



New Orleans Police Department
Police Community Advisory Board
(PCAB)
Policy Manual

Revised by
The Mayor's Neighborhood Engagement Office
with assistance from
the New Orleans Police Department,
the Department of Justice's
Community Relations Service and
the U.S. Attorney, Eastern District of Louisiana

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I. Background Information

In February 2011, the Mayor and the New Orleans Police Department officially launched the newly formed New Orleans Police Department neighborhood participation plan called the Police Community Advisory Board (PCAB). Created by NOPD with assistance from the Department of Justice, this community-based participatory framework creates one PCAB per NOPD District. Each PCAB has seven community volunteer members per NOPD District PCAB, with participation from the District Commander and the NOPD district's Community Coordinating (CoCo) Sergeant. This document serves as the operations policy manual for use by NOPD and volunteer PCAB members.

I.1. PCAB Mission

The mission of each NOPD Police Community Advisory Board (PCAB) is to develop and maintain a partnership with the New Orleans Police Department for the purpose of engaging in a collaborative problem-solving process that supports both the community and the police department's desire to enhance public safety. This is an effort to reduce crime and to enhance the quality of life for all citizens through positive and open communication. Each PCAB is created to facilitate interaction between NOPD and a committee of citizens which is a diverse, yet representative entity, derived from a wide section of the community. The Board will assist NOPD in establishing the highest standards for police accountability and therefore, increase the public's trust.

I.2. PCAB Description

The NOPD Police Community Advisory Board (PCAB) **is a district-based participation structure** that creates one PCAB per NOPD district (eight total). As participation platforms, PCABs do not have any decision-making authority over NOPD finances, policies, or practices. However, **PCABs are intended to engage with District Commanders and other command-level executives for the purpose of understanding and informing NOPD policies and practices.** As authorized recommendation platforms, PCABs have the responsibility to vet community ideas/suggestions, work with NOPD to understand operations processes and challenges, and build consensus on priority items important to the community before submitting recommendations to NOPD for consideration. PCABs also have the responsibility of assisting NOPD in recruitment efforts.

II. PCAB Participation Guidelines

The following section highlights key requirements articulated in the City Neighborhood Participation Plan (City NPP). The City NPP is a citywide guide for establishing effective and meaningful public participation processes by City agencies, departments, boards and committees. The Mayor's Neighborhood Engagement Office, which developed the City NPP, works to ensure that any agency-based NPP (such as a PCAB) adheres to the City NPP guidelines. As such, all participating parties in PCABs must develop full understanding of the information provided and adhere to the guidelines stated below.

II.1. Understand Effective Public Participation Building Blocks

Every PCAB participant is required to fully understand how the City of New Orleans defines effective public participation. The terminology in this section highlights and explains key conceptual building blocks that contribute to the City's definition.

City NPP: The City of New Orleans **Neighborhood Participation Plan (City NPP)** is a document that provides a citywide roadmap for instituting clear, meaningful and effective public participation processes and/or policies.

Effective Public Participation: a deliberative decision-making process that involves stakeholders from both local government and the general community, both of whom share a mutual responsibility to ensure that the final decision responds to the needs and concerns explored in the deliberative process.

Deliberative Decision-Making: a process of decision-making that involves consideration and/or discussion of competing and/or divergent ideas. To deliberate means to weigh options, have robust discussions about alternatives, priorities, choices prior to making a decision, with the intent to arrive at the best decision possible for all.

Mutual Responsibility: refers to the responsibilities inherent in the two parties that engage in public participation; the public administrator(s) and the general community. **Each party has a distinct role to carry out and each shares the responsibility to interact respectfully, productively and constructively** in order to make public participation effective. In the same vein, each party must be allowed to carry out its role to the best result possible.

Public Administrator Role: the *role of the public administrator is to make public decisions* that meet government and community priorities while ensuring legal and fiduciary compliance, such as including the general community in the decision-making process.

General Community Role: the *role of the general community is to participate in the decision-making process* productively and constructively in order to help decision-makers achieve the best possible outcome.

