



# CITIZEN REVIEW COMMITTEE 2017 RECRUITMENT



## CIVILIAN OVERSIGHT

The Portland City Auditor's Independent Police Review (IPR) division is responsible for the civilian oversight of the Portland Police Bureau (Police Bureau). Citizen Review Committee (CRC) is an advisory body to IPR and the Police Bureau.

CRC members are appointed by Portland City Council to serve three-year terms. Candidates **must be Portland, Oregon residents or business owners** as well as be impartial and objective in regards to law enforcement.

## CITIZEN REVIEW COMMITTEE MEMBER RESPONSIBILITIES

- Hold public meetings to hear community and Police Bureau member appeals of police misconduct investigations;
- Listen to community concerns regarding police conduct;
- Participate in trainings and activities to increase cultural awareness and responsiveness;
- Engage in training and other activities to learn about policing;
- Review Police Bureau policies and procedures;
- Advise IPR on complaint handling processes;
- Interact with elected officials; and
- Periodically serve on the Police Review Board, an advisory body to the Chief of Police that makes recommendations as to findings and propose officer discipline of sworn members.

## CANDIDATE QUALIFICATIONS AND EXPECTATIONS

- Demonstrate ability to be impartial and objective;
- Possess sound communication and listening skills;
- Lead and function well in a group;
- Maintain high standards of confidentiality; and
- Act as an appeal body member and become familiar with the relevant City Code and protocols in conducting appeal hearings and other duties.
- Be willing to make a substantial time commitment—including trainings, monthly evening meetings, workgroup meetings, and independent review of complaint files.

**Applications must be received at the IPR office in City Hall by 5:00pm on Thursday, October 26, 2017. Mail or deliver the application in person at 1221 SW 4th Avenue, Room 140, Portland, OR 97204. Also, applications may be e-mailed to [crc@portlandoregon.gov](mailto:crc@portlandoregon.gov) or be faxed to 503-823-4571. An electronic application form is available on IPR's website at [www.portlandoregon.gov/ipr](http://www.portlandoregon.gov/ipr) — as well as reports and information regarding IPR and CRC. If you have any questions, please call the IPR office at 503-823-0146.**

Every effort is made to select qualified persons who represent the demographic and ethnic diversity of Portland. Applications are evaluated and scored by a selection committee and the most qualified applicants are asked to appear for an interview. Selected applicants are asked to submit to a background check (each applicant is reviewed individually and results of a background check do not necessarily preclude service on CRC), and are then submitted by the City Auditor for City Council appointment to a three-year term.

## Applicant Questions for the Citizen Review Committee

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Printed Name \_\_\_\_\_

Other Names Used (e.g., Maiden Name) \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Cell Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation \_\_\_\_\_ Prior Occupation, if any \_\_\_\_\_

Current Employer \_\_\_\_\_

Please answer the questions below truthfully and fully. Attach an additional sheet, if needed.

**Describe any personal attitudes, life experiences, and prior examples that demonstrate you can make objective, impartial, evidence - based decisions about complaints against the police.**

**Have you, a close friend, or a family member ever worked or volunteered in the criminal justice system? If yes, please describe.**

**Have you or a family member ever participated in an organization that advocates a position regarding the police or the criminal justice system? If yes, please describe.**

Describe your experience in working with culturally diverse communities.

Describe any relationships or experiences that could create the appearance of positive or negative perceptions for or against the police?

Please provide an example of your experience analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances, and policies.

Describe your comfort level in reviewing complex deadly use of force investigations and making recommendations for findings and discipline.

Would you be willing to take six hours of equity/diversity training as part of the 40 hours training you will be required for the Police Review Board/Citizen Review Committee?  Yes  No

Would you be willing to participate in 911 sit-along?  Yes  No

Would you be willing to participate in at least one police ride-along each year you serve?  Yes  No

This important community service will require a significant time commitment (an estimated seven to nine hours each week). CRC members act as an appeal body, and must become familiar with all relevant City codes and protocols in appeal hearing and other duties. CRC members attend regular monthly evening meetings (the first Wednesday each month) that often require advance preparation – such as reviewing case files for upcoming hearings, on occasion, there are additional meetings scheduled. CRC members also serve on various workgroups (sub-committees), which meet separately (generally, one or two meetings each month) and have additional workloads – such as reviewing complaints or policies. Additionally, CRC members will periodically serve on the Police Review Board to make thoughtful impartial, fact-based recommendation for discipline in use of force incidents to the Chief of Police and Police Commissioner. There are orientation and training sessions that members attend, including ride-alongs with police officers.

Are you willing and able to make the above CRC time commitment?  Yes  No

Service on this committee requires honesty and integrity. If any of the questions are not answered truthfully, the applicant will be disqualified from membership on the committee.

Resume: Please include an updated resume with this application.

References: Please provide names, addresses, and phone numbers of three people who may be contacted for references (*non-family members*).

(1)

(2)

(3)

**OPTIONAL INFORMATION**

*The City asks that you voluntarily provide the following information. The City will use this information for statistical purposes, such as tracking the geographical diversity of board and commission appointees. By providing this information, you will help us ensure that appointments represent a broad cross-section of the community. You are under no legal obligation to provide this information. State and federal law prohibit the use of this information to discriminate against you. The City will treat this information as confidential to the fullest extent allowed by law.*

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Age:       Under 18     18-35     35-64     65+

Race:      Check all that apply.

African-American     Asian                     Caucasian  
 Hispanic                 Native American     \_\_\_\_\_

Gender:      \_\_\_\_\_

Disability:                             Yes                     No

Dietary restriction                     Yes                     No

If yes, please specify:

