

CONSTITUTION

Ram Police Advisory Board

ARTICLE I - NAME

Section 1 The name of this organization shall be the Ram Police Advisory Board of the Colorado State University Police Department (CSUPD).

ARTICLE II - PURPOSE

Section 1 It is the desire of the CSUPD to maintain a partnership with the community in an effort to reduce crime and to enhance the quality of life. These goals are best accomplished through positive and open communication and the development of public trust.

Section 2 The Ram Police Advisory Board is hereby created to facilitate interaction between the department and a committee of citizens, representative of the various ethnic and cultural groups, within our community.

ARTICLE III - RESPONSIBILITIES

Section 1 The Ram Police Advisory Board will review the investigative process and results of completed departmental allegations of excessive force, and any other incidents involving police department employees the board deems to be of public concern.

Section 2 The Ram Police Advisory Board will provide comments, and suggestions to the Chief of Police on department policy, procedure, and rules including the department's procedure for receiving, investigating, and reviewing citizen complaints.

Section 3 The Ram Police Advisory Board is encouraged to convene or attend public listening sessions to establish and identify community concerns as needed. Members of the community are encouraged to express concerns or approval regarding the actions of the police department and may request a summary on the board's activities. The board will also provide an annual summary of their activity to the Chief of Police by June 1, covering the school-year.

Section 4 The Board will assist members of the police department in achieving a greater understanding of the nature and causes of community problems, with an emphasis on improving relations between the police department and our students, faculty, and staff by suggesting methods to encourage and develop an active citizen-police partnership in the prevention of crime, strengthening the application of equal protection under the law to all, and promoting public awareness of contemporary policing issues.

Section 5 Upon review of the above matters, the Board shall address suggestions and concerns, if any, to the Chief of Police in writing. The Chief of Police will consider, and respond to, the board's suggestions or concerns. If, by a majority vote, the Board believes that the response by the Chief of Police is inadequate, they may address their suggestions and concerns to the VP of University Operations. The VPUO will then consider, and respond to, the board's suggestions or concerns.

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ARTICLE IV - AUTHORITY

- Section 1** The Board is recognized by the Chief of Police as a campus partner and agrees to adhere to the rules established in this constitution and all applicable policies of the CSUPD and CSU, as well as local, state, and federal laws. The Board is not affiliated with any specific national, state, or local group.
- Section 2** The Board will establish bylaws to govern administrative and procedural matters (such as the time and location of meetings, etc.). Bylaws shall not conflict with this constitution. Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at a Board meeting where a quorum is present (advance notice is not required).
- Section 3** Neither the Board, nor any member thereof, shall incur departmental expense or obligate the CSUPD in any manner, release any written or oral report of any board activity to any individual or body other than to the Chief of Police, independently investigate citizen complaints against the department or an employee of the department, conduct any activity which might constitute or be construed as an official governmental review of police actions or as an establishment of CSUPD or department policy, or violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- Section 4** Matters pertaining to discipline will be the sole responsibility of the Chief of Police and not the board. The activities of the Board shall, at all times, be conducted in accordance with all federal, state, and local laws.

ARTICLE V - MEMBERSHIP

- Section 1** The Board's composition is intended to be representative of all members of CSU. Ideally, members of the Board will be comprised of a cross-section of students, faculty, and staff and inclusive of differences in race, color, national origin, gender, gender identity, sexual orientation, religion, age, and disability. All affiliates with CSU will have the opportunity to apply to become board members. All ethnic and cultural organizations are encouraged to submit candidates for open positions on the Ram Police Advisory Board.
- Section 2** The Board shall be composed of a minimum of five (5) voting members, not to exceed twelve (12), and one non-voting member/facilitator. Board members in good standing shall serve two-year terms. Members may not serve more than two consecutive terms unless such request are made in writing and approved by the Chief of Police.
- Section 3** Each member shall attend an orientation presented by CSUPD to familiarize the board with the police department and the rules and operating procedures of the Ram Police Advisory Board. Each voting member will be encouraged to complete the Ram Police Academy (TBD) and participate in at least one ride-along with a CSUPD Police Officer.
- Section 4** Members shall have access to the CSUPD Policy Manual.

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ARTICLE VI - OFFICERS

- Section 1** The officers of the Board shall be a CHAIRPERSON, VICE-CHAIRPERSON and SECRETARY. The CHAIRPERSON, VICE-CHAIRPERSON and SECRETARY shall be selected by a majority vote each year during the first meeting of the Calendar Year. After completing a one-year term as the CHAIRPERSON, the position for the following year will be filled by the VICE-CHAIRPERSON.
- Section 2** The CHAIRPERSON shall serve as the spokesperson for the Board regarding any reports on the Board's activities during any community listening session. The CHAIRPERSON shall also serve as the spokesperson for the Board in any formal comments or suggestions to the Chief of Police regarding the Board's activities and community concerns. The Chief of Police will consider, and respond to, the board's suggestions or concerns.
- Section 3** Any officer, who, during the term of his/her office, ceases to be a voting member, shall be removed by the Chief of Police and a replacement shall be elected by a majority vote to serve the remainder of his/her term.

