

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 2.100, ARTICLE I COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES AND REPEALING CHAPTER 2.100, ARTICLE IX, COMMUNITY MEMBER REPRESENTATIVES FOR POLICE USE OF FORCE, REPLACING IT WITH A COMMUNITY POLICING BOARD**

**WHEREAS**, it is a high priority of the Olympia City Council to build and maintain trust and legitimacy in the City of Olympia’s public safety system by enhancing and maintaining the community’s role to ensure police accountability and transparency; and

**WHEREAS**, the Social Justice and Equity Committee (SJEC) has made recommendations to the City Council for community involvement and oversight, one of which is the establishment of a Community Policing Board to ensure the accountability and transparency of the Olympia Police Department; and

**WHEREAS**, the City Council determines it to be in the best interest of the residents of the City of Olympia to accept the recommendation of the SJEC and establish a Community Policing Board;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. Amendment of OMC 2.100.** Olympia Municipal Code Chapter 2.100, Article I Community-Member Advisory Boards, Commissions and Committees Appointed by the Olympia City Council, is hereby repealed in its entirety and replaced with the following:

**Chapter 2.100  
COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

Article I. COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES  
APPOINTED BY THE OLYMPIA CITY COUNCIL

- 2.100.010 Purpose.
- 2.100.020 Boards, Commissions and Committees Established.
- 2.100.030 List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council.
- 2.100.040 Members.
- 2.100.050 Term of Office.
- 2.100.060 Vacancies.
- 2.100.070 Rules of Procedure and Bylaws.
- 2.100.080 Annual Work Plan.
- 2.100.090 Staff Liaison Support.

**2.100.010 Purpose**

The purpose of this chapter is to create specific community-member advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible. From time to time, the City Council may create advisory ad hoc boards, commissions and committees and appoint community members to such advisory groups. Ad hoc boards, commissions and committees shall be of a limited duration determined by the

Olympia City Council. Community members appointed to the City Council's ad hoc boards, commissions and committees shall serve without compensation unless specifically retained as consultants, except for the stipend provided in OMC [2.100.040.C](#) below.

### **2.100.020 Boards, Commissions and Committees Established**

All community-member boards, commissions and committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the boards, commissions and committees appointed by Council are advisory in nature.

### **2.100.030 List--Community-Member Boards, Commissions and Committees Appointed by the Olympia City Council**

The boards, commissions and committees appointed by the City Council are:

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)
- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)
- I. Home Fund Advisory Board (See OMC 2.100.450 - 2.100.480)
- J. Community Policing Board (See OMC 2.100.500 - 2.100.530).
- K. Social Justice and Equity Commission (See OMC 2.100.600 - 2.100.630)
- L. Cultural Access Program Advisory Board (See OMC 2.100.700 - 2.100.710)

### **2.100.040 Members**

A. Number of Members. Except as may be otherwise provided by ordinance, each board, commission or committee shall consist of nine members appointed by the City Council.

B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

C. Compensation. All board, commission and committee members shall serve without compensation, but shall receive a stipend of \$25.00 per meeting attended to defray expenses such as transportation, meals and childcare. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.

D. Appointment.

1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.

2. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.

3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.

E. Recruitment. The City Council's Community Livability and Public Safety Committee shall develop and implement a public process to recruit potential board, commission and committee members, with special attention to recruitment requirements of any particular board, committee, or commission.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. No geographic, gender, age, profession, race, nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All board, commission and committee positions are non-partisan.

#### **2.100.050 Term of Office**

A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of the membership of each board, commission and committee shall expire each year.

C. Terms shall be limited to three full terms, nine years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. Community Members or residents who have reached the term limit on any one board, commission or committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

#### **2.100.060 Vacancies**

A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon a timeline determined by the City Council's Community Livability and Public Safety Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

#### **2.100.070 Rules of Procedure and Bylaws**

The Community Livability and Public Safety Committee of the City Council may establish Rules of Procedure and Bylaws for boards, commissions and committees.

#### **2.100.080 Annual Work Plan**

Each board, commission and committee, except the Design Review Board, and Community Policing Board, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's Community Livability and Public Safety Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the

Community Livability and Public Safety Committee for consideration and recommendation to the full Council.

**2.100.090 Staff Liaison Support**

The City Manager, or designee, shall appoint a primary staff liaison for each board, commission and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission and committee with research, report preparation, and correspondence in keeping with the board's, commission's or committee's Council-approved work plan; and to perform other board, commission and committee liaison duties as may be assigned by the City Manager or designee.

**Section 2. Repeal and Replace of OMC 2.100.** Olympia Municipal Code Chapter 2.100, Article IX Community Member Representatives for Police Use of Force Events, is hereby repealed in its entirety and replaced with the following:

**Chapter 2.100  
COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

Article IX. COMMUNITY POLICING BOARD

- 2.100.500 Established--Purpose.
- 2.100.515 Recruitment and selection.
- 2.100.520 Qualifications.
- 2.100.530 Duties.

**2.100.500 Established—Purpose**

There is hereby established a pool of seven community members to serve in an advisory capacity to the City Council. The purpose of the board is to ensure Olympia Police Department accountability and transparency.

Board members will provide a community perspective on certain police actions and will review and make recommendations relating to Olympia Police Department policy and training, as required by the duties established in this Chapter and policies and procedures developed by the City Manager's office.

**2.100.515 Recruitment and Selection**

Board members shall be representative of the City of Olympia's diverse population, drawn from different socio-economic backgrounds and racial and ethnic groups, with particular consideration for those with personal or professional experience in mental health or addiction. Board members will be selected by the Olympia City Council.

**2.100.520 Qualifications**

Qualifications required to serve as a board member.

A. Every member must have:

1. A reputation for integrity and professionalism;
2. A commitment to the need for and responsibilities of law enforcement, including enforcement, community caretaking, and the need to protect the constitutional rights of all affected parties;

3. The ability to relate, communicate orally and in writing, and engage effectively with all who have a stake in policing, including, but not limited to, the general public, complainants, members of all communities, Olympia Police Department commissioned and civilian employees, City Council Members, representatives of the City Manager's Office, other City of Olympia personnel, the Police Auditor, and other members of the Board;
  4. An appreciation for the City of Olympia's ethnic and socioeconomic diversity and experience working with and valuing the perspectives of diverse groups and individuals; and,
  5. The ability to exercise sound judgment, independence, fairness, impartiality and objectivity in an environment where controversy is common.
- B. Must be available to serve on a team that will independently investigate a police use of deadly force event;
  - C. Must be available to serve during non-traditional working hours;
  - D. Must be willing and able to attend the City of Olympia Police Department Community Member's Academy as well as other training relevant to participation on an investigative team;
  - E. Must be able to pass a background check that meets Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;
  - F. Must not have an active arrest warrant and must not have been convicted in any state of:
    1. Any felony; or
    2. A gross misdemeanor or misdemeanor involving domestic violence; or
    3. Any other crime that could impact the ability of a board member to impartially serve as part of an independent team of investigators on a police use of deadly force matter;
  - G. Must not be a current or former employee of the City of Olympia police department in the twenty years prior to appointment. In addition, board members shall have no other prior relationship with the Olympia police department that might create actual or perceived bias for or against the police department or its officers.
  - H. Must reside or work within the city limits of Olympia at the time of appointment or reappointment.
  - I. The ability to exercise professionalism and abide by the requirement to protect from disclosure confidential, nonpublic Olympia Police Department files and records to which members have been provided access.

**2.100.530 Duties**

- A. As requested, and in accordance with RCW 10.114.011 and WAC 139-12-030, serve as a "nonlaw enforcement community representative" assisting in independent investigations of use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW 9A.16.040;

- B. Participate on OPD Use of Force Review Boards convened to evaluate whether force was used lawfully, appropriately, and consistent with training and policy;
- C. Assist the City Council with the recruitment and selection of the Police Auditor;
- D. Review Police Auditor's annual work plan and provide input;
- E. Assess whether the Police Auditor meets expectations regarding interactions with the Community Board;
- F. Provide feedback at least once per quarter, preferably in person, to the Police Auditor on their draft use of force and misconduct complaint investigation audit reports and provide the community's perspective regarding recommendations for operational, training, or policy changes. Board members are not to engage in review of actions involving individual police officers except as selected to serve as a "nonlaw enforcement community representative" on an independent investigative team organized pursuant to RCW 10.114.011
- G. Collaborate with the Police Auditor on routine public meetings and outreach events about policing, police oversight, and related community concerns;
- H. Each board member must attend the City of Olympia Police Department Community Member's Academy, as well as other training determined relevant to participation on an investigative team prior to assignment to an investigation, and other training, as required;
- I. Each board member must maintain strict confidentiality throughout any investigation to which they have been assigned until its end and the conclusion of any subsequent trial and appeal period.

**2.100.540 Term**


- A. All terms shall be staggered, such that no more than three board members' terms expire in any given year. If a board member is appointed prior to the expiration of the term of their predecessor, the board member may complete that term and then be reappointed to serve up to two, three-year terms
- B. Termination from participation on any Investigative Review Team or Use of Force Board is at the discretion of those supervising the investigative team or board.
- C. The term of any board member who has been absent from three consecutive regular or special meetings, or who has missed more than one-third of Community Board meetings in a 12-month period, shall automatically terminate. The City Council may remove members with or without cause by a majority vote.

**Section 3. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 6. Effective Date.** This Ordinance shall take effect after passage and publication, as provided by law, on April 30, 2025.

  
MAYOR

**ATTEST:**

Sean Keiser  
CITY CLERK

**APPROVED AS TO FORM:**

Mark Barber  
CITY ATTORNEY

**PASSED:** March 18, 2025

**APPROVED:** March 18, 2025

**PUBLISHED:** March 25, 2025