



New Orleans Police Department
Police Community Advisory Board
(PCAB)
Policy Manual

Revised by
The Neighborhood Engagement Office
with assistance from
the New Orleans Police Department,

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I. Background Information

In February 2011, the Mayor and the New Orleans Police Department officially launched the New Orleans Police Department neighborhood participation plan called the Police Community Advisory Board (PCAB). Created by NOPD with assistance from the Department of Justice, this community-based participatory framework creates one PCAB per NOPD police district. Each PCAB has a maximum of seven community volunteer members, with participation from the District Commander, the Mayor's Neighborhood Engagement Office (NEO) designated liaison and the PCAB Coordinating Committee. This document serves as the operations policy manual for use by NOPD and volunteer PCAB members.

I.1. PCAB Mission

The mission of each NOPD PCAB is to develop and maintain a partnership with NOPD for the purpose of engaging in a collaborative problem-solving process that supports both the community and the police department's desire to enhance public safety. PCABs are intended to help the Department to reduce crime and enhance the quality of life for all citizens through an open and responsive dialogue between the PCAB members and the Department. Each PCAB is structured to facilitate interaction between NOPD and a committee of citizens that is selected from, reflects, and represents the community. The Board assists NOPD in identifying and addressing problems that lead to crime, while redirecting non-law enforcement issues to appropriate agencies, and establishing the highest standards for police accountability and therefore, increase the public's trust in NOPD.

I.2. PCAB Description

A PCAB is a **district-based participation structure** that creates one PCAB per NOPD district (eight total) intended to help the Department better serve the needs of the community. As authorized recommendation platforms, PCABs have the responsibility to deliberate upon community ideas/suggestions, work with NOPD to understand operations, processes, and challenges, and build consensus on priority items important to the community before submitting recommendations to NOPD for consideration. As participation platforms, PCABs do not have any decision-making authority over NOPD finances, policies, or practices.

II. PCAB Participation Guidelines

The following section is a citywide guide for establishing effective and meaningful public participation processes by City agencies, departments, boards, and committees. The Mayor's Neighborhood Engagement Office assists to ensure that PCABs maximize public participation. As such, all participating parties in PCABs must develop full understanding of the information provided and adhere to the guidelines stated below.

II.1. Understand Effective Public Participation Building Blocks

Every PCAB participant is required to fully understand how the City of New Orleans defines effective public participation. The terminology in this section highlights and explains key conceptual building blocks that contribute to the City's definition.

Effective Public Participation: a deliberative decision-making process that involves stakeholders from both local government and the general community both of whom share a mutual responsibility to ensure that the final decision responds to the needs and concerns explored in the deliberative process.

Deliberative Decision-Making: a process of decision-making that involves consideration and/or discussion of competing and/or divergent ideas. To deliberate means to weigh options, have robust discussions about alternatives, priorities, and options prior to making a decision, with the intent to arrive at the best decision possible for all.

Mutual Responsibility: refers to the responsibilities inherent in the two parties that engage in public participation; the public administrator¹(s), and the general community. **Each party has a distinct role to carry out and each shares the responsibility to interact respectfully, productively and constructively** in order to make public participation effective. In the same vein, each party must be allowed to carry out its role to the best result possible.

Public Administrator Role: the *role of the public administrator is to make public decisions* that meet government and community priorities while ensuring legal and fiduciary compliance, such as including the general community in the decision-making process.

General Community Role: the *role of the general community is to participate in the process to create and propose matters for recommendation for productively* and constructively in order to help decision-makers achieve the best possible outcome.

II.2. Core Values

All PCABs will fully encompass the CORE VALUES:

- **CAREFUL PLANNING AND PREPARATION**
Through adequate and inclusive planning, ensure that the design, organization, and convening of the process serve both a clearly defined purpose and the needs of the participants.
- **INCLUSION AND DEMOGRAPHIC DIVERSITY**
Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy.
- **COLLABORATION AND SHARED PURPOSE**
Support and encourage participants, government and community institutions, and others to work together

¹ For the purpose of this document "Public Administrators" are designated personnel from the Mayor's Neighborhood Engagement Office, NOPD District Captains, NOPD Community Engagement Manager, and any other designated personnel or employee assigned with tasks associated with PCAB roles and responsibilities.

to advance the common good.

- **OPENNESS AND LEARNING**
Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate public engagement activities for effectiveness.
- **TRANSPARENCY AND TRUST**
Be clear and open about the process, and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed, including governmental administrative and legislative decisions.
- **IMPACT AND ACTION**
Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential.
- **SUSTAINED ENGAGEMENT AND PARTICIPATORY CULTURE**
Promote a culture of participation with programs and institutions that support ongoing quality public engagement.

II.3. Standards of Excellence

All PCAB participants (volunteers and public administrators) will ensure that all participation practices meet the following minimum standards:

1. Receive input from communities prior to identifying a problem or responding to a perceived problem.
 - i. Naming problems that reflect the things people consider valuable and hold dear and not just what expert information alone provides, which goes a long way towards creating a culture of sustainable engagement and better-informed decision-making.
2. Frame issues for decision-making in such a way that allows for the inclusive deliberation of practical options that are communicated to all involved in the process.
 - i. Decision-making by public administrators should be framed in such a way that the process not only takes into account what people value but also lays out all the major options for acting fairly, ensuring full recognition and communication of the advantages and disadvantages of each option.
 - ii. All governmental (administrative, agency, etc.) decisions should cite any applicable policies, charter rules, etc. to validate decisions and the ability to execute recommended actions.
3. Create a deliberative decision-making process.
 - i. Allow for the decision-making process to deliberatively move from early input by various stakeholders with diverse opinions and first impressions to a more shared and reflective judgment.
4. Provide space for exploring creative ideas that neighborhoods may have to offer, and which may

bring other assets to bear on the decision-making process and outcome.

