# LANCASTER STATION
# Unit Order

## UNIT ORDER # 72

## COMMUNITY ADVISORY COMMITTEE

**PURPOSE**

The purpose of this Station Order is to establish the responsibilities and procedures related to the Lancaster Community Advisory Committee (CAC).

**OVERVIEW**

Public trust and support is vital to ensuring the success of the mission of the Lancaster Sheriff's Station. To gain that public trust and support, we must foster a collaborative relationship with the public in determining the best course in achieving community order. We must continually seek new and innovative ways to develop cooperative relationships with the communities we serve. One way to encourage direct community input is through our local CAC.

The intent of the Lancaster CAC is to build a better understanding between the public we serve and the Lancaster Sheriff's Station, through education and communication. In addition, the CAC will provide the Lancaster Sheriff's Station with direct input from the public regarding local community issues and concerns and establish a true partnership between the community and the Lancaster Sheriff's Station. Additionally, direct interaction between the community and law enforcement provides greater insight into local conditions, circumstances and events of interest to law enforcement.

Lancaster Station will continue to actively participate in community engagement efforts in the Antelope Valley, including promoting and strengthening their partnership with the CAC in order to increase community confidence in the Department.

**COMMITTEE COMPOSITION**

The Lancaster CAC will be comprised of at least seven civilian representatives of the community. Reasonable efforts will be made to maintain an odd number of members to achieve a majority decision should the committee need to vote on a report or recommendation. When a vacancy arises, a new member shall be selected within 60 days. Lancaster CAC members will be selected from the community at large and shall be representative of the diverse communities in the Antelope Valley, including members from various faiths, ethnic racial backgrounds, and from a variety of

community organizations.

Lancaster Station will include student or youth organizations on the CAC or create a separate advisory committee made up of youth representatives. The unit commander will work with the CAC to ensure that committee composition is consistent with these requirements.

## APPLICATION, SELECTION, AND TENURE

Prospective members can be nominated to serve by local elected officials, representatives from various governmental agencies, members of local community organizations and service groups, or independent community members. Individuals learning of a vacancy on the committee may independently apply without being nominated.

Applications for CAC membership will be deemed complete upon submission of a Volunteer application including Live Scan. Acceptance into the CAC will be predicated upon the successful completion of a background check which will consist of a criminal history, wants and warrants, and Department of Motor Vehicles check. Prospective members shall be made aware of these requirements at the time of application to the CAC. Prior criminal convictions will not necessarily disqualify a candidate from serving on a CAC. An applicant's legal residency/immigration status will not be requested or used in determining who should serve as a CAC member. Final determination on all CAC appointments rests with the unit commander. Upon selection, the candidate will complete a "Volunteer Authorization Card" which will be signed by the unit commander and will serve as their CAC membership identification card.

**Lancaster CAC members shall:**

- Be a resident or community representative of the Lancaster area
- Not be seeking or hold an elected office.
- Not be currently involved in any criminal or civil action against the Los Angeles County Sheriff's Department either as a party, defendant, expert, legal representative or any other role that may constitute a conflict of interest.

The terms for Lancaster CAC members shall be two years. Membership in the advisory committee is not restricted to a given number of terms; however, the unit commander shall periodically review the membership and work with the CAC to ensure that it is truly representative of community composition and needs. Any CAC member who violates any of the aforementioned selection guidelines shall be removed from the Lancaster CAC.

Service on the CAC is strictly voluntary. There will be no monetary or other compensation for Lancaster CAC members as part of their service.

Community Advisory Committee

## TRAINING

Lancaster station will provide CAC members training on an on-going basis, so each member has a basic understanding of Sheriff's Department policy and procedures. Stations will provide training on an ongoing basis in the following subjects:

- Problem-solving policing
- Community policing and communication
- Bias-free policing and implicit bias
- Organizational structure of the Sheriff's Department
- Review of policy and procedures
- Complaint procedures, including complaint acceptance
- Internal investigations and accountability systems
- Peace Officer Bill of Rights
- Review of relevant patrol training and procedures
- Ride-along
- Policy and procedures related to use of force and firearms
- Criminal Justice System overview
- Overview of existing local community programs

Additional training covering topics not initially provided may be conducted at the request of the CAC. Lancaster Station will keep a record of all training provided to CAC members.