II.2. Core Values

PCABs will fully encompass the CORE VALUES underlying the City of New Orleans Neighborhood Participation Plan:

- **CAREFUL PLANNING AND PREPARATION**
Through adequate and inclusive planning, ensure that the design, organization, and convening of the process serve both a clearly defined purpose and the needs of the participants.
- **INCLUSION AND DEMOGRAPHIC DIVERSITY**
Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy.

- **COLLABORATION AND SHARED PURPOSE**
Support and encourage participants, government and community institutions, and others to work together to advance the common good.
- **OPENNESS AND LEARNING**
Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate public engagement activities for effectiveness.
- **TRANSPARENCY AND TRUST**
Be clear and open about the process, and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed, including governmental administrative and legislative decisions.
- **IMPACT AND ACTION**
Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential.
- **SUSTAINED ENGAGEMENT AND PARTICIPATORY CULTURE**
Promote a culture of participation with programs and institutions that support ongoing quality public engagement.

II.3. Standards of Excellence

All PCAB participants (volunteers and public administrators) will ensure that all participation practices meet the following minimum standards:

1. Ensure input from communities prior to identifying a problem or responding to a perceived problem.
 - i. Naming problems that reflect the things people consider valuable and hold dear and not just what expert information alone provides, which goes a long way towards creating a culture of sustainable engagement and better-informed decision-making.
2. Frame issues for decision-making in such a way that allows for the inclusive deliberation of practical, viable options that are communicated to all involved in the process.
 - i. Decision-making by public administrators should be framed in such a way that the process not only takes into account what people value but also lays out all the major options for acting fairly, ensuring full recognition and communication of the advantages and disadvantages of each option.
 - ii. All governmental (administrative, agency, etc.) decisions should cite any applicable policies, charter rules, etc. to validate decisions
3. Create a deliberative decision-making process.
 - i. Allow for the decision-making process to deliberatively move from early input by various stakeholders with diverse opinions and first impressions to a more shared and reflective judgment.
4. Provide space for exploring creative ideas that neighborhoods may have to offer and which may bring other assets to bear on the decision-making process and outcome.

- i. Provide opportunities for creative solutions, identifying and committing to work with civic resources and assets that may go unrecognized and unused.
5. Ensure that the decision-making process explores opportunities to expand and create sustainable partnerships with community stakeholders.
 - i. Organize actions so they complement one another, which makes the whole of people's efforts more than the sum of the parts.
6. Ensure a feedback loop is present in the plan and that this process informs both the public administrator and neighborhoods stakeholders.
 - i. Create the opportunity to learn together along the decision-making process to keep up public participation and momentum.

III. PCAB Overview

Each PCAB is an NOPD participatory structure that has seven (7) volunteer community members and a CoCo Sergeant. Each PCAB is a district-based participation structure. There is one PCAB per NOPD district (eight total). This section provides general information that is more specifically addressed in subsequent sections.

III.1. Basic Structure

Police Community Advisory Boards (PCABs) are the foundational structure for providing community recommendations at the District level to the NOPD. Each PCAB is self-sufficient, and independent of other PCABs. Each PCAB has seven (7) community volunteer member positions and is charged with ensuring inclusive participation of interests pertaining to the district's public safety issues/concerns. Active PCABs shall include NOPD CoCo's serving in a liaison role, along with PCAB volunteer members who, through their collective duties, coordinate PCAB activities and meetings. Every PCAB will have a President, Vice-President, and Secretary composing the PCAB Officer structure.

PCABs facilitate initial conversations and inquiries in which all interested stakeholders come together to deliberate issues and recommend ideas for possible adoption by NOPD.

Following guidelines set in this policy manual, PCABs will strive to create inclusive, broad-based, accessible environments in which communities within their NOPD district participate and engage meaningfully on issues they wish considered for NOPD review and/or support.

Every PCAB will hold four regularly scheduled community meetings (one per quarter). Each regular PCAB community meeting must be attended by the NOPD district's Community Coordinating Sergeant. District Commanders shall attend the four regularly scheduled quarterly PCAB meetings. The Deputy Superintendent of Field Operations and/or Superintendent of Police shall meet with PCAB leadership once per year, and with the PCAB full membership once per year.