- i. Provide opportunities for creative solutions, identifying and committing to work with civic resources and assets that may go unrecognized and unused.
5. Ensure that the decision-making process explores opportunities to expand and create sustainable partnerships with community stakeholders.
 - i. Organize actions so they complement one another, which make the whole of people's efforts more than the sum of the parts.
6. Ensure a feedback loop is present in the plan and that this process informs both the public administrator and neighborhoods stakeholders.
 - i. Create the opportunity to learn together along the decision-making process to keep up public participation and momentum.

III. PCAB Overview

Each PCAB is a NOPD participatory structure that has a minimum of five (5), and a maximum of seven (7), volunteer community members. PCABs are based in each individual police district they are located in. There is one PCAB per NOPD district (eight total). This section provides general information that is more specifically addressed in subsequent sections.

III.1. Basic Structure

PCABs are the foundational structure for providing community recommendations at the District level to the NOPD. Each PCAB is self-sufficient, and independent of other PCABs. Each PCAB has seven (7) community volunteer member positions and is charged with ensuring inclusive participation of interests pertaining to the district's public safety issues/concerns. PCABs shall include the NEO's designated liaison serving in a liaison role, along with PCAB volunteer members who, through their collective actions, coordinate PCAB activities and meetings. Every PCAB will have a President, Vice-President, and Secretary composing the PCAB Officer structure.

PCABs facilitate and host meetings to generate initial conversations and inquiries in which all interested stakeholders, including the public, come together to deliberate issues and recommend ideas for possible adoption by NOPD while considering the community stakeholders' input, either as a Problem Oriented Project or implemented in a District Community Action Plan.

Following guidelines set in this policy manual, PCABs will strive to create inclusive, broad based, accessible environments in which communities within their NOPD district participate and engage meaningfully on issues they wish considered for NOPD review and/or support.

Every PCAB will hold six (6) meetings a year, with incorporating four regularly scheduled community meetings (one per quarter). Each regular quarterly PCAB community meeting must be attended by the NOPD's Command/Executive Level Staff from each respective district. Command should attend at least three of the four regularly scheduled quarterly community PCAB meetings. The two (2)

additional meetings can be scheduled at the discretion of the board to discuss the progress of PCAB matters. The Deputy Superintendent of Field Operations and/or Superintendent of Police shall meet with PCAB leadership (or delegated board officer such as the Vice-President or Secretary) once per year, **and** with the PCAB full membership once per year.

III.2. Minimum Mandates for Effective Operation

Each PCAB will:

- Ensure that each member acknowledges and agrees in writing to abide by the established guidelines for PCAB membership.
- Ensure that each member attends and completes mandatory PCAB training provided by NEO or the City's designated agency.
- Ensure inclusive practices—all individuals and organizations are welcomed and encouraged to attend PCAB meetings.
- Adhere to the standards, requirements and practices articulated in this policy manual.
- Be accountable to NOPD and the general community.
- Provide timely notice of upcoming meetings and meeting cancellations.
- Record all meeting deliberations and decisions in written form.
- Record any votes taken on recommendation items in written form.
- Submit written minutes of previous meetings, decisions and votes within 15 business days to the PCAB President, NOPD District Captain, or designee, and NEO representative.
- Inform its District community of available openings on PCABs when it is time for new member elections or a member's resignation.
- Work with NOPD on behalf of district residents.
- Communicate NOPD information back to the district community.
- Ensure fair, open and accountable meeting, discussion and recommendation practices are followed.
- Refrain from denying any community member the opportunity to voice concerns, opinions, or provide feedback.
- Actively recruit new members for PCAB participation and for NOPD employment
- Actively foster greater participation and collaboration among fellow residents
- Ensure adequate representation of diverse voices in neighborhood.
- Work with NOPD's District Commanders and NEO's designated liaison to identify priority concerns & issues.
- Provide opportunities for new Officers at end of Officer terms.

III.3. General Duties & Responsibilities

Each PCAB is responsible for the following duties and responsibilities:

- Setting meeting dates.
- Creating and providing agendas to PCAB members prior to the scheduled meeting.
- Securing meeting spaces.
- Conducting adequate meetings according to the meeting standard outlined in this manual.

- Taking minutes by designated PCAB member.
- Providing sign-in sheets from PCAB community meetings.
- Representing interests articulated by community and agreed upon by its members.
- Ensuring inclusive, open, accountable practices.
- Building consensus.
- Setting recommendation voting agendas.
- Reporting to and liaising with NOPD
- Informing district residents of PCAB actions, NOPD program and policy improvements, as well as any new information.
- Promoting NOPD activities as appropriate.
- Encourage increased participation by district residents in PCAB and NOPD activities and meetings.
- Ensuring dialogues between district residents and NOPD are meaningful and productive.
- Understanding NOPD policies, processes, programs, constraints, and concerns.
- Maintaining and improving a consistent partnership between the community and law enforcement.
- Identifying ways to reduce crime and enhance the quality of life for all residents.
- Submitting deliberated recommendations, in writing, to the respective District Commander.
- Establishing goals that can be accomplished through positive and open communication.
- Establishing processes to enhance community dialogue at meetings and other events to enhance the public trust.
- Recommend processes to help address issues of bias-based policing.
- Establishing a community process to gain input that includes all diverse community groups.
- Strengthening and ensuring the application of equal protection under the law for all persons.

