



Colorado Springs Police Department

Standard Operating Procedure

DL-1710-13 Community Outreach Advisory Committee

Section 1700 – Resource Control

Active Date: 12/13/2024

Supersedes Date: N/A

.01 Purpose

The purpose of this directive is to establish the make-up and responsibilities of the department's Community Outreach Advisory Committee (COAC).

.02 Cross Reference

[GO 200 Community Relations](#)

.03 Definitions

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.04 Procedure

The Community Outreach Advisory Committee (COAC) encourages positive communication between the department and the residents of Colorado Springs. The COAC is committed to revitalizing and strengthening the department's relationship with members of community groups that have historically had lower trust in police. Additional outreach and connection with members of these communities can increase department transparency and trust in police. Committee members are ambassadors who attend events, speak at events, give educational presentations, and otherwise proactively engage with these Colorado Springs residents.

The specific community groups that comprise the Committee's outreach focus will change over time based on several factors, including:

- Direction from the Chief of Police
- Available staffing
- Current events affecting specific community groups

Committee Responsibilities

The COAC is charged with the following responsibilities:

- Act as department ambassadors to minority residents of Colorado Springs to continue enhancing relationships.
- In coordination with the Community Relations Unit,
 - Attend or speak at events to enhance police outreach and support
 - Represent the department at meetings with local organizations and community groups
 - Publicize COAC efforts
 - Attend department's Community Academies
- As requested, provide input on the development or expansion of department programs and initiatives affecting minority residents.

Meeting Schedule

The COAC will meet monthly unless nothing is scheduled for the agenda.

Meeting Minutes

In the interest of transparency, the Chair will cause the creation and dissemination of the meeting minutes from each meeting to the department.

Committee Make-Up and Selection

The COAC includes four permanent and six non-permanent members.

Permanent Membership

- Professional Standards Commander (Chair)
- Co-Chair, can be a department member of any rank (selected by Chair)
- Community Relations Sergeant
- Community Relations Officer

Non-Permanent Membership

The Co-Chair and any other members designated by the Chair or Co-Chair will recruit six non-permanent members of the committee. Department members may also contact the Chair or Co-Chair to express their interest in serving on the committee.

Final selection and the ongoing service of non-permanent committee members is at the Chair's discretion. The Chair also has the discretion to add non-permanent members based on specific areas of expertise, experience, assignment, or other factors, increasing the total committee members to more than six. Because of the committee's purpose and responsibilities, the Chair will consider whether the committee membership is reflective of the community in recruitment and selection.

The tenure of non-permanent members is determined by the member's ongoing interest and commitment to the committee's activities as well as the Chair's discretion to balance continuity with opportunities for new membership.

Duties of Chair

The duties of the committee Chair include:

- Making final selection of committee members
- Designating a Co-Chair
- Making retention decisions on non-permanent committee membership
- Scheduling meetings and determining meeting agendas
- Conducting meetings
- Briefing the Chief of Police on the progress and findings of the committee
- Posting and maintaining committee member list and minutes on the CSPD Home Page

Duties of Co-Chair

The duties of the Co-Chair include:

- Recruiting non-permanent committee members
- Working with Community Relations to schedule members for events
- Onboarding committee members, including training and discussion of expectations
- Acting as the Chair in meetings when the Chair is not in attendance