



**THE CITY OF DAYTONA BEACH
CITIZENS' POLICE REVIEW BOARD
APPLICATION FORM**

RETURN COMPLETED FORM TO:

**THE CITY OF DAYTONA BEACH
CLERK'S OFFICE
P.O. BOX 2451
DAYTONA BEACH, FL 32115-2451**

CITIZENS' POLICE REVIEW BOARD - Article V of Chapter 58, City Code stated that the board shall be composed of seven members appointed by the city commission. To the extent possible, the board shall reflect the racial, ethnic, and cultural diversity of the city. Five of the members shall be residents of the city and qualified electors. The two remaining members shall have experience or training in one or more of the following fields: criminal justice, law enforcement, defensive tactics, legal, or military; and shall be residents of the city and qualified electors, or have their principle place of business in the city. Members shall be appointed for three-year, staggered terms, and may be reappointed to successive terms. Members shall continue to serve until their successors are appointed. The city commission shall fill vacancies occurring for reasons other than expiration of the term, for the remainder of the unexpired term only. Board members shall submit to a criminal background check and cannot be a convicted felon. Board members shall serve without compensation, and at the will of the city commission, which may remove any member at any time, with or without cause. The board shall elect from its membership a chair, who shall preside over board meetings; and a vice-chair, who shall preside in the absence of the chair. The term of office of the chair and vice-chair is one year. Both the chair and vice chair may be re-elected to successive terms. The city commission shall appoint a board advisor who has experience or training in law enforcement to assist the board in deliberations. The board advisor shall not be an employee of the city or a member of the board; and shall serve without compensation. The board shall meet quarterly unless there is no business or cases to come before the board, or on request of the city manager or board chair. Upon appointment to the board, each member shall be required to (i) attend a police department presentation at the Daytona Beach Citizen's Academy, (ii) participate in an annual ride along at the discretion of the police chief on location and time, (iii) attend a police use of force class not to exceed two hours per session, and (iv) complete any other training designed and prescribed by the city manager to assist board members. All actions of the board and its members shall be in accordance with applicable law to include, but not be limited to, the Florida Public Records Law (Florida Statutes Ch. 119), Florida Government-in-the-Sunshine Law (Florida Statutes Ch. 286), the Code of Ethics for Public Officers and Employees (Florida Statutes Chapter 112, Part IV), and the Law Enforcement Officers Bill of Rights (Florida Statutes Ch. 112.532). The board shall review completed departmental investigations and disciplinary outcomes thereof, in cases where the following conduct is alleged: criminal conduct; excessive force; false arrest; or unlawful search. The citizens' police review board shall review all such cases, regardless of their source, investigated by the internal affairs division of the police department. The board's review shall be conducted after the case has been completed. The chief of police shall promptly notify the board when a case has been completed, and the department shall promptly provide the board with the complete internal affairs file, unless otherwise determined to be exempt from disclosure or confidential by law. A "completed" case for purposes of this section means the department's investigation has been administratively closed without officer discipline, or the investigation has been concluded and final discipline has been imposed by the chief of police. Upon review of final discipline, the citizens' police review board report shall include one of the following decisions: agree with the disciplinary findings; or disagree with the disciplinary findings. After a case has been completed, a public meeting of the citizens' police review board will be held where the allegations of the case are discussed; the adequacy of the investigation is determined; and if final discipline was meted out, a determination of its appropriateness is made. The results of the case review shall be compiled in a written report to include the case number, the name of the complainant(s), the name of the accused officer(s), a summary of the allegations, the disciplinary findings (if any), and the board's findings, its comments, and any recommendations. The report shall be approved by the majority of the board at a public meeting and signed by the chair, and then forwarded to the city manager; any written dissenting opinions/decisions shall be signed and forwarded with the majority report. The board shall at the request of the city commission, or city manager, or when a matter comes to the attention of the board, review police policies or procedures and make recommendations to the city manager, which are in accordance with applicable state and federal law and reflect the best interests of the citizens of the city and the community at large. The board's recommendations shall be compiled in a written report approved by the majority of the board at a public meeting and signed by the chair, and then forwarded to the city manager.

EDUCATION/EXPERIENCE

*List all Professional Degrees, Licenses and Certificates: _____

*Place a check next to the area of special knowledge or expertise applicable.

- | | |
|---|--|
| <input type="checkbox"/> Military | <input type="checkbox"/> Defensive Tactics |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Other |

How does your special knowledge/expertise pertain to this board opening? _____

ADDITIONAL INFORMATION (Civic Activities, Memberships, etc.):

Why are you interested in serving on this Board? (Use additional page if needed)

*Have you attended one or more meetings of this board ? Yes No

*Do you currently serve or have you ever served on a board? If so, which board _____

How many years have you served? _____

If this is a reappointment, how long have you served on this board? _____

*I understand the responsibilities associated with being a board member; and I have adequate time to serve if appointed. _____ (initials)

*I understand that The City of Daytona Beach will conduct a background check including a criminal history and code violations check and that the information so obtained will be maintained on file with my application. _____ (initials)

Signature: _____ Date _____

***DISCRIMINATION IN THE TREATMENT OF PERSONS; MINORITY REPRESENTATION**

1. 760.80 Minority representation on boards, commissions, councils, and committees.—

(1) It is the intent of the Legislature to recognize the importance of balance in the appointment of minority and nonminority persons to membership on statutorily created decision making and regulatory boards, commissions, councils, and committees, and to promote that balance through the provisions of this section. In addition, the Legislature recognizes the importance of including persons with physical disabilities on such panels. Furthermore, the Legislature recognizes that statutorily created decision making and regulatory boards, commissions, councils, and committees play a vital role in shaping public policy for Florida, and the selection of the best-qualified candidates is the paramount obligation of the appointing authority.

(2) As used in this section, “minority person” means:

- (a) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.
- (b) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
- (c) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
- (d) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.
- (e) An American woman.

(3) In appointing members to any statutorily created decision making or regulatory board, commission, council, or committee of the state, the appointing authority should select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board, commission, council, or committee accurately reflects the proportion that each group of minority persons specified in subsection (2) represents in the population of the state as a whole or, in the case of a local board, commission, council, or committee, in the population of the area represented by the board, commission, council, or committee, as determined pursuant to the most recent federal decennial census, unless the law regulating such appointment requires otherwise, or persons of the underrepresented minority group cannot be recruited. When appointing members to a statutorily created decision making or regulatory board, commission, council, or committee which was created to address a specific issue relating to minority persons, the appointing authority should give weight to the minority group that the board, commission, council, or committee was created to serve. If the size of the board, commission, council, or committee precludes an accurate representation of all minority groups, appointments should be made which conform to the requirements of this section insofar as possible. If there are multiple appointing authorities for the board, commission, council, or committee, they shall consult with each other to ensure compliance with this section.

(4) Each appointing authority described in subsection (3) shall submit a report to the Secretary of State annually by December 1 which discloses the number of appointments made during the preceding year from each minority group and the number of nonminority appointments made, expressed both in numerical terms and as a percentage of the total membership of the board, commission, council, or committee. In addition, information shall be included in the report detailing the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year. A copy of the report shall be submitted to the Governor, the Speaker of the House of Representatives, and the President of the Senate. In addition, each appointing authority shall designate a person responsible for retaining all applications for appointment, who shall ensure that information describing each applicant’s race, ethnicity, gender, physical disability, if applicable, and qualifications is available for public inspection during reasonable hours. Nothing in this section requires disclosure of an applicant’s identity or of any other information made confidential by law.

(5) This section applies to appointments and reappointments made after January 1, 1995. It does not prohibit a member of a decision making or regulatory board, commission, council, or committee from completing a term being served as such member when this act takes effect. A person appointed to a decision making or regulatory board, commission, council, or committee before January 1, 1995, may not be removed from office solely for the purpose of meeting the requirements of this section.

History.—s. 1, Ch. 94-213.