



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

D-4

For the meeting of: September 23, 2014

Date: August 25, 2014  
To: Board of Supervisors  
From: Clerk of the Board  
Subject: Citizens Law Enforcement Liaison Committee (CLELC) Annual Report.

RECOMMENDATION(S): That the Board of Supervisors hear the presentation and take appropriate action, if required.

SOURCE OF FUNDING: N/A

DISCUSSION: The Citizens Law Enforcement Liaison Committee was formed approximately three years ago and has been meeting since November, 2012. Representatives from the Committee will be updating the Board on the Committee's recent activities. Their last annual report was given on April 23, 2013.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: Humboldt County Citizens Law Enforcement Liaison Committee.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: N/A

Prepared by Tracy Damico

Signature

REVIEW:

Auditor

County Counsel

Personnel

Risk Manager

Other

TYPE OF ITEM:

☐ Consent

☐ Departmental

☐ Public Hearing

☒ Other Special Presentation (15 minutes)

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor

Seconded by Supervisor

Ayes

Nays

Abstain

Absent

**Per Order of the Chair**

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Sept. 23, 2014

By:

Kathy Hayes, Clerk of the Board

Citizens Law Enforcement Liaison Committee  
2014 Annual Report to Humboldt County Board of Supervisors

The members of the Citizens Law Enforcement Liaison Committee (CLELC) are pleased to be making our annual report to you. We meet on the third Wednesday of each month at 4pm in Conference Room A. We invite any of you to join us whenever it is possible. Our Agendas and Minutes are available on line and published appropriately through Kathy Hayes.

Our current Board of Supervisor appointed members are: Maggy Herbelin, Dawn Dickinson and Diane Lehman. We hope the remaining two seats will soon be appointed by Virginia Bass and Rex Bohn. Kent Sawatzky has been appointed by Sheriff Downey and the Humboldt Deputy Sheriff's Organization appointment continues to be Julia Oliveira

Last year we created By-Laws, a Statement of Purpose, a Contact Form and a Tracking Form. Our Revised By-Laws and Policies and Procedures have been reviewed by Maggie Fleming and are in place (See Attachment B). Members of the Committee have had tours of the Correctional Facility and Ride Along experiences to better understand the Sheriff's Office functioning.

The Committee web page is now on line. We have worked with staff and the IT unit to put a phone contact line in place. These tools will help make the committee accessible to the public. We will be sending out a PSA to inform the public of these new tools (see Attachment C).

Several caring community members have asked the CLELC to create a tool for First Responder independent debriefing after critical incidents. The Committee has discussed this with Sheriff Downey. He is interested in going forward with creating first an education element to give information about the importance of debriefing to all First Responders and then implementing a drop in group or contact list for people to call requesting debriefing. It was also suggested a survey be created to assess needs.

We followed and discussed the issue of late night release from the Correction Facility. Many of the ideas we discussed as possible solutions to the problem are now in place. We would like to find a means for the Board of Supervisors to bring issues to CLELC when the community has concerns relating to law enforcement issues. The Committee wants to be fully functioning and assist the Board in being proactive. We would like to discuss developing this process either with the Board or have Staff work with us and bring back to the Board suggestions for discussion and adoption.

Thank you for your time. If anyone has question for me I will be glad to answer them.



ATTACHMENT B

BY-LAWS

Citizens Law Enforcement Liaison Committee

ARTICLE I-MEETINGS

Section 1. Regular Meetings. Regular meetings of the Citizens Law Enforcement Liaison Committee shall be held monthly at regular times and places as set by the Committee.

Section 2. Special Meetings. Special meetings and hearings of the committee may be called by the Chair, or by three of the members of the Committee, by delivering notice personally or by mail to each member of the Committee. Meeting notices must be delivered personally or by mail at least forty-eight (48) hours before the time of such meeting. The call and notice shall specify the time and place of such meeting and the nature of the business to be transacted. No other business except that specified in the notice shall be transacted at the meeting.

