

Rule 1.4.5 revised v2

The Commission shall at a minimum maintain the following standing committees:

- The **Police Investigations, Discipline, and Accountability Committee** has primary oversight of the disciplinary process and the analysis of disciplinary and accountability data. This is the lead committee for preparing evidentiary hearings related to disciplinary actions, the generation of reports related to discipline and accountability, and audits of the performance of General Police Orders. This committee sends recommendations to other committees where responsibilities overlap on issues related to police investigations, discipline and accountability.
- The **Police Training Committee** establishes audits and performs reviews of Cleveland Division of Police training topics, training practices, and training curriculum—and making recommendations for changes to training. This is the lead committee that works with the Division of Police to establish bias screening and training for existing police officers, exercises the Commission’s final authority over police training regimens (and its authority to audit and verify police-officer training).
- The **Police Policy Committee** leads interaction and communication with the Cleveland Division of Police on matters related to the Commission’s final authority over police policy and procedure, including duties related to recruitment and hiring. This includes working with representatives of the Division to draft, revise and approve General Police Orders and policy-focused Divisional Notices that fall under the scope of the Commission.
- The **Outreach Committee conducts** research through community surveys, meetings, and focus groups; and establishes high-level goals and objectives for community engagement with the goal of obtaining the perspectives of community members, police organizations, and Division of Police employees on police-community relations (CPOP), police policies and practices, the police-accountability system, and other matters consistent with Charter Section 115-5. The committee will also maintain connection with historically disenfranchised communities and with other community groups throughout the City, the Community Relations Board, police-district committees, and similarly arranged councils consistent with the purposes of this section. This committee will also establish a strategic outreach plan for community engagement along with Commission staff on an annual or bi-annual basis.
- The **Budget and Grants Committee** leads work with the Executive Director and other Commissioners as needed to develop the Commission’s annual budget and helps present budgetary needs to the city administration and City Council. This committee also leads the work to distribute grants to the community as described in Charter Section 115-5.
- The **Rules Committee** leads the establishment, review, and revision of the Commission’s internal Bylaws and Procedures.

• The **Internal Training Committee** works with staff and external experts to provide training to Commissioners. This includes ongoing training for Commissioners already serving, as well as new members joining the Commission.

Commission work may touch multiple committees and require collaboration between committees. Each committee may always make recommendations and requests to other committees to review or consider.

If there is a disagreement between committee chairs or committee members about the division of tasks between committees that cannot be worked out between the committee chairs, then the issue can be addressed in a meeting with the Commission Co-chairs and committee chairs or at a meeting of the full Commission.

The Commission may establish ad-hoc committees to address or resolve specific issues as need arises. These committees are by definition temporary in nature and are dissolved once they have completed their assigned duties.

The Commission may form other committees when new longer-term issues arise, and these associated duties cannot be assigned to existing or ad-hoc committees. Existing committees are dissolved or reconfigured when they are no longer needed to conduct the business of the Commission.

All committees must consist of at least three (3) Commission members but not more than five (5). Only Commission members officially recognized as members of a committee are eligible to vote on committee matters. As an exception, Commission Co-chairs may participate as voting members as outlined in 1.4.4.

In May, each committee shall elect a Chair by majority vote. If a committee loses a Chair due to resignation or vacancy, the committee shall elect a chair as soon as practicable. A committee Chair may serve multiple terms as chair, with no term limits.

The chair leads work to conduct committee business, organize committee meetings and report committee activity to the Commission as a whole. Committee chairs have full voting rights on the committee on which they serve. In addition, the Committee Chair:

- Provides collaborative leadership and vision by leading work to create plans that outline and fulfill the short-term and long-term goals of the committee and the Commission.
- Ensures meetings are scheduled and conducted on a regular basis with the goals of being responsive to the needs of the Commission and the community and an ability to adjust schedules as needs and priorities shift.
- Supports work groups to ensure they are able to accomplish their goals as outlined in plans created and approved by the committee.
- Effectively facilitates committee meetings.

Committee chairs may be removed outside of the regular election process by a majority vote of members of the committee; committee members proposing such a removal must provide examples of how the committee chair is not fulfilling the duties of a chair.

In consultation with the relevant committee chairs and the Commission co-chairs, commissioners may leave and join committees as circumstances require. Unless exigent circumstances prevent it, they should give at least one month's notice to ensure there is adequate time to fill vacancies if a departure impacts quorum.

The goal is for committees to be filled voluntarily, based on the expertise and interest of each commissioner. If there are fewer than three or more than five commissioners interested in any committee, the Co-Chairs of the Commission have final authority in determining how the committee is seated.

Work groups may be established for specific project purposes. Work groups report to committees and may consist of Commission staff and non-Commission members who are subject-matter experts or represent the community. No more than two committee members may serve on the same work group to avoid forming a quorum of any committee. Ideally, workgroup assignments are voluntary, but if more than two committee members want to serve on a workgroup, the committee will determine which members take that role. If no Commission members are available, staff members can lead work groups, including scheduling, planning and facilitating meetings, as well as reporting out to the committee. Work group meetings are not legally required to be streamed or held publicly, but commissioners are encouraged to make work group meetings open and give public notice to encourage community participation.