



DISTRICT ADVISORY COMMITTEE (DAC)



ISSUE DATE:	01 December 2020	EFFECTIVE DATE:	01 December 2020
RESCINDS:			
INDEX CATEGORY:	Human Rights and Community Partnerships		

I. PURPOSE

This directive outlines and identifies the responsibilities of department members regarding the District Advisory Committee.

II. DISTRICT ADVISORY COMMITTEE (DAC)

A. The four required DAC Subcommittees include:

1. **Court Advocacy** - to identify and track court cases that are of concern to the community.
2. **Domestic Violence** - to address needs and concerns of the community related to preventing, identifying, and addressing Domestic Violence. This subcommittee will be staffed by the Domestic Violence Liaison Officer (DVLO) in the community relations office.
3. **Older Adults** - to address the needs and concerns of older adults.
4. **Youth** - to address the needs and concerns of the community's youth population including managing youth-orientated programs (e.g., Peer Jury).

**NOTE:** The Youth DAC Subcommittee is separate and distinct from the Youth Advisory Councils established by the Department as outlined in the Department directive entitled "Community Policing Mission and Vision."

**NOTE:** Other affinity subcommittees district commanders and the DAC may consider are Business, Faith-Based, Lesbian-Gay-Bisexual-Transgender (LGBT), Hospitality, Community Emergency Response Teams, or other committees which may serve a specific need of the community. Such subcommittees can be established or disbanded as circumstance or conditions in the district evolve. All subcommittees should meet, at minimum, bi-monthly.

B. District commanders will:

1. be responsible for the general oversight of the activities of the DAC and the DAC Subcommittees.
2. schedule meetings in consultation with the DAC, being members of the community.
3. meet, at minimum, at least once a month with the DAC, a DAC Subcommittee, or informally with department members involved in the DAC to discuss and identify issues related to crime and disorder, establish priorities, and develop district-level strategies.
4. ensure the DAC follows the procedures outlined in the established DAC By-Laws.
5. meet, at minimum, quarterly with the DAC Subcommittees to work and identify issues related to crime and disorder, establish priorities, and develop district-level strategies.
6. ensure each DAC establishes subcommittees consistent with the needs and concerns of the community relative to crime and disorder problems and in accordance with the district's

operational needs. At minimum, each district will be required to have the subcommittees outlined in Item III-A.

7. inform Department personnel serving as DAC members in districts where they reside or own a business, that:
  - a. they are not permitted to use their positions as Department members to gain access to or disclose official reports or files, or to influence the conduct of the DAC.
  - b. participation in certain DAC activities which affect their individual conditions of employment may be prohibited by the provisions of the Governmental Ethics Ordinance, Chapter 2-156, Section 010, of the Municipal Code of Chicago.
8. ensure members of the community that volunteer for service as a District Advisory Committee member or sub-committee member complete the Application for: District Advisory Committee and Subcommittee Membership/Officer Positions, Beat Facilitator/Co-Facilitator (CPD-21.707) and:
  - a. complete the District Commander Interview Form (CPD-21.708) when interviewing civilian volunteers for the above described service positions.
  - b. ensure the applications and interview forms are reviewed, approved, and retained according to establish procedures.
9. designate a primary and an alternate member of the DAC that will be responsible for administering the allocation, use, and reimbursement of funding provided by the Office of Community Policing which is governed by the City of Chicago Rules and Regulations.

C. DAC Responsibilities

1. District community policing personnel will provide assistance and work closely with the DAC and subcommittee members. The community policing sergeant will coordinate any request for training by community members with the Office of Community Policing and ensure the DAC records are maintained as directed by the Office of Community Policing.
2. Subcommittee chairpersons, in conjunction with personnel from the Community Policing Office, will coordinate the training and activities of the subcommittee members.
3. District desk personnel will direct all community member's requests for DAC or court record information to the district community policing office, Monday through Friday, during the 2nd and 3rd watches.
4. Field officers will, through the community policing office, inform the Court Advocacy Subcommittee of any cases which are of concern to the community and where the subcommittee's attendance in court might be beneficial to the successful outcome of the case.
5. Use Office of Community Policing allocated funding in order to increase community participation and engagement efforts in support of the district strategic plan. Funding will be used in development and implementation of local community-based problem solving strategies that support community engagement priorities.