Section 3. Meetings to be Public. All regular and special meetings of the Committee shall be open to the public in accordance with the Brown Act of the State of California.

Section 4. Quorum. Four of the seven members of the Committee shall constitute a quorum for the conduct of business, and a majority of members present at a meeting shall be sufficient to act.

Section 5. Agenda. The Secretary shall mail or deliver a copy of the agenda for each regular meeting of the Committee to each member. The agenda will be posted according to the Brown act requirements.

Section 6. Order of Business. The order of business for regular meetings of the Committee shall be as follows:

- A. Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Public Comment
- D. Correspondence
- E. New Business
- F. Old Business
- G. Adjourn

Section 7. Rules of Order. The rules contained in the latest edition of Robert's Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the laws governing the Committee and these By-Laws.

Section 8. Manner of Voting. The vote on questions coming before the Committee shall be by oice vote unless a member requests a roll call vote. If a roll call vote is taken the yeas and nays will be entered into the meeting minutes.

Section 9. Removal of Members of Committee for Failure to Attend Meetings. If a member of the Committee is absent from three (3) consecutive regular meetings of the Committee, without showing good cause to the Chair, at the fourth consecutive regular meeting from which the member is absent, that member's place shall automatically become vacant. The vacancy shall be reported to the Board of Supervisors and the Board of Supervisors shall appoint another member for the duration of the term.

## ARTICLE II-SUBCOMMITTEES

### Section 1. Subcommittees.

- a. Subcommittees shall be named by the Committee.
- b. The Committee may approve non-members to the subcommittee.  
A CLELC member shall chair the subcommittees.

Section 2. Meetings. Subcommittees shall meet from time to time upon the call of the Committee chair.

Section 3. Assistance. Subcommittees may call upon any member of the staff of the Committee for technical or clerical assistance.

## ARTICLE III-OFFICERS

Section 1. Designation of Officers. The officers of the Committee shall be a Chair, Vice-Chair, and a Secretary.

Section 2. Election of Officers. The officers of the Committee shall be elected by a majority vote of the members of the Committee at the regular meeting of the Committee held in June of each year. Officers shall hold office until June 30th of the following year and/or until their successors are duly elected and qualified. Any officer may be removed from office at any time on the vote of two-thirds of all the members of the Committee. A 5 year post law enforcement employment period will be maintained for any member to be considered for an elected CLELC Committee officer position.

Section 3. Term of Office. The officers may be elected for no more than two full successive terms.

Section 4. Vacancies. Any vacancy occurring among any of the officers by reason of death, resignation or removal of any officer shall be filled by the members of the Committee at the next regular meeting.

Section 5. Powers and Duties of the Chair. The Chair shall preside at all meetings of the committee, shall appoint all subcommittees subject to the approval of the Committee, and shall have all the powers and duties conferred upon him/her by law, and shall perform other duties that may be prescribed for him/her by the Committee.

Section 6. Powers and Duties of the Vice-Chair. The Vice-Chair shall have all of the powers and perform all of the duties of the Chair in the case of the absence or inability of the Chair to act. He/she shall have all the powers and duties conferred upon him/her by law, and shall perform other duties that may be prescribed for him/her by the Committee.

Section 7. Powers and Duties of the Secretary. The Secretary shall be responsible for the maintenance of the records of the Committee, shall act as secretary at all meetings of the Committee, shall have all of the powers and duties conferred or imposed upon him/her by law and shall perform other duties as may from time to time be prescribed by the Committee. In addition to all powers and duties above, the Secretary shall also submit copies of CLELC meeting minutes and agenda to the Board of Supervisors monthly.

#### ARTICLE IV-MISCELLANEOUS

Section 1. Service on Outside Committees. A Committee member shall not represent the Committee on an outside committee without the express consent of the Committee. If the Committee is not scheduled to meet prior to the outside meeting committee member shall appeal to the Chair. A Committee member who serves by request as a representative of the Committee to some other group or organization does so at his/her own convenience and by his/her own choice.

