



CITY OF HAYWARD
HAYWARD POLICE DEPARTMENT
COMMUNITY ADVISORY PANEL

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**MEMBERSHIP,
ROLES, &
RESPONSIBILITIES**

BACKGROUND:

The Hayward Police Department's mission statement commits to enhance quality of life in the City of Hayward by maintaining partnerships with Hayward's diverse community. In service of that vision, HPD has implemented and adhered to a community policing model since 1991. Acknowledging that partnership with the Hayward community does not end with community policing, HPD continuously strives to structure the department in a way that best serves the community and proactively addresses community concerns.

In the 2017 Commitment for an Inclusive, Equitable, and Compassionate Community (CIECC), the Community Taskforce, charged with updating the 1992 Hayward Anti-Discrimination Action Plan, requested that the City of Hayward institute a community advisory committee for the Hayward Police Department. The Hayward City Council believed in the value of a community/police department partnership and ultimately recommended a community/police advisory panel in an effort to expand HPD's transparency with the community and achieve the goals set forth by the Community Taskforce. In early 2018, Chief Mark Koller commissioned the research and creation of the Community Advisory Panel.

PURPOSE:

The purpose of the Community Advisory Panel (C.A.P.) is to strengthen the relationship between HPD and Hayward community members by creating a structured and intentional vehicle for dialogue between community members and the Hayward Police Department. In strengthening this relationship, HPD aims to advance the following ideals:

- Ensure that the Chief and HPD personnel receive timely information and feedback about community concerns, crime, policing practices, and policies directly from community members that will be incorporated into the decision-making process;
- Build stronger partnerships between the department and the Hayward community to reduce crime and improve safety for all community members; and
- Develop a pathway for increasing HPD's understanding of the perspectives of community members who have not traditionally been engaged or included by the department and including those perspectives in policy development.

The C.A.P. was created to provide the Chief of Police and Hayward Police Department with direct community input and provide community members with direct access to the Chief about perceived issues related to the department, the formation of strategies and concepts around community policing, increase public awareness and provide neutral, third-party insight that supports a productive and inclusive exchange of ideas to be considered in the department's decision-making process. The scope of the panel shall include (but not be limited to):

- Acting as a sounding board for the Chief of Police regarding community needs and concerns; as well as provide community feedback about proposed police programs and priorities.
- Apprising the Chief of Police directly of the community's vision for police services or of the need to discuss a police policy or procedure.
- Assisting in educating the community at large about the function and role of the Hayward Police Department.
- Connecting with community members, particularly persons or communities who may be reluctant to approach the department on their own, to better understand the needs of the community and how the Hayward Police Department can support meeting those needs.
- Advising the Chief of Police directly about the public perception or perceived image of the Hayward Police Department or any specific aspect of it.

The scope of the panel does not include participation in departmental disciplinary actions, legal issues, ongoing criminal or internal investigations, or active critical incidents. The panel does not make or dictate department policy and is not a policy-making body.

MEMBERSHIP:

Members of the Community Advisory Panel are selected from a pool of Hayward community members recommended by members of the City Council. At its inception, each City Council Member will recommend two to three community members for consideration. Members will be selected following the approval of a majority of the Chief of Police, the City Manager, and the Mayor. The Chief of Police, City Manager, and Mayor will hold equal stakes in the decision-making process and no one member will be able to override another. The Chief of Police, City Manager, and Mayor may involve additional staff, City commissioners, or other City officials in the selection process but will retain their decision-making power.

The Community Advisory Panel will be led by the Chief of Police or his/her chosen Chairperson. Members will serve a renewable two-year term. At its inception, half of the original members will serve an initial two-year term and half will serve an initial one-year term. This is solely to establish rotating terms. Panel members may serve a maximum of three (3) terms. The number of panel members selected to represent the community shall be at least eight (8) and a maximum of twelve (12).

Criteria used for recommending and ultimately selecting panel members will include Hayward residents:

- A.** Reflecting a diverse representation of the Hayward community relative to race, religion, country of origin, sexual orientation, gender, gender identity, disability, socioeconomic status, and age, and/or
- B.** Reflecting a diverse cross section of professions, employment, education, social interests and geographic residency, and/or
- C.** Having a historical knowledge of the Hayward community, and/or
- D.** Who are current Hayward community members who have a genuine interest in contributing to solutions that address local community concerns about the relationship between the Hayward Police Department and Hayward community members, and/or
- E.** Committing to the time commitment required to be a member of the C. A. P.

