

APPLICATION TO SERVE ON THE POLICE ADVISORY COMMISSION

PART I: BACKGROUND INFORMATION AND DIRECTIONS ON HOW TO APPLY

Application Deadline: Thursday, May 20, 2010 (See page 4 for details)

The City Council of Philadelphia is accepting applications to serve on the *Police Advisory Commission*. If you wish to apply, please read this document carefully. You must complete and submit Part II to be considered.

If you need another copy of this application, you may go to www.phila.gov and click on a link to the Police Advisory Commission Application. You may also pick up additional copies at the Office of City Council's Chief Clerk (Room 402 City Hall), and at Philadelphia public libraries.

Introduction: Executive Order No. 8-93, issued by then-Mayor Ed Rendell in 1993 after negotiation with City Council, established the Police Advisory Commission as the official civilian oversight agency for the Philadelphia Police Department. The 4-year terms of all Commission members recently expired. Mayor Nutter and City Council now wish to appoint a full complement of Commission members to continue this body's work.

The Commission consists of 15 members and 4 alternates, all appointed by the Mayor. Seven of the members and 2 alternates are selected by the Mayor from a list of 21 potential nominees to be submitted by Council. The application process described in this document applies to those persons seeking to be one of the 21 nominees selected by Council. The other 8 Commission members and 2 alternates are appointed directly by the Mayor without Council's input. (Mayor Nutter has initiated this separate process.)

This is a volunteer, unpaid position. Members of the Commission must be residents of Philadelphia, and they may not hold any other public office or employment.

Powers and Duties of the Policy Advisory Commission: Section 4 of the Executive Order sets forth the Commission's responsibilities. Here are excerpts from Section 4:

“a. The Commission shall advise the Managing Director and the Police Commissioner on policies and actions of the Police Department with the purpose of improving the ability of police personnel to carry out their duties, and to improve the relationship between the Police Department and the community.

b. The Commission shall have full discretion to select appropriate individual incidents to review and broader issues to study which may be of concern to the community, the Police Department, or the Police Commissioner....

c. The Commission may initiate studies upon request to the Commission by any member of the public or the Police Department, or at the Commission's own discretion. The Commission may review specific complaints or incidents of misconduct against individual police officers; provided, however, that the Commission shall not study specific complaints of verbal abuse, except those involving language related to race, ethnicity, religion, gender, sexual orientation or disability, or failure to provide the public safety service.

d. In order to accomplish its goals as set forth above, the Commission shall, as a unit of the Managing Director's Office, have full access to relevant Police Department personnel for interview and to relevant documents....

e. The Commission, at its discretion, may make specific recommendations at any time, and shall issue a public report summarizing its activities and recommendations not less than once a year to the Mayor and members of City Council, and shall make copies of the report available to the public at the Free Library and other locations.

No Commission finding or recommendation shall be based solely upon an unsworn complaint or statement, nor shall prior unsubstantiated, unfounded, or withdrawn complaints be the sole basis for any such finding or recommendation.

The Commission shall respond to all complaints filed by individuals alleging police misconduct within seven (7) days of receiving any such complaint. Such response shall indicate whether, in the exercise of its discretion, the Commission shall study the allegations made, not study them, or request additional information to enable it to make a decision on its options. In addition, the Commission shall establish a mediation program pursuant to which a complainant may voluntarily choose to resolve a complaint by means of informal conciliation.

The Commission shall have the responsibility of informing the public about the Commission and its duties, and shall develop and administer an ongoing program for the education of the public regarding the provisions of this Executive Order. In addition, the Police Commissioner shall meet with the Commission periodically.

f. To aid its fact-gathering function and pursuant to the provisions of the Philadelphia Home Rule Charter, the Commission shall have the power to conduct investigations and public hearings....

... The Commission shall have the power to recommend that the Managing Director and Police Commissioner take certain actions. The Commission may recommend general reforms (such as changes in training, changes in the preservation of records, changes in counseling available to officers, changes in shift assignments) or specific actions directed at individual officers (including, but not limited to, hiring, firing, promotion, demotion, punishment, or commendation); provided, however, that the Managing Director and the Police Commissioner shall retain full and ultimate authority, power, discretion, management prerogatives, and responsibility to set disciplinary policies or take other lawful actions they deem appropriate relative to the Police Department under the provisions of the Philadelphia Home Rule Charter....”

If you would like to read the entire Executive Order, go to www.phila.gov and click on Quick Hits in the left-hand column; then click on Executive Orders; then click on Mayor Rendell 1992 to 1999; then click on 8-93(amend #3).

Candidate Selection and Appointment Process for Council Nominees:

All persons seeking to be nominated by Council must file an application (including members of the Police Advisory Commission whose terms recently expired and who agreed to continue serving until they are replaced or reappointed).

Each person who submits an application will receive an e-mail message stating when and where the public hearing will be held. (Applicants who do not provide an e-mail address will receive a telephone call.) At the hearing, which will be held by Council’s Committee on Public Safety, every applicant will have an opportunity to speak and to submit supporting recommendations that will become part of the official public record.

After considering the recommendations of Council’s Committee on Public Safety, Council will forward 21 nominations to the Mayor. The Mayor will make nine appointments from that list – seven Commission members and two alternates.