III.4. Relationship to NOPD (moved from III.6)

Each PCAB must adhere to the requirements and guidelines established by this document. Each PCAB serves strictly an advisory role and is an authorized space for establishing community buy-in, consensus and priorities on public safety issues/concerns for recommendation to NOPD. Not all recommendations will be supported by NOPD, and it will be NOPD's responsibility to provide adequate rationale for denial of recommendations. No PCAB can set budgets or hire/fire personnel, but they can recommend changes and/or improvements on processes and practices that affect public safety in the district. The PCABs are vital participation components that will help NOPD decision-makers make better-informed decisions.

NOPD agrees to work collaboratively with PCAB to develop and implement public safety strategies that respect and reflect each community's public safety priorities and concerns about particular police tactics. To the extent specified below, NOPD agrees to seek PCAB's assistance, counsel, and input to build community consensus on potential recommendations in areas including the following:

- community policing strategies,
- accountability for professional/ethical behavior by individual police officers,
- special task forces that meet high priority community needs,
- central policy changes, where applicable, that improve quality of life,
- resource allocations to meet high priority, difficult issues,

- strategies for a qualified and diverse workforce,
- providing information to the community and conveying feedback from the community to NOPD, and
- ways to provide data and information, including information about NOPD’s compliance with the police Consent Decree Agreement, to the public in a transparent and public-friendly format, to the greatest extent allowable by law.

NOPD agrees to invite two designated PCAB Presidents, or their delegates, to attend meetings of the NOPD’s Training Advisory Committee to give suggestions on community concerns and tactics/strategies surrounding police actions/execution of policy. The PCAB Presidents in attendance will report back to all remaining PCAB Presidents to discuss the training tactics to address strategies being used to address community concerns and identifying community problem solving measures. The PCAB Presidents will then report back the information received to their respective board members.

III.5. Participation Process

The PCAB participation process begins with PCAB members. Each PCAB has the responsibility to inquire about public safety priorities and concerns about particular police tactics in each respective district and discuss these issues and priorities as a body among itself and with NOPD district leadership. As such, PCAB members must work with NOPD to explore, discuss and prioritize potential recommendations that will be made to their respective NOPD districts as Problem Oriented Projects or implemented in District Community Action Plans.

The PCAB decision-making process regarding recommendations requires discussion and votes among PCAB members prior to finalizing any recommendation. At no time should a single PCAB Officer or PCAB member have the authority to deny or approve a new recommendation/suggestion without presenting the item for discussion by the PCAB members. Through discussion and deliberation, the PCAB members, collectively, determines items to move forward via a vote. It is the responsibility of PCAB members to identify actionable recommendations—that is, recommendations that are feasible and within the scope of the PCAB’s role and the authority and capacity of the NOPD district.

After a recommendation is approved, the PCAB must submit the recommendation to the NEO’s designated liaison for consideration and practicability of NOPD roles then is forwarded to the respective NOPD District Commander. Once the NOPD District Commander has received the recommendation, **it is up to the NOPD District Commander to determine the appropriate response.**

District Commanders will first determine whether the recommendation is an actionable item at the district level that he/she can implement. If the item is actionable at the district level, that District Commander, along with the CCC, will inform PCAB members of the decision. **District Commanders shall provide an initial written response to PCAB recommendations within twenty (20) business days indicating receipt of recommendation and any vital information regarding a decision.**

Vital information regarding a decision may take the form of:

1. **An approval for action;** if the commander finds the recommendation to be an actionable item at the district level, the commander will provide a written response within twenty (20) business days to the PCAB members indicating as such, including a timeline for implementation;

2. **A denial for action;** if the commander finds the recommendation to be a district-level effort that he/she declines to or cannot accept, the commander will provide a written response within twenty (20) business days to the PCAB members indicating as such, including rationale for denial of recommendations and any additional information the PCAB needs to consider for resubmission;
3. **A requirement to inquire further before deciding;** if the commander finds that more information or inquiry is required before making a final decision (for approval or denial), then the commander will provide his/her district PCAB with a written response within twenty (20) business days indicating as such, providing additional information regarding the next steps in the inquiry/ information gathering process; or
4. **A need to submit to headquarters for review (or further action);** if the Commander finds that the PCAB recommendation requires NOPD headquarters review, then the Commander will provide a written response within twenty (20) business days to his/her respective PCAB indicating that the recommendation has been forwarded to the Field Operations Bureau Deputy Superintendent for review. **The District Commander shall be responsible for monitoring any request forwarded to Field Operations and shall provide a written response to his/her respective PCAB within 45–60 business days regarding status or final decision.**

Each PCAB has the authority to provide recommendations for consideration by NOPD leadership. If an NOPD District Commander approves a PCAB recommendation which falls under their direct authority to implement or manage, then that District Commander will take the needed steps to act on the recommendation. The District Commander shall notify the Field Operations Bureau Deputy Superintendent of any decision to act, including recommendation acceptances and rejections/denials on a PCAB recommendation. If NOPD denies the recommendation, a written explanation shall be provided to PCAB members (as explained above). All actions by the District Commanders must be documented. Recommendation responses and timeline compliance² will be reviewed by the NEO's designated liaison, with the support of the PCAB Coordinating Committee, on a quarterly basis.

It is the responsibility of each PCAB, through its elected Officers or an appointed member, to follow the recommendation as it moves through the NOPD decision-making process.

III.6. Future Revisions

This policy manual articulates a beginning point for the operation of NOPD PCABs. However, the manual can be revised as needed with agreement by NEO and NOPD with the approval by the Superintendent of Police. As such, any specific findings learned from practice in any given year that require changes to the PCAB processes and structure should be evaluated annually by NOPD leadership and PCAB participants and discussed with the NEO. PCAB concerns and recommendations will be considered when revising the PCAB Manual by practice and functionality of the policy as written. Changes can take place after all PCAB Presidents and the Superintendent of Police agree to revisions.

