

BILL NO. 8 - 2020

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3Moved by: _____

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5 An Ordinance amending Part 5 of the Administrative Code under Chapter 2-500, adding
6thereto Chapter 2-515 to establish a Citizens Law Enforcement Advisory Committee.

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8 **WHEREAS**, the Council of the City of Harrisburg recognizes that the mission of the
9Harrisburg Bureau of Police is to protect and serve the public with honor, integrity, and
10professionalism; and

11

12 **WHEREAS**, THE COUNCIL RECOGNIZES THAT PUBLIC ACCOUNTABILITY
13OF THE HARRISBURG BUREAU OF POLICE AND LAW ENFORCEMENT
14THROUGHOUT OUR NATION IS ESSENTIAL TO ENSURE THAT THE
15CONSTITUTIONAL GUARANTEES OF FREEDOM AFFORDED TO ALL PEOPLE ARE
16SATISFIED; AND

17

18 **WHEREAS**, the Council further recognizes that the people to be served must be a
19fundamental resource that assists the Bureau of Police in their mission to serve all people AND
20THAT THE BUREAU OF POLICE MUST BE A TRUSTED FUNDAMENTAL RESOURCE
21FOR ENSURING THE SAFETY AND PEACE OF MIND OF THE PEOPLE OF THIS CITY;
22and

23

24 **WHEREAS**, the Bureau of Police are committed to working in partnership with people
25throughout the City so that Harrisburg is a safe place for each and every person to live, work, and
26play; and

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28 **WHEREAS**, the Council recognizes that there is significant community interest in
29ensuring a positive relationship between the community at large and the Bureau of Police; and

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CHAPTER 2-515

67

CITIZENS LAW ENFORCEMENT ADVISORY COMMITTEE

68

69§ 2-515.1. Title.

70This Chapter of the Codified Ordinances for the City of Harrisburg shall be known and may be
71cited as the CITIZENS LAW ENFORCEMENT ADVISORY COMMITTEE.

72_

73§ 2-515.2. Establishment.

74There is hereby created an advisory committee for City residents to be known as the Citizens
75Law Enforcement Advisory Committee for the City of Harrisburg.

76

77§ 2-515.3. GENERAL LEGISLATIVE Intentand Purpose.

78THE GENERAL INTENT OF THIS CHAPTER IS TO PROVIDE FOR PUBLIC
79ACCOUNTABILITY FOR THE EXERCISE OF POLICE POWERS IN THE COURSE OF
80HARRISBURG LAW ENFORCEMENT ACTIVITIES. THE REGULAR OBJECTIVE
81REVIEW OF INFORMATION REGARDING LAW ENFORCEMENT ACTVITIES IN THE
82CITY IS HEREBY FOUND TO PROMOTE PUBLIC ACCOUNTABILITY AND ALLOW
83FOR PUBLIC CONFIDENCE IN GOVERNMENT.

84

85§ 2-515.4. SPECIFIC INTENT AND PURPOSE._

86It is the SPECIFIC intent and purpose of the Chapter to establish a citizen advisory committee to
87improve community relationships with law enforcement throughout the City and promote public
88safety, which shall be known as the Citizens Law Enforcement Advisory Committee (CLEAC).

89

90§ 2-515.54. Role and Function.

91The core functions of CLEAC shall be to:

92 A. Assist in fostering a better understanding of the role of law enforcement

93 throughout the City, reviewing as necessary law enforcement policies, practices

94 and data. The goal should be to improve transparency and accessibility to public
95 information.

96 B. Provide City residents a forum to give voice to concerns about police interactions
97 and responses, to help identify critical, systemic or recurring issues of importance
98 for residents and businesses throughout Harrisburg, and to facilitate whenever
99 necessary changes in local law enforcement practices.

100 C. Promote policies and practices for the protection of the local community to further
101 the goal of the fair, just and dignified treatment of each and every person.

102 D. Provide recommendations as necessary to the Harrisburg Bureau of Police, the
103 Mayor and City Council on policies to maintain public safety for all, promote law
104 and order, assist in the reduction of crime, and protect all in the community.

105 E. Foster positive relationships and an improved understanding between the
106 Harrisburg Bureau of Police and the members of the community.

