CITIZEN REVIEW COMMITTEE 2013 RECRUITMENT

Volunteers to Serve on the City Auditor's Independent Police Review Division's Citizen Review Committee

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 with a lack of real or perceived biases for or against law enforcement.

CITIZEN REVIEW COMMITTEE MEMBER RESPONSIBLITIES

- Hold public meetings to hear community and Police Bureau member appeals of police misconduct invstigations;
- 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;
- Be willing to make a substantial time commitment—including trainings, monthly evening meetings, workgroup meetings, and independent review of complaint files; and
- Pass a criminal background check.

Applications must be received at the IPR office in City Hall by 5:00pm on Wednesday, March 13, 2013. Mail or deliver the application in person at 1221 SW 4th Avenue, Room 320, Portland, OR 97204. Also, applications may be e-mailed to crc@portlandoregon.gov or be faxed to 503-823-3530. An electronic application form is available on IPR's website at www.portlandoregon.gov/auditor/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.

Applications are evaluated and scored by a Selection Committee and the most qualified applicants are asked to appear for an interview. Every attempt is made to decide on qualified persons who represent the demographic and ethnic diversity of Portland. The selected applicants are then nominated by the City Auditor for City Council appointment. Once appointed (and have passed the criminal background check), they will serve a three-year terms as a CRC member.

Applicant Supplemental 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 _____

Service on this committee requires objectivity, fairness, impartiality, and lack of bias — either for or against law enforcement. Applicants may have a conflict of interest between private life and public service, particularly in reviewing complaints of misconduct against police officers. These biases may not necessarily disqualify service on the committee, but should be disclosed for consideration by the Selection Committee and City Council. Attach an additional sheet, if needed.

Describe any personal attitudes, life experiences, and prior examples that demonstrate you can make objective unbiased decisions about complaints against the police.

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_____

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

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_____

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.

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_____

Describe any (positive or negative) interaction you have had with the police.

_____

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

_____

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_____

Do you have any relations or experiences that could create the appearance of bias for or against the police?

_____

_____

_____

Have you, a close friend, or a family member ever been arrested or convicted of a misdemeanor or felony? If yes, please describe.

_____

_____

_____

Would you be willing to take six hours of equity/diversity training? [ ] Yes [ ] No

Would you be willing to take 18 hours of Police Review Board/Citizen Review Committee training? [ ] Yes [ ] No

Would you be willing to participate in 911 operator 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 five to seven hours each week)**. 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 unbiased 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.

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

(1)_____

_____

(2)_____

_____

(3)_____

_____

Interest Form for City Board and Commission Appointments

The purpose of this form is to obtain information for use in making appointments to City boards, commissions, and committees, and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointment. Please note that information provided in this document **is public information,** with the exception of the confidential section. (Information in the confidential section will only be disclosed as required by law.) If you have a recently prepared biography or résumé, please attach it to this form. Thank you for your interest. You can access the Office of Neighborhood Involvement website @ http://www.portlandoregon.gov/oni.

To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-2030 or 503-823-4000 with such requests.

Name: _____
First *Middle Initial* *Last*

Mailing Address: _____

Occupation: _____

Daytime Phone: _____ Email: _____

Biography/Résumé Attached? [ ] Yes [ ] No

CHECK UP TO THREE (3) GROUPS YOU ARE INTERESTED IN (descriptions are online or enclosed):

- ☐ Adjustment Committee
- ☐ Alternative Technology Adv Com
- ☐ Building Code Board of Appeal
- ☐ Business License Appeals Board
- ☐ Citizen Campaign Committee
- ☐ Civil Service Board
- ☐ Community Budget Advisory Board
- ☐ Design Commission
- ☐ Development Review Advisory Com
- ☐ Elders in Action
- ☐ Electrical Code Board of Appeals
- ☐ Fire Code Board of Appeal
- ☐ Floating Structures Board of Appeal
- ☐ Golf Advisory Committee
- ☐ Historic Landmarks Commission
- ☐ Housing & Community Develop Com
- ☐ Housing Authority of Portland
- ☐ Human Rights Commission
- ☐ Independent Police - Citizen Review Com
- ☐ Investment Advisory Committee
- ☐ Mechanical Code Board of Appeal
- ☐ Metro Exposition Recreation Commission
- ☐ Mt. Hood Cable Regulatory Comm
- ☐ Noise Review Board
- ☐ Plumbing Code Board of Appeal
- ☐ Portland Community Media
- ☐ Portland Development Commission
- ☐ Portland/Multnomah Food Policy Council
- ☐ Portland Parks Board
- ☐ Portland Planning & Sustainability Com
- ☐ Portland Utility Review Board
- ☐ Private-for-Hire Board of Review
- ☐ Public Involvement Advisory Council
- ☐ Purchasing Board of Appeals
- ☐ Regional Arts & Culture Council
- ☐ River Community Advisory Committee
- ☐ Small Business Advisory Council
- ☐ Structural Engineering Adv Board
- ☐ Time, Place, Manner Adv. Committee
- ☐ Towing Board of Review
- ☐ Urban Forestry Commission
- ☐ Workforce Investment Board
- ☐ Children's Investm. Fund Alloc Com
- ☐

List education, including degree(s) earned:

1st Choice:
Name of Board/Commission/Committee: _____

A. Reasons for wanting to serve on this group:

B. List skills or knowledge that would be relevant to this Board/Commission:

C. List work or volunteer experience that would add to your expertise for this Board/Commission

Dates (from/to)	Employer or Volunteer Activity	Responsibilities

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2nd Choice:
Name of Board/Commission/Committee: _____

A. Reasons for wanting to serve on this group:

B. List skills or knowledge that would be relevant to this Board/Commission:

C. List work or volunteer experience that would add to your expertise for this Board/Commission:

Dates (from/to)	Employer or Volunteer Activity	Responsibilities

3rd Choice:
Name of Board/Commission/Committee: _____

A. Reasons for wanting to serve on this group:

B. List skills or knowledge that would be relevant to this Board/Commission:

C. List work or volunteer experience that would add to your expertise for this Board/Commission

Dates (from/to)	Employer or Volunteer Activity	Responsibilities

List your experience working on diverse teams or committees:

Describe your understanding of the services the City of Portland provides:

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature _____ Date _____

Please note this optional information **must** remain on a separate page from the rest of the application.

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.

Age: **[ ] Under 18** **[ ] 18-64** **[ ] 65+**

Race: **[ ] African-American** **[ ] Asian** **[ ] Caucasian**
[ ] Hispanic **[ ] Native American**

Gender: **[ ] Female** **[ ] Male**

Disability: **[ ] No** **[ ] Yes**

If yes, please specify:

_____

_____