

**CITY OF LARAMIE, WYOMING
RESOLUTION 2023-50**

RESOLUTION ADOPTING BYLAWS FOR THE LARAMIE POLICE ADVISORY BOARD

WHEREAS, the City Council approved the creation of the Laramie Police Advisory Board which was added into Laramie Municipal Code Chapter 2.60 to expand transparency and further accountability in an effort of promoting greater trust and understanding of law enforcement training, policies, practices, and procedures;

WHEREAS, the board shall promote the highest principles of professional police conduct including, but not limited to, training, hiring practices, policy, consistency in policing, community relations and outreach, use of force, and the review of citizen complaints; and

WHEREAS, the board shall serve as an advisory body and provide recommendations to the Chief of Police, the City Manager and City Council, as set out in its bylaws;

WHEREAS, the adoption of bylaws is necessary for the administration and procedures of the Laramie Police Advisory Board after creation on July 5, 2023.

NOW, THEREFORE, THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING, HEREBY RESOLVES:

Section 1. The Bylaws for the Laramie Police Advisory Board are adopted pursuant to Laramie Municipal Code (LMC) Section 2.60 to read as attached in Attachment A.

Section 2. These Bylaws shall be effective upon passage.


PASSED, APPROVED, AND ADOPTED this 18th day of July 2023.

ATTEST:





Nancy Bartholomew, CMC
City Clerk



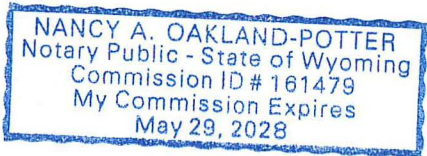
Brian Harrington, Mayor and
President of the Laramie City Council

ACKNOWLEDGEMENT

STATE OF WYOMING)
) SS
COUNTY OF ALBANY)

The foregoing instrument was acknowledged before me by Brian Harrington and Nancy Bartholomew, the Mayor and City Clerk of the City of Laramie, Wyoming, this 18 day of July, 2023.

Witness my hand and official seal.



Nancy A. Oakland-Potter Notary
Public

My Commission expires May 29, 2028.

ATTACHMENT A

LARAMIE POLICE ADVISORY BOARD BYLAWS AND RULES OF PROCEDURE

ARTICLE 1. LARAMIE POLICE ADVISORY BOARD

The Laramie Police Advisory Board (the “Board” or “LPAB”) has been established by the Laramie Municipal Code (LMC) Section 2.60. The Board shall be governed by LMC and these bylaws.

ARTICLE 2. PURPOSE

- A. Purpose – The purpose of the Board is to expand public transparency and further accountability in an effort to promote greater trust and understanding of law enforcement training, policies, practices, and procedures.
- B. Mission Statement – The mission of the Board is to promote the highest principles of professional police conduct including, but not limited to, training, hiring practices, policy, consistency in policing, community relations and outreach, use of force, and the review of citizen complaints.
- C. Power to advise -- The Board shall act as an advisory body for the Chief of Police, City Manager and City Council. The Board is not an administrative agency of the City of Laramie, nor are its proceedings administrative proceedings. The Board exercises no control over the policies, procedures or personnel of the Laramie Police Department.

ARTICLE 3. DEFINITIONS

The terms in these bylaws are defined as follows:

- A. “Chief of Police” or “Police Chief” is the head of the Laramie Police Department and has the responsibility and the authority for the supervision of all sworn officers and civilian employees of the Police Department and the custody, care, and control of the public property, records, and equipment of the Department, and in these bylaws, includes his or her designee.
- B. “City Manager” is the chief administrative officer of the city government and in these bylaws includes his or her designee.
- C. “Department” means the Laramie Police Department.
- D. “Police Officer” is a duly sworn police officer and an employee of the Department who is primarily responsible for prevention or detection of crime and the enforcement of the State of Wyoming statutes, including traffic laws, and ordinances of the City of Laramie.

ARTICLE 4. RESPONSIBILITIES

A. The Board shall serve as an advisory body and provide recommendations to the Chief of Police, City Manager, and City Council as follows:

1. **Policy Review and Recommendations.** The Board shall review and consider the general orders, policies, procedures, rules, and regulations of the Police Department, and provide recommendations to the Police Chief of changes that are consistent with the Board's purpose.