III.2. Minimum Mandates for Effective Operation

Each PCAB will:

- Ensure inclusive practices—all individuals and organizations are welcomed and encouraged to attend PCAB meetings.

- Adhere to defined standards, requirements and practices articulated in this policy manual
- Be accountable to NOPD and the general community
- Provide timely notice of upcoming meetings
- Record all meeting deliberations and decisions in written form on paper
- Record any votes taken on recommendation items
- Submit written summaries of previous meetings, decisions and votes within 15 business days
- Inform district community of available openings on PCABs when it is time for new member elections or a member resigns
- Work on behalf of district residents with NOPD
- Share NOPD information back to general community
- Ensure fair, open and accountable meeting, discussion and recommendation practices are adhered
- Refrain from denying any community member the opportunity to voice concerns, opinions, provide feedback
- Actively recruit new members for PCAB participation and for NOPD employment
- Actively foster greater participation and collaboration among fellow residents
- Ensure adequate representation of diverse voices in neighborhood
- Work with District Commanders and CoCo Sergeants to identify priority concerns & issues
- Provide opportunities for new Officers at end of Officer terms

III.3. General Duties & Responsibilities

Each PCAB is responsible for the following duties and responsibilities:

- Setting meeting dates
- Providing agendas
- Securing meeting spaces
- Conducting meetings
- Representing interests articulated by community and agreed upon by its members
- Ensuring inclusive, open, accountable practices
- Building consensus
- Setting recommendation voting agendas
- Reporting to NOPD
- Informing district residents of PCAB actions, NOPD program and policy improvements, as well as any new information
- Promoting NOPD activities
- Encourage increased participation by district residents in PCAB and NOPD activities and meetings
- Ensuring dialogues between district residents and NOPD are meaningful and productive
- Understanding NOPD policies, processes, programs, constraints, and concerns
- Maintaining a consistent partnership between the community and law enforcement
- Serving to help reduce crime and enhance the quality of life for all residents

- Establishing goals that can be accomplished through positive and open communication
- Helping community groups share responsibility for police accountability and the commitment to serve
- Establishing processes to enhance community dialogue at meetings and other events to enhance the public trust
- Creating processes to help address issues of bias-based policing
- Improving interaction between police and residents
- Establishing a community process to gain input that includes all diverse community groups
- Assisting law enforcement in helping to maintain police standards for accountability
- Strengthening and ensuring the application of equal protection under the law for all persons

III.4. Participation Process

The PCAB participation process begins with PCAB members. Each PCAB has the responsibility to inquire about public safety priorities and concerns about particular police tactics in each respective district and discuss these issues and priorities as a body among itself and with NOPD district leadership. As such, PCAB members must work with NOPD to explore, discuss and prioritize potential recommendations that will be made to their respective NOPD districts.

The PCAB decision-making process regarding recommendations requires discussion and votes among PCAB members prior to finalizing any recommendation. At no time should a single PCAB Officer or PCAB member have the authority to deny or approve a new recommendation/suggestion without putting the item to discussion by the general membership. Through discussion and deliberation, the general membership determines items to move forward via a vote. It is the responsibility of PCAB members to identify actionable recommendations—that is, recommendations that have a high likelihood of being implemented because they are feasible and within the scope and capacity of the NOPD district.

After a recommendation is approved, the PCAB must submit this recommendation to its respective NOPD District Commander for consideration. Once the NOPD District Commander has received the recommendation, **it is up to NOPD to determine the appropriate response.**

District Commanders will first determine if the recommendation is an actionable item at the district level that he/she can implement. If the item is actionable at the district level, that District Commander will inform PCAB members of the decision. District **Commanders shall provide an initial written response to PCAB recommendations within twenty (20) business days indicating receipt of recommendation and any vital information regarding a decision.**

Vital information regarding a decision may take the form of:

1. **an approval for action;** if the commander finds the recommendation to be an actionable item at the district level, the commander will provide a written response within twenty (20) business days to the PCAB members indicating as such, including a timeline for implementation;
2. **a denial for action;** if the commander finds the recommendation to be a district-level effort that he/she cannot act on, the commander will provide a written response within twenty (20) business days to the PCAB members indicating as such, including rationale for denial of recommendations and any additional information the PCAB needs to consider for resubmission;
3. **a requirement to inquire further before deciding;** if the commander finds that more information or inquiry is required before making a final decision (for approval or denial), then the commander will provide his/her district PCAB with a written response within twenty (20) business days indicating as such, providing additional information regarding the next steps in the inquiry/information gathering process; or
4. **a need to submit to headquarters for review (or further action);** if the Commander finds that the PCAB recommendation requires NOPD headquarters review, then the Commander will provide a written response within twenty (20) business days to his/her respective PCAB indicating that the recommendation has been forwarded to the Field Operations Bureau Deputy Superintendent for review. **The District Commander shall be responsible for monitoring any request forwarded to Field Operations and shall provide a written response to his/her respective PCAB within 45–60 days regarding status or final decision.**

By law, NOPD's administrators have the legal responsibility to make decisions regarding budget and operations. Each PCAB has the authority to provide recommendations for consideration by NOPD leadership. If an NOPD District Commander approves a PCAB recommendation which falls under their direct authority to implement or manage, then that District Commander will take the needed steps to act on the recommendation. The District Commander shall notify the Field Operations Bureau Deputy Superintendent of any decision to act on a PCAB recommendation. If NOPD denies the recommendation, a written explanation shall be provided to PCAB members (as explained above). All recommendations are approved or denied by NOPD District Commanders and/or the NOPD Deputy Superintendents and/or Superintendent of Police. When a recommendation requires a response from NOPD headquarters, the NOPD district will make that determination and submit to the Field Operations Bureau Deputy Superintendent for consideration and/or forwarding to the Superintendent of Police for additional consideration.

It is the responsibility of each PCAB, through its elected Officers or an appointed member, to follow the recommendation as it moves through the NOPD decision-making process.

III.5. Future Revisions

This policy manual articulates a beginning point for the operation of NOPD PCABs. However, the manual can be revised every two years, beginning in 2015, with agreement by all PCABs and approval by the Superintendent of Police. As such, any specific findings learned from practice in any given year that requires changes to the PCAB processes and structure should be evaluated annually by NOPD leadership and PCAB participants and discussed with the Mayor's Neighborhood Engagement Office. Changes can take place after all PCABs and the Superintendent of Police agree to revisions.

III.6. Relationship to NOPD

Each PCAB must adhere to requirements and guidelines established by this document. Each PCAB serves strictly an advisory role and is an authorized space for establishing community buy-in, consensus and priorities on public safety issues/concerns for recommendation to NOPD. Not all recommendations will be supported by NOPD, and it will be NOPD's responsibility to provide adequate rationale for denial of recommendations. No PCAB can set budgets or hire/fire personnel, but they can recommend changes and/or improvements on processes and practices that affect public safety in the district. The PCABs are vital participation components that will help NOPD decision-makers make better-informed decisions.

NOPD agrees to work collaboratively with PCAB to develop and implement public safety strategies that respect and reflect each community's public safety priorities and concerns about particular police tactics. To the extent specified below, NOPD agrees to seek PCAB's assistance, counsel, and input to build community consensus on potential recommendations in areas including the following:

- community policing strategies;
- accountability for professional/ethical behavior by individual police officers;
- special task forces that meet high priority community need;
- central policy changes, where applicable, that improve quality of life;
- resource allocations to meet high priority, difficult issues;
- strategies for a qualified and diverse workforce;
- providing information to the community and conveying feedback from the community to NOPD; and
- ways to provide data and information, including information about NOPD's compliance with the police Consent Decree Agreement, to the public in a transparent and public-friendly format, to the greatest extent allowable by law.