² The response timeliness of the District Commander will also be documented in the NOPD PCAB Audit detailed in Appendix X.1. of this manual.

III.7 Public Statements

As a city managed Community Group³, PCAB members are allowed to make public statements and speak to media outlets under these guidelines:

- There is no prior approval needed before making a public statement from NOPD, NOPD Community Engagement Section, NOPD Public Information Office, the Mayor’s Office of Neighborhood Engagement nor the City of New Orleans Office of Communications.
- Each PCAB president, or his/her designee, is authorized to speak to the press in their capacity as PCAB officer on PCAB matters.
- PCAB members may speak to the press on PCAB matters, only in their individual/personal capacities but not on behalf of their district PCAB.
- PCAB members cannot speak to media outlets to advance a personal agenda while using their PCAB membership, or leadership, for access to the media and personal leverage.
- PCAB Presidents, or his/her designee, can speak to media outlets regarding their working relationship with NOPD and NOPD approved policies.
- PCAB members can advertise PCAB events, meetings, NOPD activities, and other community-based events through media outlets.

IV. Membership

Any resident of Orleans Parish who is eighteen years or older can serve as a member of an NOPD district PCAB, provided he or she is not a party to, or legal representative in, litigation against the City of New Orleans. Members are selected through an application process that will be implemented by each district PCAB in partnership with the NOPD district leadership. Interested residents **must reside in the district to which they apply**. If, at some point after joining a PCAB, a member moves out of the district, that member can elect to resign from his/her position in order to allow a resident from within the district to serve his/her community, or can request permission to remain a member. PCAB members can elect, by majority vote, to allow any PCAB member who moves out of the respective NOPD district to stay provided it is a decision supported by all parties, including NOPD leadership. Applicants shall not be denied membership solely on the basis of limited English proficiency.

IV.1. Application Process

Applications can be submitted to PCAB members, online or in person to the Mayor’s Neighborhood Engagement Office (NEO) directly. Applications can be faxed, emailed, completed online, or hand delivered. All applications remain active for one year.

An open application process will be adhered to, with announcement of PCAB openings taking place six (6) months prior to the upcoming vacancy or within two (2) weeks after a seat becomes vacant on an

³ A Community Group is defined as a group of people who work for the benefit of the public. It usually follows a set of structure and adopt principles and codes of conduct. Establishing community partnerships and agencies to achieve mutual goals.

individual PCAB. Further Open Enrollment will be determined by the expiring terms of PCAB members. New members will receive and must complete training and orientation prior to beginning their term and will not be allowed to vote until all induction classes have been completed. Open enrollment dates are subject to change. Selection of accepted members will take place according to the following process:

- a. The NEO receive applications for open PCAB positions.
- b. NEO reviews applications for the desired district PCAB for available membership vacancy. The Neighborhood Engagement Office will process applications, maintain an electronic file of applicants, and forward materials to PCAB members upon processing.
- c. NEO determines initial eligibility based on submitted application.
- d. NEO provides NOPD's Community Engagement Section Manager with the name, birthday, and driver's license number of the applicants to complete a background check on each applicant to determine eligibility.
- e. The background check results are forwarded to the CCC. (Applicants shall not be denied membership solely on the basis of a prior criminal conviction discovered during the initial background check, in accordance with the application guidelines; and NOPD will determine whether the background check findings require denial of membership.)
- f. PCAB members will review applications and vote on final recommendations.
- g. PCABs submit recommendations for review by NOPD district and Mayor's Neighborhood Engagement Office
- h. The CCC of the NEO will approve finalists and submit for approval by Superintendent of Police.
- i. The Superintendent of Police confirms new PCAB members and returns approval to NEO.
- j. Applicants are notified of their selection to each PCAB in writing, via email or verbal communications.

IV.2. Terms

Each PCAB member's term is valid for twenty-four (24) months from the time of completing orientation. There is a limit of two (2) consecutive terms per member, totaling four (4) years of volunteer service. Members can re-apply after sitting out a full twelve (12) month term with a majority vote of the PCAB, a member may be granted a second 24-month term. Under special circumstances, members may be asked to extend their term, subject to the acceptance by the respective PCAB and approval by the Superintendent.

The CCC will attempt to stagger terms for PCAB members as feasible to maintain continuity of PCAB work within the PCABs for success in PCAB working groups.

IV.3. Obligations

PCAB members are advocates for improvements in public safety.

All members must work within the PCAB framework to help identify and prioritize community needs and concerns and provide recommendations for improvement.

Members **MUST** respect the right of others to speak, respect differences in point of view, and follow proper procedures.

Potential or onboarding PCAB members are required to complete PCAB membership paperwork and update their status annually.

Each member is responsible for reading and understanding the contents in this policy manual and must adhere to requirements, restrictions, and values articulated here.

Each member is responsible for ensuring that each PCAB is successful in meeting its duties and responsibilities in an ethical, inclusive, open and accountable manner.

Each member understands that they must complete all training and attend all scheduled meetings. Volunteering to serve as a PCAB member requires a commitment that equals less than one hour per week over the course of a 12-month term; this time may be extended depending on tasks needed within each board.

IV.4. Conflict of Interest

PCAB members must adhere to ethics codes established by the New Orleans Ethics Review Board during their term as PCAB volunteer members.

