

## **City of Geneva Police Department Body Camera Policy Task Force Bylaws**

### **Introduction**

The Geneva City Council passed a resolution at its July 1, 2020 meeting directing that a task force be convened to make recommendations pertaining to Geneva Police Department G. O. 409.

### **Name**

The task force shall be known as Geneva Police Department Body Camera Task Force or the “Task Force.”

### **Purpose**

The purpose of the Task Force is to:

- Work in collaboration with the City Manager and the Police Chief or a GPD representative to examine the Geneva Police Department G.O. 409, “Body Worn Cameras”.
- Evaluate the Geneva Police Department G.O. 409 to determine if it is consistent with national standards, best practices and accreditation requirements applicable to the Geneva Police Department to:
  - Optional Use of the BWCs (section VI G-J):** Consider policies dictating when cameras are required to be in use to assure procurement of best possible data.
  - Access, Retention, and Storage Security:** Review policies of footage access and years stored for alignment with best practices to ensure transparency.
- Submit recommendations to the City Council, Police Chief, and City Manager to insure G.O. 409 is consistent with national standards, best practices and accreditation requirements applicable to the Geneva Police Department.

### **Responsibilities**

Responsibilities may include, but not necessarily be limited to:

- Reviewing Geneva Police Department G.O. 409 along with other body camera policies, national standards, and best practices and complete a comparative analysis.
- Reviewing Accreditation standards applicable to Geneva Police Department G.O. 409.
- Recommending amendments to Geneva Police Department, G.O. 409 policy consistent with national or New York State standards, best practices and accreditation requirements applicable to the Geneva Police Department.
- Presenting progress reports on the work of the Task Force and a final report of recommendations to the City Council, City Manager and the Police Chief that will be shared with the public.

Recommendations of the Task Forces shall be advisory only and shall not be binding on the City Administration, City Council or the Geneva Police Department. The Task Force serves at the discretion of the Geneva City Council. The Geneva Police Department will orient the Task Force with an overview of the current body camera policy at the start of the Task Force meetings. The Police Chief will be available for feedback to the task force throughout the process. The Police Chief will respond to final recommendations within thirty days with expectations for implementing recommendations or issues that the recommendations present. It is the expectation that the Task Force and Geneva Police Development will find common ground and produce a valuable review that meets the needs of the newly established Police Accountability Board.

### **Membership**

Membership of the Task Force shall consist of 5 community members.

### **City Representation**

The city representatives that will serve on the board with no voting power will consist of 2 councilor liaisons, Police Chief or GPD Representative, City Manager or City Comptroller.

### **Membership Qualifications**

Member qualifications should be:

- Residents of the city for twelve (12) months or more;
- Willing and able to attend all meetings and do their best to do so;
- Willing and able to have open minded conversations about the policy;
- An active participant, demonstrating confidentiality when it is applicable;
- Willing to adhere to the city's code of ethics and meeting rules of order

### **Appointment of Members**

Initial vacancies as well as subsequent vacancies shall be publicly advertised. Residents will be recommended by the Community Compact and City Council. Appointment will be made by City Council. Qualified individuals who have been properly screened and recommended by the Community Compact shall be accepted as members of the Body Camera Policy Task Force without regard to sex, sexual orientation, gender identity, race, religion, color, national origin, age, marital status or disability.

City Council liaisons will be chosen by the Mayor.

### **Length of Term**

Task Force members will serve for the duration of time that it takes to review the current G.O. 409 policy and provide recommendations on changes. The Task Force will automatically dissolve after the task has been completed.

## **Task Force Structure**

### **Chairperson**

The chairperson will be chosen by a majority of the five sitting board members to be voted on at the initial meeting. The chairperson shall preside at meetings and coordinate and facilitate the Board's functions.

### **Secretary**

The secretary will be chosen by a majority of the five sitting board members to be voted on at the initial meeting. This position will be rotative amongst members. The secretary shall be responsible for recording minutes during all meetings and provide them to the City Clerk when finalized.

### **Meetings**

The Task Force will meet at least once a month. The frequency of meetings and times will be determined by the Task Force once it convenes.

Three members shall constitute a quorum. Three (3) or more voting board members must be present.

Action by the Task Force shall be executed by a simple majority of the Task Force (3/5 members).

There will be no public comment made during these meetings. Comments from residents may be submitted to the Chairperson or any other board member to be shared with the whole board.

The Task Force meetings are considered public meetings and are subject to freedom of information requests.