Please see next page for instructions on how to apply.

HOW TO APPLY TO SERVE ON THE POLICY ADVISORY COMMISSION

Step 1. Complete Part II of this Application.

- If you are holding a printed copy of this document, you may fill out the application by typing or printing legibly.
- If you are viewing this document on-line, you may print a copy and fill it out, or you may save a copy onto your computer and complete the application on your computer, using Microsoft Word or a compatible program.

Step 2. Submit Part II to the Chief Clerk of City Council. You may do this in any of the following ways:

- Deliver the application in person during regular business hours (weekdays from 9 am–5 pm). The application must be delivered to the following address no later than 5 pm on Thursday, May 20, 2010:

Office of the Chief Clerk of City Council
Room 402 City Hall
Broad and Market Streets
Philadelphia, PA 19107
Att'n: Michael Decker

- Mail the application to the above address. The envelope must be postmarked no later than Thursday, May 20, 2010. You are encouraged to use certified mail.
- Fax your completed application no later than Thursday, May 20, 2010. The fax number is 215-686-1910. Include a cover sheet addressed to the attention of Michael Decker, Chief Clerk. The cover sheet should also include (1) your name; (2) the number of pages you are faxing, including the cover sheet; and (3) a telephone number where you can be reached.
- Submit your application as an e-mail attachment no later than Thursday, May 20, 2010. The e-mail attachment must include a completed Part II and all material that must be attached to Part II, as listed below. Your e-mail should be sent to: **PACapplicant@phila.gov**

The form that you must complete begins on the next page.

APPLICATION TO SERVE ON THE POLICE ADVISORY COMMISSION

PART II: FORM TO BE COMPLETED AND SUBMITTED BY APPLICANTS

Application Deadline: Thursday, May 20, 2010. See Part I above for detailed instructions about how and where to submit this application.

Please note: Sections 1 and 2 below will be shared only with the Mayor and Council. All other Sections of your Application will become a public document that others will be able to review in Council's Chief Clerk's Office, Room 402 City Hall.

Please type or print legibly.

Section 1. Contact Information

Name

Home Address

City

State

PA

Zip

You must reside in Philadelphia.

E-mail

Telephone

Your name: _____

Section 2. Additional Optional Personal Information

The Executive Order establishing the Police Advisory Commission requires that “In making nominations and appointments, Council and the Mayor shall use their best efforts to create and maintain a Commission reflecting the diversity in the population of the City...” With that in mind, you are invited to provide the following optional information:

Your year of birth

Your gender identity

 Male Female

Are you of Hispanic, Latino, or Spanish origin?

 Yes No

Your race

 African-American
 Asian
 White
 Other (please specify) _____

Your name: _____

Section 3. Questions for you to complete. (If you need more space, you may attach additional pages.)

A. Why do you want to serve on the Police Advisory Commission?

B. Please review the following requirements from the Executive Order for serving on the Police Advisory Commission. How do you meet those qualifications?

- Three members of the Commission should have experience as law enforcement professionals (but may not be sworn, currently employed Police Department officers). This requirement is defined as “experience as a police officer, criminal investigator, special agent, or a managerial or supervisory employee who exercised substantial policy discretion on law enforcement matters, in a federal, state, or local law enforcement agency, other than experience as an attorney in a prosecutorial agency.”
- Other Commissioners must have skills and experience in areas that are relevant to the work of the Commission, including civil rights work and litigation; community and business leadership; and relevant academic expertise.
- Commission members must be residents of the City of Philadelphia.
- The Commission should reflect the diversity of Philadelphia’s population.
- Commission members may not hold any other public office or public employment.

Your name: _____

C. Please state your view of the role and purpose of the Police Advisory Commission and its relationship to the Police Department.

D. Please list experiences that would help you relate to the daily pressures placed on police officers assigned to street duty.

E. From your perspective, what are the strengths and weaknesses of the Police Advisory Commission and what suggestions do you have for improvements?

Your name: _____

Section 4. Biography/Resume. Please attach to this application a resume and short biography. Include your name, **but do not include your personal contact information (street address, telephone number)**. On the resume, please provide the following information:

- Your employment history – employers, job titles and responsibilities, and dates of employment. If you have been self-employed, include that information.
- Your education or training – schools attended, degrees attained, and dates.
- Your community and professional organizations, affiliations, and activities.
- Optional: Any additional information that you consider relevant to this application.

Section 5. Optional supporting materials. You are invited to bring up to three letters of recommendation with you when City Council holds its hearing for applicants to the Commission. Any letters of support that you provide will be made part of the official record of the hearing. You may also submit those letters with your application or before the public hearing.

Section 6. Signature. Please sign on the line immediately below. If you are submitting your application by e-mail directly from your computer, type your name instead.

Section 7. Date. Indicate the date that you are submitting this application:

Your name: _____

If you are selected to serve on the Police Advisory Commission, you will be required to file the City's annual financial disclosure form. You will also be subject to ethics laws applicable to City boards and commissions (and to the jurisdiction of the Philadelphia Board of Ethics).

If you have questions about the application process, please contact
William Nesheiwat at 215-686-3424 or
Hal Fichandler at 215-686-7667.

This is the last page of the application.