# RULES OF THE

# LOS ANGELES BOARD OF POLICE COMMISSIONERS

**(DECEMBER 2022)**

# LOS ANGELES POLICE COMMISSION

## Rules for Public Attendance and Participation at Meetings of the Board of Police Commissioners

### I. Purpose

The purpose of these Rules is to establish an appropriate level of safety and efficiency in the meeting room of the Board of Police Commissioners ("Board") for Police Department stakeholders and other members of the public attending and/or addressing the Board. The ability of all interested persons attending public meetings to participate in the business of the Commission and to view the Board members in the performance of their duties is of paramount importance to the Board. The Board also has a compelling interest in the efficient transaction of business, free from actual delay and/or disruption. Toward that end, the following Rules are promulgated to facilitate the conduct of public meetings in an open, orderly and efficient manner and in an environment safe for all persons in attendance. They are also intended to promote open meetings that welcome debate of business and public policy issues being discussed by the Board in an atmosphere of fairness and respect for differing points of view. The Rules for Public Attendance and Participation at Meetings of the Board of Police Commissioners shall apply at any location where the Board conducts a public meeting.

### II. Access to the Police Headquarters Facility (PHF)

Visitors to the Los Angeles Police Headquarters Facility must first check in at the front desk on the first floor. All visitors attending a meeting of the Board of Police Commissioners shall pass through the security screening (i.e., magnetometer, bag search), and obtain a visitor's pass which must be worn on the front of the torso and must be visible at all times while in the building.

Visitors to the PHF for the purpose of attending a meeting of the Board of Police Commissioners are required to remain in Public Areas at all times. Public Areas are: 1) the ground floor lobby; and 2) the Board room and adjacent entry corridor and lobby area restrooms. Visitors are not allowed in nonpublic areas such as the elevator lobby, staff office areas, conference rooms and other work areas, unless accompanied at all times by a Police Department/Commission employee and for a specific invited business purpose.

### III. Access to the Board room

Visitors to the PHF who are there to attend meetings of the Board shall not be required to register their names or otherwise provide any other information to enter into the Board room. Non-badged public meeting attendees must, however, display a visitor's pass. Where a public meeting attendee wishes to maintain their anonymity, they will not be required to write their name on the visitor's pass and such pass may remain blank, except for the designation "Police Commission."

Public meeting attendees shall be required to leave the PHF immediately following the adjournment of the public meeting and must exit the building from the ground floor lobby.

A. Capacity of the Board room

Each member of the audience must be seated. Standees are not permitted in the Board room except for Police Department/Commission Sergeants-at-arms or authorized media representatives in possession of Department-issued Media Identification.

B. Reasonable Accommodations

The Police Commission is committed to ensuring equal access to its meetings, consistent with the Americans with Disabilities Act. It is requested that individuals who require the services of a translator contact the Board Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, requests should be made at least 72 hours prior to the meeting you wish to attend.

**IV. Speaking Before the Board**

While the Board invites public participation in the business of the Commission, meetings of the Board are not traditional public forums where speakers have a right to speak freely on any topic of interest to the speaker. Meetings of the Board are regulated limited public forums and are strictly limited to topics directly concerning the subject matter or business of the Police Commission generally, or the individual agenda topics noticed for review. Further, the Board has a compelling interest in promoting efficiency in conducting the business of the Commission free from actual delay and/or disruption.

A. Public Comment

The Board shall provide an opportunity for members of the public to address the Board on any specific item of business on the agenda. Also, during each regular meeting, the Board shall provide an opportunity for members of the public to address the Board on any item within the subject matter jurisdiction of the Board ("General Public Comment"). All public comment shall be taken at or near the beginning of each meeting.

B. Speaker Cards

To facilitate the orderly process of public comment and to assist the Board in conducting business as efficiently as possible, members of the public wishing to address the Board on an agendized matter or during general public comment are requested to complete and submit a speaker card to a Sergeant-at-Arms, who will deliver it to the Board Secretary. Individuals will be called in the order in which the speaker cards are submitted by the Sergeant-at-Arms to the Board Secretary.

