

OLYMPIC COMMUNITY POLICE ADVISORY BOARD

BY-LAWS

The Olympic Community Policing Advisory Board, serving through Community Policing,

Problem Solving and Information Sharing for the following communities:



Beverly-Kingsley Beverly-Normandie Byzantine Latino Quarter

Country Club Park Harvard Heights Koreatown Pico Union

Ridgewood-Wilton St. Andrews Square Wilshire Center Windsor Square

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OLYMPIC AREA COMMUNITY POLICE ADVISORY BOARD BY-LAWS

ARTICLE I

Section 1 NAME

The name of the organization shall be the **COMMUNITY-POLICE ADVISORY BOARD** commonly referred to as **C-PAB**.

Section 2 PURPOSE AND MISSION

The mission of the Advisory Board shall be to promote and assist community policing. The Advisory Board shall meet regularly to discuss how the Los Angeles Police Department (LAPD) Olympic Area can more effectively police the communities within the Area and how the citizens of the communities can work with the LAPD Olympic Area to positively affect the quality of life in the communities.

ARTICLE II-MEMBERSHIP

Section 1 APPOINTMENTS

1. The Olympic Area Commanding Officer shall have the authority to appoint members of the Advisory Board. The Olympic Area Commanding Officer shall be a permanent member.

Section 2 ELIGIBILITY

1. Members shall be drawn from residents, business owner operators and existing community organizations within communities in the Olympic Area. Membership criteria shall include knowledge of the conditions within their community and the ability to communicate the activities of the Advisory Board to the public or their constituents. To the extent possible members shall be selected so as to reasonably reflect the economic, ethnic/racial and gender diversity of the Area.

Section 3 TERMS OF OFFICE

1. The regular term of office for Advisory Board Members shall be one year commencing January 1 and ending December 31. Commencing on the date of his or her appointment, each Board Member shall hold office until the expiration of the term for which appointed, unless such member has been reappointed, or until a successor has been appointed as described in Article II, Section 1, or until such term is terminated by a majority vote of the Advisory Board or by the Olympic Area Commanding Officer, or until one of the events described in Article II, Section 5 occurs.

Section 4 VACANCIES

1. Vacancies on the Advisory Board shall be filled by appointment by the Olympic Area Commanding Officer with recommendations made by the Advisory Board. Such appointees shall serve the balance of the period of the unexpired term of the Board Member being replaced.

Section 5 TERMINATION OF MEMBERSHIP

1. The death, resignation or expulsion of a member shall terminate the membership and all rights, privileges and duties attendant thereto.

Note: A member may be expelled by the Advisory Board or Olympic Area Commanding Officer for

- (i) good cause, or,
- (ii) failure to carry out duties as defined in Article IV, section 3, or
- (iii) conduct deemed by the Advisory Board or the Olympic Area Commanding Officer to be detrimental to the Advisory Board, or
- (iv) a conflict of interest. The board may consider removal for failure to attend four (4) regular meetings of the Advisory Board in a calendar year.

ARTICLE III – OFFICERS

Section I REQUIRED OFFICERS

1. There shall be two Co-Chairs of the Advisory Board, who shall preside at all meetings of the Advisory Board. The Olympic Area Commanding Officer shall be a permanent Co-Chair. The second Co-Chair shall be a citizen member of the Advisory Board and shall be appointed and serve at the discretion of the Area Commanding Officer.
2. There shall be at least one, but no more than two, Vice Co-Chair of the Advisory Board, who shall preside at meetings of the Advisory Board, when the citizen/second Co-Chair is unable to attend. The Vice Co-Chair(s) shall be elected annually by the Advisory Board. If the Olympic Area Commanding Officer is unable to attend a meeting he or she shall designate a member of the LAPD Olympic Area to act as Co-Chair in his or her absence.
3. The Co-Chairs shall perform all duties incident to the office in carrying out the function and purpose of the Olympic Area Community–Police Advisory Board as enumerated in these Bylaws.
4. The Secretary will be responsible for taking minutes at all of the General Meeting of the Olympic C-PAB and Olympic C-PAB Executive Committees. The Secretary will assume and perform any other duties as are authorized by the Area Commanding Officer and the Executive Committee.
5. The Olympic Area C-PAB Coordinator shall be the designated *Custodian of Records* and shall be responsible to maintain copies of all C-PAB minutes and other administrative documents.
6. There shall be other such offices created by the Advisory Board as may be required from time to time.

Section 2 ELECTION OF OFFICERS

1. The Advisory Board shall by majority vote of those in attendance who constitute a quorum, elect Advisory Board members at the beginning of each New Year. Upon election, they shall

immediately assume the duties of the office. In the event any office remains unfilled, the prior officers in such positions shall continue in their office until such election has occurred.