## SCOPE AND DUTIES

The Lancaster CAC will advise and provide feedback to the Lancaster Station. The committee will leverage the insights and expertise of the community to address policing concerns, including, but not limited to, racial or ethnic profiling and access to law enforcement services, and promote greater transparency and public understanding of the Sheriff's Department.

The Lancaster CAC shall serve to act as a liaison between the Lancaster Sheriff's Station and the communities it serves. The CAC will consult with the unit commander and their staff on matters relating to public perception of law enforcement issues.

**The scope of responsibilities for the Lancaster CAC shall include, but not be limited to:**

- Advising the Lancaster Sheriff's Station on strategies and training to improve community relations, bias-free policing, and access to the civilian complaint system;
- Working with the Lancaster Sheriff's Station to establish and carry out community public safety priorities;
- Receiving and conveying to the Lancaster Sheriff's Station public comments and concerns.

- Advising the Lancaster Sheriff's Station on matters relating to public perception of law enforcement issues, services and performance and sharing information with the public regarding the same.
- Representing the views of the local community relating to law enforcement efforts, programs, needs and concerns.
- Assisting the Lancaster Sheriff's Station staff by providing advice and tailoring programs which are uniquely suited to meet the community's needs.
- Assisting in establishing community partnerships and the education of the community to the needs and goals of law enforcement.
- Provide the community with information regarding implementation of LASD's Agreement with the United States Department of Justice to ensure constitutional policing.

The Lancaster CAC will have no formal involvement in the resolution or review of citizen complaints; however, they will perform a valuable service by serving as another conduit for personnel and service complaints and in the elimination of erroneous perceptions regarding Department procedures.

The CAC will not have access to any non-public information regarding an individual deputy or allegation of misconduct or disciplinary action.

The CAC may seek advice and technical assistance from the Federal Monitor.

## MEETINGS

The Lancaster CAC shall meet monthly, although meetings may occur more frequently if deemed appropriate. The Lancaster unit commander shall ensure that, when necessary, appropriate station personnel, i.e., liaison lieutenant, detective, team leader, area patrol personnel, etc., attend the Lancaster CAC meeting so any community needs or concerns that are raised at this forum are addressed.

Lancaster Station shall facilitate quarterly public meetings of the CAC which shall specifically focus on discussing the Federal Monitor's reports and to receive community feedback about LASD's progress or compliance with the Agreement. The unit commander shall appoint a member of his/her unit to be responsible for coordinating the quarterly public town hall meetings. The quarterly public town hall meetings notifications shall be posted on social media, Nixel, e-mails, etc. no less than 30 days prior to the meeting.

The CAC shall be authorized to provide the community with information on the Agreement and its implementation.

Lancaster Station will provide the CAC with reasonable administrative support, including meeting space for these events.

## PUBLIC REPORTS

The CAC's reports and recommendations will be posted on LASD-Lancaster's website. LASD will respond to the CAC's recommendations in a timely manner.

The CAC will implement an education and outreach program to inform Lancaster residents of their right to refuse or revoke consent before or during a search. This outreach will include a one-page written explanation of an individual's right to refuse or revoke consent. This written explanation will be posted on the LASD-Lancaster website.

The CAC will provide reports and recommendations on topics selected at their discretion. The reports will consist of annual reports and quarterly public meeting recommendations.

## UNIT COMMANDER RESPONSIBILITIES

The Lancaster Station unit commander shall appoint a member of his/her unit to provide administrative support, including meeting space for the CAC.

This Supervisor shall maintain a current and accurate roster of the CAC membership (name, address, phone, and e-mail address).

The unit commander and LASD executives will periodically review trends identified through the CAC and change policy and training if appropriate.

Todd P. Weber, Captain

08/19/19

Revised Date

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