

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: June 1, 2022	<input checked="" type="checkbox"/> Amends - GO 20.1.13 (May 29, 2021)	Number: 20.1.13
Distribution: All Personnel	Review Month: September	Reviewing Authority: SSD/Quality Assurance
Subject: Sheriff's Citizens Advisory Committee		

This order consists of the following:

1. Purpose
2. Policy
3. Procedures

1. Purpose

Law enforcement agencies and the communities they serve greatly benefit from a cooperative relationship supported by constructive dialogue and mutual respect. The purpose of this policy is to encourage such a relationship in Orange County by establishing a multidisciplinary committee to consider substantive concerns of the general public about Sheriff's Office policies and procedures. The committee's mandate is twofold: (1) to provide a public forum for constructive dialogue between citizens and law enforcement; and (2) to study relevant policies and procedures and provide recommendations, if any, for positive change.

2. Policy

Community support is mission-critical to the Orange County Sheriff's Office. It is the policy of the agency to continually cultivate productive working relationships with citizens and other stakeholders within the community.

3. Procedures

A. Composition

1. The Sheriff's Citizens Advisory Committee ("committee") shall include nine members who are appointed by the Sheriff and who serve on a voluntary basis without compensation.
2. The Mayor and other members of the Board of County Commissioners may each nominate a person for committee membership.
3. The collective bargaining union may nominate a person for committee membership.
4. The Sheriff shall appoint the chair, who shall designate another member as vice-chair.
5. To support the mission of the committee by providing appropriate expertise, its membership should reflect a variety of occupations, specifically including when available, government, health care, law, education, public relations,

and law enforcement. Due consideration should also be paid to other diversity issues, so there is representation from a cross section of the community.

6. Committee members must be a legal resident, own or a principal in a business or not-for-profit organization in Orange County Florida. Committee members must be at least 21 years of age, and have not been convicted of a felony or crime of moral turpitude.
7. Nominees must successfully pass an OCSO background investigation to qualify for service on the committee.
8. Committee members shall not:
 - a. be an OCSO employee or an immediate family member of an OCSO employee.
 - b. hold a political office, or be a member of their staff or be an immediate family member.
9. Individuals who are pursuing claims against, or defending, law enforcement agencies in legal proceedings or before a legislative body, whether as parties, counsel, or lobbyists, are ineligible to serve on the committee.
10. Each committee member is appointed for a term of two (2) years. Beginning January 1, 2011, the term of office for committee members expires on midnight, December 31, of odd numbered years, except for the chair and four other members designated by the Sheriff, whose appointments expire at midnight, December 31, of even numbered years. Therefore, the term of office of four of the original committee members will expire on December 31, 2012.
11. Members may be re-appointed for one additional term. A member's term, upon expiration, may be extended until a qualified replacement is appointed and approved, but not to exceed 180 days.
12. The Sheriff may remove a member from the committee if he or she misses 25% or more of its meetings within a rolling 12-month period or upon recommendation by the committee chair, who consulted with the other committee members.
13. A committee member who is concerned about maintaining objectivity in a particular case shall remove himself or herself from that review.
14. A committee member may resign at any time upon written notice to the Sheriff. If a member who was nominated by the Mayor, a commissioner, or collective bargaining union resigns before the end of his or her term, the official or organization who recommended the member may nominate another candidate to complete the member's term.

B. Mandate

1. The Sheriff may refer questions of concern to the public about agency policies and procedures, including as they were applied in a particular case, to the committee for consideration. This specifically includes allegations of official misconduct or excessive force. An issue that may be of concern to a particular individual, but not the public, is not a candidate for referral to the committee. For example, the Sheriff may refer a specific case for review. The committee is not responsible for investigating the case or determine fault. Instead, the committee is responsible for assessing how relevant policies and procedures operated under the circumstances and if the case poses an opportunity for learning and constructive change.
2. The County Mayor, other members of the Board of County Commissioners, and any member of the public may refer a question to the Sheriff for possible committee consideration.
3. The committee shall conduct public meetings to hear the concerns of community members, dialogue with law enforcement, and otherwise obtain relevant information about the assigned subject. The committee may not compel the attendance or participation of any persons. The committee may study the public record and other recorded sources of information in pursuing its review.
4. Upon request by the committee chair, the agency will provide the committee with available subject matter experts who are OCSO employees.
5. The committee may solicit assistance from subject matter experts not employed by the OCSO who are willing to volunteer their time and expertise.
6. The committee is subject to applicable law, specifically including government-in-the-sunshine, public records, and the Law Enforcement Officer Bill of Rights.

C. Other Basic Guidelines

1. The members of the committee are tasked with carrying out their responsibilities in an unbiased and professional manner using independent judgment.
2. The chair shall prepare an agenda approved by the Sheriff, or designee, for each committee meeting. Robert's Rules of Order will govern committee meetings.
3. The committee shall determine recommendations to the Sheriff by majority vote. The committee shall generate a report for each review to document its efforts and information deemed significant, as well as recommendations. The chair shall forward the report to the Sheriff, who shall respond in writing.

D. OCSO Responsibilities

1. The agency will provide the committee with administrative support and will coordinate meeting space.
2. The Accreditation/Quality Assurance Section Commander shall serve as agency liaison to the committee. He or she shall assist the chair with posting appropriate sunshine notices for the committee's meetings.
3. The agency will conduct an orientation session for new committee members that will include basic instruction on law enforcement operations.
4. Upon request by the committee chair, the agency will provide the committee with additional training on law enforcement topics.
5. The agency may post committee reports, and the Sheriff's responses to them, on its website.