107

108 § 2-515.65. Composition.

109 A. The CLEAC shall be comprised of ~~seven (7)~~ NINE (9) voting members, with the
110 Chair of the City Council Public Safety Committee and the Commissioner or
111 Chief of the Harrisburg Bureau of Police, or a designee thereof, each serving as a
112 non-voting, ex officio member of the Committee.

113 B. All members must have resided in the City of Harrisburg for at least ~~three (3)~~
114 ONE (1) years leading up to the appointment and must maintain residency within
115 the City for the duration of their term on the Committee.

116 C. ~~With the exception of ex officio members, no~~ NO member shall be a public
117 official or municipal employee.

118 D. NO MEMBER OF THE COMMITTEE CAN BE THE SPOUSE, DOMESTIC
119 PARTNER, CHILD OR SIBLING OF ANY CURRENT CITY OF
120 HARRISBURG PUBLIC OFFICIAL.

121

122 § 2-515.76. Original Committee Appointments.

123 A. The original Committee shall be comprised of four (4) members appointed by the
124 City Council and three (3) members appointed by the Mayor, each of whom must

- 125 be confirmed by a majority vote of the Council prior to being seated on the
126 Committee.
- 127 B. Four (4) of the original members shall be appointed to three (3) year terms and
128 three (3) shall be appointed to two (2) year terms, apportioned in the same manner
129 as the appointing authorities, each of whom shall serve until the appointment of
130 their successor.
- 131 C. Each of the THOSE seven (7) original members shall reside in a different policing
132 district within the City from the other members.
- 133 D. THE MAYOR AND CITY COUNCIL SHALL MAKE A REQUEST TO CITY
134 NEIGHBORHOOD GROUPS FOR RECOMMENDATIONS OF QUALIFIED
135 RESIDENTS FROM THEIR NEIGHBORHOOD FOR APPOINTMENT TO
136 THE COMMITTEE.
- 137 E. IN ADDITION, THE REMAINING TWO (2) ORIGINAL MEMBERS SHALL
138 BE RESIDENTS OF THE CITY WHO WILL SERVE AS AT LARGE
139 APPOINTMENTS, EACH TO BE NOMINATED BY A MAJORITY VOTE OF
140 THE COMMITTEE AT ITS INAUGURAL MEETING AND PROMPTLY
141 FORWARDED TO CITY COUNCIL FOR CONFIRMATION.
- 142 F. AT LARGE MEMBERS SHALL BE APPOINTED TO THREE (3) YEAR
143 TERMS.
- 144 G. At its inaugural meeting, the Committee shall elect a Chairperson to act as the
145 presiding officer.

146
147 § 2-515.87. Expiration of Appointed Terms and Vacancies.

- 148 A. A person appointed to fill a vacancy shall serve for the balance of the term for
149 which their predecessor was appointed. All other appointments shall be for terms
150 of three (3) years.
- 151 B. The Chairperson shall notify the Office of the Mayor and the City Clerk in writing
152 no less than 30 days prior to the expiration of a member's term or within 30 days
153 of any vacancy occurring on the Committee.
- 154 C. The Chairperson shall advise at that time of the Committee's recommendation, if
155 any, for filling any vacant or expired seat.

- 156 D. The Mayor shall accept the Committee's recommendation(s) or otherwise appoint
157 another eligible individual, subject to the advice and consent of the City Council
158 in accordance with the provisions of Chapter 2-301.3 of the Administrative Code.
159 E. Should a member fail to attend three (3) consecutive meetings without providing
160 prior notification, the seat shall be deemed vacant and the Chairperson shall
161 proceed to provide prompt notice in accordance with the forgoing provisions.
162

163 § 2-515.98. Membership Qualifications.