Section 3 VACANCIES

1. If the office of the civilian Co-Chair becomes vacant, the Area Commanding Officer shall promptly select a replacement to become the Co-Chair. If the office of the Assist Chair becomes vacant, or if any other office becomes vacant, it shall be promptly filled from the membership of the Advisory Board through an election held by the members.

ARTICLE IV- DUTIES AND RESPONSIBILITIES

Section 1 MEETINGS

1. The Advisory Board shall meet no less than once each calendar month, with other special meetings of the Advisory Board as may be needed. Meetings may be open to the public.

Section 2 QUORUMS

1. At least one-fourth of the total number of members of the Advisory Board shall constitute a quorum with full authority to transact business. Except as otherwise provided in Article IV, Section 4 and Article VI, any action of the Advisory Board approved by a simple majority of the regular Board Members present shall be binding as an action of the entire Advisory Board; Any member who abstains from voting shall be considered for purpose of voting to have cast a NO vote. Veto power shall be retained by the Olympic Area Commanding Officer.

Section 3 DUTIES

1. In accepting the appointment as a Board Member of the Olympic Area Community-Police Advisory Board, the member shall accept certain obligations and responsibilities relating to that office. In connection therewith, it is expected that each Board Member shall:
 - a. Assist in every reasonable way possible in promoting the interests and activities of the Advisory Board, its members and the community at large which the Board serves; and
 - b. If reasonably possible, accept appointment to, and service on, any regular or special committee as may be designated by the Co-Chairs, and see that such committee meets regularly as required to perform its functions; and
 - c. Not use their position with the Advisory Board, nor any identification as may be provided, in order to obtain preferential treatment, either from other community members or from law enforcement officers; and.
 - d. Not divulge information related to them in confidence during Advisory Board meetings, particularly but, not limited to, planned police operations.
2. Any member of the Advisory Board who fails to substantially carry out the duties as outlined above shall be subject to termination of membership by the Area Commanding Officer.

Section 4 BOARD ACTIONS WITHOUT A MEETING

1. Any action that the Advisory Board is required or permitted to take may be taken without a meeting if all members of the Advisory Board consent in-writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Advisory Board. All such consents shall be filed with the minutes of the proceedings of the Advisory Board.

ARTICLE V – COMMITTEES

1. There shall be established by the Co-Chairs or the Advisory Board such Standing or Special Committees as may be deemed necessary to carry out the functions of the Advisory Board.

Note: All Committees shall meet to organize as soon as possible after establishment, and shall meet on a regular basis to carry out the function for which the Committee has been created. The Committee may appoint a Secretary and such other officers as may be required. The Committee may keep minutes of all meetings, and shall submit copies of such minutes to the C-PAB coordinator at Olympic Station.

ARTICLE VI-AMENDMENTS

1. These Bylaws may only be amended, repealed, or changed by:
 - a. By a majority vote of the Advisory Board members,
 - b. And the consent of the Olympic Area Commanding Officer, or
 - c. As required by the Los Angeles Police Department (LAPD) provided that any change required by the LAPD shall not materially increase the obligations of an Advisory Board Member unless approved in accordance with the subsection (a) of this Article VI.

ADDENDUM

Reprinted from:
Los Angeles Police Department
Administrative Order No. 10, December 3, 1993

OLYMPIC COMMUNITY POLICE ADVISORY BOARD

A. RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARD

1. It is the responsibility of Community Police Advisory Boards to:
 - a. Assist Department leaders, through community input, to make quality decisions. They shall advise and inform the Department of community problems and concerns and provide input to decision making; and
 - b. Help identify short-term and long-term concerns of the community and help identify properties and solutions; Mobilize community resources and strengthen ties within the community; and
 - c. Coordinate with other governmental agencies and community organizations and service centers to resolve community problems; and
 - d. Communicate information on the role and operations of the Police Department to the community; and
 - e. Assist in Community Police Problem Solving to analyze problems, recommend solutions, and review the progress or results of recommended strategies. (Community-Police Problem Solving is Problem-Oriented Policing adapted to the Los Angeles Police Department's needs).

These Community Police Advisory Boards are an essential part of the Department's effort to reinforce its relationship with the community. When properly organized and consulted, they can provide vital information for shaping Area priorities and enhancing the quality and effectiveness of police service.

