

CITY MANAGER'S OFFICE MEMORANDUM
#67-2020

DATE: November 23, 2020

TO: Honorable Mayor Meredith Leighty and City Council Members

FROM: Heather Geyer, City Manager *hmg*
James S. May Jr., Chief of Police *JSM/217*

SUBJECT: CB-1956 – Community Co-Production Policing Advisory Board

PURPOSE

To consider CB-1956, an ordinance on first reading, adopting a new Article 8 of Chapter 4 of the Municipal Code creating the Community Co-Production Policing Advisory Board.

BACKGROUND

On Sept. 28, 2020, City Council was presented with three oversight models. Council supported Option #3 – the hybrid board model that aligns with implementing community co-production policing (CCPP). Council directed staff to move forward with development of an advisory board. The next steps in creating the board are outlined below. Staff has incorporated Council direction from the Nov. 2 study session to include the following:

- Increase the number of resident members to seven for a total membership of 13
- Include a Council ex-officio member
- Remove the requirement for participation in the Citizens' Police Academy
- Support for the requirement of participation in a police mini-training academy for CCPP Board members
- Add explanation for providing criminal background
- Clarification on the process for appointment of the additional at-large members and community service providers

In addition, the application start date was moved to Tuesday, Dec. 1 due to Thanksgiving.

Advisory Board Name

Council agreed to the following name: Community Co-Production Policing Advisory Board or in short CCPP Advisory Board.

Advisory Board Purpose

To operationalize CCPP based on the belief that the community should be integrally involved in shaping the policing strategies that affect it.

CCPP is a new approach that builds on the strengths of the Police Department and evolved from community-policing, which is the department's current operational philosophy.

CCPP provides a transformational approach to aligning services and resources with the community's vision for public safety.

Northglenn's proposed overarching CCPP goals include:

1. Reducing fractionalism – Correcting the inharmonious separation which has occurred between the community and those responsible for policing it.
2. Creating transparency – No more secrecy in accountability, policymaking, or in determining strategies to address and reduce crime and disorder.
3. Balance of influence – Empowering residents to get involved in shaping the vision for public safety services while also equipping those who police the community with the resources they need to effectively provide services.

Northglenn's proposed CCPP predicted outcomes include:

1. Increased community trust – Since the community shares decisional authority in substantive policing matters, they will have shared ownership over the results.
2. Enhanced public safety – Trust is the cornerstone to solving crimes, and when trust is established, people will more readily assist in public safety matters affecting them.
3. Improved racial/diversity equity – Diverse partnerships lead to greater understanding, which in turn changes perspectives, beliefs, and behaviors.

CCPP is a strategic and forward-looking approach to assessing public safety services holistically as well as identifying gaps and opportunities to create meaningful organizational culture change to align resources and services based on the desires of the community.

Advisory Board Composition

Staff is proposing the following board make-up for a total of 13 board members:

- One ex-officio, non-voting member of City Council (not included in the total of 13 members)
- One resident from each ward (four total)
- Two resident at-large members
- One youth at-large member
- Three designated positions representing community safety:
 - Fraternal Order of Police (FOP) member
 - Police Department non-command supervisory staff member
 - North Metro Fire Rescue District staff member
- Three at-large members from professional community service providers

All board members will be appointed by City Council. The three designated community safety positions will be appointed by City Council upon recommendation by the Chief of Police.

Staff will market the new board service opportunity to the following community service providers:

Youth

- The Link
- Adams County child protection
- Ralston House
- CASA

Adult

- Adams County protective services
- Adams County probation and parole

Faith

- A member of the faith-based community

Education

- Adams 12 Five Star Schools
- Charter and private schools

Mental health

- Community Reach Center

Homeless

- Adams County Homelessness Task Force
- Northglenn Homelessness Community Task Force

Senior

- Northglenn Senior Organization

Nonprofits

- Citizens' Police Academy Alumni Association of Northglenn
- The Arc
- Rocky Mountain Cradle to Career Partnership

Organizations supporting veterans

- American Legion
- Elks Lodge

Advisory Board Staff Support

Staff has discussed the importance of the City Manager and Chief of Police not serving as the staff liaison to the advisory board. However, both will still support the board as needed. The City Manager is recommending that Assistant to the City Manager Rupa Venkatesh serve as the primary liaison to the board. Police Department Administrative Specialist Sarah Verver will take minutes for board meetings and City Attorney Corey Hoffmann will provide legal support.