164 Members of CLEAC must have the following qualifications:

- 165 A. An appointee must be concerned about the relation of members of law enforcement
166 and community members, sensitive to community needs and perceptions, willing to
167 commit themselves to community service and to conduct themselves in a manner
168 consistent with the purposes for which the Advisory Committee is formed.
169 B. An appointee must be committed to seek and receive input from the community, as
170 well as to apply input received to further the purposes of the Advisory Committee,
171 C. An appointee ~~must~~ MAY participate ~~no less often than annually~~ in a AN ANNUAL
172 City ride-along with a law enforcement officer.
173 D. An appointee must attend and complete an orientation and education program
174 ~~provided by the Harrisburg Bureau of Police~~ within six (6) months of their
175 ~~appointment, or otherwise have previously completed a City-sponsored Citizens'~~
176 ~~Police Academy.~~ THE CITY LAW BUREAU SHALL ARRANGE FOR THE
177 CREATION OF AN ORIENTATION AND EDUCATION PROGRAM FOR
178 CLEAC MEMBERS.
179 E. At least two (2) members must have a minimum of two (2) years of recent training
180 and experience in social services, human services or be a licensed social worker.
181 F. A PRIOR CRIMINAL HISTORY SHALL NOT AUTOMATICALLY
182 DISQUALIFY AN OTHERWISE ELIGIBLE INDIVIDUAL FROM SERVING AS
183 AN APPOINTEE.

184

185 § 2-515.109. Powers and Duties.

186 The following advisory powers and duties are vested in CLEAC.

187 § 2-515.10.1 9.1. Information Gathering.

188 To gather, maintain, summarize and report on public information and statistics regarding
189 local law enforcement in one (1) or more of the following categories:

190 A. Officer and supervisory training and education programs and options.

191 B. Harrisburg Bureau of Police (HBP) published General Orders and related
192 policies.

193 C. Reports on law enforcement interactions with the public.

194 D. Citizen complaint summaries and reports.

195 E. Similar categories of public information on other law enforcement agencies.

196

197 § 2-515.10.2 9.2. Analysis.

198 To analyze public information and data derived from any of the foregoing HBP records
199 for comparison with other similarly situated municipalities, other municipalities in the
200 region or national statistics.

201

202 § 2-515.10.3 9.3. Communications.

203 To promote and encourage open communications, cooperation and dialogue between the
204 HBP and the residents and businesses of Harrisburg through any of the following
205 activities:

206 A. Developing recommendations on how to better inform the community on
207 individual rights and responsibilities when a person has contact with law enforcement
208 officers.

209 B. Facilitating effective means of participation for City residents in the making of
210 program recommendations to effectively supplement law enforcement training, when
211 needed, to assure that a sensitive, effective and responsive approach to the needs of
212 residents becomes self-evident.

213 C. Providing a community perspective to law enforcement and City officials when
214 concerns of the effectiveness of law enforcement services and relations are at issue.

215 D. Foster and encourage public participation in crime prevention activities
216 throughout the City.

- 217 E. Promoting productive law enforcement and community interaction to assist the
218 HBP in achieving a greater understanding of the nature and causes of complex
219 community problems in the areas of diversity and human relations.
- 220 F. Effectively addressing the concerns of the community by promoting cooperative
221 programs and approaches to the solutions of community crime.
- 222 G. Advocating for the principle that the administration of justice requires total
223 community involvement and personal responsibility.
- 224 H. Hold public meetings from time to time for the purpose of soliciting public input
225 on general or specific ways to improve communication and partnership between local
226 law enforcement and the communities they serve.
- 227 I. To serve as a liaison between the HBP and the community, as necessary.
- 228 J. Engaging and encouraging neighborhood and community organizations
229 throughout the City to participate in training, discussions and promotion of programs
230 and opportunities to foster public safety and improve communication with and
231 regarding local law enforcement.

232 K. ISSUE ADMINISTRATIVE SUBPOENAS FOR THIRD PARTY RECORDS IN
233 THE COURSE OF A CLEAC REVIEW AND INVESTIGATION OF A FORMAL
234 WRITTEN COMPLAINT FOR MISCONDUCT, IN A MANNER AND FORM
235 AUTHORIZED UNDER THE LAWS OF THE COMMONWEALTH OF
236 PENNSYLVANIA FOR ADMINISITRATIVE PROCEEDINGS.

237

238 § 2-515.10.4. RECORD REQUESTS TO HARRISBURG BUREAU OF POLICE.
239 REQUESTS FOR RECORDS UNDER THIS CHAPTER TO THE HARRISBURG
240 BUREAU OF POLICE SHALL BE MADE AND PROCESSED IN THE MANNER
241 SET FORTH IN THIS SUBSECTION.

