

PALMDALE UNIT ORDER 14-07

TITLE: COMMUNITY ADVISORY COMMITTEE



RONALD T. SHAFFER, CAPTAIN
AUGUST 19, 2019

PURPOSE

The purpose of this Station Order is to establish the responsibilities and procedures related to the Palmdale Community Advisory Committee (CAC).

OVERVIEW

Public trust and support is vital to ensuring the success of the mission of the Palmdale Sheriff's Station. To gain that public trust and support, we must foster a collaborative relationship with the public in determining the best course in achieving community order. We must continually seek new and innovative ways to develop cooperative relationships with the communities we serve. One way to encourage direct community input is through our local CAC.

The intent of the Palmdale CAC is to build a better understanding between the public we serve and the Palmdale Sheriff's Station, through education and communication. In addition, the CAC will provide the Palmdale Sheriff's Station with direct input from the public regarding local community issues and concerns and establish a true partnership between the community and the Palmdale Sheriff's Station. Additionally, direct interaction between the community and law enforcement provides greater insight into local conditions, circumstances and events of interest to law enforcement.

Palmdale Station will continue to actively participate in community engagement efforts in the Antelope Valley, including promoting and strengthening their partnership with the CAC in order to increase community confidence in the Department.

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COMMITTEE COMPOSITION

The Palmdale CAC will be comprised of at least seven civilian representatives of the community. Reasonable efforts will be made to maintain an odd number of members to achieve a majority decision should the committee need to vote on a report or recommendation. When a vacancy arises, a new member shall be selected within 60 days.

Palmdale CAC members will be selected from the community at large and shall be representative of the diverse communities in the Antelope Valley, including members from various faiths, ethnic racial backgrounds, and from a variety of community organizations.

Palmdale Station will include student or youth organizations on the CAC or create a separate advisory committee made up of youth representatives.

The unit commander will work with the CAC to ensure that committee composition is consistent with these requirements.

APPLICATION, SELECTION, AND TENURE

Prospective members can be nominated to serve by local elected officials, representatives from various governmental agencies, members of local community organizations and service groups, or independent community members. Individuals learning of a vacancy on the committee may independently apply without being nominated.

Applications for CAC membership will be deemed complete upon submission of a Volunteer application including Live Scan. Acceptance into the CAC will be predicated upon the successful completion of a background check which will consist of a criminal history, wants and warrants, and Department of Motor Vehicles check. Prospective members shall be made aware of these requirements at the time of application to the CAC. Prior criminal convictions will not necessarily disqualify a candidate from serving on a CAC. An applicant's legal residency/immigration status will not be requested or used in determining who should serve as a CAC member. Final determination on all CAC appointments rests with the unit commander. Upon selection, the candidate will complete a "Volunteer Authorization Card" which will be signed by the unit commander and will serve as their CAC membership identification card.

Palmdale CAC members shall:

- Be a resident or community representative of the Palmdale area
- Not be seeking or hold an elected office.

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- Not be currently involved in any criminal or civil action against the Los Angeles County Sheriff's Department either as a party, defendant, expert, legal representative or any other role that may constitute a conflict of interest.

The terms for Palmdale CAC members shall be two years. Membership in the advisory committee is not restricted to a given number of terms; however, the unit commander shall periodically review the membership and work with the CAC to ensure that it is truly representative of community composition and needs. Any CAC member who violates any of the aforementioned selection guidelines shall be removed from the Palmdale CAC.

Service on the CAC is strictly voluntary. There will be no monetary or other compensation for Palmdale CAC members as part of their service.

TRAINING

Palmdale station will provide CAC members training on an on-going basis, so each member has a basic understanding of Sheriff's Department policy and procedures. Stations will provide training on an ongoing basis in the following subjects:

- Problem-solving policing
- Community policing and communication
- Bias-free policing and implicit bias
- Organizational structure of the Sheriff's Department
- Review of policy and procedures
- Complaint procedures, including complaint acceptance
- Internal investigations and accountability systems
- Peace Officer Bill of Rights
- Review of relevant patrol training and procedures
- Ride-along
- Policy and procedures related to use of force and firearms
- Criminal Justice System overview
- Overview of existing local community programs

Additional training covering topics not initially provided may be conducted at the request of the CAC. Palmdale Station will keep a record of all training provided to CAC members.