

DRAFT

EXECUTIVE ORDER 203 COMPLIANCE POLICE POLICY REFORM SCOPE AND APPROACH

I. OVERVIEW

Executive Order #203, issued by New York Governor Andrew Cuomo, requires a community-based review of relevant policies associated with law enforcement operations in communities throughout New York State. In Geneva, it should be clear that this is the exclusive vehicle for police policy and practice reform. Geneva has taken a broad-based approach at evaluating the relationship between the community and the police department; particularly as it relates to those populations with a disproportionate volume of interactions with the department.

The City Manager will select a panel of approximately fifteen contributors, effectively addressing the charge of the Executive Order with respect to community involvement. The panel will include Geneva residents (with particular emphasis on disproportionately effected populations), City administrative and elected officials, law enforcement leadership, and officers of the County judicial system.

The review will effectively serve as a policy audit—educating the panel on existing policies, determining alignment with nationally-recognized best practices, recommending changes in areas identified for improvement, and setting out the course for policy amendment. It should be noted that the end result is a *plan and schedule* for policy improvement, and not adoption of improved policies. This is largely due to the limited timeframe allotted by the Executive Order for plan adoption.

The process is due to start immediately, and must conclude with adoption of the plan by City Council on or before April 1, 2021.

II. CONTRIBUTOR EXPECTATIONS

The City is working to create a panel of diverse contributors, both in race/ethnicity and experience/engagement with law enforcement and judicial agencies. The majority of these representatives will likely be lay people, without specific experience with policy audit or development. A professional facilitator will be engaged to guide the discussion, and to keep the policy review framework on track and schedule.

In order to address the charge at hand within the time allotted, contributors are requested to prepare for each session by completed required reviews and research prior to the session itself. At the close of each session, the facilitator will provide a package of material for review during the ensuing session/sessions.

With a tight timeframe for project completion, attendance at every session by every participant is strongly advised. The City is committed to developing the necessary meeting logistics such that contributors will be meeting in person, at least twice per month.

DRAFT

III. SESSION FLOW

The following session organization is anticipated:

Session 1: Project Chartering and Review/Recommendation Framework

In Session 1, Contributors will review the project approach, schedule, and facilitated approach. Contributors will collaborate to develop an organizational framework, and commit to rules of procedure necessary for an efficient execution of the charge at hand.

- Preparation Materials: At the close of Session 1, the facilitator will provide an overview of the policies to be discussed in Session 2. Included in the package will be an overview of the affected policies, examples of model policies and best practices, and other information necessary to conduct a review. Contributors are asked to score the policy against model policies and best practices, and be prepared to discuss potential improvements to the policies.

Session 2: Policy Review and Recommendation

Session 2 will begin with a review and confirmation of the organizational framework and rules of procedure adopted at the initial session.

In Session 2, policy review will commence. Two areas of policy will be discussed. Contributors will be asked to suggest ideas for improvements to the policies in place, or if policies in the affected areas are lacking, to suggest components for potentially adopted policies.

- Preparation Materials: At the close of Session 2, the facilitator will provide an overview of the policies to be discussed in Session 3. Included in the package will be an overview of the affected policies, examples of model policies and best practices, and other information necessary to conduct a review. Contributors are asked to score the policy against model policies and best practices, and be prepared to discuss potential improvements to the policies.

Session 3: Policy Review and Recommendation

Session 3 will commence with a review of recommendations associated with the two policy areas reviewed in the previous session. Recommendations will be solidified for these two policy areas, though, in the interest of time, no additional substantial changes will be made at this time. Substantial changes may be considered during review of the initial report draft.

In Session 3, policy review will continue. Two areas of policy will be discussed. Contributors will be asked to suggest ideas for improvements to the policies in place, or if policies in the affected areas are lacking, to suggest components for potentially adopted policies.

- Preparation Materials: At the close of Session 3, the facilitator will provide an overview of the policies to be discussed in Session 4. Included in the package will be an overview of the affected policies, examples of model policies and best practices, and other information necessary to conduct a review. Contributors are asked to score the policy

DRAFT

against model policies and best practices, and be prepared to discuss potential improvements to the policies.

Session 4: Policy Review and Recommendation

Session 4 will commence with a review of recommendations associated with the two policy areas reviewed in the previous session. Recommendations will be solidified for these two policy areas, though, in the interest of time, no additional substantial changes will be made at this time. Substantial changes may be considered during review of the initial report draft.

In Session 4, policy review will continue. Two areas of policy will be discussed. Contributors will be asked to suggest ideas for improvements to the policies in place, or if policies in the affected areas are lacking, to suggest components for potentially adopted policies.

- Preparation Materials: At the close of Session 4, the facilitator will provide an overview of the policies to be discussed in Session 5. Included in the package will be an overview of the affected policies, examples of model policies and best practices, and other information necessary to conduct a review. Contributors are asked to score the policy against model policies and best practices, and be prepared to discuss potential improvements to the policies.

Session 5: Policy Review and Recommendation

Session 5 will commence with a review of recommendations associated with the two policy areas reviewed in the previous session. Recommendations will be solidified for these two policy areas, though, in the interest of time, no additional substantial changes will be made at this time. Substantial changes may be considered during review of the initial report draft.

In Session 5, policy review will continue. Two areas of policy will be discussed. Contributors will be asked to suggest ideas for improvements to the policies in place, or if policies in the affected areas are lacking, to suggest components for potentially adopted policies.

- Preparation Materials: At the close of Session 5, the facilitator will provide an overview of the policies to be discussed in Session 6. Included in the package will be an overview of the affected policies, examples of model policies and best practices, and other information necessary to conduct a review. Contributors are asked to score the policy against model policies and best practices, and be prepared to discuss potential improvements to the policies.

Session 6: Policy Review and Recommendation

Session 6 will commence with a review of recommendations associated with the two policy areas reviewed in the previous session. Recommendations will be solidified for these two policy areas, though, in the interest of time, no additional substantial changes will be made at this time. Substantial changes may be considered during review of the initial report draft.

DRAFT

In Session 6, policy review will be completed. The final two areas of policy will be discussed. Contributors will be asked to suggest ideas for improvements to the policies in place, or if policies in the affected areas are lacking, to suggest components for potentially adopted policies.

- Preparation Materials: Within five days of the close of Session 6, an initial draft of the plan will be distributed to Contributors. Contributors will be asked to review and prepare for discussion on the draft plan.

Session 7: Draft Review and Comment

Session 7 will be focused on review of the draft plan. This is an opportunity for Contributors to offer any substantive changes to the committee for consideration. The Facilitator will note any substantial changes, along with any other corrections, clarifications, etc.

- Preparation Materials: Within five days of the close of Session 7, a final draft of the plan will be distributed to Contributors. Contributors will be asked to review and prepare for a vote on the final draft.

Session 8: Draft Finalization

Session 8 will close the process with a discussion and vote on the final plan. Minor changes and clarifications may be adopted by the Committee and incorporated in the plan before distribution to City Council.

IV. PUBLIC ENGAGEMENT AND COMMENT

The City will create a section on its website, and post session agendas, preparation materials, and recommended policy changes as they are developed. The website will have a module that allows visitors to submit comments or questions, which will be considered by the committee at the appropriate time.

The initial and final drafts will also be posted to the website, and comments will be taken as well. A public hearing on the plan will be held prior to City Council adoption.

V. CITY COUNCIL CONSIDERATION AND APPROVAL