As such, all PCAB members serve as volunteers who commit to performing the duties and responsibilities stated in this policy manual. Any activity by a member that undermines the ability of any member to perform member's PCAB obligations, or of the district PCAB in whole or in part in which a member participates, will be subject to immediate dismissal. Such activities can include, but are not limited to, financial gains as a result of PCAB membership, intentional dissemination of information that is harmful to individual PCAB members or to the success of a given PCAB, or special favors sought from NOPD that are unethical or unlawful in nature.

As an independent citizen led board but as a working partner to NOPD, PCABs may have access to information that may not be suitable for media use, and as such may present a conflict if media is engaged without first discussing with NOPD. PCAB Presidents and members must avoid this conflict of interest by protecting sensitive information it may occasionally possess. **PCAB members speaking or acting on behalf of another organization shall not identify themselves as a PCAB member without documented consent of their respective PCAB. Any PCAB member who willfully engages media outlets without consent from its full PCAB membership and NOPD will be grounds for immediate dismissal.**

IV.5. Removal of Members (Including Officers)

Members shall be removed in the following circumstances: automatically:

- Failure to regularly attend PCAB meetings (two (2) consecutive meetings and three (3) meetings within a 12-month period),
- a conflict of interest;
- jeopardizes the integrity of the PCAB;
- intentionally or unintentionally diminishes each PCAB's ability to function as a unit
- demonstrates lack of participation (such absences in regular meetings and failing to actively participate in meetings and events host by the Board)
- harms in any way another PCAB member;

- Does not follow the guidelines set forth in this manual or PCAB SOP
- Neglects their responsibilities as a PCAB officer; or
- compromise NOPD activities in a harmful manner.

IV.6. Notice of Member Resignation

When possible, members shall notify the PCAB president, CCC, and District Captain, or district representative, in writing of a member’s resignation. This notice should include:

- PCAB member name,
- District
- Effective date of resignation and
- Reason for resignation.

If a member has an informal resignation or is removed for lack of participation, the action shall be noted in the meeting minutes recorded by the PCAB Secretary, or designee during the meeting. This information shall be reported to the CCC and NOPD Captain within 5 business days of the resignation.

The announcement of the member resignation shall be on the next meeting’s agenda and notified to the attendees of the resignation and vacant seat.

The Office of Neighborhood Engagement shall make the necessary steps to fill the vacancy within 60 days of member resignation. NEO shall use the application process outlined in Section IV.1 above when filling the vacancy.

V. PCAB Officers

V.1. PCAB Officer Eligibility and Title

Each PCAB will have three Officers: a President, a Vice-President, and a Secretary. No PCAB member can hold two Officer positions simultaneously.

PCAB Officers are required in order to better ensure each PCAB is operating properly and that there is a direct line of accountable leadership between NOPD and PCABs.

Any PCAB member is eligible for an PCAB Officer position.

V.2. Terms

Each Officer will serve a twelve (12) month term. Each elected Officer will be required to reapply through a PCAB vote of the members for each elected position three months prior to end of the twelve (12) month term. The terms of office for all Officers shall not exceed twelve (12) months.

If an Officer resigns from PCAB or from the Officer position the member holds, PCAB secretary will inform NOPD and the Mayor's Neighborhood Engagement Office, and hold an election immediately to fill the vacancy. If the PCAB secretary is resigning, the PCAB president will inform the Neighborhood Engagement Office.

V.3. Duties & Responsibilities

PCAB Officers' duties and responsibilities include the following:

President:

- Setting meeting dates
- Providing agendas
- Setting voting agendas
- Reporting to NOPD
- Conducting meetings

Vice-President:

- Conducting meetings
- Acting in the capacity of the President in his/her absence

Secretary:

- Informing members and general public of PCAB meetings, actions/activities
- Keeping on file full and complete written meeting minutes, including copies of any submitted meeting agendas, meeting minutes, reports, research, etc.
- Provide copy of written minutes to NOPD within fifteen (15) working days of PCAB meetings
- Record and certify PCAB votes

Any of the officers:

- Representing PCABs
- Ensuring inclusive, open, accountable practices
- Building consensus
- Securing meeting spaces

V.4. Annual Elections

All PCABs will adhere to the election process described below.

- Voting will take place three months prior to the end of an Officer's twelve (12) months period and winners will begin their terms upon completion of the outgoing Officers' term.
- During the election period, interested members will inform their PCAB of their intent to hold an Officer position.

- All interested members competing for an Officer position will then be voted upon by their respective PCABs only.
- Voting shall be by secret ballot and take place in person at each PCAB community meeting or internal PCAB meeting exclusive to current board members.
- Voting will take place by a secret ballot.
- **Absentee and Proxy voting is not allowed.**
- Any challenges to the voting process will require a revote, with NOPD and/or the Office of Neighborhood Engagement supervision.
- If all members agree a former officer may run for his/her current position by a unanimous vote.

V.5 PCAB Officer Performance

If at any time any officer fails to perform any of the duties and responsibilities of their position, the PCAB can vote him/her out of their position and replace him/her with a qualified member.

The removing and replacement of the officer set as a topic on the agenda of the next meeting and the vote shall be recorded in the meeting minutes. Notice of this action shall be documented and delivered to the CCC and NOPD District Captain within 5 business days of its occurrence.

VI. PCAB Meetings

Adhering to proper meeting procedures and documentation will be crucial to achieving PCAB success. As such, each PCAB is responsible for assuring that meetings meet the following minimum requirements.