D. Court Advocacy Subcommittee

1. The goal of this subcommittee is to impact the criminal and civil justice systems by gaining meaningful access to the courts and by becoming active participants in the administration of justice in their community. Subcommittee members will attend court hearings, thereby making the courts and state's attorneys aware that they, a community as a whole, are also victims of crimes. The increased community interest and awareness provided by the subcommittee will facilitate a working partnership between police officers on the beat and community members.
2. The subcommittee will also provide the mechanism for community members and Department personnel to access various public records from the Clerk of the Circuit Court of Cook County and to develop a court tracking system. Subcommittee members will track the progress of

various court cases and endeavor to make the courts more accountable to community interests.

E. Domestic Violence Subcommittee

1. The Chicago Police Department recognizes that partnership and targeted problem solving are pivotal to reducing domestic violence in our communities. The role of the Domestic Violence Subcommittee is to facilitate police/community domestic violence partnerships and problem solving at the district level. By actively engaging the community and serving as a district-based resource on domestic violence issues for field officers and the community, the Domestic Violence Subcommittee is the key to a coordinated police/community response to domestic violence.
2. The development and structure of any Domestic Violence Subcommittee may, under a problem-solving strategy, vary according to a district's needs and resources available.

**NOTE:** At a minimum, the Domestic Violence Subcommittee shall include the Domestic Violence Liaison Officer (DVLO), a community representative, and any domestic violence service providers or other appropriate partners working within the district boundaries or the surrounding area.

3. The responsibilities of the Domestic Violence Liaison Officer (DVLO) include:
  - a. serving as a resource and an advisor to the DAC on domestic violence issues and as the district representative on the Domestic Violence Subcommittee.

**NOTE:** The DVLO will meet with the subcommittee members on a regular basis to facilitate community/police problem solving on domestic violence as it exists at the district level.

- b. providing periodic roll call training for district personnel on Department policy, legal issues, and other matters relating to domestic violence.
- c. maintaining current district reference materials on domestic violence related laws, Department policies, and training materials.
- d. providing information about available domestic violence related resources and services to officers and the community to facilitate problem solving for domestic violence and to assist in making appropriate referrals for survivors of domestic violence.
- e. supporting Bureau of Detectives Area follow-up investigations of domestic violence incidents by:
  - (1) identifying and informing the Area Domestic Violence Coordinator of multiple case reports from the same location.
  - (2) problem solving and sharing information on district-based domestic violence issues.
- f. acting as the district liaison and coordinating with any local domestic violence service providers, community members, or other appropriate partners in developing community awareness on domestic violence.
- g. having knowledge of computerized domestic violence information and providing this information to beat officers, Domestic Violence Subcommittee members, at beat meetings, and to the community.
- h. informing and, when necessary, consulting with the Domestic Violence Operations Coordinator (DVOC), assigned to the Office of Community Policing, on recurring domestic violence issues or problems or prior to initiating new domestic violence related programs or projects at the district level.

- i. attending periodic training updates developed by the DVOC in order to remain informed of changes in criminal statutes, Department policy, and other domestic violence related issues.
- j. completing the Department form (CPD-11.436) "Domestic Violence Liaison Officer Monthly Report" and forwarding it to the Domestic Violence Program Unit.
- k. other duties as identified by the district commander.

F. Older Adults Subcommittee

- 1. The goal of this subcommittee is to engage the older adult population in their community in order to create positive interactions with the department.
- 2. The Older Adults Subcommittee will:
  - a. be the liaison between the community and the department regarding issues related to the older adult population
  - b. provide a place for older adults to socialize and congregate in order to create bonds between each other and the community
  - c. inform the department and the community on issues relating to crime prevention which includes but not limited to
    - (1) elder abuse
    - (2) financial exploitation
    - (3) fraud and identity theft

G. Youth Engagement Subcommittee

- 1. The mission of the of the youth engagement subcommittee will be to provide an authentic voice within the department as well as address the concerns of the district. The YDAC will look at problems in the communities and the councils serve and have council members find solutions from their perspective in partnership with the district.
- 2. The Youth Engagement Subcommittee will:
  - a. consist of participants that represent racially and socio-economically diverse cross section of Chicago youth, including, but not limited to, at-risk youth and youth who have been arrested, incarcerated, or otherwise involved in criminal or juvenile legal systems.
  - b. be the liaison between the community and the district for youth without a voice.
  - c. advise the department on ways to improve and revise department led youth programs, policies, and trainings.
  - d. discuss with the department data and personal experience on how effective youth programs are
  - e. analyze and solve issues in the community affecting the district they serve

- f. *promote department youth programs and events*

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