ARTICLE VII - MEETINGS

- Section 1** Regular meetings, and/or separate public listening sessions, shall be held each month.
- Section 2** Special meetings, and separate public listening sessions, may be called by the CHAIRPERSON or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- Section 3** A quorum shall be five (5) voting members must be present at any meeting to make subsequent proceedings of that meeting valid. Members must be present to vote.
- Section 4** In the event a Board member is unavailable to attend a regularly scheduled meeting, he/she should contact the CHAIRPERSON or VICE-CHAIRPERSON and notify them of such.

ARTICLE VIII - FACILITATOR

- Section 1** A CSUPD representative shall serve as the non-voting member/facilitator of the Board.
- Section 2** The CSUPD facilitator is responsible for preparing the agenda for each regularly scheduled meeting. Investigations that are on-going, are subject to grievance, or are otherwise involved in litigation will not be included on any agenda.

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ARTICLE IX - FINANCES

- Section 1** Voting members of the Board are not employees of CSUPD. Voting members serve in a voluntary capacity and shall receive no monetary compensation or any other financial or employee benefit from the department.
- Section 2** CSUPD will provide office supplies and assume responsibility for other expenses necessary for the operation of the Board.

ARTICLE X - CONFIDENTIALITY/DISCIPLINE

- Section 1** All information received during Board meetings is privileged and confidential. Confidential information includes, but is not limited to, the details regarding the individuals involved in the investigations, the circumstances surrounding the incident, and any discussions during the meetings. The content and veracity of meeting agendas are not considered privileged and confidential.
- Section 2** It shall be the duty and responsibility of each member to respect and maintain the confidentiality of all matters presented before the board. Neither the Board, nor any individual member, shall disseminate confidential information received during board meetings. Board members are required to sign confidentiality statements and will be removed from the board upon violation of the confidentiality agreement.
- Section 3** No member of the Board shall make any written or oral statement of any Board activity of a confidential nature to any individual or body without the express consent of the Chief of Police. A violation will result in immediate removal from the Board.
- Section 4** Members of the Board are expected to exhibit the highest ethical and professional standards. The Chief of Police will remove a member upon a majority vote of the board.
- Section 5** Failure to attend three meetings in a calendar year without contacting the CHAIRPERSON or VICE-CHAIRPERSON with an explanation may result in that Board member being dismissed.
- Section 6** The Chief of Police's decision regarding removal is final.

ARTICLE XI AMENDMENTS

- Section 1** The Board shall have no rules that discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, age, or disability.
- Section 2** Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. Amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- Section 3** A copy of any amendments to this constitution must be submitted to the Chief of Police within two weeks after adoption.

Colorado State University Police Department

Vision

As guardians of Colorado's future, Colorado State University Police Department envisions a safe and secure environment for all our community members; made possible by strong, positive, and trusting relationships between the community and the CSU Police Department.

Mission

- Engaging our community
- Earning Trust
- Protecting the Future

Values

- **Integrity** – We conduct ourselves ethically.
- **Respect** – We treat everyone with dignity.
- **Professionalism** – We provide exceptional service in a courteous and dependable manner.
- **Accountability** – We hold ourselves and each other to community standards, culture and values.

Ram Police Advisory Board

Section I - Rule-Making:

- a. The Board shall have no rules that discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, age, or disability.
- b. The members shall adopt rules and procedures relating to the operation of the Ram Police Advisory Board.
- c. The Ram Police Advisory Board shall determine the date, time, and place for each meeting.

Section II - Officers of the RPAB Shall Be:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Members shall select any other officers they deem necessary by a majority vote

Section III - Powers and Duties of Officers:

- a. **Chairperson**: The Chairperson shall serve as the chief executive officer of the Board, and shall preside at all meetings, and shall prepare the agenda for meetings. The Chairperson shall appoint all committees and committee chairs. The Chairperson shall have other powers and duties as may be prescribed by the Board.
- b. **Vice-Chairperson**: The Vice-Chairperson shall preside at Ram Police Advisory Board meetings in the absence of the Chairperson. The Vice-Chairperson shall perform all duties assigned by the Chairperson and shall assume the office of the Chairperson if the office becomes vacant.
- c. **Secretary**: The Secretary shall take minutes at all meetings of the Board, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organizational correspondence and shall keep copies on file.

Section IV - Qualifications for Membership:

- a. All Ram Police Advisory Board members shall be at least 18 years of age and affiliated with CSU. Board members shall have good reputations for integrity and community service.
- b. Persons with criminal records will not automatically be excluded from the Ram Police Advisory Board. Each incident will be judged based on its own merit. Consideration will be given to the nature and seriousness of the incident, the circumstances, how long ago it occurred, the age at the time of the incident and other factors contributing to the incident.
- c. No nominee may currently be a party nor be a legal representative in litigation against CSU, to include CSUPD.
- d. Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce crime and enhances relationships between the police and the community.

