

	POLICY
	Section: Communications
Effective Date:	Supersedes: 2.3.1 Community Advisory Council

Community Advisory Committee

PURPOSE

The purpose of this policy is to provide guidelines for the Civilian Office of Police Accountability's (COPA) Community Advisory Committee (Committee), including participant selection requirements and the expectations for participation.

DEFINITIONS

Term	Meaning
Community Advisory Committee	A committee composed of volunteers who represent communities affected by policing and police misconduct, police reformists, policy advocates, and law enforcement members.

POLICIES

1. As an important component of COPA's community engagement efforts, the Committee serves as a communication conduit between the broader Chicago community and COPA in order to assist the agency in creating and maintaining an effective and transparent dialog with the community COPA serves. Committee members will share perspectives from the community about the agency's work, as well as provide input on COPA-related topics that affect City of Chicago residents. Committee members will provide feedback on draft Consent Decree policies.¹ COPA's Communications Division is responsible for recruiting Committee members, planning and coordinating meetings, communicating with Committee members, and gathering and sharing Committee input with COPA staff.
2. Committee Composition
 - a. The Committee will have diverse representation and be composed of 7-15 volunteers representing communities affected by policing and police misconduct, police reformists,

¹ As defined in the "Stipulation Regarding the Policy and Training Review Process for the Civilian Office of Police Accountability (COPA)." State of Illinois v. City of Chicago, 17-cv-06260, Dkt. No. 817.

policy advocates, and law enforcement members. The Committee shall endeavor to have two youth members between the ages of 18-24.

- b. Committee members shall be chosen at the discretion of the Chief Administrator, with the advice and counsel of the Communications Division, and agreed to by the Monitor (as defined in Consent Decree). The Communications Division will engage in robust community outreach efforts to ensure members of the Committee represent a diverse set of viewpoints. Committee members will serve a term of one year, with the option to renew at the end of each term if invited by the Communications Division, subject to the Chief Administrator's approval.
- c. Current Community Commission for Public Safety and Accountability commissioners, its staff, and district councilors are ineligible to participate in the Committee.

3. Participation Requirements and Expectations

a. Meetings and Attendance

- i. The Committee should meet quarterly, either at COPA's office or virtually, unless otherwise noted. The date and times of Committee meetings will be chosen by the Committee in consultation with the Director of Public Affairs.
- ii. Committee members are expected to attend all meetings except as set forth in subsection (v) below. Designees are not permitted. If a Committee member is unable to attend a scheduled meeting, that member should provide prior notice to the Director of Public Affairs.
- iii. If a Committee member is unable to attend at least 50% of the scheduled meetings, they should discuss this with the Director of Public Affairs. If a resolution cannot be found, the member may be asked to step down and be replaced by a community representative whose schedule allows for greater participation.
- iv. In extenuating circumstances, Committee members may be asked to step down from the Committee at the discretion of the Chief Administrator, in consultation with the head of the Communications Division and Director of Public Affairs. Circumstances leading to such a request may include, but are not limited to: unresolvable conflicts of interest, unethical behavior, and/or behavior preventing the Committee from carrying out its work effectively. Holding an unpopular viewpoint is not grounds for removal from the Committee.
- v. In the case that a Committee member becomes involved in a current COPA investigation (e.g., as a complainant, witness, involved officer, etc.), the member will be asked to temporarily recuse themselves from the Committee until the investigation is complete. The member can choose to appoint a temporary designee for the period of recusal. This designee must be approved by the Chief Administrator prior to becoming engaged on the Committee.

b. Expenses and Remuneration

- i. Committee members do not receive any remuneration for their participation, nor any other benefits.

EXCEPTIONS

N/A