ORDINANCE NO. 10-361

ORDINANCE ESTABLISHING THE
HUNTSVILLE POLICE CITIZENS ADVISORY COUNCIL

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, as follows:

Section 1. ESTABLISHMENT: There is hereby established within the City of Huntsville, Alabama, an advisory council to be known as the Huntsville Police Citizens Advisory Council (HPCAC) of Huntsville, Alabama.

Section 2. PURPOSE:

A. To promote productive police and community interaction by assisting the police in achieving a greater understanding of the nature and causes of complex community problems in the areas of diversity and human relations.

B. To provide an effective organization that will address the concerns of the community by promoting cooperative citizen-police programs and approaches to the solutions of community crime. The HPCAC advocates the principle that the administration of justice requires total community involvement and personal responsibility.

C. To recommend procedures, programs, or legislation to improve the efficiency and effectiveness of the Police Department and to enhance cooperation among citizens of the community and the police.

D. To keep the Chief of Police apprised of actions taken by the Department which create community concern or controversy. The Chief of Police will notify the Mayor and City Council of these actions as needed.

E. To strengthen bonds between the Police Department and the community, thereby ensuring equal protection and service for all citizens.

Section 3. ROLE: The HPCAC will serve in an advisory capacity to the Police Department regarding issues relevant to police and community relations including, but not limited to:

A. Police services, both crime related and non-crime related.

B. Training, including diversity training, and employment (both civilian and sworn personnel) including recruiting, hiring, firing, and promotional practices.

C. Agency objectives, problems and successes.

D. Development of agency programs and policies.
E. Actions, philosophies, behaviors and practices that contribute to community tensions, grievances, and complaints.

**Section 4. RESPONSIBILITIES:**

A. To meet on a regularly scheduled basis with representatives of the Police Department or when meetings are deemed necessary either by the HPCAC Chairman or the Chief of Police.

B. To actively seek better police and community relations.

C. To provide communication between the Police Department and the community regarding:
   1) Issues and concerns expressed by citizens that have been presented to individual members of the HPCAC, a police officer, or brought before the HPCAC during a scheduled meeting.
   2) Actions taken by the Department that should be understood by the public at large.

D. To aide police in identifying trouble areas requiring special police or other governmental actions.

E. To educate citizens with regard to police responsibilities and limitations.

F. To provide opportunity for the development of mutual understanding and respect between citizens and the police.

**Section 5. MEMBERSHIP:**

A. The HPCAC shall be comprised of citizens who are concerned about police and community relations, and who are sensitive to community needs and perceptions.

B. HPCAC members shall represent the community at large.

C. HPCAC members must be citizens of Huntsville with no criminal background.

D. The HPCAC shall be made up of nine members. The members shall be appointed as follows: two by the Mayor (one from the Human Relations Commission and one at large), two by the Chief of Police (at large) and one by each member of the City Council. Each appointee will serve a two year term.

E. Members must demonstrate a willingness to commit themselves to community service for at least two years and conduct themselves in a manner consistent with the HPCAC's purpose.
The HPCAC shall elect a Chairman, Vice-Chairman, and Secretary in the first meeting of the year to serve a one-year term.

Section 6. MEETINGS:

A. All meetings shall be held in a public forum and announced in advance. However, closed meetings may be conducted as permitted under the Alabama Sunshine Laws.

B. The HPCAC will meet on a quarterly basis or as needed, to be determined by the Chairman and the Chief of Police.

C. All requests for information regarding the Police Department will be forwarded to the Chief of Police.

D. The HPCAC will address concerns which may require action outside the scope of the Police Department’s authority by forwarding recommendations to the Mayor and City Council for action.

E. Problems or concerns that can be addressed by the Police Department shall be forwarded to the Chief of Police.

Section 7. DUTIES OF HPCAC OFFICERS:

A. Chairman.

1) The Chairman shall preside over all meetings of the HPCAC.

2) The Chairman will forward all written communications from the HPCAC to the Chief of Police, the Mayor, or the City Council.

B. Vice-Chairman.

The Vice-Chairman shall preside in the absence or inability of the Chairman, or when requested to do so by the Chairman, especially during the period of training.

C. Secretary.

1) The Secretary shall record the minutes of all HPCAC meetings.

2) Minutes shall be made available to all members on or before the next scheduled meeting.

3) Notices shall be sent to all members reminding them of HPCAC meetings (dates, times, and locations).

4) The Secretary may make a tape or other recording of the meetings, but the official minutes shall serve as the permanent record for the meeting.
Section 8. ATTENDANCE: Members are expected to attend meetings regularly; however, there might be an urgent need or special reason for not attending and, therefore, notification of absence shall be given to the Chairman. Any member missing three (3) consecutive meetings shall be replaced by the appropriate appointing authority.

Section 9. RESIGNATION: If an occasion arises where a member can no longer fulfill his or her duties, the member should submit a letter of resignation to the appointing authority. It will be the responsibility of the original appointing authority to appoint a replacement to complete the unexpired term.

Section 10. VOTING: All members of the Huntsville Police Citizens Advisory Council have the privilege of voting on issues presented and may have the courtesy of the floor for discussions as designated by the Chairman.

Section 11. QUORUM: Two-thirds of the members of the Huntsville Police Citizens Advisory Council shall constitute a quorum for the purpose of meeting or conducting business of the Huntsville Police Citizens Advisory Council.

Section 12. NO AUTHORITY TO OBLIGATE CITY: The Huntsville Police Citizens Advisory Council shall have no authority to obligate the finances of the City of Huntsville, Alabama, or to otherwise impose any legal obligation upon the City of Huntsville, Alabama.

ADOPTED this the 10th day of June, 2010.

[Signature]
President of the City Council of the City of Huntsville, Alabama

APPROVED this the 10th day of June, 2010.

[Signature]
Mayor of the City of Huntsville, Alabama