

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

April 3, 2019

SUBJECT: STRUCTURE AND RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARDS – ESTABLISHED; COMMUNITY-POLICE ADVISORY BOARDS BYLAWS TEMPLATE – ESTABLISHED; ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS, EVALUATION AND ADMINISTRATION SECTION – FUNCTIONS – REVISED; EVALUATION AND ADMINISTRATION SECTION – SPECIAL DUTIES – REVISED; ORGANIZATION AND FUNCTIONS – COMMUNITY RELATIONSHIP DIVISION – RENAMED AND REVISED; LOS ANGELES POLICE DEPARTMENT COMMUNITY VOLUNTEER APPLICATION – REVISED; AND, CITY OF LOS ANGELES MAYOR'S VOLUNTEER CORPS LOS ANGELES POLICE DEPARTMENT TERMINATION OF VOLUNTEER SERVICE FORM – RENAMED AND REVISED

PURPOSE: The Department published Administrative Order No. 10, *Partnerships for Community Policing*, dated December 3, 1993, which established Community-Police Advisory Boards (C-PABs). The community members which comprise each C-PAB are meant to advise and inform Area Commanding Officers (COs) regarding community problems and concerns, as well as disseminate information back to the community regarding Area operations.

The purpose of this Order is to establish Department Manual Section 2/092.85, *Structure and Responsibilities of Community-Police Advisory Boards*; and, to provide a C-PAB Bylaws Template for Area COs. Most notably, each Area shall provide training for C-PAB members to ensure they possess the basic knowledge required for effective C-PAB operations. This training should be on-going and include such topics as Department organization, the role and responsibilities of C-PAB members, problem-solving, Area specific C-PAB issues, and other topics identified by C-PAB members. Area COs should also encourage their C-PAB members to attend their bureau Community Police Academy.

This Order supersedes Administrative Order No. 10, *Partnerships for Community Policing*, dated December 3, 1993 and Administrative Order No. 6, *Structure and Responsibilities of Community-Police Advisory Boards – Revised*, dated May 18, 2000. This Order shall apply to all persons interested in participating in C-PABs, as well as the Department personnel tasked with the management and oversight of C-PABs. Moreover, no Area C-PAB shall enact bylaws which conflict with Department Manual Section 2/092.85.

PROCEDURE:


- I. STRUCTURE AND RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARDS – ESTABLISHED.** Department Manual Section 2/092.85, *Structure and Responsibilities of Community-Police Advisory Boards*, has been established and is attached.
- II. COMMUNITY POLICE ADVISORY BOARDS BYLAWS TEMPLATE – ESTABLISHED.** The Office of Operations has established a Bylaws Template for Community-Police Advisory Boards. The Bylaws Template is attached and also

available on the Department Local Area Network (LAN) Homepage under Community Outreach and Development Division.

- III. **ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS, EVALUATION AND ADMINISTRATION SECTION – FUNCTIONS – REVISED.** The Organization and Functions of the Assistant to the Director, Office of Operations, Evaluation and Administration Section – Functions, is attached with its revisions.
- IV. **EVALUATION AND ADMINISTRATION SECTION – SPECIAL DUTIES – ORGANIZATION AND FUNCTIONS – REVISED.** The organization and functions of the Evaluation and Administration Section – Special Duties is attached with its revisions.
- V. **COMMUNITY RELATIONSHIP DIVISION – ORGANIZATION AND FUNCTIONS – RENAMED AND REVISED.** Community Relationship Division was renamed Community Outreach and Development Division (CODD) in 2018. The Organization and Functions of CODD is attached with its revisions.
- VI. **LOS ANGELES POLICE DEPARTMENT COMMUNITY VOLUNTEER APPLICATION – REVISED.** The Los Angeles Police Department *Community Volunteer Application* has been revised to include C-PAB applicants, as well as other volunteer designations. It is available in E-forms on the Department's LAN.
- VII. **CITY OF LOS ANGELES MAYOR'S VOLUNTEER CORPS LOS ANGELES POLICE DEPARTMENT TERMINATION OF VOLUNTEER SERVICE FORM – RENAMED AND REVISED.** The City of Los Angeles Mayor's Volunteer Corps Los Angeles Police Department Termination of Volunteer Service Form has been renamed and revised. The form, *Los Angeles Police Department Separation from Community Volunteer Service*, is available in E-forms on the Department's LAN within the *Los Angeles Police Department Community Volunteer Application*.

AMENDMENT: This Order adds Section 2/092.85 to the Department Manual. The Organization and Functions of the Los Angeles Police Department, located on the Department's LAN, will be updated to reflect the above listed revisions.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachments

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**092.85 STRUCTURE AND RESPONSIBILITIES OF COMMUNITY-POLICE
ADVISORY BOARDS.**

Responsibilities. *A Community-Police Advisory Board (C-PAB) is comprised of civilian volunteers from the local community of the applicable Area. A C-PAB's role is to advise its Area Commanding Officer about crime and quality of life issues that affect the Area's community. Additionally, C-PABs constitute one of the communication channels between members of the community and the Department. Community-Police Advisory Board members are to disseminate information received from the Department back to the community. Community-Police Advisory Boards are Area specific and one source from which an Area CO receives information.*

Bylaws. *To ensure that C-PABs are functioning at their optimal level, each C-PAB shall adopt bylaws using the Department-approved template. The bylaws govern C-PAB operating procedures, establish minimum requirements, and shall include: membership guidelines, term, duties and responsibilities of members, and voting guidelines.*

Each Area may include other topics specific to the Area as long as they conform to the policies and procedures identified in this Section. The Area Commanding Officer has final authority on any changes to the bylaws.

Note: *Area Commanding Officers shall continually assess their bylaws to ensure that they promote the participation of community members.*

Membership. *The size of a C-PAB and the selection of C-PAB members shall be determined solely by the respective Area CO. Each member's term will be one calendar year. Renewal of membership will be at the discretion of the Area CO and based on the individual's contribution, attendance and participation. There is no limit on the number of terms a member may serve.*

Per Department guidelines, C-PAB members are classified as volunteers. Therefore, Areas shall abide by the established guidelines and reporting criteria for volunteers (i.e., completion of the Community Volunteer Application and fingerprinting of volunteers).

Note: *Community Outreach and Development Division (CODD) is the Department's Volunteer Coordinator.*

Each Area shall have a C-PAB that is representative of its respective community. Factors such as gender, ethnicity, profession, community experience, and age should be considered to ensure that various perspectives and backgrounds are represented.

Members shall be at least 18 years of age. High school students under 18 years of age whose experience and maturity demonstrate that they would be able to represent an otherwise unrepresented facet of an Area may participate in C-PAB meetings, only with the approval of the Area CO. Juveniles shall not be permitted to participate in C-PAB voting matters or Goal-Oriented Committees.

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Additionally, commanding officers should strive for C-PAB membership that is diverse in experience as well as viewpoints.

***Note:** To attain non-partisan membership, elected officials – including the paid or full-time volunteer staff of elected officials or political candidates – shall not be members of a C-PAB. However, elected officials and their staff are permitted and encouraged to participate in C-PAB meetings as a resource. Neither elected officials nor their staff may participate in any C-PAB voting matters or committees.*

The C-PAB shall have two Co-Chairs and one Secretary. The Area Commanding Officer shall be one of the Co-Chairs and shall select the other Co-Chair as well as the Secretary from among the C-PAB members. Members shall serve at least one full term before becoming eligible for Co-Chair or Secretary. The terms for Co-Chair and Secretary are one calendar year, renewable at the sole discretion of the Area CO. There is no limit on the number of terms a member may serve as Co-Chair or Secretary, as long as the Area CO renews the member's term.

***Dismissal of Members.** Incidents may occur that warrant the dismissal of a member. When such incidents occur, the Area CO retains sole authority to remove a member. Due to confidentiality issues, an Area CO may not be able to provide the membership with an explanation for all removals; however, when it does not violate confidentiality, an explanation may be provided to reassure the C-PAB and the community that members are not being removed for arbitrary and/or capricious reasons.*

In most cases, a member should not be removed because he or she does not agree with the position of the Department. Reasonable dissension should be allowed and is beneficial to the Department. This provides the Department with a different perspective relative to operations and can improve the effectiveness of the organization.

***Note:** Reasonable dissension will be determined by the Area CO, based upon the topic of dissension, manner in which the dissension is expressed, and its impact on the Area and Advisory Board's effectiveness.*

Community-Police Advisory Board members can be dismissed for any of the following reasons:

- *Failure to fulfill the member requirements set forth by this section or Area bylaws;*
- *Misconduct;*
- *Misrepresentation by a C-PAB member that he or she is a law enforcement officer or is employed by the Department;*
- *Misuse of the C-PAB identification card, including suggesting that he or she is a law enforcement officer or is employed by the Department;*
- *Participation in criminal activity;*
- *Violation of Area bylaws;*
- *Three unexcused absences from scheduled meetings or events during one*

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- calendar year; or,*
- *Any conduct deemed by the Area CO to be inappropriate for the C-PAB or the Department.*

The Area CO shall make the final decision as to who will be removed.

***Terms.** Appointment as a Co-Chair or secretary will be limited to a renewable one-year term based on the Area CO's evaluation. An appointed Board member may be removed from his or her position according to the dismissal criteria to which each C-PAB member is subject.*

***Finance.** There shall not be any financial requirements or membership fees associated with C-PAB membership, nor shall there be any compensation, either financial or otherwise, for membership in a C-PAB.*

***Goals.** In order to facilitate planning for the upcoming year, each C-PAB shall identify goals and metrics consistent with the Area's Annual Work Plan (AWP).*

***Area Community-Police Advisory Board Coordinator's Responsibilities.** The Area Community Relations Office, Officer in Charge, or his or her designee, shall be the C-PAB Coordinator and shall:*

- *Ensure that C-PAB members are notified of meetings and events;*
- *Ensure that the Department's Community Volunteer Application is completed in its entirety for each prospective C-PAB member as indicated in the volunteer checklist;*
- *Ensure that C-PAB members and non-member attendees are supervised at all times while inside a Department facility;*
- *Ensure that C-PAB members and non-member attendees are prohibited access to any law enforcement sensitive data, databases, Department equipment, vehicles or weapons;*
- *Collect all City-owned property from the C-PAB member upon his or her separation or resignation;*
- *Ensure that meeting materials are provided in needed languages;*
- *Ensure minutes are recorded by the Secretary at every C-PAB meeting and are kept by each respective Area, and made available for review upon request by the Area CO or CODD;*
- *Ensure that CODD is updated on changes in membership; and,*
- *Meet with CODD personnel on an annual basis for training and C-PAB strategizing.*

***Area Commanding Officer's Responsibilities.** The Area CO shall:*

- *Ensure that C-PAB membership is diverse and representative of the communities the Area serves;*
- *Ensure that goals are developed and a metric identified consistent with the Area's AWP;*
- *Disseminate information to C-PAB on high priority City or Department sponsored community-oriented events;*
- *Continually assess the bylaws, quality and meaningfulness of meeting and member*

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relationships to ensure that community members are not deterred from participating in C-PABs;

- *Be responsible for final decisions made regarding membership. This includes selection and removal of C-PAB members and/or committee participants;*
- *In conjunction with the C-PAB, determine the usefulness of having any Goal-Oriented Committees;*
- *Ensure there are no financial requirements associated with being involved in C-PABs;*
- *Ensure there are no conflicts of interest for individuals applying for membership to C-PAB;*
- *Ensure continual training is provided to C-PAB members on Department policy, procedures and community engagement; and,*
- *Notify the CO, CODD, regarding any significant problems, concerns or issues with their C-PAB.*

Geographic Bureau Commanding Officer's Responsibilities. *Each Geographic Bureau Commanding Officer shall:*

- *Ensure the Areas under his or her command are adhering to the directives within this Section; and,*
- *Meet at least once semiannually with the C-PAB co-chairs to discuss the direction, goals, and strategies of the Area.*

Community Outreach and Development Division, Commanding Officer's Responsibilities. *The CO, CODD, shall:*

- *Ensure a master file of bylaws from each Area is maintained at CODD;*
- *Ensure a master database of Department-wide C-PAB membership is maintained at CODD; and,*
- *Monitor the C-PAB process on a citywide basis and address any related issues or problems identified by Department personnel or C-PAB members (e.g., membership, interpretation of C-PAB responsibilities, or disputes involving the role of C-PAB).*

