

1 Introduced by Council Member Dennis:
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4 **ORDINANCE 2020-584-W**

5 AN ORDINANCE CREATING A NEW CHAPTER 79
6 (JACKSONVILLE CITY COUNCIL CITIZEN REVIEW
7 BOARD), *ORDINANCE CODE*, ESTABLISHING A NEW
8 CHAPTER CREATING A COUNCIL-APPOINTED CITIZEN
9 REVIEW BOARD TO MAKE RECOMMENDATIONS TO THE
10 COUNCIL; PROVIDING AN EFFECTIVE DATE.
11

12 **Section 1. Creating a new Chapter 79 (Jacksonville City**
13 **Council Citizen Review Board), *Ordinance Code*.** Chapter 79
14 (Jacksonville City Council Citizen Review Board), *Ordinance Code*, is
15 hereby created to read as follows:

16 **CHAPTER 79. JACKSONVILLE CITY COUNCIL CITIZEN REVIEW BOARD.**

17 **Sec. 79.101 Jacksonville City Council Citizen Review Board.**

- 18 (a) *Creation.* There is hereby established a City Council Citizen
19 Review Board for the City of Jacksonville ("CRB").
- 20 (b) *Purpose and declaration of policy.* The purpose of the CRB is to
21 foster transparency, enhance communication and ensure a
22 relationship of trust and respect between the City of
23 Jacksonville and the community by creating an unbiased panel of
24 citizens to review completed cases and issues relating to law
25 enforcement that are of importance or of interest to the
26 community and the City, and to increase and demonstrate police
27 accountability and credibility with the public.
- 28 (c) *Duties and responsibilities.*
- 29 (1) To review completed internal office investigations
30 Jacksonville Sheriff's Office ("JSO") and cases and issues
31 of importance or interest to the community or the city.

1 (2) Through review of completed JSO investigations, to
2 determine whether the investigation and disposition of the
3 case was consistent with JSO policies and procedures and
4 report their findings to the City Council.

5 (3) Through review of matters of importance or interest, the
6 CRB may make recommendations to the City Council regarding
7 JSO's handling of investigations or other issues of
8 importance, and determine whether any revisions or
9 additions to the City's Ordinance Code, the City Charter
10 or other legislative action is necessary to address
11 recommendations of the CRB to City Council.

12 (4) To report its findings and recommendations to the City
13 Council, with copies of its reports and recommendations
14 submitted to the Mayor and the Sheriff.

15 (d) *Membership and organization.*

16 (1) Persons appointed to the CRB ("Members") are volunteers
17 and shall receive no compensation. The CRB shall consist
18 of fourteen (14) members, all of which shall be confirmed
19 by Council. Each District Council Person shall be entitled
20 to file legislation proffering one (1) member for
21 appointment as a representative from that District, subject
22 to confirmation by the Council. Each Member may serve up
23 to two (2) two-year (2) terms. The initial term of each
24 Member shall be staggered so that the Members appointed by
25 a District Council Person with an even-numbered district
26 will be appointed to a first full two-year (2) term while
27 the Members appointed by a District Council Person with an
28 odd-numbered district will serve one (1) partial two-year
29 (2) term with the ability to seek two (2) additional full-
30 year terms.

31 (2) The CRB shall elect a chairperson ("Chair") from among its

1 members. The CRB shall also elect a Vice-Chair from among
2 its members. The Vice-Chair shall preside over the meeting
3 in the absence of the chair.

4 (3) JSO may select a designated liaison to attend the CRB
5 meetings and sit as a non-voting member of the CRB to
6 provide expertise and assistance in understanding JSO
7 policies and procedures.

8 (e) *Qualifications.* CRB Members shall not be a City of Jacksonville
9 employee, be directly related to a city employee as defined by
10 the City of Jacksonville's Code of Ethics, have been previously
11 employed by the Jacksonville Sheriff's Office, currently work
12 for any law enforcement agency, hold political office or be
13 campaigning for office, or have any prior felony convictions or
14 any conviction involving moral turpitude. Members shall meet the
15 following criteria:

16 (1) Be at least 18 years of age.

17 (2) Be a current resident of the City of Jacksonville, or, own
18 or be a principal in a business or a not-for-profit
19 organization in the City of Jacksonville.

20 (3) Complete a written application for appointment.

21 (4) Agree to devote a minimum of three (3) hours to participate
22 in a ride along with JSO patrol officers within six (6)
23 months of appointment to the CRB.

24 (5) Members shall conduct themselves in accordance with the
25 City of Jacksonville Code of Ethics.

26 (6) Members who no longer satisfy the above criteria, including
27 the prohibitions stated above, shall be removed by the
28 Council.

29 (f) *Meetings.*

30 (1) The CRB shall meet at a minimum on a quarterly basis,
31 preferably monthly.

1 (2) All meetings of the CRB shall be open to the public in
2 accordance with the requirements of the Government-in-the-
3 Sunshine Law.

4 (3) The actions of the CRB shall not conflict with the
5 provisions of F.S. §§ 112.532 and 112.533, known as the
6 Police Officer's Bill of Rights or any other rights
7 afforded pursuant to Florida law or collective bargaining
8 agreements.

9 (4) The CRB may adopt rules by majority vote to govern
10 procedure relating to its operation and the conduct of its
11 meetings. The latest edition of Robert's Rules of Order
12 Newly Revised shall govern the proceedings in all cases
13 not provided for.

14 (g) *Administrative authority, powers and duties.* The provisions of
15 this section will be administered by the citizen review board
16 coordinator ("coordinator"), who shall be a City Council
17 employee designated by the Director of City Council to assist
18 the CRB. The coordinator's duties include, but are not limited
19 to, the following:

20 (1) Maintain a thorough understanding of JSO policies and
21 procedures, the governing collective bargaining
22 agreements, the Police Officers' Bill of Rights, the
23 Government-in-the-Sunshine Law, the Public Records Law,
24 the State and City Codes of Ethics, and the City Charter.

25 (2) Assist with the training of CRB members in accordance with
26 the requirements of this section. Training topics may
27 include, but shall not be limited to: JSO's written
28 directives, policies and procedures; the JSO's manual of
29 regulations; Florida Statutes, the JSO's law enforcement
30 ethics; the use of force policy; pursuits policy; the
31 writing and understanding of offense reports; the

1 professional standards complaint process; grievance
2 procedures; and public records and exceptions.

3 (3) Prepare the agenda for each meeting in accordance with
4 procedures approved by the CRB, as well as background
5 information required for CRB members.

6 (4) Provide appropriate public notice of meetings and agendas.

7 (5) Serve as the administrative liaison between the CRB and
8 the Council, assist with communications with the Mayor and
9 the Sheriff, and finalize the CRB findings,
10 recommendations, and reports to the Council, with copies
11 going to the Mayor and the Sheriff. On an annual basis,
12 the coordinator shall file a written summary report to City
13 Council informing the City Council of the number and nature
14 of matters considered by the CRB, the recommendations made
15 to the City Council, as well as the matters forwarded to
16 the Mayor and the Sheriff and the official response of JSO
17 to the recommendations, if any.

18 **Section 2. Effective Date.** This ordinance shall become
19 effective upon signature by the Mayor or upon becoming effective
20 without the Mayor's signature.

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22 Form Approved:

23
24 /s/s/ Paige H. Johnston

25 Office of General Counsel

26 Legislation Prepared By: Paige Hobbs Johnston

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