Establishment of the Bexley Citizen Review Advisory Board

June 9, 2020 Executive Order

Background:
The City of Bexley places extreme importance on efforts to encourage diversity, inclusion, and the increasing realization of Bexley as a welcoming community for residents and visitors from all backgrounds. Efforts to this effect have included:

- Implicit Bias trainings for city staff and elected officials, including police department employees
- Creating welcome events and welcome packets for new residents
- Mayor’s Court reforms, including the creation of a public defender program and the ongoing development of a fine-free court option
- Updating police policy to adopt national best practices
- Creating and supporting new programming for police/community relations, including Cops and Kids events, Cross with a Cop, Southwest Bexley Block Party, Citizens Police Academy, and more.
- Community implicit bias training events

In addition to these and other initiatives, the City administration has been advancing concepts for increased accountability and transparency in instances involving complaints of bias involving City staff. In order to build trust and accountability within Bexley and among surrounding neighborhoods, the Bexley Citizen Review Advisory Board is hereby created.

Purpose:
It is unlawful under state and federal law and against City policy for any City employee to engage in discrimination based on a person’s race, color, sex, sexual orientation, gender identity or expression, religion, national origin, disability, ancestry, familial status or military status.

The Bexley Citizen Review Advisory Board will provide citizen review and input into unsatisfied inquiries and complaints of unlawful discrimination or bias directed at City employees, in order to ensure full transparency and accountability of the City’s responsiveness to such complaints.

Membership:
Membership of the Advisory Board consists of three residents as an advisory board to the Mayor. A roster of members is published and maintained on the City of Bexley website. The membership is as follows:
Complaint Liaison
A Complaint Liaison will be appointed by the city to assist complainants in understanding and navigating the complaint process. The Complaint Liaison will be made available to complainants throughout the process, and will assist with answering any questions regarding the appeals process and any findings of the appeal process.

Process for complaints:
1. Filing of complaint
   Complaints of unlawful discrimination may be submitted in person or online against a city employee via the Citizen Complaint Form. Complainants will be offered access to the independent Complaint Liaison to help navigate the process and answer questions and concerns.

2. Internal review and report
   The Department at which the complaint is directed shall perform an internal review and provide those findings and any resultant actions to the complainant and/or the Complaint Liaison, and the Mayor.

3. Option to appeal internal review
   If the complainant is not satisfied with the findings or the outcome of the complaint review, the findings may be appealed to the Mayor.

4. Review of appeal by Mayor and report
   Upon an appeal by the complainant, the Mayor will request a review of the case by the Bexley Citizen Review Advisory Board. The Mayor will review the appeal, as well as the findings of the Bexley Citizen Review Advisory Board and provide a written response to the appeal. The Mayor’s response, as well as the written report of the Bexley Citizen Review Advisory Board, shall be provided to the complainant and the Complaint Liaison and published on the City of Bexley website. The report and documents considered by the Department, Mayor and Bexley Citizen Review Advisory Board are subject to the Ohio public records statute.
Scope and Charge of the Bexley Citizen Review Advisory Board

- The Bexley Citizen Review Advisory Board is charged with reviewing complaints pertaining to unlawful discrimination or bias by City employees that are under appeal to the Mayor.
- All records pertaining to a case under appeal shall be made available, in full, to members of the Advisory Board.
- Members of the Advisory Board are charged with non-disclosure of confidential information that is conveyed to them during the course of their review.
- The Advisory Board may interview individuals concerning the matter under review but the Advisory Board has no authority to compel the attendance of witnesses or to issue subpoenas.
- After all information is gathered and conveyed to the Advisory Board, the Board shall work diligently to review all material and issue a consent decision, in writing, to the Mayor.
- The Advisory Board must work cooperatively to arrive at a report that receives unanimous approval from the Board, however, unanimity is not required. If the Board is not able to reach unanimous consent, then each member may provide an individual report on their findings to the Mayor.

Sunshine Law and Public Records
Meetings of the Citizen Review Advisory Board are not public meetings. Written reports, notes, minutes, and any and all correspondence among advisory board members pertaining to City businesses constitutes a public record. Written reports of the advisory board will be published and made available to the public alongside the written report of the Mayor.

Effect of Executive Order
This executive order is made pursuant to Section 6 of the Charter of the City of Bexley and is in full force and effect upon the date of signature by the Mayor.

Mayor Ben Kessler

Date

6-9-2020