CITY OF ATLANTA
PUBLIC NOTICE

THE ATLANTA CITIZEN REVIEW BOARD
Request for Letters of Interests

The Atlanta Citizen Review Board (ACRB) is seeking Letters of Interest from Atlanta organizations with membership of or access to Atlanta residents, young adult (18-30 years) population who have the desire to serve on the ACRB Board.

Background

Recently, the Atlanta City Council approved an ACRB ordinance amendment adding two seats on the ACRB Board for Atlanta residents between the ages of 18 and 30 years old. The addition of these seats will add to the diverse thought and discussion of the Board.

Sec. 2-2203. - “Appointment of members” is amended as follows (additions in underlined text):
(a) The 15 members of the board shall be appointed as follows and said appointments shall be confirmed by the city council:
(14) Two members shall be appointed from a Youth-Serving Organization

Agency Overview

The ACRB is an independent investigative agency of the city of Atlanta, authorized to receive, investigate, and adjudicate citizen complaints against Atlanta police and corrections officers. The ACRB has a 15-member Board and city staff. Board members are primarily responsible for authorizing complaint acceptance, dismissing complaints, reviewing completed staff investigations, rendering decisions and making recommendations on complaint investigations, and participating in community outreach. Board members are expected to fully participate in Board activities, commit time and effort to Board work, and attend Board meetings, special call meetings and official trainings. Board members are expected to commit 12-15 hours a month on Board work. Board members receive a stipend for all official Board meeting and trainings.

Letters of Interest Requirements

Letters of Interest must include the following:

1. Description of a brief history of the organization, mission, purpose, and activities;
2. Demonstrate existence in the Atlanta community for 7+ years;
3. Demonstrate access to a pool of Atlanta residents between the ages of 18 and 30 who are willing and able to commit to a three-year term;
4. Demonstrate a willingness to screen applicants for qualifications and suitability and make timely recommendations for appointments.

Additional Information

The below information is provided to assist organizations interested in becoming appointing entities with assessing their pool of 18-30-year-olds.

Please note that members will receive training in the substantive areas of their Board Work: open meeting, open records, ethics, Fourth Amendment (including, law enforcement policies and procedures), applicable APD/ACD policies and procedures, Board orientation, Confidentiality, Robert’s Rules, etc.

The ACRB values inclusion, diversity, and full representation of the Atlanta community; therefore, a resident’s contact with the criminal justice system will not be an automatic bar to board appointment.

Desirable Qualities and Qualifications of Potential Board Appointees

<table>
<thead>
<tr>
<th>DESIRED QUALIFICATIONS</th>
<th>DESIRABLE BOARD MEMBER QUALITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Knowledge of applicable State, Local and Federal laws, and privacy laws;</td>
<td>Impartiality – the ability to render decisions based on objective factors without biases or prejudices weighing on the decision.</td>
</tr>
<tr>
<td>• Knowledge of law enforcement, criminal justice, and civil rights;</td>
<td>Fairness – the ability to render decisions based on the objective factors without regards to the perceived type of officer or perceived type of citizen, treating all parties in an equal manner.</td>
</tr>
<tr>
<td>• Knowledge of police procedure, criminal, civil, and administrative law;</td>
<td>Commitment – the ability to give time, energy, and intellect to the accomplishing the ACRB mission.</td>
</tr>
<tr>
<td>• Ability to analyze, organize, and apply facts, evidence and legal principles pertinent to cases;</td>
<td>Integrity – the ability to remain firm in maintaining the confidentiality of ACRB matters until such time as permitted under law or decision of the board. This also includes the ability to keep in mind the ACRB mission as one conducts his or her ACRB activities.</td>
</tr>
<tr>
<td>• Demonstrated ability to conduct question and answer type interviews to elicit information from people, cross-check and analyze information and reach conclusions;</td>
<td>Expressiveness – the ability to convey thoughts on the matter under discussion in a manner that encourages dialogue.</td>
</tr>
<tr>
<td>• Ability to maintain timely and accurate records and reports;</td>
<td></td>
</tr>
<tr>
<td>• Strong oral and written communication skills;</td>
<td></td>
</tr>
<tr>
<td>• Ability to analyze data for accuracy and relevance;</td>
<td></td>
</tr>
<tr>
<td>• Interpersonal skills to work with people from diverse cultures and socio-economic backgrounds;</td>
<td></td>
</tr>
</tbody>
</table>
• Ability to maintain effective relationships with City employees and members of the general public;
• Ability to self-motivate and work independently;
• Knowledge of Microsoft Word and the Internet;
• *Two years of post-secondary education; and
• Demonstrated community involvement.

**Desire for dialogue** – the ability to participate in and facilitate dialogue on important topics among stakeholders, in such a way that relationships are strengthened, not harmed.

**Ability to suspend judgment on issues so that they may be more fully understood and explored.**

**ACRB-focused leadership** – committed to the mission of the ACRB and the board’s goals and values, committed to put those above the interests of competing constituency and even above your own personal biases and prejudices.

*The lack of two years post-education is not a bar to suitability to serve on the ACRB. The ACRB understands that life experiences are a valuable quality of citizen board members.*

**Letters of Interest Submissions**

The ACRB will receive Letters of Interest from August 24 through September 14, 2020, 11:59 p.m. Letters of Interest should be emailed to Myola Smith, ACRB Project Manager, at mmsmith@atlantaga.gov.

**Appointing Entity Selection Process**

At the close of the submission period, a duly convened ACRB committee will evaluate the timely received letters of interest and make recommendations that will be forwarded to the Atlanta City Council Public Safety Committee Chair. The Atlanta City Council will make final selections of the two appointing entities to the Board.

**Contact Information**

For additional information about the ACRB, please visit acrb.gov or call 404-865-8622.