Section 2. Committee Representation at a Public Meeting. A Committee member shall not represent the Committee at a public meeting without prior consent of the Committee. If the committee is not scheduled to meet prior to the outside meeting committee member shall appeal to the Chair.

#### ARTICLE V-AMENDMENTS

These By-Laws may only be amended in the following manner: Any member of the committee may, at a regular meeting, introduce any amendments in writing, which shall be read, placed in the minutes of said meeting, and be laid over until the next regular meeting awaiting amendment. At the next regular meeting after its introduction it shall be read and voted upon and if a two thirds majority of the members present are in favor of its adoption it shall be adopted.

These By-laws are a reflection of Resolution 10-01 January 5, 2010. by the Board of Supervisors.

Revised September 2014



## ATTACHMENT B

### Humboldt County Citizen's Law Enforcement Liaison Committee Policies and Procedures

#### Article I

The Policies and Procedures contained within this document bind the Humboldt County Citizen's Law Enforcement Liaison Committee (CLELC) and its assigned members to their description and intent in the course of Committee performance.

#### Article II

##### Policy

The Citizen's Law Enforcement Liaison Committee (CLELC) By-Laws shall govern the Committee when not covered by the Policies and Procedures herein.

#### Article III

##### Purpose

The purpose of the CLELC is to help educate the public on Law Enforcement policies and procedures of the County Sheriff's Office. The purposes shall include:

- a. Develop and enhance trust between the public and the County Sheriff's Office
- b. Work with the County Sheriff's Office to help educate the public about county law enforcement issues and concerns.
- c. Work with the public in addressing concerns involving County Sheriff's Office policies and practices.
- d. Receive input from the public regarding areas of concern involving the County Sheriff's Office.
- e. Provide advice to the Board of Supervisors and the Humboldt County Sheriff regarding development of stronger relationships with the general public.

#### Article IV

##### Duty

The duties of the Citizen's Law Enforcement Liaison Committee are as follows:

- a.) Becoming familiar with key laws, policies, practices and procedures of the Humboldt County Sheriff's Office.
- b.) Providing public education designed to help clarify Humboldt County Sheriff's Office policies and procedures to the public.
- c.) Receiving input from members of the public regarding areas of concern involving the Humboldt County Sheriff's Office.
- d.) Working with the Humboldt County Sheriff's Office and members of the public to address potential public concerns and how best to address them prior to the onset of problems.
- e.) Providing an annual report of the CLELC's work to the Humboldt County Board of Supervisors.
- f.) Perform and facilitate outlying educational CLELC forums in the rural parts of the County from time to time, as needed.

## Article V

### Officers

#### Section 1.

The appointed Committee Members shall consist of a chain of Officers. There shall be a Chairperson, Vice-Chairperson and a Secretary. The Officers positions shall be filled by the manner prescribed within Article III, Sec. 2 of the CLELC By-Laws.

#### Section 2.

The Chairperson of the CLELC may appoint any appointed Committee Member as an interim temporary replacement to any vacant Officer position (except in the position of Chairperson); should the Chairperson deem it necessary to accomplish the Purpose of the CLELC should such vacancies occur prior to a regularly scheduled CLELC meeting.

## Article VI

### Meetings

The regular meeting for the CLELC shall be the third Wednesday of each month. A public posting of any regular or special meeting of the CLELC by reporting the Agenda to the Humboldt County Clerk of the Board shall be accorded no less than 72 hours prior to said meetings as governed by Law.

## Article VII

### Officer Duties

#### Chairperson;

The Chairperson shall have all the duties and powers designated in the CLELC Policy and Procedures herein, including those designated within Article III, Sec. 5 of the CLELC By-Laws.

