



## **PUBLIC SAFETY POLICY ADVISORY COMMITTEE**

### **1. Purpose**

The purpose of the Public Safety Policy Advisory Committee, also known as the Public Safety Committee (PSC), is to advise the Board on matters concerning the Automated Regional Justice Information System and the Criminal Justice Research Division.

### **2. Governance**

- 2.1. The PSC shall be overseen by the SANDAG Board of Directors and shall govern itself in accordance with the Automated Regional Justice Information System Joint Powers Agreement ("ARJIS JPA"), as amended on January 1, 2004, and the policies and procedures applicable to all SANDAG policy advisory committees.
- 2.2. If the ARJIS JPA is in conflict with state or federal statutes or regulations, the statutes or regulations shall supersede the conflicting provision of the JPA. If the ARJIS JPA is in conflict with SANDAG Board policy or procedure, SANDAG Board policy or procedure shall supersede the conflicting provision of the JPA.
- 2.3. Membership of the PSC shall be as set forth in Board Policy No. 002: Policy Advisory Committee Membership.

### **3. PSPAC Subcommittees**

- 3.1. There shall be a standing Chiefs'/Sheriff's Management Committee (CSMC) composed of standing members, who shall be the Chief of Police, Sheriff, or Public Safety CEO of each Member Agency. The term "Member Agency" as used in this Policy shall have the same meaning as in the ARJIS JPA and shall refer to the voting members on the PSPAC. The CSMC may appoint advisory members to the committee as needed, who shall serve at the pleasure of the CSMC.
- 3.2. Each Member Agency representative of the CSMC shall have one vote.
- 3.3. Whenever a member is not present at a meeting of the CSMC, a designated alternate selected by the member may act as a member.
- 3.4. The CSMC may appoint members to standing working groups known as the Users, Technical, and Business working groups. The membership of these working groups shall be composed of members of public safety agencies who operate or use ARJIS. Each member of these working groups shall have one vote.
- 3.5. The CSMC meetings shall be at least monthly or whenever called by its chairperson. The chairperson of the CSMC shall provide notification of any such scheduled meetings in accordance with the Brown Act.

- 3.6. Other standing subcommittees and standing or ad hoc working groups shall meet whenever called by their respective chairperson.
- 3.7. Standing subcommittees and working groups shall have as elected officers a chairperson and vice chairperson, who are members or alternates of their respective Member Agency. The chairperson and vice chairperson of each standing subcommittee or working group shall be elected from among its membership.
- 3.8. The functions of the CSMC shall be to: (1) review, evaluate, and provide recommendations to the PSC on the ARJIS and Criminal Justice Research Division work plan and budget (including parameters for pursuit of grant opportunities); (2) monitor the implementation of the ARJIS and Criminal Justice Research Division work plan and budget; (3) develop and recommend operational policies and procedures necessary to carry out operations within SANDAG purview; (4) approve and oversee the implementation of the recommendations from other subcommittees and working groups within limitations of approved policies and procedures; (5) make recommendations on public policy issues upon request by the PSC; and (6) perform other functions delegated by the PSC.

#### **4. Authority**

- 4.1 The PSC may hear items within the subject areas of public safety, criminal justice research, and ARJIS and may be asked to provide actions or recommendations on other matters within the PSC's purview. The PSC shall have the authority to approve financial/contracting transactions, including selection of vendors, acceptance of funding, stipulations of any nature, and any resulting budget amendment up to \$500,000 for ARJIS and Criminal Justice Research Division items, unless these transactions have potential public policy or liability implications within SANDAG purview.

Identification of items with potential public policy or liability implications for SANDAG under consideration by the PSC will be determined by senior Public Safety staff in consultation with the chairpersons of the PSC and CSMC. The Executive Director shall report this determination to the Chair of the SANDAG Board of Directors. This process will result in items being placed on PSC or CSMC agendas for action or recommendation as appropriate.

- 4.2 Grant opportunities of a time-sensitive nature not allowing for review through the committee structure as described above shall be presented to the PSC chairperson in writing (email or memorandum) describing the grant and its support of the SANDAG mission and strategic goals. Upon recommendation by the PSC chairperson, the Executive Director, in consultation with the SANDAG Board Chair, shall make the final determination whether to apply for the grant. This process shall be reported to the PSC and SANDAG Board in follow-up budget action upon award of the grant.

Adopted December 2003  
Amended November 2004  
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