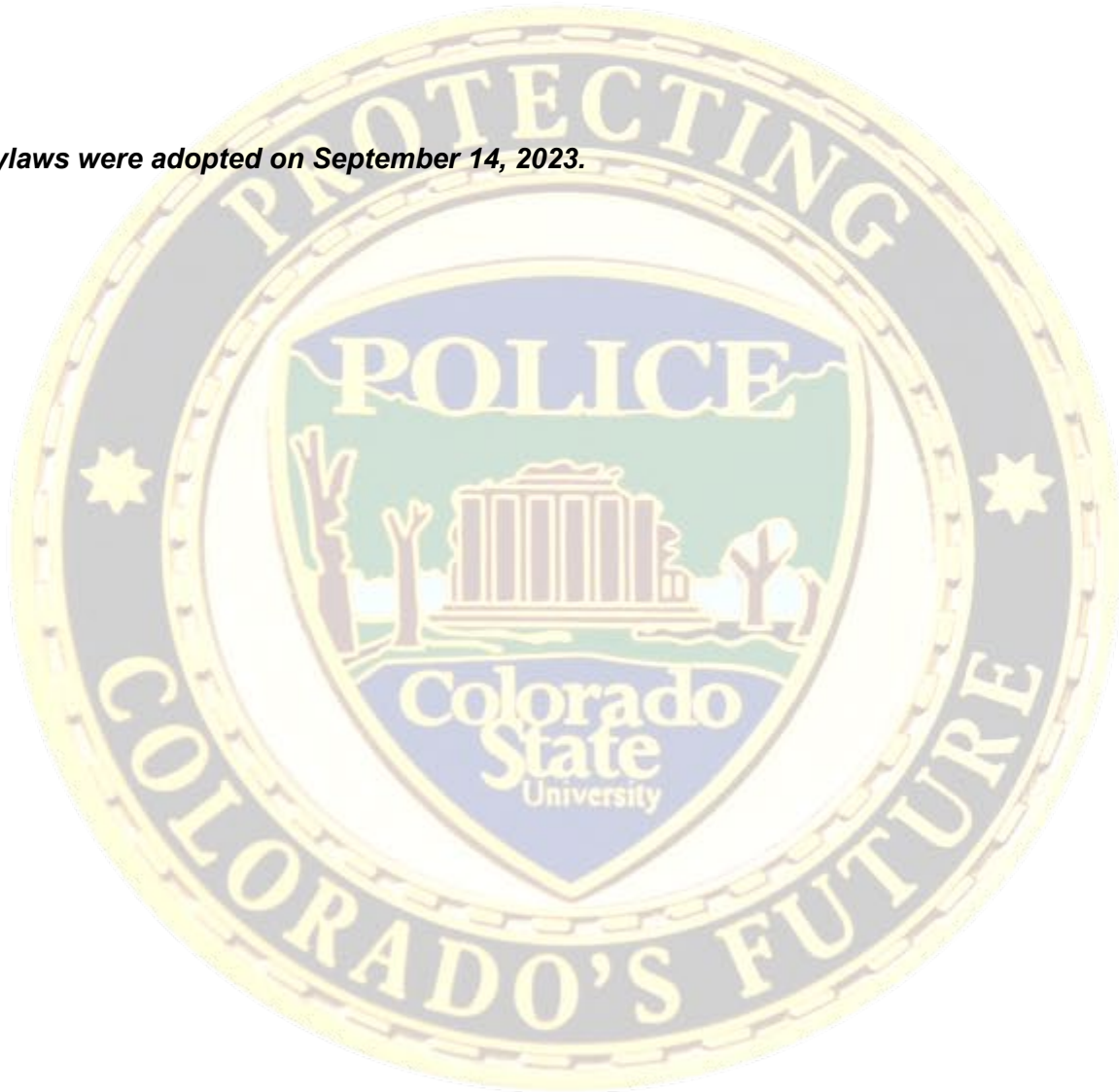
Section V - Departmental Facilitator(s):

- a. The Chief of Police shall select at least one member from CSUPD who will serve as the police department's facilitator(s) to the Board.

Section VI Amendments:

- a. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
- b. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c. A copy of any amendments to these bylaws must be submitted to the Chief of Police within two weeks after adoption.

These bylaws were adopted on September 14, 2023.



VOLUNTEER CONFIDENTIALITY AGREEMENT

Colorado State University Police Department

As a Volunteer of the Colorado State University Police Department, I understand that I may learn of or have access to information (verbal, written, or electronic) which is of personal, safety-sensitive, or otherwise confidential in nature. Such information includes, but is not limited to incident reports, NCIC/CCIC information, Computer Aided Dispatch/RMS information, and other law enforcement or Police Department related information.

I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of my supervisor or other management of Colorado State University Police Department personnel. I further understand and agree that I am prohibited from using any of this information for my personal use or benefit or for any other non-Police Department business-related purposes.

I understand and agree that my failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is grounds for discipline, up to and including termination of acceptance or termination of the Volunteer relationship. Additionally, the CSU Police Department may seek other criminal or civil sanctions or damages as may be allowed by law. The restrictions of the Confidentiality Agreement regarding disclosure and use of information shall continue to apply after termination of acceptance or other relationship with the Colorado State University Police Department.

I have read and understand this agreement and agree to comply with it in every respect.

Dated this _____ day of _____, 20_____

Signature _____