

1 The Neighborhoods, Community Services, Public Health and Safety  
2 Committee offers the following Substitute to File No. 2020-584:

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4 Introduced by Council Member Dennis:

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7 **ORDINANCE 2020-584**

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

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

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

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

- 21 (a) *Creation.* There is hereby established a City Council Citizen  
22 Review Board for the City of Jacksonville ("CRB").
- 23 (b) *Purpose and declaration of policy.* The purpose of the CRB is to  
24 foster transparency, enhance communication and ensure a  
25 relationship of trust and respect between the City of  
26 Jacksonville and the community by creating an unbiased panel of  
27 citizens to review completed cases and issues relating to law  
28 enforcement that are of importance or of interest to the  
29 community and the City, and to increase and demonstrate police  
30 accountability and credibility with the public. Any reports,  
31 findings, recommendations, or other work product by the CRB are

1 advisory only and shall not represent the policy or other  
2 official position of the City of Jacksonville unless and until  
3 enacted by the City Council and approved by the Mayor.

4 (c) *Duties and responsibilities.*

5 (1) To review completed administrative investigations by the  
6 Jacksonville Sheriff's Office ("JSO").

7 (2) Through review of completed JSO investigations, to  
8 determine whether the investigation and disposition of the  
9 case was consistent with JSO policies and procedures and  
10 report findings to the City Council.

11 (3) Through review of completed JSO investigations, the CRB  
12 may make recommendations to the City Council regarding  
13 JSO's handling of investigations or other issues of  
14 importance, and determine whether any revisions or  
15 additions to the City's Ordinance Code, the City Charter  
16 or other legislative action is necessary to address  
17 recommendations of the CRB to City Council.

18 (4) To report its findings and recommendations to the City  
19 Council, with copies of its reports and recommendations  
20 submitted to the Mayor and the Sheriff.

21 (d) *Membership and organization.*

22 (1) Persons appointed to the CRB ("Members") are volunteers  
23 and shall receive no compensation. The CRB shall consist  
24 of fourteen (14) voting members, all of which shall be  
25 confirmed by Council. Each District Council Person shall  
26 be entitled to file legislation proffering one (1) member  
27 for appointment as a representative from that District,  
28 subject to confirmation by the Council. Each Member may  
29 serve up to two (2) two-year (2) terms ending on September  
30 30 of the corresponding year. The initial term of each  
31 Member shall be staggered so that the Members appointed by

1 a District Council Person with an even-numbered district  
2 will be appointed to a first full two-year (2) term while  
3 the Members appointed by a District Council Person with an  
4 odd-numbered district will serve one (1) partial two-year  
5 (2) term with the ability to seek two (2) additional full-  
6 year terms.

7 (2) The CRB shall elect a chairperson ("Chair") from among its  
8 members. The CRB shall also elect a Vice-Chair from among  
9 its members. The Vice-Chair shall preside over the meeting  
10 in the absence of the chair.

11 (3) JSO may select a designated liaison to attend the CRB  
12 meetings and sit as a non-voting member of the CRB to  
13 provide expertise and assistance in understanding JSO  
14 policies and procedures.

15 (e) *Qualifications.* CRB Members shall not be a City of Jacksonville  
16 employee, be directly related to a city employee as defined by  
17 the City of Jacksonville's Code of Ethics, have been previously  
18 employed by the Jacksonville Sheriff's Office, currently work  
19 for any law enforcement agency, be an attorney who litigates  
20 matters against the City, its independent agencies, or any  
21 employees of the City or its independent agencies, hold  
22 political office or be campaigning for office, or have any prior  
23 felony convictions or any conviction involving moral turpitude.  
24 Members shall meet the following criteria:

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

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

29 (3) Complete a written application for appointment.

30 (4) Agree to devote a minimum of twelve (12) hours to  
31 participate in a ride along with JSO patrol officers, in

1 at least four (4) of the six (6) JSO zones, within six (6)  
2 months of appointment to the CRB.

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

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

8 (f) *Meetings.*

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

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

14 (3) The actions of the CRB shall not conflict with the  
15 provisions of F.S. §§ 112.532 and 112.533, known as the  
16 Law Enforcement and Correctional Officers' Bill of Rights  
17 or any other rights afforded pursuant to Florida law or  
18 collective bargaining agreements. Nor shall the CRB's  
19 actions conflict or interfere with active civil or criminal  
20 cases or employment matters before an arbitrator or panel  
21 of arbitrators or the Civil Services Board or the Florida  
22 Division of Administrative Hearings.

23 (4) The CRB may adopt rules by majority vote to govern  
24 procedures relating to its operation and the conduct of  
25 its meetings. The latest edition of Robert's Rules of Order  
26 Newly Revised shall govern the proceedings in all cases  
27 not provided for.

28 (g) *Administrative authority, powers and duties.* The provisions of  
29 this section will be administered by the citizen review board  
30 coordinator ("coordinator"), who shall be a City Council  
31 employee designated by the Director of City Council to assist

1 the CRB. The coordinator's duties include, but are not limited  
2 to, the following:

- 3 (1) Maintain a thorough understanding of JSO policies and  
4 procedures, the governing collective bargaining  
5 agreements, the Law Enforcement and Correctional Officers'  
6 Bill of Rights, the Government-in-the-Sunshine Law, the  
7 Public Records Law, the State and City Codes of Ethics,  
8 and the City Charter.
- 9 (2) Assist with the training of CRB members in accordance with  
10 the requirements of this section. Training topics may  
11 include, but shall not be limited to: JSO's written  
12 directives, policies, procedures, and training; Florida  
13 Statutes; JSO Integrity and Internal Affairs Units'  
14 investigation processes and grievance procedures; and  
15 public records and exceptions.
- 16 (3) Prepare the agenda for each meeting in accordance with  
17 procedures approved by the CRB, as well as background  
18 information required for CRB members.
- 19 (4) Provide appropriate public notice of meetings and agendas.
- 20 (5) Serve as the administrative liaison between the CRB and  
21 the Council, assist with communications with the Mayor and  
22 the Sheriff, and finalize the CRB findings,  
23 recommendations, and reports to the Council, with copies  
24 going to the Mayor and the Sheriff. On an annual basis,  
25 the coordinator shall file a written summary report to City  
26 Council informing the City Council of the number and nature  
27 of matters considered by the CRB, the recommendations made  
28 to the City Council, as well as the matters forwarded to  
29 the Mayor and the Sheriff and the official response of JSO  
30 to the recommendations, if any.

31 **Section 2. Effective Date.** This ordinance shall become

1 effective upon signature by the Mayor or upon becoming effective  
2 without the Mayor's signature.

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4 Form Approved:

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6 /s/ Paige H. Johnston

7 Office of General Counsel

8 Legislation Prepared By: Paige Hobbs Johnston

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