

BARTOW POLICE CITIZEN ADVISORY BOARD BYLAWS

adopted October 20, 2025

ARTICLE 1 – PURPOSE AND MISSION

The Bartow Police Citizen Advisory Board is established pursuant to the authority of Florida Statute §166.0486 and exists to build a positive relationship between citizens in our community and law enforcement officers. To achieve this mission, we agree to listen to the concerns of the citizens and police department to enhance the quality of life within the city of Bartow. The purpose of the Board is to:

1. Review Department Policies and Procedures;
2. Review past police/citizen interactions;
3. Review new programs and processes;
4. Build community understanding and support;
5. Provide insight to police officers of community needs/concerns.

The Board does not have the authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police-related incidents.

ARTICLE 2 - DUTIES AND FUNCTIONS

Bartow Citizen Advisory Board shall:

1. Request the Chief of Police to appear before the Board and submit documents to the Board relating to departmental operations.
2. Make recommendations to improve departmental policies or procedures.
3. Make specific recommendations that can be made to improve relations between the police and the community.
4. Review and make recommendations regarding in-service training.
5. Develop and recommend strategies for improving citywide crime prevention efforts.
6. Develop and recommend strategies for increasing citizen participation in crime prevention efforts.
7. Develop and recommend programs designed to inform the public of its rights and responsibilities when coming into contact with police officers.
8. Develop and make recommendations with respect to community-oriented policing.

ARTICLE 3 - ORGANIZATION AND MEETINGS

Section 1. Composition. The Board shall consist of seven (7) members and include the following criteria:

- a) Person of good standing in the community.

- b) Submit to a background check.
- c) Attend the BPD Citizen's Police Academy within one year.
- d) Attend at least one police ride-a-long tour.
- e) Affirm and adhere to a code of conduct as submitted by the Board.
- f) Not having been convicted of felony crimes, crimes of violence or crimes of moral turpitude.
- g) At least 21 years of age and a legal resident in Polk County.

Section 2. Appointment and Terms. The Board's members shall serve two-year terms, and each member shall serve until a successor is duly appointed and qualified. Members are limited to a maximum of eight years in office. The Committee shall be made up of a cross-section of citizens by gender, age, race and economic backgrounds throughout Polk County. Members are to be appointed by Police Chief.

Section 3. Compensation. Members of the Board shall serve without compensation.

Section 4. Regular Meetings. The Board will meet at least quarterly at a place and time to be determined by simple majority vote. Special meetings and/or hearings may be called at any time by the Chair or Vice-Chair. All meetings of the Board shall be open to the public. Members may attend meetings telephonically, provided at least one member is physically at the advertised location of the meeting, and that the voices of all members may be heard at all times.

Meetings may be electronically recorded. Minutes of all meetings shall be kept and shall be made available to the public in accordance with Florida's Public Records Law. Minutes shall be distributed, at a minimum, to the Chief of Police and Board members.

Section 5. Quorum. A simple majority of the Board must be present to constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Officers. The members of the Board shall elect from their own membership a Chair and Vice-Chair by simple majority vote.

- a) Chair - The Chair's duties include serving as Chair for all meetings of the Board; spokesperson for the Board; coordinating with City staff on communication between the Board, the Chief of Police, and the City Manager.
- b) Vice-Chair - The Vice-Chair's duties include serving as Chair for all meetings of the Board in the absence of the Chair; and other duties as requested by the Chair.

Section 7. Vacancies. The Board shall find that a vacancy exists upon a resignation in writing from one of its members. The Board, by a majority vote, may recommend to the Police Chief the removal of a Board member when any member violates the adopted Code of Ethics or misses three (3) or more consecutive meetings unless good and valid reasons for such absences are presented to and approved by the Board. Board members may be removed for misconduct. "Misconduct" includes but is not limited to: disclosure of confidential information in violation of State law;

conviction of a felony, crime of violence, offense involving moral turpitude, or any plea of nolo contendere or Alford plea.

ARTICLE 4 - COMMUNITY RELATIONS

The Board Chair shall be the only official spokesperson for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chair and appointed staff person are unavailable, the Chair may designate a Board member to represent the Board's position or view. No other member of the Board shall speak for, or on behalf of, the Board without the express consent of the Board. Any communication that reflects the Board as a whole should be reviewed and approved by a majority of the Board members prior to dissemination.

ARTICLE 5 - ORDER OF BUSINESS

Generally, the order of business for regular Board meetings shall follow Robert's Rules of Order and preside as follows:

1. Call to Order / Roll Call
2. Approval of Minutes
3. Non-Agenda Public Comment
4. Chair's Report
5. Information Items
6. Action Items
7. Board Comments/Announcements
8. Proposed Agenda Items for Future Meetings
9. Adjournment

ARTICLE 6 - BYLAWS

The Board will adopt, by a two-thirds vote of its members, Bylaws governing the conduct of its meetings and activities and such other rules as may be necessary for the performance of its functions. These by-laws may be reviewed periodically, and a subcommittee formed for that purpose. Any changes to the by-laws shall be voted upon at a meeting subsequent to the meeting in which the changes are introduced. Any amendments to the Bylaws shall require an affirmative vote of two-thirds of the Board's authorized membership.

BARTOW POLICE ADVISORY BOARD CODE OF ETHICS

The public should reasonably expect individuals serving on this Board to be trustworthy and accountable for the performance of their duties. This is demonstrated by, but not limited to:

1. Understanding and abiding by the expectations and obligations of their position.
2. When uncertain, to seek out information and interpretation to ensure that actions and

decisions are ethical.

3. Accepting personal responsibility for the foreseeable consequences of action and inaction of the Board.
4. Taking into account the long-term interests of the Bartow Police Department and the citizens.
5. Recognizing that members shall not use knowledge of a confidential nature to further personal interest or to violate the privacy and confidentiality of information entrusted to them.
6. Interact with the public and with other members of the Board in a respectful manner with concern, courtesy and responsiveness.
7. Not knowingly engage in any activity or business which creates a real or perceived conflict of interest or has an adverse effect on the confidence of the public in the integrity of Board.
8. Performing the duties of the Board with integrity, truthfulness, and honesty.

ARTICLE 7 – REPORTS

1. The Committee may issue written reports.
2. An annual report regarding the work of the Bartow Police Citizen Advisory Board will be submitted to the Chief of Police, responsible for oversight of the Citizen Advisory Board, by May 15th of each year. A copy of the annual report will be forwarded to the City Manager for review, and to City Clerk for recording and filing.