242 A. REQUESTS FOR INFORMATION SUBJECT TO THIS CHAPTER
243 DIRECTED TO THE HBP SHALL BE MADE IN WRITING TO THE MAYOR
244 AND HBP.

245 B. THE INFORMATION REQUEST SHALL BE PROMPTLY REVIEWED
246 BY HBP.

247 C. THE INFORMATION SHOULD BE PROVIDED TO CLEAC WITHIN 14
248 BUSINESS DAYS OF THE REQUEST.

249 D. IF THE HBP WILL REQUIRE ADDITIONAL TIME TO PROVIDE
250 REQUESTED INFORMATION, THE HBP SHALL PROVIDE WRITTEN
251 NOTICE TO THE COMMITTEE WITHIN 7 BUSINESS DAYS OF RECEIPT
252 OF THE REQUEST.

253 E. IF THE INFORMATION REQUESTED IN NOT PROVIDED OR DEEMED
254 UNSATISFACTORY TO THE COMMITTEE, THE COMMITTEE BY A
255 PUBLIC VOTE OF THE MAJORITY OF ITS MEMBERS MAY MAKE A
256 RECOMMENDATION TO CITY COUNCIL AND THE MAYOR TO
257 RESTRICT THE RELEASE OR USE OF BUDGETED FUNDS TO HIRE NEW
258 OFFICERS.

259 F. CITY COUNCIL WILL EVALUATE THE REQUEST FOR
260 INFORMATION AND ANY INFORMATION PROVIDED TO THE
261 COMMITTEE BY HBP.

262 G. COMMITTEE RECOMMENDATIONS MADE UNDER THIS
263 SUBSECTION RELATED TO THE INFORMATION MAY BE ACCEPTED
264 OR DENIED BY A VOTE OF THE COUNCIL, AT THEIR SOLE
265 DISCRETION.

266 H. IF THE RECOMMENDATION OF THE COMMITTEE IS ACCEPTED BY
267 THE COUNCIL, THE HBP WILL HAVE 5 BUSINESS DAYS TO PROVIDE
268 THE REQUESTED INFORMATION TO COUNCIL TO AVOID THE
269 AUTOMATIC RESTRICTION ON THE RELEASE OR USE OF FUNDS TO
270 HIRE NEW OFFICERS.

271

272 § 2-515.10.5 9.4. Reports and Recommendations.

273 To approve and issue advisory reports and recommendations to the Harrisburg Bureau of
274 Police, the Mayor and City Council as follows:

275 A. To provide recommendations consistent with the purposes of this legislation in
276 respect to the modification, adoption or reform of any internal HBP policy, practice
277 or procedure that CLEAC determines would benefit public safety or otherwise foster

- 278 improved relations between law enforcement personnel and the community they
279 serve.
- 280 B. To issue reports to the Council and the Mayor on any practice or specific action of
281 law enforcement that in the assessment of CLEAC are matters of genuine community
282 concern or controversy.
- 283 C. To provide recommendations to the Council and the Mayor on legislative or non-
284 legislative actions to improve relations between local law enforcement and the
285 community.
- 286 D. To provide recommendations of the adoption of any program, intergovernmental
287 agreement, or activity that CLEAC determines would serve to strengthen bonds
288 between the HBP and the community, so as to thereby make manifest the promise of
289 equal protection and service for all citizens.
- 290 E. To provide an annual written report on their activities to the Council and the
291 Mayor.

292

293§ 2-515.11 10. Bylaws, Organization and Quorum.

294The following provisions shall govern the organizational structure of the Committee:

- 295 A. The members may adopt bylaws to govern the organization in the carrying out of
296 their duties.
- 297 B. Bylaws or any amendments thereto are subject to the prior review and approval of the
298 City Solicitor.
- 299 C. Members may from time to time select and appoint by majority vote a Chair, Vice-
300 Chair and Recording Secretary from its members, with or without the adoption of
301 bylaws.
- 302 D. Proposed bylaws and other CLEAC policies shall be consistent with the purposes of
303 this legislation and applicable law.
- 304 E. A majority of the Committee shall constitute a quorum for the purpose of conducting
305 committee business and for all other purposes.
- 306 F. All actions of the Committee shall be taken by a vote of the majority of voting
307 members present.
- 308 G. No Committee business may be conducted if a majority of voting seats are vacant.