IV. Membership

Any resident of Orleans Parish who is eighteen years or older can serve as a member of an NOPD district PCAB, provided he or she is not a party to, or legal representative in, litigation against the City of New Orleans. Members are selected through an application process that will be implemented by each district PCAB in partnership with the NOPD district leadership. Interested **residents must reside in the district to which they apply**. If, at some point after joining a PCAB, a member moves out of the district, that member can elect to resign from his/her position in order to allow a resident from within the district to serve his/her community, or can elect to request support for maintaining his/her post. PCAB members can elect to allow any PCAB member who moves out

of the respective NOPD district to stay provided it is a decision supported by all parties, including NOPD leadership.

IV.1. Application Process

During the inaugural launch of all PCABs in 2012, an open application process was utilized to encourage any and all Orleans Parish residents to apply for consideration. Applicants were divided by addresses into respective NOPD districts and then selected after being reviewed by a committee of peers, the Mayor's Neighborhood Engagement Office staff, NOPD leadership, including the Superintendent of Police, and the Mayor.

For future participants in PCAB, applications will be received by the respective NOPD districts in which a resident lives. Applications can be submitted to PCAB members, the Mayor's Neighborhood Engagement Office or the NOPD district directly. Applications can be faxed, emailed or hand-delivered.

An open application process will be adhered to, with announcement of PCAB openings taking place six (6) months prior to the upcoming vacancy. New members will receive orientation three (3) months prior to beginning their term and will serve alongside outgoing members for three (3) months.

Selection of accepted members will take place according to the following process:

1. PCAB and/or NOPD receive applications for open PCAB positions
2. PCAB members will review applications and vote on final recommendations
3. PCABs submit recommendations for review by NOPD district and Mayor's Neighborhood Engagement Office
4. NOPD and Mayor's Neighborhood Engagement Office will approve finalists and submit for approval by NOPD headquarters
5. Superintendent of Police confirms new PCAB members

IV.2. Terms

Each PCAB member's term is valid for twenty-four (24) months from the time of completing orientation. There is a limit of two (2) consecutive terms per member, totaling four (4) years of volunteer service. Members can re-apply after sitting out a full twenty-four (24) month term. There will be a six-month staggered term system that will require half sitting PCAB members' terms end six months before the next half.

In order to establish the staggered terms system, the initial PCAB members will serve twenty four (24) month terms that begin January 1, 2013, with an additional six (6) months for half of the members who volunteer to serve the extra time. As such, first terms for inaugural PCAB members will end December 31, 2014, for half of the members, and June 31, 2015 for the other half.

NOTE: The next set of applications, according to the schedule of terms described above, will take place June, 01, 2014, for new members to enter PCAB by September 01, 2014,

allowing for three months of service along existing PCAB members whose terms will end within three months.

IV.3. Conflict of Interest

In general, PCAB members must adhere to ethics codes established by the New Orleans Ethics Review Board during their term as PCAB volunteer members.

As such, all PCAB members serve as volunteers who commit to performing the duties and responsibilities stated in this policy manual. Any activity by a member that undermines the ability of any member, or of the district PCAB in whole or in part in which a member participates, will be subject to immediate dismissal. Such activities can include, but are not limited to, financial gains as a result of PCAB membership, intentional dissemination of information that is harmful to individual PCAB members or to the success of a given PCAB, or special favors sought from NOPD that are unethical or unlawful in nature.

Additionally, PCABs may not engage with media outlets without support from NOPD. As an authorized body for providing recommendations to NOPD, PCABs may have access to information that may not be suitable for media use, and as such may present a conflict if media is engaged without first discussing with NOPD. Any PCAB member who willfully engages media outlets without consent from its full PCAB membership and NOPD will be grounds for immediate dismissal.

IV.4. Removal of Members (Including Officers)

Members can be removed by a majority vote of the PCAB to which members belong, or by the NOPD district with support of a majority vote of the PCAB for any activity that:

- reflects a clear conflict of interest;
- jeopardizes the integrity of the PCAB;
- intentionally or unintentionally diminishes each PCAB's ability to function as a unit
- demonstrates lack of participation (such as three consecutive absences in regular meetings)
- harms in any way another PCAB member; or
- compromises NOPD activities in a harmful manner.

IV.5. Obligations

PCAB members are advocates for improvements in public safety.

