

	SAN MARCOS POLICE DEPARTMENT	
	Policy 1.8 Citizen Advisory Panel	
	Effective Date: August 24, 2018	Replaces:
	Approved: _____ <div style="text-align: right;">Chief of Police</div>	
Reference:		

I. POLICY

The policy of the San Marcos Police Department is to establish and maintain multiple avenues for outreach into our community to fulfill our goal of building trust and relationships within the community we serve. One component of that policy is the creation and maintenance of the Chief's Advisory Panel (CAP). The goal of the CAP is to provide a forum for police-community interaction to address public safety and related issues in order to further enhance quality of life and safety in our community.

II. PURPOSE

The CAP was established in 2018 in partnership with the San Marcos City Council and under the direction of the chief of police. The panel was created to act as a resource for the chief in the formation of strategies, development of community policing concepts, solicitation of customer feedback, and the enhancement of community trust. The CAP is not a forum for the review of specific police actions, whether internal or external, but a forum for discussions concerning community concerns and leveraging the experience of persons both inside and outside of policing to benefit the department and the community. The primary purpose of the CAP is to provide a forum with key stakeholders regarding law enforcement practices within the community and is comprised of a diverse cross-section of community leaders and department members representative of the city of San Marcos.

The imagination and input of all panel members drives the panel and reflects holistic views that serve as catalysts for the integration of community viewpoints into police department planning and strategies.

The rotating membership of the panel consists of at least five (5) citizens from throughout the community who should represent a range of interests and experiences, four (4) members who are department employees from differing areas of the department, and one (1) member who is a member of faculty or staff at Texas State University who will serve as a panel facilitator. Community members should be from diverse backgrounds, including business, education, non-profits, public relations, faith community and more.

III. PROCEDURES

The rotating membership of the panel consists of at least five (5) citizens from throughout the community who should represent a range of interests and experiences, four (4) members who are department employees from differing areas of the department, and one (1) member who is a member of faculty or staff at Texas State University who will serve as a panel facilitator. Community members should be from diverse backgrounds, including business, education, non-profits, public relations, faith community and more.

- A. Panel Member Roles (includes but are not be limited to)
 - 1. Act as a sounding board for the chief of police regarding community needs and concerns, as well as community response to proposed police programs, priorities, and policies.
 - 2. Apprise the chief of police directly of the community's need for police services.
 - 3. Assist in educating the community at large about the function and role of the San Marcos Police Department.
 - 4. Attend quarterly meetings that are held on the first Wednesday of each month, at 6:00 p.m. at the San Marcos Police Department Headquarters (with the exception of special meeting locations at the discretion of the chief.)
 - 5. Conduct discussion regarding emergent trends in law enforcement that affect the City of San Marcos.
 - 6. The panel will not serve to make recommendations regarding specific employee personnel issues.
 - 7. This panel will act solely in an advisory capacity and will not be directly responsible for Department decision making at any level.
 - 8. The panel is expected to provide input on topics the chief of police deems appropriate and timely.
- B. Member Selection Criteria
 - 1. The chief of police and city manager select members to serve on the advisory panel for their professionalism, integrity, and commitment to OUR community. The chief will lead the CAP meetings with assistance from a panel facilitator. The panel facilitator will be a member of the faculty or staff at Texas State University with experience in mediation or group dynamics.
 - 2. Panel members serve a renewable one-year term. All members serve at the discretion of the chief of police and the city manager.
 - 3. City council members may make non-binding recommendations for panel member appointments to the city manager.
 - 4. The chief of police and city manager together may elect to remove members for cause prior to the end of their term. Two or more unexcused absences by a panel member may be cause for removal of that panel member.
 - 5. Panel members must:
 - a. Be a City of San Marcos resident.
 - b. Be a graduate of the San Marcos Police Department Citizen's Police Academy.
 - c. Conduct a ride-along with an SMPD patrol officer.
 - d. Not have been convicted of a felony or serious misdemeanor offense. Common examples of disqualifying misdemeanors are Fraud, Theft, and Narcotics offense. These items will be considered by the chief of police on a case by case basis.
 - e. Have shown an interest in community and/or civic involvement
- C. Staff Support

1. The office of the chief of police provides support to the CAP. The Chief's Administrative Assistant is the Recording Secretary and the primary contact for panel members to the department. In this capacity, the recording secretary will:
 - a. Record the proceedings of meetings of the CAP (i.e., agendas, minutes, etc.).
 - b. Disseminate information, including minutes of meetings, to members of the CAP.
 - c. Maintain all records related to the CAP.
 - d. Provide administrative support as needed to the chief and panel members related to panel members.
- D. Member Term Limits
1. Terms are limited to one year to allow for greater participation by all interested parties. A one-year extension for sitting panel members may be considered on an individual basis at the pleasure of the chief of police. A panel member may be excused from participation:
 - a. At the discretion of the chief of police and city manager.
 - b. In the event it is deemed necessary for the benefit of the panel as a whole.
 - c. In the case of those members who, without being excused by the Chief of police vacate their position by failing to attend two consecutive meetings.
 - d. In the event of circumstances which render a panel member unqualified to serve such as arrest or termination of employment in the case of internal members.