

AMES RESIDENT POLICE ADVISORY COMMITTEE (ARPAC) APPLICANTS:

ARPAC is a unique board established to provide a resident perspective to the Chief of Police in the evaluations of complaints, provide thoughtful recommendations regarding policies and practices of the Ames Police Department, to provide an annual report of activities to the Ames City Council, and to increase the public confidence in the professionalism and accountability of the Ames Police Department. To accomplish these goals, ARPAC members will be required to:

- Review confidential materials in closed session
- Commit to attending meetings and be able to meet on short notice as needed
- Review facts objectively and in accordance with legal standards
- Participate in all education and training offered to ARPAC members
- Recuse themselves from any discussion involving a relative or close acquaintance (consulting with the City Attorney regarding recusal, if necessary)

To ensure these goals will be achieved, please complete this application for appointment.

Name: _____ Date: _____

Home Address: _____

Is this address within the city limits of Ames? _____

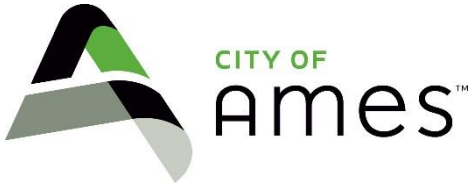
Email Address: _____ Phone: _____

Occupation: _____ Education: _____

How did you hear about ARPAC? _____

Why are you interested in being appointed to ARPAC?

Do you have specific expertise, education, and/or experience that would benefit this committee? Please describe.



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Have you ever had personal interactions with police officers or other law enforcement agencies (whether in Ames or elsewhere)? Please explain the circumstances.

What experience do you have (if any) with reviewing conflicting statements and/or evidence to determine what has happened?

Do you have any doubt or concern about whether you could maintain impartiality and not be biased either for or against police officers, the Ames Police Department, the City of Ames, or individuals who may file complaints?

ARPAC members will receive training and background information regarding legal standards, police procedures and other related topics as scheduled and determined by the Chief of Police. In addition, if a complaint is ready for review by ARPAC, members may be called on short notice (24-72 hours) to attend a meeting to review it. Do you have any concerns with your ability to attend ARPAC meetings as described?

REQUIRED DEMOGRAPHIC INFORMATION:

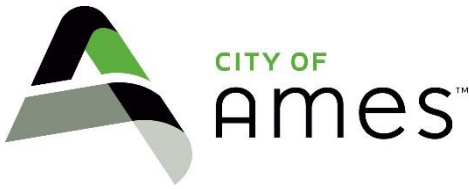
Section 2.52(1) of Ames Municipal Code requires that the members of ARPAC shall be representative of the diversity of the community, insofar as practicable. Please complete the following section in order to be considered for ARPAC.

Age: _____ **Gender:** _____

Sexual Orientation: _____ **Race:** _____

Ethnicity: _____ **National Origin:** _____

Religion: _____ **Disability (Y/N):** _____



ARPAC in Municipal Code:

Please review the following sections of *Municipal Code* establishing ARPAC:

Sec. 2.50. AMES RESIDENT POLICE ADVISORY COMMITTEE ESTABLISHED.

There is hereby established the Ames Resident Police Advisory Committee (ARPAC) for the City of Ames, Iowa.

Sec. 2.51. CHARGE.

The mission of the Ames Resident Police Advisory Committee is to provide a resident perspective to the Chief of Police into the resolution of complaints against the Ames Police Department, provide thoughtful recommendations regarding the policies and practices of the Ames Police Department, report concerns regarding complaint investigation outcomes to the City Manager, and increase public confidence in the professionalism and accountability of the Ames Police Department.

Sec. 2.52. MEMBERSHIP.

(1) The Committee shall consist of seven members appointed by the Mayor with the approval of the City Council. The members of the committee shall be representative of the diversity of the community, insofar as practicable.

(2) Applicants for the Committee shall provide with their application a statement of their commitments to serve impartially, to review complaints based only upon facts and evidence, and to remain unprejudiced for or against police officers or complainants. Applicants must agree to hold in strict confidentiality any record or deliberation that qualifies as a confidential record or deliberation under Iowa law. When presenting a prospective Committee member for City Council approval, the Mayor shall include a statement describing the rationale for selecting the appointee.

(3) The term of office shall be three (3) years, and shall begin April 1 of the year of appointment, except that the Mayor may prescribe a shorter term for any appointment or reappointment in order to stagger terms. Vacancies shall be filled for any unexpired term in the same manner as original appointments. No member who has served six (6) consecutive years is eligible for reappointment.

(4) The Committee shall elect one of its own members to be chairperson and another to record minutes of its proceedings.