All members must work within the PCAB framework to help identify and prioritize community needs and concerns, and provide recommendations for improvement.

Members **MUST** respect the right of others to speak, respect differences in point of view, and follow proper procedures.

Community volunteer members are required to complete PCAB membership paperwork and update their status annually.

Each member is responsible for the contents in this policy manual and must adhere to requirements, restrictions, and values articulated here.

Each member is responsible for ensuring that each PCAB is successful in meeting its duties and responsibilities in an ethical, inclusive, open and accountable manner.

IV.6. Officer Eligibility

Any PCAB member is eligible for an Officer position.

V. PCAB Officers

Officers are required in order to better ensure each PCAB is operating properly and that there is a direct line of accountable leadership between NOPD and PCABs.

V.1. Number and Title

Each PCAB will have three Officers: a President, a Vice-President, and a Secretary. No PCAB member can hold two Officer positions simultaneously.

V.2. Terms

Each Officer will serve a twelve (12) month term. There is no term limit per office. Each elected Officer will be required to reapply through a PCAB vote of the members for each elected position three months prior to end of the twelve (12) month term. The terms of office for all Officers shall not exceed twelve (12) months. An election of each Officer shall be held three months prior to the end of the Officer's twelve (12) month period. If an Officer resigns from PCAB or from the Officer position the member holds, PCAB members will inform NOPD and the Mayor's Neighborhood Engagement Office, and hold an election immediately to fill the vacancy.

V.3. Duties & Responsibilities

PCAB Officers' duties and responsibilities include the following:

- (President) Setting meeting dates
- (President) Providing agendas
- (Any of 3 Officers) Securing meeting spaces
- (President or Vice-President) Conducting meetings
- (Any of 3 Officers) Representing PCABs
- (Any of 3 Officers) Ensuring inclusive, open, accountable practices
- (Any of 3 Officers) Building consensus
- (President) Setting voting agendas
- (President) Reporting to NOPD
- (Secretary) Informing members and general public of PCAB actions/activities
- (Secretary) Keeping on file full and complete written meeting summaries, including copies of any submitted reports, research, etc.

- (Secretary) Provide copy of written summaries to NOPD within five (5) working days of PCAB meetings
- (Secretary) Record and certify PCAB votes

V.4. Inaugural Elections

The inaugural election will take place during the initial PCAB orientation session, which will be assisted by NOPD and the Mayor's Neighborhood Engagement Office. Subsequent election processes will follow the annual process detailed below.

V.5. Annual Elections

All PCABs will adhere to the election process described below.

- Voting will take place three months prior to the end of an Officer's twelve (12) months period and winners will begin their terms upon completion of the outgoing Officers' term.
- During the election period, interested members will inform their PCAB of their intent to hold an Officer position
- All interested members competing for an Officer position will then be voted upon by their respective PCABs only
- Voting will take place in person at each PCAB
- **Absentee and Proxy voting is not allowed.**
- Any challenges to the voting process will require a revote, with NOPD supervision

VI. PCAB Meetings

Adhering to proper meeting procedures and documentation will be crucial to achieving PCAB success. As such, each PCAB is responsible for assuring that meetings meet the following minimum requirements.

1. PCAB regular meetings **SHALL** be open to all community residents.
2. PCAB regular meetings must have a quorum.
3. Four PCAB volunteer members will constitute a quorum (does not count NOPD participants).
4. Two (2) PCAB Officers shall be available to conduct official business during a PCAB general meeting.
5. **Meetings will be run by PCAB Officers.**
6. **Every meetings requires the following:**
 - a. Accurate **written summaries** must be kept.
 - b. An **attendance log** must be kept and given to NOPD. A copy must also be kept by the PCAB Secretary.
 - c. The **summary of the previous meeting** must be reported and accepted at the beginning of each PCAB meeting.
 - d. To the extent possible, adhere to the Roberts Rules of Order

7. Each meeting must maintain proper order and healthy discussion environment. In extreme cases, NOPD may intervene to ensure that meetings are properly conducted.