Advisory Board Requirements

Staff is recommending the following requirements for individuals to serve on the board:

- Non-sworn board members must participate in a police mini-CCPP training academy designed specifically for the board
- Attend regularly-scheduled meetings either in-person or virtually
- Regularly obtain feedback from the community and report back to the board during meetings
- Maintain a professional and respectful decorum
- Maintain all sensitive information that is shared during meetings as confidential

Advisory Board Eligibility

Staff is recommending the following criteria for service on the advisory board:

- Resident of the City unless applying for an at-large or community service provider at-large position
- 18 years of age (16 or 17 if applying for the youth at-large position)
- Must be willing to sign a confidentiality disclosure for service on the board

Board members may have access to confidential information during their board services.

Therefore, all members serving on the board must go through a criminal background check and respond to several background questions in addition to signing a confidentiality disclosure. These questions are included on the application in Attachment 1. The City reserves the right to request information in order to inform the selection process. The following language is included on the application to address this request:

Please provide evidence of rehabilitation, which may include documentation from you or others indicating rehabilitation since the date of conviction.

Please note that answering yes to any of these questions will not immediately disqualify the applicant, unless the applicant identifies ineligibility by currently being on probation or parole, or is a registered sex offender. Each applicant will be individually evaluated to determine suitability for appointment.

A criminal background is not cause for disqualification for service on the board. However, individuals are not eligible to serve on the board if they are:

- A registered sex offender
- Currently on probation or parole

Advisory Board Membership Selection

Staff is proposing the following process for the selection of board members:

1. Council members will select one individual to represent their ward and recommend another individual to serve in an at-large position. Council members can interview up to five applicants for this process.
2. A subcommittee consisting of the Mayor and two Council members will interview the applicants for the youth at-large position, the two at-large positions and the three community service provider positions.
3. The three designated positions for the FOP, Police Department and Fire District will be recommended by the Chief of Police and approved by City Council.

Interview Questions

Staff will develop a set of interview questions to bring back to Council in early January prior to interviews being scheduled. Staff will have the City's diversity, equity and inclusion consultant and the Government Alliance on Race and Equity (GARE) review the questions for feedback.

Application

The final application form is included for Council's consideration based on Council input at the Nov. 2, 2020 study session.

Timeframe for Implementation and Marketing

A draft timeline for implementation has been developed. The following schedule has been built around existing strategic priorities and workload:

- Nov. 23 – Ordinance creating the board presented for first reading (required to occur during a regular meeting)
- Dec. 14 – Public hearing and second reading
- Dec. 1 to Jan. 15 – Application period open
- Jan. 25 to Feb. 5 – Council interviews applicants
- Feb. 22, 2021 – Council appoints board via resolution
- March 2021 – First board meeting/orientation (training); date and time TBD
- Late March/April 2021 – Community listening sessions and development of work plan (pathway identification)

Similar to the Diversity, Inclusivity, and Social Equity Board (DISEB) outreach efforts, staff will utilize the following outreach methods:

- City and Police Department social media platforms
- December and January Connection
- Mail postcard to every residence
- Mail letter to partner agencies from Chief of Police
- Outreach to local media for promotion

Vacancy Process

As with DISEB, staff is proposing a board term of three years. As a reminder, GARE did not recommend that we change the term limit if it is consistent with the term limits of our other boards and commissions, but does recommend that we encourage youth members to still participate and not let concerns about the completion of a term dissuade them from applying.

STAFF RECOMMENDATION

Staff recommends approval of CB-1956 on first reading. If CB-1956 is approved on first reading, a public hearing and second reading of the proposed ordinance will be scheduled for Dec. 14, 2020.

BUDGET/TIME IMPLICATIONS

With the creation of this board, Council is making a long-term commitment. City Council approved \$57,000 in funding on Oct. 26. This includes \$18,000 for community engagement, \$16,000 for strategic planning and \$23,000 for change management work on an operational level, as well as the advisory board.

STAFF REFERENCE

If Council members have questions, they may contact City Manager Heather Geyer at hgeyer@northglenn.org or 303.450.8706.

ATTACHMENT

1. CCPP Advisory Board membership application

CB-1956 –Community Co-Production Policing Advisory Board



APPLICATION FOR APPOINTMENT TO THE CCPP ADVISORY BOARD

General Information

The City Council is seeking applicants for the CCPP Advisory Board. Selected applicants will be invited to participate in an interview process. Individuals selected to serve on the Board will be appointed by the Mayor and City Council. The Board will be comprised of one resident representing each of the four Wards, 2 at-large members, 1 youth at-large member, 3 appointed members representing law enforcement and fire and 3 members at-large, representing community service providers. Members will serve a three-year term. We understand the youth member at-large may not be able to complete the full three-year term but still strongly encourage those interested to apply.