2. **Monitoring Police Training.** The Board shall monitor the Department's compliance with the training mandates of the Wyoming Police Officer Standards and Training (POST) and shall receive quarterly reports from the Chief of Police regarding the status of the Department's compliance efforts.

3. **Use of Force. Review Use of Force incidents in which a police officer or peace officer employs force as follows:**

a. When an officer engages in conduct which results in the death or serious bodily injury of another person. Serious bodily injury is defined as bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

b. Any use of force deemed by the Chief of Police to be of high public interest.

c. In evaluating the particular use of force consistent with Department policy and applicable law, the Board shall consider the totality of the circumstances from the perspective of an objectively reasonable Police Officer on the scene at the time of the use of force, rather than with the perfect vision of hindsight, while allowing for the fact that a Police Officer is often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving. In judging the amount of force that is necessary in a particular situation, the Board shall also consider that a Police Officer's use of force is a serious responsibility which shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life.

B. The Chief of Police shall report to the Board statistics on officer-involved shootings, use-of-force, and complaints via an annual report. The Chief of Police will also be responsible for providing presentations and reports on relevant topics.

ARTICLE 5. MEETING

- A. All meetings of the Board shall be public, subject to Wyoming Open Meetings statute. The Board may hold executive sessions to consider such subjects when allowed by law.
- B. The Chief of Police or his designee shall schedule matters before the Board and shall prepare a report including all relevant technical standards and information for use by the Board in formulation of its recommendations.
- C. Regular Meetings. Regular meetings of the board shall be held at least 6 times per year . These meetings shall be held at such time and place as designated by a majority of the entire board and with appropriate notice to each board member and the public. The meeting place for all board meetings shall be accessible to individuals with disabilities. The Board Recorder shall issue notice of regular meetings simultaneously to members of the Board, staff and the public not less than 7 calendar days prior to the meeting.
- D. Special Meetings. Either the Chief of Police or any two Board members may call a special meeting, with approval from the City Manager, to address any issue of significant public concern related to the Laramie Police Department. Notice of special meetings shall be given by the Recorder not less than 7 days prior to the meeting. The notice shall state the purpose, time, date and place of the meeting. Notice of special meetings shall be given personally, by telephone or electronic communication to all members of the Board. In the event the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

ARTICLE 6. MEMBERSHIP

- A. Appointed members of the Board shall serve a 3-year term of office. The terms of office for appointed members shall be staggered so that no more than two members' terms shall expire each year.
- B. The Board shall consist of the City Manager (non-voting member), the Police Chief (non-voting member), and 5 civilian members (voting members) who shall be appointed by the City Council in accordance with Laramie Municipal Code 2.60.010. The City Council shall identify a member to act as Liaison to the Board.
- C. Appointed Member Qualifications.
1. Appointed members shall be registered electors of and reside within Albany County, with preference given to City of Laramie residents, for at least one year prior to the time of appointment. Members must reside in Albany County during the entire tenure of service and be at least 18 years of age.

2. Appointed members will be expected to be fair, impartial, and committed to community service.
3. The Police Chief shall obtain a criminal history of all applicants for membership on the board and advise the City Council of any convictions for violations of federal, state or local law.

D. Required Training for Appointed Members

To promote fluency in the Department's policies and protocols and the ability of board appointees to responsibly perform their duties, all Board members shall complete training consisting of:

1. Scenario-based virtual training;
2. An overview of the Department's organization, operation, equipment, weapons and Use of Force policies.
3. Participation in an initial 20-40 hour training program provided by the Laramie Police Department regarding police practices, operations and functions. Annually thereafter, participate in thirty (30) or more hours of training, including but not limited to: participation in a minimum of two ride-a-longs every year with a Laramie Police Department officer and training on police practices, operations and functions.
4. An overview of applicable law governing use of force, relevant state Statutes, Laramie Municipal Code and other City policies.

E. Provision of Training.

The Chief of Police, in consultation with the City Manager, shall be responsible for providing the required training. All appointed members shall participate in the same training, and no grade or performance ranking, except for the completion of the minimum training, shall be required to complete training successfully. The Department will make every effort to complete the required training within the first 90 days of appointment; however, members may be granted additional time, with City Manager approval, to complete the required training.

ARTICLE 7. OFFICERS

The officers of the Board shall be a Chairperson and Vice-Chairperson. A City staff member designated by the City Manager shall serve as Recorder/Clerk to the Board.