1. PCAB regular meetings **SHALL** be open to all community residents.
2. **Meetings will be run by PCAB Officers.**
3. PCAB regular meetings must have a quorum.
4. Four PCAB volunteer members will constitute a quorum (does not count NOPD participants).
5. Two (2) PCAB Officers shall be available to conduct official business during a PCAB general meeting.
6. **Every meeting requires the following:**
 - a. Accurate **written minutes** must be kept.
 - b. An **attendance log** must be kept and given to the NEO designated liaison. A copy must also be kept by the PCAB Secretary.
 - c. The **minutes of the previous meeting** must be reported and accepted at the beginning of each PCAB meeting.
 - d. To the extent feasible, adhere to the Roberts Rules of Order
7. Each meeting must maintain proper order and healthy discussion environment.

VI.1. Minimum Annual Meetings

Each PCAB may meet as often as it deems necessary to address pressing issues or conduct its work but is required to hold community meetings every other month (six (6) official meetings a year), **that will include the (4) four regular community meetings per year (one per quarter)**. The quarterly meetings must be attended by NOPD District Command Staff representatives (District Captain, Assistant District Commander, Community Liaison Officer, District System Administrator, and/or any other NOPD personnel deemed necessary by the District Captain). Each PCAB must meet at minimum 6 times per year but is not limited to only 6 times per year. A PCAB may meet with community and/or internally as “board only” as many times per year as it deems necessary.

VI.2. Public Input/Comment Requirement

In order to maintain a safe, effective public space for deliberation, all PCAB meetings must adhere to the following requirements for public comment.

- Time for public comment shall be included on every PCAB agenda.
- Time for public comment shall be provided at the end of every PCAB meeting.

VI.3. Documenting Meetings

All PCAB Officers have the responsibility of documenting meetings. Typically, this responsibility falls first with the Secretary. When the Secretary is not available, one of the other two Officers will take accurate notes and meeting minutes. Officers must document the time and place of their respective PCAB meetings, number and name of attendants, copy of the agenda, and summary of discussion.

VI.4. Submitting Meeting Documentation

All PCAB meeting documentation (agenda, sign-in sheets, minutes, votes) must be submitted to NOPD within 10 business days of the meeting.

VI.5. Announcing Meetings

Officers are responsible for announcing their next scheduled PCAB meeting(s) at least 48 hours prior the PCAB meeting date but are encouraged to provide at least 14 - 30 days advance notice, whenever possible. Each PCAB can use a variety of outreach methods, including the NOPD and Mayor’s Neighborhood Engagement Office web pages, e-mail blasts, other NOPD public meetings, community bulletin boards, schools, churches, and neighborhood organizations.

VI.6. Securing Meeting Space

PCABs are responsible for securing adequate meeting spaces for their meetings. If necessary, the CCC will assist with securing a reasonable meeting space and/or request the intended

meeting can be held at the district station of the PCAB, if available.

VI.7. Assistance with Meetings

All PCABs have both the Mayor’s Neighborhood Engagement Office, PCAB Coordinating Committee, and NOPD District Command Staff (subject to availability and capacity constraints) available to them for technical assistance and support for any aspect of their meeting.

VII. PCAB Recommendation Setting Process

All PCABs will adhere to the established process outlined below for developing PCAB recommendations that are submitted to NOPD. The base format for recommendation submittal is in the Appendix.

NOPD’s Professional Standards and Accountability Bureau will audit the meeting and recommendation process as outline in the Appendix.

VII.1. Submitting Recommendations for Discussion

Any PCAB member or Officer can submit a recommendation for discussion at any PCAB meeting. The submitting PCAB member or Officer must be given opportunity to introduce the recommendation and discuss its meaningful impact on the District. Meaningful and productive deliberation shall follow the introduction of a recommendation.

VII.2. Approving Recommendations After Discussion

After discussion of a potential recommendation, a PCAB member or Officer must articulate a recommendation and secure approval via a general vote of the members for submittal to the NOPD District Commander for consideration.

VII.3. Eligible Items for Vote

To the extent specified below, NOPD agrees to seek PCAB’s assistance, counsel, and input to build community consensus on potential recommendations in areas including the following:

- a) Community policing strategies;
- b) Accountability for professional/ethical behavior by individual police officers;
- c) Special task forces that meet high priority community need;
- d) Central policy changes, where applicable, that improve quality of life;
- e) Resource allocations to meet high priority, difficult issues;
- f) Strategies for a qualified and diverse workforce;
- g) Providing information to the community and conveying feedback from the community to NOPD; and
- h) Ways to provide data and information, including information about NOPD’s compliance with this

Agreement, to the public in a transparent and public-friendly format, to the greatest extent allowable by law.

Items not generally eligible for recommendation are direct line-item budget requests, hiring/firing (or other disciplinary actions) suggestions, or political position statements.

VII.4. Submittal Process

Items ratified by PCAB votes must be prepared in writing for submission to the NEO's designated liaison. Each recommendation must be accompanied by a record of the deliberation summary (to include the date and time of when it took place and how many members were present), the voting results, and the meeting summary in which the votes were ratified, as well as any additional information PCABs may deem necessary for the NOPD District Commander, NOPD Deputy Superintendents and/or Superintendent of Police to consider.

The voted on PCAB recommendation must be submitted to the office of Neighborhood Engagement, NOPD District Commander, or his/her designee, in writing by the responsible designated PCAB Officer with the above included information.

VII.5. Following the Recommendation

The NOPD District Commander will acknowledge in writing receipt of the submitted recommendation, determine the appropriate response and notify the PCAB of the response within 20 business days in writing and via the same manner in which the recommendation was submitted. It is the responsibility of each PCAB, through its Officers or an appointed member, to follow the recommendation as it moves through the NOPD decision-making process.