Application Period: Tuesday, December 1, 2020 to Friday, January 15, 2021 at 5:00 p.m.

Interviews: January 25 - February 5, 2021

Meetings will begin in March 2021 and will be held on a monthly basis.

Eligibility

To qualify as a member of the CCPP Advisory Board you must:

- Be a resident of the City of Northglenn to serve as a representative of your Ward; OR
- Live, work or attend school in the City to serve as an at-large member; AND
- Be at least 16 or 17 years old if applying as an at-large youth member, or 18 years old for all other members.

Purpose of the CCPP Advisory Board

The overall purpose of the Board is as follows:

- Support City Council's strategic focus on implementing community co-production policing (CCPP) based on the belief that the community should be integrally involved in shaping the policing strategies that affect it.
- Help create robust opportunities to listen to the community and use community feedback to inform future decision-making
- Advise Council about community concerns as it relates to the Police Department and look for opportunities to build on the strengths of the department
- Develop an annual Board work plan focused on strengthening the partnership between the community and the Police Department
- Advise Council on other matters as it relates to aligning services and resources with community vision for public safety

Northglenn's overarching CCPP goals include:

1. *Reducing fractionalism* – correcting the inharmonious separation which has occurred between the community and those responsible for policing it
2. *Creating transparency* – there can be no more secrecy in accountability, policymaking, or in determining strategies to address and reduce crime and disorder
3. *Balance of influence* – empowering residents to get involved in shaping the vision for public safety services while also equipping those who police the community with the resources they need to effectively provide services

Northglenn's CCPP predicted outcomes include:

1. *Increased community trust* – because the community shares decisional authority in substantive policing matters, they will have shared ownership over the results
2. *Enhanced public safety* – trust is the cornerstone to solving crimes, and when trust is established, people will more readily assist in public safety matters affecting them
3. *Improved racial/diversity equity* – diverse partnerships lead to greater understanding, which in turn, changes perspectives, beliefs, and behaviors

Board Membership Requirements

In order to maintain membership on the Board, members are required to:

- Participate in the Police Mini-CCPP Training Academy designed specifically for Board members.
- Attend regularly scheduled meetings either in-person or virtually
- Regularly obtain feedback from the community and report back to the Board during meetings
- Maintain a professional and respectful decorum
- Maintain all sensitive information that is shared during meetings as **confidential**

Application Submission

Applications may be submitted in one of three ways.

1. By email: send an electronic copy of the application and any accompanying materials to the City Manager's Office, Attn: Rupa Venkatesh at rvenkatesh@northglenn.org.
2. In-person: City Manager's Office, located in City Hall at 11701 Community Center Drive, Northglenn, CO 80233.
3. By mail: City of Northglenn, Attn: City Manager's Office, 11701 Community Center Drive, Northglenn, CO 80233. Note: A postmark will not count as the receipt date; please allow adequate time for the mail service.
4. Online at: www.northglenn.org

**Applications must be received by the City Manager's Office no later than
5 p.m. on Friday, January 15, 2021**



APPLICATION FOR APPOINTMENT TO THE CCPP ADVISORY BOARD

Applicant Information	
Name: Click here to enter text.	
Address: Click here to enter text.	
Email: Click here to enter text.	
Home Phone: Click here to enter text.	Cell Phone: Click here to enter text.
Occupation: Click here to enter text.	

Questionnaire – Please complete the following questions if you are a resident of the City of Northglenn. Each Ward will be represented by one resident. Please complete the next section as well if you are interested in an at-large position.

Are you at least 18 years old? Yes No

If you are applying for the youth at-large position, are you at least 16 or 17 years old? Yes No

Are you a resident of the City of Northglenn? Yes No

How long have you lived in the City of Northglenn? (in years) _____

What Ward do you live in? Ward 1 Ward 2 Ward 3 Ward 4

If you would like to be considered for one of the three at-large seats, please complete the following questions. You do not have to be a resident of the City of Northglenn but need to demonstrate strong community ties to Northglenn.

Do you live, work, or attend school in the City of Northglenn? Live Work School

If applicable, what school do you attend in Northglenn? _____

Which of the following are you a member of? Business Community Faith Community Non-profit Community Education Community Service Provider Other: _____

Eligibility Requirements

All applicants must respond to the following questions, otherwise, the application will be deemed incomplete.