C. Time Limits

The Presiding Officer may manage the meeting and the public comment time allotted in consultation with the attending City Attorney. A member of the public wishing to speak on an agenda item(s) will be allowed to speak for up to one (1) minute per item up to a total of two (2) minutes per meeting A member of the public wishing to speak on any item within the subject matter jurisdiction of the Board shall be allowed to speak up to one (1) minutes at each regular meeting. Those who speak on both, agenda items and General Public Comment shall have a cumulative total of three (3) minutes as allocated above. The Board has determined that a combined total of forty-five (45) minutes is a reasonable amount of time for public comment at each meeting.

D. Public Comment via electronic means

Should the Commission elect to take public comment via electronic means, the forty-five (45) minutes of public comment will be divided equally between those who are remotely located and request to make public comment via electronic audio transmission and requests made from those attending the meeting in person.

**V. Decorum**

There is a need for the Board to carry out the public business expeditiously without delays or disruptions in order to ensure that the public has an opportunity to be heard and that the Board has an opportunity to engage in its deliberative process.

A. Persons Addressing the Board

A person who addresses the Board shall do so only from the podium. When the speaker's name is called, the speaker shall promptly approach the podium. Failure to approach the podium promptly may preclude a member of the public from speaking during the public comment period.

Each speaker shall conclude all comments when their time to speak has expired.

A speaker is not allowed to cede their time to others.

All comments shall be addressed to the Board.

A speaker shall refrain from being unduly repetitious, making remarks which are not relevant to the item for which public comment is being given, or engage in other conduct that causes an actual disruption of the orderly conduct of the meeting by preventing or impeding the Board's ability to accomplish its business in a reasonably efficient manner.

B. Members of the Audience

No person in the audience at a Board meeting shall engage in any conduct which causes an actual disruption of the meeting by preventing or impeding the Board's ability to accomplish its business in a reasonably efficient manner.

Signs, posters, banners or other display materials which disrupt or otherwise impede the orderly conduct of the meeting or which create any obstruction to another person's attendance at or ability to view or participate in the meeting are prohibited.

Members of the public or press attending a meeting of the Board may record and/or photograph the proceedings, unless such activities or the manner in which they are carried out cause an actual disruption of the meeting.

The use of a mobile phone or other electronic device in a manner that causes an actual disruption is prohibited.

## VI. Enforcement

The Presiding Officer shall be charged with enforcing the provisions of these Rules, with the assistance of Board staff, the Sergeants-at-Arms, and other necessary Police Department personnel.

A. Presiding Officer

The Presiding Officer at meetings of the Board shall be the President of the Board, or their designee. The Presiding Officer is charged with maintaining order during meetings and enforcing the provisions of these Rules including, but not limited to violations of:

- The limitations set forth in Rule IV, above; and
- The decorum requirements set forth in Rule V, above.

B. Warnings

The Presiding Officer shall instruct a person who is breaching the Rules to cease and desist from such conduct. In such a case, the Presiding Officer shall advise said individual(s) that a failure to cease and desist may lead to the termination of their remaining Public Comment time, removal from the meeting, and/or possible other enforcement action as appropriate under the circumstances.

C. Removal Based on Noncompliance

If, after being addressed by the Presiding Officer, the individual(s) persist in causing an actual disruption of the meeting, the Presiding Officer may order the individual(s) to leave the meeting. If the individual(s) do not remove themselves, the Presiding Officer may order any law enforcement officer to facilitate the removal of the noncompliant individual(s) from the Board room.

Any person so removed shall be excluded from further attendance at the meeting from which they were removed.

Any person who resists removal from the Board room (or other area where a meeting is held) by a law enforcement officer may be charged with a violation of the Penal Code or other applicable Los Angeles Municipal Code sections.

D. Recess Due to Inability to Restore Order

In the event that a meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting infeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Presiding Officer may call for a recess, order the meeting room cleared and continue in session. Only agendized items shall be considered, and representatives of the press or other news media not previously engaged in the disturbance shall be allowed to remain present and attend such session.

Adopted by a majority vote of the Board of Police Commissioners at a regular Commission meeting on December 6, 2022.

**BOARD OF POLICE COMMISSIONERS**
**Approved** December 6, 2022
**Secretary** Maria Lira