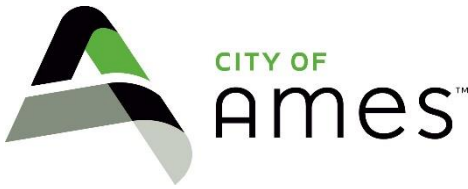
(5) Any member or all members may be removed from office at any time by the Mayor with the approval of the City Council, for good cause.

Sec. 2.53. RESPONSIBILITIES.

The Ames Resident Police Advisory Committee shall have the following responsibilities:

(1) To accept complaints from the public regarding the conduct of sworn Ames police officers and forward such complaints to the Chief of Police for investigation in accordance with Police Department policies and applicable law.

(2) To review policies and procedures of the Police Department and provide comments and suggestions for improvement to the Chief of Police and City Manager.



(3) To conduct outreach and engage individuals and groups in the Ames community regarding concerns related to public safety and police procedures, rights and responsibilities of residents in law enforcement actions, and processes and resources for filing complaints.

(4) To provide feedback to the Chief of Police regarding whether a police officer's conduct merits commendation, in instances where a commendation is being considered.

(5) To issue an annual report to the City Council containing the number of complaints received and the nature of such complaints, demographic information of complainants (when disclosed by complainants), a summary of policies reviewed and any changes recommended, a summary of training provided to the Committee, a summary of outreach activities conducted, and concerns regarding complaint investigation outcomes, if any.

Sec. 2.54. COMPLAINT REVIEW PROCESS.

(1) When a complaint regarding the Ames Police Department or one of its sworn officers is received, the complaint shall be investigated in accordance with Police Department policies and applicable law.

(2) At the conclusion of an investigation into a complaint, the Chief of Police shall convene the Committee to discuss the investigation and seek the input of the Committee, prior to making a decision as to personnel action, if any. A summary of the input received from the Committee regarding a complaint shall be provided to the City Manager. The review of the complaint by the Committee shall be advisory in nature and separate from the formal internal investigation and disciplinary processes.

(3) The Chief of Police shall seek the review of a complaint by the Committee when the complaint concerns Police Department policy violations, improper or inadequate investigation, excessive use of force, discrimination, or harassment, or any other complaint in which the Chief of Police determines a review by the Committee to be desirable.

(4) The Committee is authorized to convene in closed session upon advice of the City Attorney to discuss confidential records and other matters as prescribed by and in accordance with the procedures outlined in state law. All meetings held in closed session will be attended by the Chief of Police or designee.

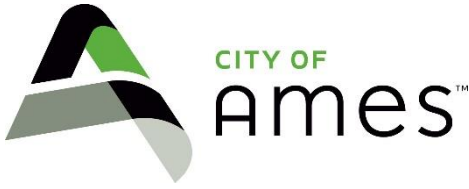
(5) To preserve impartiality, once a complaint has been filed, members of the Committee may not engage in communications with a party to that complaint until the complaint has been disposed of.

Sec. 2.55. MEETINGS, RESOURCES, AND TRAINING.

(1) The Committee shall hold regular meetings not less than four times per year and shall hold special meetings as needed to review complaints upon the request of the Chief of Police. The Police Department shall provide meeting space and materials as necessary for the Committee to conduct its meetings. The Chief of Police or designee shall attend meetings to serve as a resource to the Committee; however, the Committee is not empowered to direct the Chief of Police or the activities of the Police Department.

(2) The Police Department shall allocate funding in its budget each year for the operations of the Committee, including for supplies, materials, training, and other resources.

(3) Committee members shall receive ongoing education and training in subjects recommended by City staff, including local ordinances, state law, City and departmental policies,



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organization and roles of the Police Department, traffic stops, searches, seizures, arrests, booking, use of force, police equipment and facilities, the investigative process, biased-based policing, officer selection and training, and other pertinent matters.

By initialing here, I am indicating I have read the above sections of *Municipal Code* (Sec. 2.50 - 2.55) establishing ARPAC, and I agree to abide by all of them: _____

STATEMENT OF COMMITMENT:

Section 2.52(2) of Municipal Code requires applicants to affirm the following:

If appointed to the Ames Police Resident Advisory Committee, I commit to serve impartially, to review complaints based only upon facts and evidence, and to remain unprejudiced for or against police officers or complainants. I agree to hold in strict confidentiality any record or deliberation that qualifies as a confidential record or deliberation under Iowa law.

By initialing here, I understand and agree with the foregoing statement: _____

CERTIFICATION AND SIGNATURE:

I certify that the information supplied herein is true and correct.

Signature: _____

Date: _____

Applicant Name: _____