Are you willing to sign a confidentiality disclosure for service on the Board? Yes No

Have you ever been convicted of a felony? Yes No

If Yes, what and when? _____

Please provide evidence of rehabilitation, which may include documentation from you or others indicating rehabilitation since the date of conviction.

Have you been convicted of a violent crime in the last five years? Yes No

If Yes, what and when? _____

Have you ever been arrested? Yes No

If Yes, for what and when? _____

Are you willing to submit to a criminal history check? Yes No

Are you under investigation for a criminal offense? Court process? Yes No

If Yes, for what and when? _____

Are you currently on probation or parole? Yes No

Are you a registered sex offender? Yes No

Please note that answering yes to any of these questions will not immediately disqualify the applicant, unless the applicant identifies ineligibility by currently being on probation or parole, or is a registered sex offender. Each applicant will be individually evaluated to determine suitability for appointment.

1) Why do you want to be appointed to the CCPP Advisory Board?

2) Of the goals and predicted outcomes City Council has identified as important to implementation of community co-production policing, which ones are most important to you? And why?

3) What unique experience, perspective or expertise would you bring to the CCPP Advisory Board?

4) We are looking for Board members to have strong connections with the community in order to expand our outreach efforts. Are you a member of any community or civic organizations or do you contribute to the community in a different way? Please explain.

5) Share with us one idea you have to enhance the Police Department. Please explain why this idea is important to you.

Supplemental Information

Please provide any additional information that may assist the City in giving your application the fullest consideration.

Voluntary Information: This section is not required. The City is using information provided in this section for the limited purpose of assisting it in the selection process for the CCPP Advisory Board. All applications for the Board shall be reviewed and assessed based on merit. The Applicant agrees that in submitting this Application and the voluntary information in this Section, Applicant agrees to hold the City, its elected officials, officers and employees harmless from liability resulting from the City's use and collection of the information provided in this Application so long as the City's use of the information is for the limited purpose of assisting the City in selecting members of the Board.

- 1) Gender Identity: _____ Prefer not to answer
- 2) Age: _____ Prefer not to answer
- 3) Household size (including yourself): _____ Prefer not to answer
- 4) Education Level: _____ Prefer not to answer
- 5) Race/Ethnicity: _____ Prefer not to answer
- 6) Sexual Identity: _____ Prefer not to answer
- 7) Religion: _____ Prefer not to answer

Please contact Rupa Venkatesh in the City Manager's Office at rvenkatesh@northglenn.org or (303) 450-8795 if you need assistance with language access resources, other accommodations or have additional questions.

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1956
Series of 2020

Series of 2020

A BILL FOR AN ORDINANCE ADOPTING A NEW ARTICLE 8 OF CHAPTER 4 OF THE NORTHGLENN MUNICIPAL CODE CREATING THE COMMUNITY CO-PRODUCTION POLICING ADVISORY BOARD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Northglenn Municipal Code is amended by the addition thereto of a new Article 8 of Chapter 4, to read as follows:

ARTICLE 8

COMMUNITY CO-PRODUCTION POLICING (CCPP) ADVISORY BOARD

Section 4-8-1. Purpose. The City Council finds and determines as follows:

(a) The City finds and determines that the creation of the Community Co-Production Policing (CCPP) Advisory Board (the "Board") is intended to provide a resource to further the City's goal of aligning the provision of police services and resources with the community vision for public safety, including addressing the following:

(1) Reducing the potential separation between the community and those responsible for policing it;

(2) Increasing transparency in terms of accountability, policymaking, and strategizing regarding the reduction of crime in the community; and

(3) Empowering residents to get involved in shaping the vision for public safety services, while also equipping those who police the community with the resources they need to effectively provide such services.

(b) The City further finds and determines that the Board shall aspire to achieve the following outcomes:

(1) Increasing community trust by sharing decisional authority with the community in substantive policing matters;

(2) Enhancing public safety through the creation of public trust; and

(3) Improving racial diversity and equity in the process of policymaking regarding public safety in order to create greater understanding regarding community safety strategies.

Section 4-8-2. Creation; membership.

(a) There is hereby created the CCPP Advisory Board of the City of Northglenn.

(b) The Board shall consist of thirteen (13) members appointed by the City Council and one (1) ex-officio non-voting member who shall be a member of the City Council. Appointments of members shall be as follows:

(1) A total of seven (7) resident members shall be appointed to the Board as follows:

A. One (1) resident member shall be appointed from each ward of the City by the members of the City Council for a total of four (4) resident members, each representing a specific ward, with the consent of the remainder of the City Council; and

B. Two (2) at-large members who shall be residents of the City shall be appointed by the City Council upon recommendation of the Mayor and a sub-committee of two City Council members.

