

August 29, 2008

CHIEF'S MEMORANDUM NO. 08-2

SUBJECT: Community Involvement Task Force

RESCINDS: Chief's Memo 05-1, entitled, "Community Policy Advisory Committee"

I. PURPOSE

To establish the Community Involvement Task Force (CITF) including the parameters for membership, the composition of the CITF, procedural matters and functions.

II. POLICY

The Community Involvement Task Force (CITF) is established to enhance and strengthen community partnerships with the KCPD utilizing a combined leadership approach. The CITF involves the community in the innovation and development of department policies and procedures, projects and programs; and establishes a joint effort in developing community input and feedback to provide effective police services to the citizens of Kansas City, Missouri in a transparent manner.

III. PROCEDURE

A. Composition of the CITF

1. The overall CITF will be co-chaired by a law enforcement and community member. The CITF law enforcement chair will be the Executive Officer – Chief's Office. The community member chair will be appointed by the Chief of Police.
2. Community representatives appointed by the Chief of Police will make up each division sub-task force.
3. Kansas City, Missouri Police Department members.
4. By virtue of their position on a division sub-task force, all division sub-task force members comprise the overall CITF.

B. Each patrol division will have a CITF sub-task force to represent and implement specific tasks desired for the geographical boundaries of that division.

1. Each CITF sub-task force will elect one law enforcement and one community member to act as co-chairs.

2. Each CITF sub-task force will have equal representation of up to six (6) community and six (6) department members and be responsible for implementing projects and programs in their respective division.
3. One (1) of the six (6) department representatives for each division sub-task force will be an assistant division commander who will be appointed by the respective division commander.
4. One (1) of the six (6) department representatives for each division sub-task force will be that division's community interaction officer.
5. The remaining department representatives for each division sub-task force will be selected by the CITF co-chairs for that division sub-task force and approved by Chief of Police.

C. Community Membership Requirements

1. Each community member must complete the KCPD Community Involvement Task Force Volunteer Application, Form 306 PD.
2. The applicants must be willing to complete the Citizen's Police Academy (CPA) or abbreviated version within one year of appointment. All future applicants will be selected from graduates of the CPA.
3. The applicant must complete all requirements as outlined on the Volunteer Application.
4. Prior law enforcement members may be exempt from the CPA's requirement.
5. Appointees to this task force will serve a minimum of two years or until replaced by the Chief of Police. All members while serving on the sub-task force shall maintain their established membership criteria.
6. All community members must live and/or work in the sub-task force area of assignment.
7. No appointed community member will receive compensation from the Board of Police Commissioners for their service on the CITF.
8. Community members will receive an appointment letter signed by the Chief of Police which will include their date of appointment.

9. The Chief of Police may waive requirements.

D. Community Application Process

1. Community member applications will be received by the Executive Officer in the Chief's Office. Completed applications and citizen membership files will be kept on file by the Chief's Office.
2. When an opening exists on a CITF division sub-task force, members of each CITF division sub-task force will review the completed applications and make a recommendation to fill the position. The Chief of Police and/or his designee will make the final decision on appointment to the CITF division sub-task force. (i.e., appoint or decline at that time).
3. All applicants will be notified in writing of the final decisions.
4. All originally appointed members of the CITF will be grandfathered from future requirements.

E. Resignation or Removal of a Community Member/Department Member

1. A community member may resign from the CITF by sending a letter or email of resignation to the Chief of Police.
2. A department member may resign from the CITF by forwarding a memorandum requesting replacement through the chain of command to the Chief of Police.
3. A community/department member may be removed from the CITF by the Chief of Police.
4. Upon transfer from the division wherein a department member is serving on a CITF division sub-task force, the department member may be replaced.
5. A community/department member vacancy will be filled by a qualified person selected by the Chief of Police.

F. Activity of the CITF

1. At the discretion of the Chief of Police, the CITF may be directed to review specific department policy and procedural matters.

2. In January of each year, the Planning and Research Unit will submit a list of procedural instructions to be reviewed that year with a recommendation for CITF input. The Chief of Police may determine assignments for review.
3. When the CITF is convened, a member from the Planning and Research Unit will be assigned to assist as a subject matter expert and provide administrative assistance.
4. All CITF meetings will be open to the public and will allow some time for comments from non-task force members.
5. CITF co-chairs will insure that a final report with recommendations is submitted to the Chief of Police by the CITF on all assigned tasks.
6. The CITF task force will meet as determined by the CITF co-chairs. During assigned projects, some or all of the CITF members may be convened as deemed necessary by the CITF co-chairs to address a specific assignment.
7. The Chief of Police will request additional work, accept, modify or reject each recommendation made by the CITF.
8. CITF division sub-task forces will initiate, implement, track, and evaluate programs and activities specific to the patrol division in which they represent.
9. CITF division sub-task force co-chairs will insure that recommendations, status reports and after action reports specific to their division are submitted to the Patrol Bureau Commander and the CITF co-chairs by the 5th of each month.
10. The CITF division sub-task forces will meet as determined by co-chairs with a minimum requirement of bi-monthly.
11. Members of the CITF will be considered as ambassadors for the Kansas City, Missouri Police Department and the community.

G. Approval of Projects

1. All projects and programs implemented within a specific patrol division require approval by the division commander.
2. All projects and programs implemented Patrol Bureau wide require approval by the Patrol Bureau Commander.

3. All projects and programs affecting multiple bureaus will be forwarded for review and approval by the Executive Committee.

H. Outside Staff Support for the CITF

1. At the discretion of the CITF, other department members or community members may be requested to attend meetings to provide subject matter expert information due to their special knowledge or background.
2. Staff support members and external persons will be in a non-voting status.

James D. Corwin
Chief of Police

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Civilian Supervisory Positions
Department Element Manuals
Post on bulletin boards for two weeks.