VI.1. Minimum Annual Meetings

Each PCAB may meet as often as it deems necessary to address pressing issues, but are required to **hold four regular community meetings per year (one per quarter)**.

VI.2. Public Input/Comment Requirement

In order to maintain a safe, effective public space for deliberation, all PCAB meetings must adhere to the following requirements for public comment.

- Time for public comment shall be included on every PCAB agenda.
- Time for public comment shall be provided at the end of every PCAB meeting.

VI.3. Documenting Meetings

All PCAB Officers have the responsibility of documenting meetings. Typically this responsibility falls first with the Secretary. When the Secretary is not available, one of the other two Officers will take accurate notes. Officers must document the time and place of their respective PCAB meetings, number and name of attendants, copy of the agenda, and summary of discussion.

VI.4. Submitting Meeting Documentation

All PCAB meeting documentation (agenda, sign-in sheets, summaries, votes) must be submitted to NOPD within 10 business days of the meeting.

VI.5. Announcing Meetings

Officers are responsible for announcing their next scheduled PCAB meetings at least 48 hours prior the PCAB meeting date, but are encouraged to provide up to 10 days of notice, whenever possible. Each PCAB can use a variety of outreach methods, including the NOPD and Mayor's Neighborhood Engagement Office web pages, e-mail blasts, other NOPD public meetings, community bulletin boards, schools, churches, and neighborhood organizations.

VI.6. Securing Meeting Space

PCABs are responsible for securing adequate meeting spaces for their meetings.

VI.7. Assistance with Meetings

All PCABs have both the Mayor's Neighborhood Engagement Office and NOPD staff (subject to availability and capacity constraints) available to them for technical assistance and support for any aspect of their meeting.

VII. PCAB Recommendation Setting Process

All PCABs will adhere to the established process outlined below for developing PCAB recommendations that are submitted to NOPD.

VII.1. Submitting Recommendations for Discussion

- Any PCAB member or Officer can submit a recommendation for discussion at any PCAB meeting.
- The submitting PCAB member or Officer must be given opportunity to introduce the recommendation
- Meaningful, productive deliberation shall follow the introduction of a recommendation

VII.2. Approving Recommendations After Discussion

After discussion of a potential recommendation, a PCAB member or Officer must articulate a recommendation and secure approval via a general vote of the members for submittal to the NOPD District Commander for consideration.

VII.3. Eligible Items for Vote

Eligible items for vote include recommendations regarding NOPD operations, police conduct, resource deployment, and relevant public safety strategies. Each PCAB can provide recommendations for changes or improvements in these areas as they pertain to community impact, trust, health and safety.

Items not generally eligible for recommendation are direct line item budget requests, hiring/firing (or other disciplinary actions) suggestions, or political position statements.

VII.4. Submittal Process

Items ratified by PCAB votes must be prepared in writing for submission to NOPD. Each recommendation must be accompanied by a record of the deliberation summary (to include when it took place and how many members were present), the voting results, and the meeting summary in which the votes were ratified, as well as any additional information PCABs may deem necessary for the NOPD District Commander, NOPD Deputy Superintendents and/or Superintendent of Police to consider.

VII.5. Following the Recommendation

The NOPD District Commander will determine the appropriate response to any recommendation provided by a PCAB. It is the responsibility of each PCAB, through its

Officers or an appointed member, to follow the recommendation as it moves through the NOPD decision-making process.

If a recommendation is adopted, it is up to the NOPD district to determine the next course of action. If a recommendation is denied, the NOPD District Commander shall provide a written response, with accompanying rationale, for the denial.

VIII. Grievances

In the event that individual members or entire PCABs feel that submitted recommendations were handled unfairly, a simple grievance process will be provided in order to offer a fair, equitable and timely forum for PCAB members to resolve any issues of unfair practices.

As such, PCABs may provide a written grievance statement directly to the NOPD District Commander, the Mayor's Neighborhood Engagement Office, the Deputy Superintendent of Field Operations and the Superintendent of Police. These four entities will convene to evaluate the grievance and determine the appropriate response. Responses provided after a grievance has been submitted are final.