Assistant to the Director, Office of Operations Responsibilities. *The Assistant to the Director, Office of Operations shall:*

- *Monitor the C-PAB process on a Citywide basis and address any related issues or problems (e.g., membership, interpretation of C-PAB responsibilities, or disputes involving the role of the C-PAB) identified by Department personnel or C-PAB members;*
- *Periodically inspect C-PAB meetings and complete necessary reports; and,*
- *Ensure the Areas within their command adhere to this Manual section.*

Community – Police Advisory Boards

Bylaws Template



Office of Operations

Community – Police Advisory Boards

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Community – Police Advisory Boards

ARTICLE I PURPOSE AND ROLE

Section A. Purpose

The purpose of a Community-Police Advisory Board (“C-PAB”) is to build and maintain a partnership between the Los Angeles Police Department (LAPD) and the diverse residential and business communities of the LAPD Area that the CPAB represents. The ultimate goal of a C-PAB is to reduce the incidences and fear of crime; improve the quality of life; ensure the safe and expeditious flow of traffic; establish emergency preparedness; and, create community engagement programs.

Section B. Role

An Area C-PAB’s role is to advise the Area Commanding Officer regarding public safety issues that affect the community of that Area. Additionally, C-PABs are Area specific and serve as one of the channels of communication and information between LAPD and the community of that Area.

ARTICLE II MEMBERSHIP

Section A. C-PAB Membership

Community-Police Advisory Boards are comprised of civilian volunteers from the local community of the applicable Area. As volunteers C-PAB members must abide by LAPD guidelines and reporting criteria for volunteers (e.g., completion of the Community Volunteer Application and submitting to fingerprinting).

Selection of C-PAB members will be determined solely by the Area Commanding Officer. The Area Commanding Officer will also determine the appropriate number of members and composition of the C-PAB based upon the Area’s demographics and needs.

Each member’s term will be one calendar year. Renewal of membership will be at the discretion of the Area Commanding Officer and based on the individual’s contribution, attendance and participation. There is no limit on the number of terms a member may serve.

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Section B. Dismissal of Members

Incidents may occur that warrant the dismissal of a member. When such incidents occur, Area Commanding Officers retain sole authority to remove a member. Due to confidentiality issues, an Area Commanding Officer may not be able to provide the membership with an explanation for all removals; however, when it does not violate confidentiality, an explanation shall be provided to reassure C-PABs and the community that members are not being removed for arbitrary and/or capricious reasons.

Community-Police Advisory Board members can be dismissed for any of the following reasons:

- Failure to fulfill the member requirements set forth by this section or Area bylaws;
- Misconduct;
- Misrepresentation by a C-PAB member that he or she is a law enforcement officer or is employed by the Department;
- Misuse of the C-PAB identification card, including suggesting that he or she is a law enforcement officer or is employed by the Department;
- Participation in criminal activity;
- Violation of Area bylaws;
- Three unexcused absences from scheduled meetings or events during one calendar year; or,
- Any conduct deemed by the Area CO to be inappropriate for the C-PAB or the Department.

The Area CO shall make the final decision as to who will be removed.

Section C. Meetings

It is recommended that C-PABs meet monthly. However, they shall meet at least every other month. The meetings should generally be open to the public. The Area Commanding Officer has the authority to hold closed meetings as deemed necessary.

Note: Pursuant to a City Attorney's opinion, C-PABs are not legislative bodies as defined within the Ralph N. Brown Act of 1999 (California Government Code Sections 54950-54962). Therefore, this law governing notice and open meeting requirements does not apply to C-PAB meetings and information.

Due to the diverse nature of our City, Areas shall be responsive to community needs in regard to foreign languages spoken. Every effort must be made to ensure that, if needed, Areas

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prepare meeting agendas, meeting notices, or any other related material in the appropriate languages. Also, if given adequate notice, Areas shall provide foreign language assistance during meetings. This will allow Areas to increase the attendance of non-English speaking members, which in turn, will ensure that an Area's diverse population is adequately represented.

ARTICLE III CO-CHAIRS AND SECRETARY

Section A. Composition

A C-PAB shall consist of a minimum of two Co-Chairs and a Secretary. One Co-Chair shall be a C-PAB member and the other shall be the Area Commanding Officer. A Vice-Chair is optional.