If a recommendation is adopted, it is up to the NOPD district to determine the next course of action to apply the accepted recommendation into its Community Action Plan or a Problem Oriented Policing Project, within the District's scope of responsibilities and resources.

If a recommendation is denied, the NOPD District Commander shall provide a written response, with accompanying rationale, for the denial.

The appointed PCAB officer will relay the acceptance or denial to the remainder of the board at the next PCAB meeting.

The PCAB recommendation, acknowledgement receipt, NOPD response, and resulting measures shall all be submitted to NOPD Community Engagement Section and the CCC for recordation of the recommendation. The files will be maintained on an internal city server. The PCAB Coordinating Committee will review all PCAB recommendations annually. PCAB recommendations and the response process are audited by the PSAB of NOPD and documented in the Community Engagement Quarterly and Annual Reports. The assessment process is documented in the Appendix.

VIII. Grievances

In the event that individual members or entire PCABs feel that submitted recommendations were handled unfairly, a simple grievance process will be provided in order to offer a fair, equitable and timely forum for PCAB members to resolve any issues of unfair practices.

As such, PCABs may provide a written grievance statement directly to the NOPD District Commander, the Mayor's Neighborhood Engagement Office, the Deputy Superintendent of Field Operations and the Superintendent of Police. These four entities will convene to evaluate the grievance and determine the appropriate response. Responses provided after a grievance has been submitted are final. The full grievance process is outlined in the PCAB Standard Operating Procedures.

The final outcome of all grievances will be recorded by the PCAB Coordinating Committee.

IX. PCAB Coordinating Committee

The Mayor's Neighborhood Engagement Office and NOPD will collaborate to establish a PCAB Coordinating Committee. The members of the Coordinating Committee shall be the NOPD Community Engagement Section Manager; the NOPD Professional Standards and Accountability Bureau Innovation Manager; two NOPD Field Operations Bureau Majors, or Field Operation Bureau designees, and one representative from the City's Neighborhood Engagement Office.

The Coordinating Committee shall have the following responsibilities:

- provide administrative support to PCABs including but not limited to, assistance with securing meeting locations, if necessary, advertising meeting details, translation of PCAB material, if necessary, assisting with developing agendas, finalizing meeting schedules, and providing or securing administrative resources.
- Advise on the scope of PCAB roles and responsibilities, without interfering with the PCABs' operations;
- Serve as an avenue of communication between the PCABs and NOPD personnel,
- Review all PCAB recommendations, responses,
- Review annually final outcomes of grievances
- Ensure proper recordation and maintenance of PCAB documents,
- Provide assistance and guidance regarding the removal of a PCAB officer or member and replacement of members when vacancies occur.

The Committee will meet every two months to discuss the challenges, progress, and needs of PCABS, including member participation and the status of recommendations submitted by PCABs to NOPD and whether they are feasible for NOPD to pursue.

The Committee will hold an annual meeting with all PCAB Members and the Superintendent of Police to discuss PCAB's progress, community concerns, and strategies to continue and well-rounded relationship between the community and the NOPD. The Committee will hold a bi-annual meeting (every 6 months or twice a year) with the PCAB Presidents of each board to discuss the above.

X. Appendix

X.1. NOPD PCAB Audit Process

Community Engagement Review Procedure

⁴COMMUNITY ENGAGEMENT: The New Orleans Police Department (NOPD) promotes and strengthens partnerships within the community and engages constructively with the community to ensure collaborative problem-solving and to also increase community confidence in the Department.

The community engagement and policing activities of NOPD officers will be assessed to ensure they are within the policy requirements. Community engagement and policing activities are regulated by, but not limited to, the following chapters: **10.0 – Community Engagement; Chapter 1.20 – School Incidents, School Resource Officers, the Community Engagement Manual, and the Community Engagement Section Operational Plan.**

REVIEW SCOPE

This review procedure is designed to ensure NOPD’s community engagement activities and community policing philosophy are consistent with the U.S. Constitution, other federal, state and local laws as well as NOPD policy. The procedures further evaluate whether the Department’s activities are documented appropriately, and that documentation is complete and accurate. This procedure entails review of the Department’s Police-Community Advisory Board (PCAB), New Orleans Neighborhood-Police Anti-Crime Council (NONPACC), Geographical Deployment implementation, Community Policing Form usage, Community Policing Plan implementation, and School Resource Officer (SRO) activity reports.⁵

This review will be completed by the Professional Standards and Accountability Bureau, including a PSAB Innovation Manager, or his/her designee, and the Community Engagement Section Manager. The PSAB owns the review process and will publish scorecard reports to all District Captains according to the *Community Policing Review Notification* section of this document.

COMMUNITY ENGAGEMENT SCORECARD & REPORTS

The PSAB Innovation Manager, or designee, will create one overarching scorecard that includes the compliance determinations for the following:

⁴ The Community Engagement Review Procedure is an internal document not shared with the public. The audit/assessment process for PCAB Recommendations and meetings can be found in this document. Only areas concerning PCAB audit/assessment is included in this Manual.

⁵ There are many other Department reviews that incorporate the Department’s community policing philosophy including, but not limited to, the Stops, Searches, and Arrests Scorecard that audits procedural justice during traffic stops. A review of all Department scorecards can be found at [Dashboards - NOPD News](#).

- Community Policing Form⁶
- Police Community Advisory Boards
- Neighborhood Police Anti-Crime Council
- Procedural Justice During Traffic Stops
- Geographic Deployment

The PSAB will not complete scorecards to assess compliance with the School Resource Officers Program, or the Victim Witness Unit, instead, activity reports will be produced and will be reviewed by the PSAB Innovation Manager, or designee, to ensure that activities are aligned and in compliance with the requirements of NOPD policies and the Consent Decree.

