The City of St. Petersburg

CIVILIAN POLICE REVIEW COMMITTEE

Recruitment Packet

Established
November 21, 1991
CIVILIAN POLICE REVIEW COMMITTEE
of St. Petersburg, Florida

The Committee has the following characteristics:

► Established by City Council
► 11 members appointed by the Mayor
► Reports to the Mayor via the Community Affairs Manager
► Racially diverse, gender-based membership that approximates the population in the community
► Dual chairpersons, chosen from among members for three-year terms
► Committee reviews cases after adjudication
► Committee has no disciplinary powers
► Committee has no subpoena authority
► Committee does not hold hearings
► Subcommittees will be established for case review on a rotational basis
► Subcommittees will report to the Full Committee with comments and conclusions on cases reviewed

The specific goal, objectives, membership and general operating rules are outlines as follows:

**GOAL**

To provide a forum for discussing police issues that are important to the community and the Police Department and to serve as a means of informing the Mayor, City Council, Chief of Police and the citizens of St. Petersburg with its views as to the quality and fairness of the police services being delivered.

**OBJECTIVES**

To publicly review cases that have been investigated by the Police Department as a result of citizen complaint or have otherwise received a high level of community interest.

To provide a means of making recommendations on improving police policies in St. Petersburg.
To hold monthly committee meetings to receive public input related to community feelings regarding the police, provide for a vote on the investigations and incorporate those results into its activity reports.

To serve as a forum for discussing the policies of the Police Department as they relate directly to community service.

To provide information to the community on the services and activities of the Police Department.

To make, at a minimum, activity reports to the Mayor, City Council, the Police Chief and the Manager of Community Affairs. Other reports will be encouraged if deemed necessary and appropriate by the membership or if requested by the Mayor. The report shall include, at a minimum, information concerning the results of case reviews as well as the general feeling concerning the delivery of police service to the citizens of St. Petersburg.

**REQUIREMENTS FOR MEMBERSHIP**

1. Must be a resident of St. Petersburg
2. Must be at least 18 years of age
3. Must make a three-year commitment if possible
4. Must attend a minimum of 12 hours of training
5. Must commit to spending the necessary time to review the cases and attend the meetings (Subcommittee & full committee meetings)
6. Must not have any prior felony convictions nor any violation of a city ordinance involving moral turpitude *(background check completed before interview)*
7. Must not hold any political office
8. Must not be a City of St. Petersburg employee
9. Must not work for any law enforcement agency
10. Must not be related to members of the St. Petersburg Police Department
Citizens who feel they meet these requirements are invited to submit a brief letter with full legal name, DOB, Sex, Ethnic Origin and Driver license number and state why they wish to become members and attach a résumé.

The letter and résumé can be sent to the following address:

Lendel Bright, ADA & Diversity Coordinator
Civilian Police Review Committee
Post Office Box 2842
St. Petersburg, FL 33731-2842
Contact Phone #: 727-893-7229

Or

Emailed: lendel.bright@stpete.org

Or fax

727-551-3247

(Please note: Sending the above information gives the coordinator automatic permission to conduct the background check.)

Interviews will be conducted with those candidates who successfully complete the background check.

MEMBERSHIP

- shall be appointed by the Mayor

- shall make recommendations to the Mayor for membership as vacancies occur

- shall be ethnically diverse, gender-based and shall number 11 and include as a minimum, but not limited to representatives of the following organizations or categories:

  Chamber of Commerce
  Churches
  Community Alliance
  Council of Neighborhood Associations (CONA)
  NAACP
  Pinellas County School Administration
Pinellas County Urban League
Sororities and Fraternities
Ethnic Community Organizations
Community residents, etc

**GENERAL INFORMATION**

Civilian Police Review Committee meetings shall be open to the public with minutes kept and available to the public.

Case review meetings shall be held on the fourth Mondays of the month and be held in Council Chambers at City Hall, located at 175 Fifth Street North.

Committee meetings (each fourth Monday of the month), shall be aired “live” over Cable Channel 641.

Staff support shall be provided by the Community Affairs Division of the Human Resources Department.

The 14-member body is divided as follows:

- 2 serve as Co-Chairs;
- 7 serve as regular members assigned and 2 Alternate members

**TRAINING**

In the capacity as a reviewer of previously decided cases, members will be familiarized with the work and the day-to-day responsibilities of a St. Petersburg police officer. To accomplish this, a minimum of four weeks of instruction in a classroom setting is presented. City employees and police personnel will familiarize the members with their areas of expertise. The training syllabus contains, at a minimum, the following topics:

- Introduction to Civilian Oversight and the Review Committee
- Police Department Discipline Philosophy and Law Enforcement Ethics
- City of St. Petersburg Rules and Regulations of the Personnel Management System
- City Charter and State Statutes
► Police Department Written Directives

► Appeal, Grievance and Arbitration Procedures

► Policy on Use of Force (Response to Resistance)
   Philosophy
   Non-deadly Force
   Deadly Force

► Internal Affairs’ Complaint Processing
   Reception
   Classification
   Investigative Procedures
   Confidentiality
   Internal Affairs Cases and Bureau Investigation Cases
   Time Constraints
   Findings

► Civilian Police Review Committee’s Review Process
   Reception of closed cases
   Review Procedures
   Recommendations

► Mock Case Reviews
   (Participants will apply classroom instruction to actual case reviews; discussed at the end of the training session)

The training staff makes an extensive use of handouts, texts and other instructional materials.

There is a **mandatory** ride-along requirement and meeting attendance requirement. The city of St. Petersburg is divided into three patrol districts. New members must ride along with an officer in one district for a shift, at a minimum. New members must also attend one case review meeting. Classroom instruction, the ride-alongs and the required meetings must be completed.
CASE REVIEWS

As citizen complaint cases are completed* by the police department, they are sent to the coordinator of the committee. The coordinator reviews each file for completeness. copies of each case are made, assigned to the committee members and mailed a minimum of three weeks prior to review. Included in the case file are the actual investigation, supporting documentation and the officer’s Internal Affairs history beginning with the date of the current complaint under review and going back in time eighteen months. This is the same information the Chief of Police or the investigating supervisor gets to review prior to determining what discipline an officer is to receive should the complaint be sustained against the officer.

The City of St. Petersburg operates under a progressive discipline philosophy whereby all employees are subjected to increasingly severe levels of discipline for each successive instance of the same or related misconduct.

The committee members are given a minimum of three weeks to prepare for its case review. Members who are related to or who are personal friends of either the complainant or the accused officer must declare a Conflict of Interest and must not be a part of the case review for any reason. A Conflict of Interest form will be included in each case file for this declaration. Prior to the review, members may request information referenced in a file which may not be physically located in the file.

A public case review meeting is scheduled (barring any city-observed holidays) where the allegation is discussed, the adequacy of the investigation is determined, and if discipline was meted out; a determination of its appropriateness is made. The members then vote to:

Agree with the Police Department’s finding, with or without comment;

Disagree with the Police Department’s finding with comment.

The results of the case reviews are compiled which lists the case number, complainant, accused officer(s), nature of the allegation(s), summary, the department’s findings and the Committee’s findings to include its comments, questions, and any recommendations it made is then sent to the Chief of Police.

The chief or his designee then provide replies to the questions asked and where appropriate, outline the steps to be taken to implement any recommendations. If the chief chooses not to act on a recommendation, a justification for that decision or alternative measures must be provided.
*Completed means the police department’s investigation (an Internal Affairs case or Bureau investigation case) has been complete, absent any criminal investigations, State Attorney investigations, appeal and grievance rights imposed by the officer or the arbitration process.