#### Vice-Chairperson;

The Vice-Chairperson shall have all the duties and powers designated in the CLELC Policy and Procedures herein, including those designated within Article III, Sec.6 of the CLELC By-Laws

#### Secretary;

The Secretary shall have the duties designated in the CLELC Policy and Procedures herein, including those designated within Article III, Sec. 7 of the CLELC By-Laws.



## Article VIII Codes of Conduct

### Section 1. Ethics and Personal Conduct

The principles of fair dealing and ethical conduct of members will be the reputation on the committee and all members shall refrain from any illegal, dishonest, or unethical conduct.

### Section 2. Compliance with Laws and Regulations

The committee shall comply with all applicable laws and regulations and conduct committee business with good judgment in accordance with the committee by-laws.

### Section 3. Conflict of Interest Disclosure

The purpose of this Conflict of Interest policy is to protect the committees interests when it is contemplating addressing issues or arrangements that might benefit the private interest of a committee member, or members and/or might result in any possible excessive benefit. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to governmental committees or organizations.

### Section 4. Confidentiality Policy and Procedures

1. Confidential information shall include without limitation the following: personal matters, committee members personal information, data which includes any confidential information, electronic data, correspondence document, disclosure and/or report prepared by any committee member.

2. Requirement of Confidentiality. No member shall disclose, divulge, or make accessible, confidential information belonging to, or obtained through their affiliation with the committee to anyone other than persons with a legitimate need for such information and whom the committee deems or has given authorization for such disclosure.

Article IX  
Adjuvant Provisions  
Provision I

The CLELC Members shall use the following definitions for the word "concern" when accommodating matters brought before the Committee:

Concern: used as a verb will mean public inquiries about policies and procedures implemented and utilized by Law Enforcement (LE) as a Department-wide issuance. Such usage will not lead the CLELC into inquiry of any individual LE officer's decisions or acts.

Concern: used as a noun will mean public inquiries about LE policies and procedures ONLY that are cause for that person's attention, interest, worry, or anxiety. Such usage will not lead the CLELC to focus on or make inquiry into any LE officers decisions, or acts.

Provision II

Procedure for accommodation of citizen concerns at regular CLELC meetings:

- a.) During commencement of CLELC meetings, citizens who bring concerns before the Committee shall be advised that Committee will listen collectively to said issue(s).
- b.) Questions may - during the course of citizens presentation and after - be asked pertaining to the concerns at hand.
- c.) Citizens shall also be advised that in order for the CLELC to be effective, the Committee will need time to research topics, gather input from CLELC participating Law Enforcement representatives, discuss amongst Committee members in session and on agenda, all facts pertaining to their issue(s).
- d.) Citizens should not expect answers, nor resolution at the time of their presentation to Committee.
- e.) Once Committee efforts are complete the CLELC can and will at that time compile an adequate, respectful, and informative response for the concerned citizen(s).

Provision III

Use of electronic recording devices

Only the Secretary is authorized to record any CLELC meeting with electronic recording devices for the purposes of note taking. Any member of the public may also record proceedings of any CLELC meeting with electronic recording devices unless such recording is deemed disruptive to the proceedings of any such meeting, per CA Government Code Sec. 54953.5(a).

## ATTACHMENT -C

### PSA

The Citizen's Law Enforcement Liaison Committee (CLELC), formed by the Humboldt County Board of Supervisors, meets at 4pm on the third Wednesday of each month in Conference Room A at the Humboldt County Courthouse. Currently there are opening on the Committee. Applications can be submitted at the County Court House. Contact Kathy Hayes at 476-2390 to request application forms. The public is encouraged to attend our meetings. The Committee's mission is solely to assist the public with issues related to the Humboldt County Sheriff's Office. The Committee was formed to assist the public in gaining a better understanding of policies and procedures. Official complaints should be lodged at the HCSO. The committee listens to items brought to them, attempts to answer questions and give explanations of policies. With the committee now formed; CLELC is pleased to announce that you can access CLELC through the Humboldt County Web Site and through their message phone line number (TBA).