

## City of Johns Creek Police Department

<i>Subject:</i> Chief's Advisory Council	<i>Number:</i> 03-23
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> 12/15 07/20	<i>Review Date:</i> Annually <i># of Pages:</i> 2

**PURPOSE:**

To establish the Chief's Advisory Council, describe its functions, responsibilities and makeup of the committee.

**POLICY: (03-23)**

It is the policy of the Johns Creek Police Department to continuously strive to ensure communication and feedback is received and processed from all components of the organization. The Chief's Advisory Council (CAC) shall solicit information from agency members and provide feedback to ensure agency goals, mission and values are maintained. The implementation of the Chief's Advisory Council shall provide opportunities for the employees to provide input on awards, training and other issues and agency programs and services. The Chief's Advisory Council shall be referred to as the CAC for policy reference.

**SCOPE:**

All employees

**PROCEDURES:**

**General (03-23-01)**

- A. The CAC shall meet at least quarterly, but may meet more often as needed.
- B. The Committee answers directly to the Chief of Police who has also serves as the Chairperson.
- C. The CAC has the authority vested by the Chief of Police/Chairperson and shall perform tasks assigned under that delegated authority.
- C. The Chairperson or a designated member of the CAC shall be responsible for taking minutes/notes of meetings.

**Membership and Selection (03-23-02)**

- A. The CAC shall be comprised of a combination of sworn and non-sworn employees in the

following categories:

1. Two Corporals and/or Sergeants
  2. A minimum of Five Police Officers
  3. One Civilian
  4. Chief of Police
- B. Members are appointed and removed at the discretion of the Chairperson and serve a two year term. Initial and subsequent appointments may be staggered after each year if the Chairperson deems it necessary.
- C. Announcements of a vacancy for the CAC shall be made agency wide. Vacancies created by removals, resignations or other circumstances shall be filled in the same manner as the appointments. Failure to attend a minimum of three quarterly meetings each year may result in removal of a CAC member.

### **Responsibilities (03-23-03)**

- A. The CAC shall serve as the department's Training Committee and responsibilities may include the following:
1. Assisting the training unit in developing training programs;
  2. Evaluating training needs of the department;
  3. Maintaining a close working relationship with the Training Division;
  4. Conducting agency surveys and providing feedback on training programs to the Training Coordinator as needed; and
  5. Any other tasks related to training assigned by the Chairperson
- B. The CAC shall serve as the department's awards committee and perform all responsibilities detailed in JCPD Policy 01-14.
- C. The CAC shall be assigned tasks by the Chairperson which he/she has deemed necessary and or meets a need for the department. The CAC may also be tasked with soliciting information from agency members and reviewing policies and programs of the department.
- D. Members of the CAC are encouraged to bring new ideas, suggestions and other programs which can improve department operations and/or community programs and involvement.
- E. Other tasks as assigned by the Chairperson.