309§ 2-515.12 ~~11~~. Meetings.

310CLEAC shall hold an annual public meeting and such other committee meetings as the members
311deem necessary in public meeting rooms or facilities of the City. The provisions of 65 Pa.C.S.
312Ch. 7 (relating to open meetings) shall apply to the Committee.

313

314§ 2-515.13. ATTENDANCE OF CITY PERSONNEL AT COMMITTEE MEETINGS.

315 A. CLEAC MAY FORMALLY REQUEST THE ATTENDANCE OF THE
316 POLICE COMMISSIONER OR CHIEF OR OTHER MANAGEMENT
317 PERSONNEL AT ANY COMMITTEE MEETING TO REVIEW OR DISCUSS
318 EXISTING OR PROPOSED POLICE POLICIES AND PRACTICES.

319 B. ANY REQUEST SHALL BE IN WRITING AND MADE AT LEAST SEVEN
320 (7) DAYS IN ADVANCE WITH NOTICE OF THE MATTER(S) UNDER
321 DISCUSSION AT THE MEETING, INCLUDING TO RESPOND TO ANY
322 PENDING FORMAL REQUEST FOR RECORDS.

323 C. THE MAYOR, POLICE COMMISSIONER OR CHIEF MAY ASSIGN A
324 DESIGNEE TO APPEAR BEFORE THE COMMITTEE TO RESPOND TO A
325 FORMAL REQUEST TO ATTEND A COMMITTEE MEETING.

326

327§ 2-515.14 ~~12~~. Notice, Advertising and Venue.

328The City Clerk shall assist CLEAC to coordinate meetings of the organization, including the
329drafting and publication of required legal advertisements, posting of notices on the City website,
330reserving public meeting rooms in City facilities and acting as custodian of the official minutes
331and records of the organization.

332

333§ 2-515.15 ~~13~~. Compensation.

334Committee members shall not receive any compensation for serving as a member of the
335Committee.

336

337§ 2-515.16 ~~14~~. Removal of members.

338A Committee member may be removed from his or her position by Council for failing to comply
339with the provisions of this legislation or for other cause shown.

340§ 2-515.17 ~~15~~. Statutory Authority.

341This Chapter is enacted under the authority of Section 410 (b) of the Optional Third Class City
342Charter Law, authorizing the creation of committees and other bodies with advisory powers.

343

344§ 2-515.18 ~~16~~. Related Provisions and Restrictions.

345Nothing in this legislation is intended or shall be deemed to mandate or authorize any person,
346official, department, bureau or public employee to release any record or information otherwise
347subject to non-disclosure under Pennsylvania's Criminal History Record Information Act, 18
348Pa.C.S. §9101, *et seq.* or that otherwise would impact the continuation or completion of an open
349criminal investigation. Nothing in this legislation is intended to alter, diminish or impede a
350Mayor's exercise of their exclusive authority to supervise city police, as provided under the
351Third Class City Code, 11 Pa. C. S. §11103 (a)(2) and otherwise by law.

352

353**SECTION 2.** DELEGATION. Appropriate City officials are authorized to take such actions as
354are necessary to effectuate this ordinance.

355

356**SECTION 3.** SEVERABILITY. If any provision, sentence, clause, section or part of this
357ordinance or the application thereof to any person or circumstance is for any reason found to be
358unconstitutional, illegal or invalid by a court of competent jurisdiction, such unconstitutionality,
359illegality or invalidity shall not affect or impair any of the remaining provisions, sentences,
360clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Council of
361the City of Harrisburg that this ordinance would have been adopted had such unconstitutional,
362illegal or invalid provision, sentence, clause, section or part not been included herein.

363**SECTION 4.** REPEALER. All ordinances or provisions of ordinances in conflict with the
364provisions of this ordinance are hereby repealed in so far as they are inconsistent herewith.

365

366**SECTION 5.** EFFECTIVE DATE. This ordinance shall take effect in accordance with the law.

367

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369Seconded by: _____

370

371 Passed by Council: _____

372

373 Signed by the Mayor: _____