

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer’s liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 02-02
COMMAND ADVISORY BOARD	Revised: NEW
VLEPSC Number: Non-Standard	Manual Number: 450.00
Amends:	Effective Date: Nov. 10, 2020
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: Annually

I. POLICY

It is the policy of the Chief of Police of the Charlottesville Police Department to be aware of and to proactively address all concerns and misperceptions of the employees of the department in an effort to create the best working conditions possible.

II. PURPOSE

The purpose of this directive is to provide guidelines for the establishment and operation of a Command Advisory Board (CAB) to assist the Command Staff in recognizing and addressing issues and concerns of the rank and file employees of the police department. This policy is not to be used to circumvent normal reporting procedures and or the chain of command.

III. DEFINITIONS

- A. Command Advisory Board – The CAB is a fifteen (15) member board comprised of rank and file police employees. The board consists of a Chairperson, individual representatives of Operations, Investigations, Support Services, and Administrative Services. This board will receive, compile, discuss and then forward issues that affect the police employees to the Assistant Chief of Police, who will regularly advise the Chief of Police concerning all matters. The CAB also receives feedback and other communications from the Chief, Assistant Chief, and other Command Staff members, that shall be delivered to the rank and file of the police department in a timely manner.
- B. Mission Statement – The mission of the CAB is to allow the rank and file to have input and offer solutions to issues raised, as well as to facilitate effective two-way communication between Command Staff and all department employees.

IV. PROCEDURE

- A. Goals of the Command Advisory Board are to:
 - 1. Advise Command Staff of the opinions, concerns and priorities of the rank and file police employees;

2. Communicate the reasoning, rationale and opinions of Command Staff back to the rank and file police employees;
3. Build trust and enhance working relationships within the police department;
4. Improve morale and other working conditions within the police department;.
5. Foster the free exchange of ideas while addressing inaccurate communications and perceptions within the police department; and
6. Recommend potential remedies of opinions, concerns, and priorities Command Staff, and to report back to the rank and file all actions taken by the CAB, as well as the opinions, concerns, and priorities of the Command Staff.

B. Selecting Members

1. The Assistant Chief of Police shall serve as the chairperson of the CAB. The Chair is reportable to the Chief and will be responsible for overseeing the proper and orderly management of the board while ensuring it fulfills its mission and meets its goals.
2. A Co-chairperson shall be selected by a majority vote of the CAB. The co-chairperson will act as the chairperson in the event of the chairperson being absent or unable to attend a meeting.
3. Upon an opening on the CAB, the chairperson or their designee will send an e-mail to the affected workgroup announcing the vacant position and request the workgroup members to vote on a nominated representative to fill the position.
4. The chairperson will tally the results and verify the willingness of the selected member to participate on the Board. The workgroup member with the next highest number of votes will be contacted if the first workgroup member declines participation.
5. The chairperson or their designee will send an email to the affected workgroup and the current Board members announcing the newly elected representative.
6. If no employee applies from the workgroup, the position will remain vacant until filled.

C. Changes of Assignment

1. In the event that an employee has a change of workgroup due to reassignment, the employee will vacate their position on the board within 30 days.

D. Length of Term

1. The length of the term is one (1) year. Employees are limited to two (2) consecutive terms.
2. At the end of a term of office, the employee representative may reapply as the workgroup representative. If selected by the voting method, the member will remain the representative.

3. Notwithstanding, the Chief of Police may extend any member of the Board for any period of time.

E. Decision Making

1. A majority vote carries the decision.

F. Workgroup representation

1. The CAB is comprised of fifteen (15) employees representing various workgroups within the department. Ideally, employees from the following work groups will be represented:

First Shift Representatives

- 1 Officer
- 1 Corporal
- 1 Sergeant

Second Shift Representatives

- 1 Officer
- 1 Corporal
- 1 Sergeant

Third Shift Representatives

- 1 Officers
- 1 Corporal
- 1 Sergeant

Investigations

- 1 Detective
- 1 Corporal
- 1 Sergeant

Support/Admin

- 2 Civilian Representatives
- 1 Civilian Supervisor

G. Officers on the board

1. In addition to the Assistant Chief of Police serving as the Chairperson, the board will also have a co-chairperson and a secretary as selected by the members annually.

2. The chairperson is responsible for overseeing the proper and orderly management of the board and ensures it meets its mission and goals. The chairperson is reportable to the Chief of Police.

3. The co-chairperson is the primary retriever of any concerns or issues sent to the board by any member of the police department. Concerns/Issues may be submitted to the board by following the procedures set forth in Section I.

4. The co-chairperson will maintain custody of all concerns received as well as the minutes of all meetings.
5. The co-chairperson will act as the chairperson in the event the chairperson is unable to attend a meeting.
6. The co-chairperson will designate a secondary receiver in their absence.
7. The secretary is a board member who volunteers and is agreed upon the board.
8. A non-voting advisor to the board on Policy and Procedure is the Accreditation Manager, who may be called upon for clarification of policy related issues.

H. Removal from the Board

1. All board members are representing their work group and thereby must attempt to attend all monthly meetings of the CAB.
2. CAB members will be automatically removed if they accumulate four (4) unexcused absences in one (1) year.
3. CAB members will also be automatically reviewed for removal if they accumulate at least four (4) excused absences in one (1) year.
4. Excused absences are those where reasonable circumstances will not allow the attendance of the meeting *and* these are brought to the attention of the chairperson within a reasonable amount of time before the meeting.
5. Any member of the board may be removed by their chain of command for issues not related to the board, such as for disciplinary reasons, or for patterns of conduct detrimental to the integrity of the CAB.

I. Reporting Procedures

1. Employees of the Police Department are encouraged to bring forth all matters that are of a concern to them or their workgroup. The CAB is not to be used to circumvent the normal reporting procedures, such as HR or policy violations, individual discipline related matters, or the proper chain of command.
2. To do this, the employee may report the concern using the commandadvisoryboard@charlottesville.gov email address.
3. Concerns may also be reported verbally by requesting any board member to report a concern to the full board, the Assistant Chief of Police and/or the Chief of police.
4. It is requested that any issue or concerns being reported contain the following:
 - a) date reported;
 - b) details of the issue;
 - c) employee's suggestion/solution; and
 - d) employee's name (optional).

5. Responses to submitted issues will be done through Board minutes distributed department-wide via e-mail. The minutes will provide a brief description of the submitted issue, the Board's recommendation, and the Chief's response.

J. Board Addressing Issues

1. The CAB will read and discuss each and every issue they receive with the exception of items that may be of an internal affairs (IA) nature. These issues will be forwarded to the Internal Affairs Unit.
2. All other items will be reviewed, and viable solutions forwarded to the Chief.
3. The Chief will review all submissions and report back to the board, either directly or through the Assistant Chief of Police, with their decision and reasoning.

K. Confidentiality Statement

1. The CAB will handle all matters before them as discreetly as possible. Any sensitive information will be held in confidence. Any information that is to be disseminated will be done so in a professional and respectful manner without any editing or editorializing.
2. All notes, suggestions, records, or other work products may be subject to release under FOIA.