ARTICLE 8. ELECTION OF OFFICERS

- A. The Chairperson and Vice-Chairperson shall be elected at the first meeting of each calendar year for a term of one calendar year and shall serve until their successors are elected.
- B. If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect a successor from its membership who shall serve the unexpired term of the predecessor.
- C. Nominations of officers shall be by oral motion. At the close of nominations, the Board shall vote by voice vote upon the names nominated for the office.
- D. Except as otherwise provided herein, the Chairperson shall have the duties and powers to preside over all deliberations and meetings of the Board; vote on all questions before the Board; and, sign all documents memorializing Board action promptly after approval by the Board.
- E. During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the remaining members present shall elect a Chairperson pro-tem.
- F. Recorder. The recorder shall:
1. Maintain an accurate, permanent and complete record of all proceedings conducted before the Board in city records; and
 2. Prepare the agenda and minutes for all Board meetings as approved by the Chief of Police; and
 3. Give all notices required by law; and
 4. Inform the Board of correspondence related to Board business and conduct correspondence of the Board as directed by the Board; and
 5. Attend all meetings and hearings of the Board or send a designee; and
 6. Compile all required records and maintain the necessary files, indexes, maps and plans; and
 7. Maintain the latest edition of Robert's Rules of Order Newly Revised and provide procedural advice to the Board upon request of the Chairperson; and
 8. Perform such other duties for the Board as are customary in that role or as may be requested by the Board.

G. City Attorney. The City Attorney or designee may attend meetings of the Board. The City Attorney may provide legal assistance to the Board on matters coming before it and may prepare documents as needed memorializing Board action.

ARTICLE 9. ATTENDANCE

A. If a member of the Board is unable to attend a meeting, he/she shall notify the Recorder at least 48 hours before the meeting is scheduled to begin.

B. The Board may, by majority vote, declare a member's position vacated if the member has two or more unexcused absences at consecutive meetings, or if the member has unexcused absences at three or more meetings within any twelve-month period.

ARTICLE 10. QUORUM

At any meeting of the Board, a quorum shall consist of three (3) members. No formal action may be taken in the absence of a quorum, except to adjourn the meeting or to accept written and oral public comment for recordation within the official minutes of the meeting. A proposition must be adopted by a majority vote of the members voting and present.

ARTICLE 11. AGENDA

A. There shall be an official agenda for every regular meeting of the Board, which shall determine the order of business conducted at the meeting. The Recorder, in consultation with the Chief of Police, shall create and distribute an agenda for each Board meeting which shall generally include the following items:

- Call to order and roll call
- Public comment on items not on the agenda
- Quorum affirmation
- Approval and setting of the agenda
- Disclosures by members of any conflicts of interest and/or
- Ex-parte communications
- Minutes of previous meetings
- Business items
- Next meeting
- Adjournment

B. Meeting agendas shall include relevant materials (e.g., staff reports, documents, plans, standards, statistics, data, etc.) made part of the official record of the Board.

C. The Chairperson may establish time limits on both public testimony on business matters, as well as on public comments.

D. The Chairperson may rule any person present to be out of order if acting disorderly and may direct that person to leave the premises if they do not obey the orders of the Chair.

ARTICLE 12. PARLIAMENTARY AUTHORITY

A. Board members are subject to all rules and regulations as established by City Council and the City of Laramie Boards and Commissions Handbook.

B. Meetings shall be conducted according to Robert's Rules of Order in all cases where the bylaws are silent.

ARTICLE 13. ETHICS

A. Members have the right and obligation to vote on all questions before them and to participate in the business of the Board except when a conflict of interest exists.

B. To promote government decisions that are fair and accountable to the public, Board members must avoid participating in items and taking action that affect, or appear to affect, their private interests, personal and pecuniary, if it is not common to other members. Members having such an interest in a matter coming before the Board shall recuse themselves from both deliberations and voting on the matter.

C. Board members must also refrain from *ex-parte* communication on matters pending before the Board. Communication between members of the Board and interested persons occurring outside of the public proceedings of the Board must be disclosed and may require the involved Board member to recuse themselves from both discussion and deliberation on the item and the vote.

ARTICLE 14. PUBLIC REPRESENTATION

No Board member may use their title or office in public representations to express the decision or view of the Board without the majority consent of the Board recorded in the minutes.

ARTICLE 15. AMENDMENTS OF BYLAWS

These bylaws may be amended only by City Council or by the Board. Board amendments to these bylaws are only effective once approved by City Council.