PCAB MEETINGS & RECOMMENDATIONS

Reference: Chapter: 10.0: Community Policing and Engagement

Police-Community Advisory Board (PCAB)—The PCAB serves an advisory role and is an authorized space for establishing community buy-in, consensus and priorities on public safety issues/concerns for recommendation to NOPD.

Each District’s PCAB consists of a minimum of five volunteer community members and holds a public meeting at least four times per year. NOPD works collaboratively with PCABs to develop and implement public safety strategies that reflect each community’s public safety priorities and concerns about particular police tactics.

Reference: PCAB Manual⁷

Per the PCAB Manual, District Captains are required to work collaboratively with PCAB to develop and implement public safety strategies that respect and reflect each community’s public safety priorities and concerns about particular police tactics. To the extent specified below, NOPD agrees to seek PCAB’s assistance, counsel, and input to build community consensus on potential recommendations in areas including the following:

- (1) community policing strategies;
- (2) accountability for professional/ethical behavior by individual police officers;
- (3) special task forces that meet high priority community need;
- (4) central policy changes, where applicable, that improve quality of life;
- (5) resource allocations to meet high priority, difficult issues;
- (6) strategies for a qualified and diverse workforce;
- (7) providing information to the community and conveying feedback from the community to NOPD; and
- (8) ways to provide data and information, including information about NOPD’s
- (9) compliance with the police Consent Decree Agreement, to the public in a

⁶ Includes Community Policing Plan compliance

⁷ View the PCAB Manual at [https://nola.gov/getattachment/Neighborhood-Engagement/Projects/New-Orleans-Police-Community-Advisory-Board-\(PCAB\)/PCAB-Policy-Manual-June-2016-revisions-\(1\).pdf/](https://nola.gov/getattachment/Neighborhood-Engagement/Projects/New-Orleans-Police-Community-Advisory-Board-(PCAB)/PCAB-Policy-Manual-June-2016-revisions-(1).pdf/)

(11) transparent and public-friendly format, to the greatest extent allowable by law.

The PCAB Manual requires District Captains to first determine whether the recommendation is an actionable item at the district level that can be implemented. If the item is actionable at the district level, that District Captain, along with the Community Liaison Officer, will inform PCAB members of the decision. District Captains shall provide an initial written response to PCAB recommendations within twenty (20) business days indicating receipt of recommendation and any vital information regarding a decision.

PCAB Review: Data Selection

- (1) District Captains, or designee, to submit all PCAB recommendations forms for the review period to the PSAB Innovation Manager via email.
- (2) District Captains, or designee, to submit all NOPD responses to the PCAB regarding the recommendation to the PSAB Innovation Manager via email.
- (3) District Captains, or designee, to submit all PCAB meeting invites, saved as a pdf file, PSAB Innovation Manager via email.
- (4) District Captains, or designee, to submit all PCAB meeting minutes for the review period to the PSAB Innovation Manager via email.
- (5) The PSAB Innovation Manager, or designee, will save the files in a shared folder.
- (6) The PCAB recommendation forms, recommendation responses, meeting invites and minutes will be collected every month, at least a week after the date of the PCAB meeting, in preparation for a quarterly scorecard.

PCAB Review: Procedure

The PSAB Innovation Manager, or designee, will review each District's meeting attendance, timeliness, and response to PCAB recommendations quarterly by utilizing the below checklist to ensure that the criteria listed in this procedure, and the PCAB manual, is assessed and compliance is documented.

The PSAB Innovation Manager, or designee, will produce a quarterly scorecard.

PCAB Meetings & Recommendations Review: Compliance Rating

PCAB meeting attendance compliance will be determined by the (1) PCAB Meeting Invites (pdf) and (2) PCAB meeting minutes.

PSAB will review meeting invites submitted in pdf form by the Districts as documentation of the time and place of the PCAB meeting.

PSAB will review if the District Captain, District Lieutenant, or CLO attended the a PCAB meeting for the month by reviewing submitted meeting minutes that memorialize the sign-in sheet attendees at the meeting.⁸

PSAB will review the date of the submitted PCAB recommendation forms and the NOPD PCAB response to determine whether the NOPD responded to the PCAB recommendation within 20 days as required in the PCAB Manual.

⁸ PCAB members create meeting minutes.

PSAB will review NOPD’s PCAB response document to determine whether any submitted recommendation is adopted or denied. If denied, the NOPD District Captain shall provide a written response, with accompanying rationale, for the denial in accordance with the PCAB Manual requirements.

PSAB will review NOPD’s PCAB response document to determine whether any submitted recommendation is adopted or denied, if adopted, the NOPD District Captain shall document the next course of action and updates on adopting recommendations each month.

PCAB Meetings & Recommendations Review: Checklist

PCAB Meeting Attendance—Did the District Captain, CLO, or designee attend a scheduled PCAB meeting? [Y/N/NA]

PCAB Recommendation Timeliness—Did the District Captain accept or reject the recommendation within 20 business days? [Y/N/NA]

NOPD Response – Did the District Captain explain the reason for a rejection? [Y/N/NA]

X.2 Recommendation Format

POLICE COMMUNITY ADVISORY BOARD RECOMMENDATION FORM

Voting Date: _____ Presented by: _____

APPROVED RECOMMENDATIONS	Number Members in Favor	Number Members Opposed

Submission Date: _____ Recipient Name: _____

BACKGROUND NARRATIVE

(Required Attachments) Meeting Minutes Sign-in Sheet Additional Comments/Ballots

(Agency Response):

Responding Personnel: _____ Title: _____ Date: _____