Understanding that different groups have different lived experiences and concerns interacting with law enforcement personnel and the justice system, special emphasis will be given and additional outreach made to be as inclusive as possible in recruiting for the C.A.P. Ideally, the C.A.P. would, eventually, reflect the strength of diversity that is Hayward and lift up voices and perspectives of community members who have not historically or typically been engaged or included.

Applicants are asked to fill out a basic application and are subject to a criminal background check equal to one required for a police ride-along or to volunteer with the city. The background check will not require fingerprinting, but the applicant will need to sign a waiver allowing the police department to check state and local law enforcement databases only. Background checks of this level will ensure that applicants will not be run through federal law enforcement databases and therefore will not be accessible to Immigration and Customs Enforcement.

Both arrests and convictions shall be considered in making any determination of suitability for C.A.P. membership. Any person may be disqualified based solely on a determination that their prior history makes the applicant unsuitable because of the nature of their prior arrests and/or convictions; however, not every arrest or conviction will be disqualifying. Disqualifying circumstances may include offenses involving dishonest or false statements, perjury or providing false testimony in a judicial proceeding, and convictions for crimes of violence, sex crimes, crimes that involve minors, or offenses indicating a pattern of deceit.

An applicant's immigration status is not a consideration for membership and shall not preclude any applicant from serving on the C.A.P., nor will an applicant's immigration status be shared with any other law enforcement or governmental agency, whether local, State, or Federal.

Members may be removed for cause prior to the end of their term. The mechanisms by which removal may occur are:

1. Majority vote of the C.A.P. Should a vote end in an even split of the panel members, the Chief of Police will serve as the deciding vote. In the event of a narrow majority (i.e., 1-2 votes) the C.A.P. selection panel will provide a final decision on removal.
2. If members fail to attend two of four consecutive regular quarterly meetings, they may be considered to have vacated their position and are subject to being replaced with notice.
3. By unanimous decision of the Chief of Police, City Manager, and Mayor. In this case, while there may be specific reason(s) for removing a panel member, that information might not be shared with the panel at large due to confidentiality concerns.

ADDITIONAL ATTENDEES:

Staff from the Hayward Police Department may be invited to attend meetings from time to time. These attendees may include but are not limited to: police captains and a representative from the Hayward Police Officers Association. Due to the nature of some potential agenda items, panel members may request, and the Chief of Police may invite, subject matter experts to join the meeting (i.e. Dispatchers, City Attorneys, community members with specialized knowledge, etc.).

PANEL ROLES AND RESPONSIBILITIES:

Members of the Community Advisory Panel will provide their insights and concerns fielded from their respective circles and networks and the segment of the community they represent. To this end, the time commitment and responsibilities include:

- A. Participation in an orientation to HPD and the C.A.P.
- B. Members of the Community Advisory Panel (C.A.P.) are required to attend regularly scheduled meetings.
- C. Members of the C.A.P. will be required to intentionally connect with their community networks to share relevant information and elicit the community's opinions, experiences and feedback, and provide a plan to meet this requirement.
- D. Members of the C.A.P. are required to maintain the confidentiality of information that is discussed or disclosed during the meetings that is specifically designated as confidential or privileged.
- E. Members of the C.A.P. are invited to:
 - Participate in major police events (i.e. swearing in and promotion ceremonies, etc.),

- Serve on ad hoc committees or participate in related meetings/summits when requested by the Chief of Police,
- Attend the Hayward Police Department's Community Academy to familiarize themselves with departmental operations.

Any additional roles and responsibilities and group format will be developed collaboratively at the first meeting of the C.A.P. in conjunction with HPD personnel and a skilled outside facilitator hired by the City.

MEETING LOGISTICS:

Regular meetings will be scheduled quarterly. HPD staff will work with C.A.P. members to identify and reserve meeting venues throughout Hayward. In circumstances where no other venue can be found, the C.A.P. Chairperson will arrange for space to meet at either City Hall or one of the facilities at the disposal of the police department.

In addition to quarterly meetings, the Chief of Police may call an emergency meeting of the C.A.P. Should the decision be made to convene an emergency meeting, the Chairperson will contact each panel member, personally, to ensure the invitation was received.

Translation services and other requested Americans with Disabilities Act (ADA) accommodations will be provided at meetings, ceremonies or any of the above-mentioned events to facilitate community participation on the panel.