Section B. Duties and Responsibilities

Co-Chair. The Co-Chairs preside at all C-PAB meetings. The duties of the Co-Chairs include overseeing and coordinating all committees and recruitment of new members within the Area. The Co-Chairs also review all meeting minutes and establish the monthly agenda.

Vice-Chair (optional). The Vice-Chair runs the C-PAB meetings when the Co-Chairs are absent.

Secretary. The Secretary completes the minutes of each C-PAB meeting no less than (3) business days before the next monthly meeting. This schedule will allow C-PAB members to review the minutes and make any corrections. The duties of the Secretary also includes maintaining the records of the C-PAB as required by LAPD and the Area Commanding Officer.

Section C. Selection and Criteria

Any member of a C-PAB who has served at least a full term is eligible to be Co-Chair or Secretary. Nominations for Co-Chair or Secretary may be submitted by any member. The final selection for any office will be determined by the Area Commanding Officer.

The Area Commanding Officer will consider the following factors:

- Good communication skills;

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- Demonstrated leadership and problem solving abilities;
- Articulated vision for the C-PAB; and,
- Strong community relationships.

Section D. Term

Appointed Board Members shall be limited to a one-year renewable term based on the Area Commanding Officer's evaluation. An appointed Board Member may be removed from his or her position according to the dismissal criteria (as denoted above in Article II, Section B) to which each C-PAB member is subject.

ARTICLE IV VOTING GUIDELINES

Section A. Voting

Community-Police Advisory Boards shall use the simple majority concept for any vote. There are only a limited number of items that require a C-PAB vote. These items are procedural in nature and include, in part, meeting locations, times of meetings, and agendas.

Votes to be approved on a non-bylaw issue require fifty percent of the C-PAB members in attendance, plus one. This will ensure that C-PAB business can be conducted even if all the members are not in attendance.

The simple majority shall be used for any vote. An Area Commanding Officer retains veto power over all votes.

Section B. Quorum

Fifty percent (50%) plus one of the overall C-PAB membership shall constitute a quorum. A quorum is required for any vote affecting the bylaws. A quorum is not required for votes that do not affect the bylaws.

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ARTICLE V COMMITTEES

It is recommended that each Area have at least three goal-oriented committees. Suggested committees include but are not limited to those addressing the following topics:

- Community Outreach;
- Social Media;
- Crime Reduction
- Government/Legislative;
- Homelessness;
- Neighborhood Watch;
- Emergency Preparedness;
- Traffic; and,
- Ad-hoc/Special Committee.

ARTICLE VI DEPARTMENT MANUAL

2/092.85 STRUCTURE AND RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARDS.

Area bylaws shall not conflict with Department Manual Section 2/092.95.

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ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS, EVALUATION AND ADMINISTRATION SECTION – FUNCTIONS. The Evaluation and Administration Section is responsible for:

- Conducting research and preparing correspondence, as needed, for the Assistant to the Director, and the Director, Office of Operations;
- Evaluating and analyzing the performance of, and the procedures used by, employees assigned to the Office of Operations;
- Conducting follow-up evaluations as required to ensure that standard procedures and policies are adhered to by all organizational units within the Office of Operations;
- Making appropriate recommendations in order to ensure the highest level of efficiency and effectiveness;
- *Maintaining direct oversight of Community-Police Advisory Boards (C-PABs) across the Department;*
- Researching and developing operational standards for the Office of Operations;
- Conducting studies and making surveys of field-related problems;
- Coordinating budget requests for the Office of Operations; *and,*
- Developing a formula for deploying Office of Operations uniformed and traffic personnel.

EVALUATION AND ADMINISTRATION SECTION – SPECIAL DUTIES. The Evaluation and Administration Section is responsible for the following special duties:

Representing the Department to outside agencies on matters regarding the Department's uniformed programs.

Special Files. Maintaining files of the following:

- Office of Operations personnel deployment; *and,*
- Office of Operations budget requests.