B. COMMUNITY- POLICING DEFINITION

1. Community Policing is a partnership between the police and the community. It is a partnership in which the police and the community share responsibility for identifying, reducing, eliminating and preventing problems which impact the community. By working together, the police and the community can reduce the fear and incidence of crime and improve the quality of life in the community. In this effort the community and police, as partners, identify and prioritize problems of crime and disorder and share responsibility for development and implementation of proactive problem-solving strategies to address the identified issues. The strategies used combine the

efforts and resources of the police, the community and local government.
(Paper No. 2 4/7/95, Chief of Police)

C. COMMUNITY-POLICE ADVISORY BOARD (C-PAB)

1. In partnership with the Olympic Area Commanding Officer, the members of the Olympic C-PAB are to identify crime problems, or problems of disorder and neglect that can breed serious crime, develop strategies to address these issues, and mobilize community and governmental resources that can help solve these problems. C-PAB Members will provide feedback to the community regarding the operations of the C-PAB.
(Based on Page No 2, 4/7/95, and Administrative Order No. 10, 12/3/93).

D. MISSION OF THE ADVISORY BOARD

1. The mission of the Advisory Board shall be to promote and assist community based policing initiatives; and
(Bylaws, Art. 1, Sec 2).
2. The role of the Advisory Board is to advise and inform Olympic Commanding Officers of community problems and concerns, to focus and mobilize community and police resources to solve identified problems and concerns and to elicit Olympic community feedback regarding Olympic police operations and community peace and safety needs. It is the charge of this Advisory Board to assist Olympic Commanding Officers in making decisions by providing cogent, informed and persuasive advice, in consultation with the community we serve. It is the duty of the Olympic Commanding Officers to make effective and efficient command decisions after thoughtful and knowledgeable consideration of that advice, in light of their professional training experience and available resources.

E. INDIVIDUAL ROLE AND RESPONSIBILITY OF A C-PAB MEMBER

1. C-PAB members are to make every effort to attend all the monthly Advisory Board meetings. The member should be prepared to devote approximately two hours to the meeting, plus the time necessary to prepare for the meeting.

F. COMMUNICATION AND EDUCATION

1. Each C-PAB member is responsible for knowing the conditions within the Olympic community in which they live or work, and for considering ways to improve the relationship between the community and the police. A C-PAB member must be willing to spend the time and effort

required to learn about the concerns of the Olympic Area community and to communicate to the community the efforts and projects of the Advisory Board. This may require meeting with community members and organizations, establishing new lines of communication and reaching out to involve persons representing the diverse economic, ethnic/racial and gender make-up of the Olympic community in the activities of the Advisory Board.

G. ACTIVITIES

1. Each C-PAB member is expected to establish regular contact with all of the schools, religious groups, community groups (including youths and elderly), business representatives, elected officials and ethnic groups that are located in or make up their community. Each C-PAB member should volunteer to serve on and actively participate in at least one Advisory Board project or activity. At least twice each year, the C-PAB member should sponsor or participate in a community meeting in their area. Each member should actively seek to publicize the existence and activities the C-PAB—by writing articles, distributing information and participating in the community activities. The Senior Lead Officers assigned to the community, the Olympic Area Commanding Officer and the C-PAB members should establish regular communication and work together to address community concerns; and
2. As necessary to promote the activities of the C-PAB, each C-PAB member shall actively recruit residents, business owners and operators, organizations and other entities within the Olympic Area (and outside of the Area, if appropriate) to work with the Board or with an individual C-PAB member to implement the purposes and goals of the C-PAB.

H. COMMUNITY OUTREACH /C-PAB MEMBERS AND ALTERNATES

1. Being a C-PAB member is a privilege, not a right. In order to be an effective C-PAB member or alternate and retain such membership, each member is required to participate in Advisory Board and community activities; and
2. Each C-PAB member shall be assigned responsibility for a specific section in the Olympic Area. Certain sections of the Olympic Area will have two members assigned. (An area may be divided by business/residents or geographically—north/south/east/west.) If two members are assigned to an area, each such member is to coordinate their activities and cooperate with other members to ensure that the assigned area is served. Each member is to communicate with and work with their alternates(s), at least once per month, to ensure that the needs of the community are being communicated to the police, and vice versa. C-PAB members and their alternates are encouraged to work with other members of their community, by setting up a sub-group of community members who help fulfill the responsibility of members; and
3. Each member is responsible for participating in or organizing community meetings on behalf of the C-PAB at least twice per year. Participation can range from manning a table at a large event in order to pass out information, to organizing a meeting to address specific concerns. A meeting can be as small as ten people concerned about gang activity in the area; and

4. Each member and members of their sub-group are strongly encouraged to participate in community activities and meetings in order to keep informed about community concerns and in order to provide information to the community; and
5. Each member is expected to participate in or volunteer to serve on or be the representative for the Advisory Board on at least one committee or in at least one activity sponsored by the Advisory Board. Such activities or committees may include Police Appreciation Day, the Summit, the Clergy Committee or participation in various focus groups or task forces formed to address community concerns; and
6. Once per year, each member shall make a report to the Advisory Board at a monthly meeting regarding problems or concerns in their community and activities being under taken to address these problems or concerns.