



# TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL  
WORK SESSION  
THURSDAY JANUARY 28, 2021, at 6:00 PM  
VIA REMOTE ACCESS FROM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

**SPECIAL NOTICE: BY PROCLAMATION OF THE MAYOR DUE TO THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL CONDUCT PUBLIC MEETINGS IN A REMOTE ACCESS FORMAT. THESE MEETINGS WILL BE LIVE-STREAMED. MEMBERS OF THE PUBLIC MAY ATTEND THESE MEETINGS BY GOING TO [OR CALLING TO]: <https://www.facebook.com/HuachucaCityAZ> or 520-844-2096. IN ADDITION, THE MAYOR HAS TEMPORARILY SUSPENDED CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THE MEETING. ADVANCE NOTICE OF THESE MEETINGS CAN BE FOUND AT THE TOWN'S USUAL AGENDA POSTING LOCATIONS INCLUDING THE TOWN'S WEBSITE <https://huachucacityaz.gov/>**

## **AGENDA**

### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

### **B. Call to the Public – Mayor TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK**

*A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

### **C. New Business Before Council - Mayor**

*Public comment **TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK** will be taken at the beginning of each agenda item, after the subject has been*

announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

**C.1 Discussion and Action [Chief Thies]:** Discussion regarding the plan to establish a Civilian Review Board for the Police Department. The Council might direct staff concerning further development of the plan.

**D. Adjournment**

Posted at 5:00 PM January 25, 2021, at the following locations:

<p><b>Town Hall Bulletin Board</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616</p>	<p><b>Town Hall Lobby Windows</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616</p>	<p><b>Town Website</b> <a href="https://huachucacityaz.gov">https://huachucacityaz.gov</a></p>
<p><b>Huachuca City U.S. Post Office</b> 690 N. Gonzales Blvd. Huachuca City, AZ 85616</p>	<p><b>Huachuca City Library Windows</b> 506 N. Gonzales Blvd. Huachuca City, AZ 85616</p>	<p><b>Huachuca City Police Department</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616</p>

*Ms. Brandy Thorpe*

Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at [www.huachucacityaz.gov](http://www.huachucacityaz.gov)

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230



## **MEMBERSHIP / QUALIFICATIONS:**

Membership shall consist of five (5) voting members.

No voting members may be convicted of a felony, nor currently be a sworn peace officer.

The Mayor and Council shall appoint members of the board. The members of the Board shall serve staggered terms. Three of the initial Board members, as determined by lot, shall serve two-year terms. The remaining initial Board members shall serve a one-year term. Thereafter, the term of office for a board member shall be two (2) years.

Initial training and training materials shall be provided to each board member prior to reviewing any Board matters. Such training shall be mandatory and shall be designed and implemented by the Town Manager and Police Chief, or their designees. Training topics shall include the Town's complaint resolution process, police procedures and open meeting law mandates

## **FUNCTIONS:**

The Citizen Police Advisory Review Board shall report to the Mayor and Council bi-annually, and shall submit such additional reports as it deems necessary or as requested by the Mayor and Council.

The board's annual report shall be filed on or before June 1. At the Board's request, the Town Manager shall prepare the annual report on behalf of the Board for the Board's adoption. The report shall include a summary of the issues reviewed by the Board, any recommendations made by the Board and any actions the Police Department has taken as a result of those recommendations. In addition, from time to time, the Board may request the opportunity to address the Mayor and Council at regularly scheduled Council meetings regarding crime or law enforcement or other emergency service issues.

The Citizen Police Advisory Review Board is authorized to:

- a) Refer citizens who wish to file complaints against the city police department to the Town Manager.
- b) Conduct public outreach to educate the community of the role of the Police Department and town Manager in the investigation of complaints against the city police department or one of its officers.
- c) Request that the Town Manager monitor a particular citizen complaint being investigated by the city police department.
- d) Request from the city police department a review of completed action taken by the department on a citizen complaint or a review of incidents, which create community concern or controversy.
- e) Request from the Town Manager an independent review of completed action taken by the Police department on a citizen complaint.
- f) Review completed investigations of citizen complaints alleging police officer misconduct in order to comment on the fairness and thoroughness of an investigation and to report any concerns regarding the investigation to the chief of police, the town manager and/or the mayor and council.
- g) Provide comments and recommendations to the chief of police, the town manager and/or the mayor and council on the citizen complaint review process.
- h) Provide comments and recommendations to the chief of police, the town manager and/or mayor and council on police department policy, procedure, and practice.
- i) The Board may establish, with the approval of the Mayor and Town Council, such written rules and procedures as it deems necessary for the faithful performance of its duties as expressed in this article; provided, however, such rules do not conflict with applicable laws or the Town's Code.