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**COMMUNITY OUTREACH AND DEVELOPMENT DIVISION.
COMMUNITY OUTREACH AND DEVELOPMENT DIVISION – ORGANIZATION.**

Community Outreach and Development Division is comprised of:

- *Office of the Commanding Officer;*
- *Reserves Unit;*
- *Community Volunteer Unit;*
- *Police Orientation and Preparation Program (POPP) Unit; and,*
- *Police Academy Magnet Schools (PAMS) Unit.*

COMMANDING OFFICER, COMMUNITY OUTREACH AND DEVELOPMENT DIVISION. *The Commanding Officer, Community Outreach and Development Division, under the direction of Community Engagement Group, exercises line command over the operations of Community Outreach and Development Division.*

COMMUNITY OUTREACH AND DEVELOPMENT DIVISION – FUNCTIONS. *The units comprising Community Outreach and Development Division are:*

Reserves Unit:

- *Providing oversight of and instruction to the Reserve Officer Academy;*
- *Facilitating recruitment for the Reserve Officer program by engaging the community at various events, as well as C-PAB and Neighborhood Council meetings;*
- *Providing support and mentorship to applicants throughout the approval process;*
- *Providing Department-wide support related to Reserve Officers;*
- *Conducting quarterly Reserve Coordinator training/meetings;*
- *Exercising administrative control of the Reserve Volunteer Management System related to Reserve Officers;*
- *Developing the design and publication of all Department Reserve Officer brochures;*
- *Functional oversight of the Reserve Police Officer program;*
- *Coordinating Level III, II and I modular reserve police officer academies;*
- *Maintaining RPO guidelines and expectations for the Department and CA POST;*
- *Maintaining the records in the Reserve Volunteer Management System;*
- *Liaising with CA POST to maintain compliance;*
- *Conducting an annual stipend audit with Fiscal Operations Division;*
- *Providing support to Area/Divisional Reserve Coordinators; and,*
- *Organizing the Annual "Twice a Citizen" Awards banquet.*

Community Volunteer Unit:

- *Recruiting individuals for the Volunteer Program;*
- *Providing support and mentorship to applicants throughout the approval process;*

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- *Providing Department-wide support as it relates to the Volunteer Program, by engaging the community at various events, such as C-PAB and Neighborhood Council meetings;*
- *Conducting Volunteer Coordinator training/meetings;*
- *Issuance of Volunteer Identification Cards;*
- *Exercising administrative control of the Reserve Volunteer Management System related to volunteers;*
- *Developing the design and publication of volunteer brochures;*
- *Providing support to Divisional Volunteer Coordinators;*
- *Maintaining the volunteer guidelines and outlining expectations, policies and responsibilities for all Department volunteers;*
- *Maintaining copies of records for each volunteer;*
- *Assisting with planning and coordinating events to recognize the accomplishments of volunteers; and,*
- *Liaising with other volunteer-oriented programs in the greater Los Angeles community.*

Police Orientation and Preparation Program (POPP) Unit:

- *Overseeing the program in partnership with the Los Angeles Unified School District (LAUSD) and West Los Angeles Community College in providing a two-year criminal justice academic program culminating in an Associate of Arts degree;*
- *Coordinating educational field trips for participants;*
- *Assisting participants with pursuing educational opportunities and job placements with the City of Los Angeles as well as private organizations; and,*
- *Providing participants, at the completion of program, the opportunity to become Department volunteers or Reserve Officers.*

Police Academy Magnet Schools (PAMS) Unit:

- *Partnering with LAUSD and Los Angeles School Police to provide a criminal justice focused education for youth at LAUSD middle schools and high schools;*
- *Coordinating physical fitness competitions for Magnet program cadets;*
- *Coordinating annual magnet program cadet inspections; and,*
- *Conducting recruitment and engagement efforts with the surrounding communities.*

Community Outreach and Development Division is also responsible for administrative duties related to:

Community-Police Advisory Boards (C-PAB):

- *Maintaining a master digital file of C-PAB bylaws from each Area;*
- *Issuing C-PAB Member Identification Cards;*
- *Maintaining a master database of Department-wide C-PAB membership; and,*

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- *Monitoring the C-PAB process on a City-wide basis and addressing any program issues identified by Department personnel or C-PAB members.*

Crime Prevention Through Environmental Design (CPTED):

- *Researching and preparing Environmental Impact Reports required of the Department and analyzing those reports which may impact the Department; and,*
- *Vetting and approving all blueprints for safety and crime reduction concerns.*