co-Chairs will also strive to assist CPAT members to be able to express themselves in an organized, respectful, and amicable way.

Each member is encouraged to participate regularly in the ride along program and to attend the Community Police Academy and similar programs as well. Familiarity with police procedures, community policing practices, and specific neighborhood issues and concerns enhances the value of comments and participation on the Community Police Advisory Team.

**ARTICLE X.  
Chief's Role**

The Chief of Police will work collaboratively with the Team Co-Chair members to prepare the agenda for meetings. The administrative staff of the police department will publish this information to the members in a timely manner.

The Chief of Police will maintain a membership with the National Association of Civilian Oversight for Law Enforcement (NACOLE). The Chief will share best practices from NACOLE with the CPAT and include those actions within the management of the CPAT as appropriate.

The Chief of Police will meet regularly with the City Manager to discuss and review the activities and topics of discussion of the CPAT.

**ARTICLE XI.  
City Manager Role**

The City Charter establishes the Council-Manager form of government in Burlington. Accordingly, the City Manager supervises all of the City's department heads, including the Police Chief and as such is responsible for oversight of the Police Chief and the Police Department on behalf of the City Council and Mayor.

The City Manager's responsibility under the City Charter is to hear any complaints or concerns with the Police Department or Police Chief that cannot be resolved or handled by the Police Chief. For this reason, the City Manager will stay actively engaged with the CPAT and report periodically (with the help of the Police Chief) to the City Council and Mayor on the initiatives, activities, and work of the group.

The City Manager will maintain a membership with the National Association of Civilian Oversight for Law Enforcement (NACOLE) on behalf of the City.

The City Manager will attend meetings of the CPAT at least once per quarter in order to stay abreast of the important issues of the group and to maintain awareness of the CPAT's activities and interests.

Members of the CPAT are welcomed and encouraged to reach out to the City Manager at any time to express any concerns or topics of interest.

#### **ARTICLE XII.**

##### **Interaction With Other Entities**

Should there be a county-wide law enforcement advisory board in Alamance County, the appropriate number of members will be drawn from the Burlington CPAT as the designated members of the county advisory board. Those members will be the primary communication route between the two groups.

#### **ARTICLE XIII.**

##### **Review**

After formation, the CPAT Charter may be reviewed periodically (perhaps annually) to maintain a focus on improving the operations of the group. Any proposed Charter changes shall be presented to City Council at a City Council Work Session Meeting for discussion. If City Council is amenable to the suggested changes, they can be scheduled for public comment and consideration at a future City Council Meeting.

Last revised 11-13-2020 at 5:50 pm.