**The Citizen Police Advisory Board Shall Have the Authority to:**

- a) Consult with the Mayor, Council and Town Manager from time to time as the Board deems appropriate, or as may be required by the town manager or mayor and council.
- b) Assist the police in achieving a greater understanding of the nature and causes of complex community problems in the area of human relations, with special emphasis on the advancement and improvement of relations between police and community for all groups.
- c) Study, examine, and recommend methods, approaches, and techniques to encourage and develop an active citizen police partnership in the prevention of crime.
- d) Promote cooperative citizen-police programs and approaches to the solutions of community crime problems, emphasizing the principle that the administration of justice is a responsibility, which requires total community involvement.
- e) Recommend procedures, programs, and/or legislation to enhance the cooperation among the citizens and the community police.
- f) Strive to strengthen and ensure, throughout the community, the application of the principle of equal protection under the law for all persons.
- g) Consult and cooperate with federal, state, city, and other public agencies, commissions, and committees on matters within the board's charge.
- h) At the discretion and express direction of the mayor and council, assume and undertake such other tasks or duties as will facilitate the accomplishment of these goals and objectives, except as hereinafter provided.

**Limitation of Powers:**

Neither the citizen police advisory review board nor any member thereof, except as otherwise authorized by law, shall:

- a) Incur city expense or obligate the city in any way without prior authorization of the mayor and council.
- b) Except for the chairperson who is the official spokesperson for the board, make any written or oral report of any committee activity to any individual or body other than to the Mayor, Council and Town Manager.
- c) Independently investigate citizen complaints against the police department or individual police officers by questioning witnesses or otherwise.
- d) Conduct any activity, which might constitute or be construed as a quasi- judicial review of police actions.
- e) Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- f) Review or comment on the investigation of a citizen complaint where criminal charges are under investigation or pending until the case has reached a final disposition, except in those instances where the Police Department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint and any other criminal charges have reached a final disposition.

**Quorum:**

A quorum shall consist of three (3) voting members.

**Terms of Office and Officers:**

Except for the initial Board appointments, all appointments shall be two (2) year terms.

In January, each year, the members of the Board shall vote to designate one of their members to serve as Board Chair and another to serve as Vice Board Chair.

**Vacancies:** The Mayor and City Council shall fill a vacancy during a term in office for the remainder of the term in the same manner as the original appointment. Absence from three (3) consecutive regularly scheduled meetings by any member of the Board shall be deemed to constitute the resignation of the member.

**Meetings; Staff Support; Open Meeting Law Compliance:**

- A. Regular and special Board meetings shall be held as determined by the Board's chairperson, the Town Manager or the Mayor and Council, to be necessary.
- B. Written minutes of all Board meetings shall be prepared. All Board meetings shall also be recorded.
- C. This Board is defined as an advisory committee and must comply with all applicable provisions of the Open Public Meeting Law.
- D. The Town Manager shall designate appropriate town employees to provide staff support for the Board.
- E. The affirmative vote of a majority of voting members of the Board present shall be required for passage of any matter or recommendation of the Board.

*James L. Thies HC-1*

Chief James L. Thies  
[jthies@huachucacityaz.gov](mailto:jthies@huachucacityaz.gov)  
Huachuca City Police Department (HCPD)  
500 N. Gonzalez Blvd, Huachuca City, AZ 85616  
Dispatch: 520-456-1353



## **The Town of Huachuca City will Investigate Complaints Against the Police Department.**

### **When Should I File a Complaint?**

A complaint should be filed when you believe a member of the Huachuca City Police Department has acted improperly in the course of his/her work. Whether the issue is related to discourteous treatment, unnecessary force, or any other police action you believe to be wrong, you may file a complaint.

### **How Do I File a Complaint?**

A complaint can be filed by filing out the form on this web page. You will be notified by mail that the Town received your complaint and that it was forwarded to the Town Manager for review. The Town will notify you of the outcome of the investigation.

- File a complaint electronically
- Complaint form to print and mail 
- Presione aqui para una forma de queja (Spanish) 

Complaints can also be filed in writing directly with the Huachuca City Police Department, 505 Gonzales Blvd, Huachuca City, AZ 85616.

### **Important Information When You File**

When you file your complaint, please include as much information as possible in your description of the event; such as: the date, time, and exact location of the incident; the name of the officer(s), badge number, description, and vehicle or license number (if available); name, telephone number and/or address of any potential witness(s); and any other evidence you feel may be important such as copies of citation(s), photograph(s), etc. The Town does not accept anonymous complaints.

### **What Happens to My Complaint?**

When the Town has completed its investigation, the complainant will be notified as to the outcome. If the complainant is not satisfied with the outcome of the investigation, he/she may request a review by the Town Manager. Once the Town Manager has completed the review, the complainant will be notified of the final outcome.

### **Does My Complaint Make a Difference?**

Citizen complaints assist the Police Department to identify problems with officers and Department policies.

### **Community Presentations**

If you are interested in having the police department make a presentation at your neighborhood meetings or community events, please call the 456-1353.

## **Related Documents**



- Complaint Form
- Complaint Form (Spanish)