C. One (1) at-large youth member, who shall be at the time of appointment between sixteen (16) and seventeen (17) years of age, and either be a resident of Northglenn, or attend a school located in Northglenn, shall be appointed by the City Council upon recommendation of the Mayor and a sub-committee of two City Council members.

(2) Three (3) community safety members shall be appointed by the City Council upon recommendation of the Chief of Police as follows:

A. One (1) member shall be a member of the Fraternal Order of Police (FOP);

B. One (1) member shall be a non-command supervisory staff member from the Northglenn Police Department; and

C. One (1) member shall be a staff member from North Metro Fire Rescue District.

(3) Three (3) at-large members from professional community service providers shall be appointed by the City Council upon recommendation of the Mayor and a sub-committee of two City Council members.

Section 4-8-3. Term of Office. Appointments to the Board shall be for three-year terms.

Section 4-8-4. Qualifications — Vacancies.

(a) Qualifications.

(1) All members of the Board representing a ward shall be a resident of that ward for the duration of the member's term;

(2) All members of the Board shall be at least eighteen (18) years old, except the at-large youth member, who shall be at the time of appointment between sixteen (16) and seventeen (17) years of age; and

(3) Individuals who are registered sex offenders, or currently on parole or probation shall not be eligible to be members of the Board.

(b) Vacancies. Vacancies on the Board shall be filled within forty-five (45) days of the vacancy being created utilizing the same process set forth in Section 4-8-2 of this Article. A vacancy shall be created by any of the following events:

(1) Completion of the Board member's term;

(2) Resignation of a Board member prior to the expiration of the member's term; or

(3) A Board member representing a particular ward no longer resides within the particular ward.

Section 4-8-5. Organization and Rules.

(a) The Board shall elect a Chair and Vice-Chair from its membership at the first meeting of each calendar year to serve for a term of one (1) year.

(b) The City Manager shall appoint a staff member to serve as the clerk to the Board.

(c) The Chair shall preside at all meetings of the Board, and in the Chair's absence, the Vice-Chair shall preside at such meetings.

(d) The clerk of the Board shall cause the minutes of all Board meetings to be kept, shall provide copies of such minutes to the City Council and City Manager.

(e) The City Manager or the City Manager's designee, upon consultation with the Chair of the Board, shall prepare the Board's agenda.

Section 4-8-6. Meetings.

(a) The Board shall hold at least one (1) regular meeting per month at a time and place designated by the Board.

(b) Special meetings may be called by the Chair or the Vice-Chair of the Board, or by the City Manager or the City Manager's designee. Members will be notified

in writing not less than three (3) calendar days prior to the date of any special meeting, such notice to contain a list of the items to be considered at the special meeting; provided, however, that upon majority vote of the Board a special meeting may be called with less than the required notice so long as such notice is in compliance with the Colorado Open Meetings Law.

(c) A quorum shall consist of any seven (7) members of the Board.

(d) Each member of the Board shall vote on any matter before the Board. Votes shall be cast only at official posted meetings of the Board.

Section 4-8-7. Board Member Obligations. Board members shall at a minimum participate in the following activities:

(a) Board members who are not sworn Northglenn police officers that sit on the Board, will be required to participate in a Police Mini-CCPP Training Academy designed specifically for the Board;

(b) Attend regularly scheduled meetings either in-person or virtually;

(c) Regularly obtain feedback from the community and report back to the Board during meetings regarding the objectives of the Board; and

(d) Maintain all confidential information that is shared during meetings as confidential as required by law.

Section 4-8-8. Removal.

(a) A Board member may be removed by the City Council after a public hearing held only after the filing by the Mayor of written charges and upon notice to the Board member for the following reasons:

(1) The purposeful failure of a member of the Board to act in accordance with applicable law regarding the duties of a member of the Board;

(2) The failure to satisfy the qualifications and Board member obligations for membership on the Board set forth in this Article; or

(3) For malfeasance in office.

(b) Nonattendance at three (3) consecutive meetings or any five (5) meetings in any twelve-month period, if unexcused by the Chair, shall constitute a resignation without the need for a public hearing as set forth in this Section 4-8-8, and the Chair of the Board shall notify the affected member and the City Council of such resignation.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____,
2020.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2020.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney