



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Criminal Justice Advisory Council

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 38.13,14 STANDARD NUMBER: N/A	REVIEW DATE: 03/01/05 REVISION DATE: 03/01/05 APPROVED: <u> ** On File </u> <div style="text-align: right;">Sheriff Signature</div>
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38.13.1 Purpose

To formalize a formal civilian advisory board and a civilian review process for Category I complaints and other matters related to the Weber County Sheriff's Office and the Criminal Justice System.

38.13.2 Rationale

The Criminal Justice Advisory Council (CJAC) is a diverse group of volunteers that exists to review and make recommendations regarding Category I complaints against this Office or its members. Another important function of CJAC is to advise the Sheriff on matters related to public safety, Office operations and the Criminal Justice System. This Council provides for better accountability to the citizens of Weber County.

38.13.3 Policy

- A. The Weber County Commission has created the Criminal Justice Advisory Council for the purpose of gathering information, developing data and making recommendations to the Sheriff and to the Commission on matters related to various aspects of the Criminal Justice System within Weber County and on the conduct of Sheriff's Office personnel. See Weber County Commission Resolution 27-2001.
- B. The Council will consist of ten (10) members, including the Chairperson, selected by the Commission, in consultation with the Sheriff, from names submitted by the Sheriff and Weber County Attorney's Office. Council members will include: one senior citizen, one non-public lawyer, two minorities, one local business owner, one Sheriff's enforcement deputy (sergeant or below), one Sheriff's Corrections deputy (sergeant or below) and three at-large members. Sheriff's Office Council members may not serve as Chair or Vice-Chair of the Council.

- C. The Council will meet a minimum of four times per calendar year (one annual meeting in January) and may conduct additional special meetings as needed. For this purpose a Council quorum shall consist of at least five (5) members.
- D. Regarding citizen complaints or internal investigations the Council shall review, evaluate and make recommendations on the conduct of Sheriff's Office personnel as requested by the Sheriff or as referred by other persons or agencies.
- E. The Council shall report its findings, conclusions, and recommendations to the Sheriff. After reviewing the Council's report the Sheriff may return any considered matter to the Council for further study, with or without recommendations, or the Sheriff may accept the report and utilize the findings and recommendations to make a final decision or to take other appropriate action.
- F. The Council Chair, or Vice Chair acting as the Chair, presides over and conducts Council meetings.

38.13.4 **Procedure**

- A. **Internal Affairs Supervisor:** The Internal Affairs Unit Supervisor or designee will act as liaison with the Council regarding completed internal investigations/complaints presented for review by the Council, and provide assistance, accommodation, and information council members may require to adequately perform their review function. The Internal Affairs Unit Supervisor or designee will attend all meetings and advise the Council as necessary.
- B. **Case Referral:** The Internal Affairs Supervisor or designee will contact the Council Chair regarding completed internal investigations that require review and the Chair will assign Council members to review the cases/s prior to a Council meeting.
- C. **Review Team/s:** The entire Council may review each case prior to a scheduled meeting or the Chair may assign a case or cases to three member Council teams for review prior to a scheduled meeting.
 - 1. Each team should have a team leader who will discuss and organize the case review with team members and coordinate with the Internal Affairs Supervisor or designee regarding team needs.
 - 2. Case files may not leave the Sheriff's Office and all case reviews will be conducted, at the convenience of team members, in offices or conference rooms supplied with adequate telephones(unmonitored) or other equipment necessary to complete the review.
 - 3. The review team will make a complete review of cases and disciplinary actions assigned to them and present their findings and recommendations

to the full Council at the next scheduled meeting. The Council will vote on findings and recommendations to be presented to the Sheriff.

- D. **Findings and Recommendations:** The review team and/or Council is not limited to method of review or what findings and recommendations they may make. Findings and recommendations however, may generally involve the following:
1. Concur with original investigations findings and disciplinary action/s taken and may include recommendations and/or commentary.
 2. Not Concur with original investigations findings and disciplinary action/s taken. In such cases the Council must include recommendations and/or commentary.
 3. Concur with findings, Not Concur with disciplinary action/s taken. In such cases the Council must include recommendations and/or commentary.
- E. **Submission of Findings to Sheriff:** After review of cases the Council will submit reports of their findings and recommendations to the Sheriff. The Sheriff may return the report to the Council for further study or may accept the report and utilize the findings and recommendations to make a final decision or take other appropriate action.
- F. **Council Member Recusal:** Any Council member, who by reason of personal affiliation, association or other bias, is not able to make a fair and impartial review of a case may, and should, recuse himself or herself from that review and any vote regarding the outcome of that review.