

# **SACRAMENTO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP BYLAWS PROPOSED AMENDMENTS**

## **ARTICLE I: NAME**

The name of this committee is the Sacramento County Community Corrections Partnership and will be referred to as the CCP in the following bylaws.

## **ARTICLE II: AUTHORITY**

SB 678 (chaptered in FY 2009/10 on October 11, 2009) established a program to reduce parolee recidivism. This bill added Penal Code Section 1230 which established the advisory body, the Community Corrections Partnership. AB 109 (chaptered in FY 10/11 on April 4, 2011 and AB 117 chaptered in FY 10/11 on June 30, 2011) added Penal Code Section 1230.1 to require the local Community Corrections Partnership to develop and recommend a plan to the county Board of Supervisors regarding public safety realignment and created an executive committee of the local partnership to develop and present the plan to the Board of Supervisors to maximize the effective investment of criminal justice resources.

## **ARTICLE III: PURPOSE**

### Section A: Principal Mission

The principal mission of the CCP is to develop the Sacramento County public safety realignment plan due to the State of California's shift of low level offenders from the prison system to the local system effective October 1, 2011.

## **ARTICLE IV: MEMBERS**

### Section A: Membership Full Committee

- Chief Probation Officer – Chair
- Sheriff
- Presiding Judge or his/her designee
- A county supervisor or the Chief Administrative Officer for the County or a designee of the Board of Supervisors
- The District Attorney
- The Public Defender
- A Chief of Police
- The head of the county department of social services
- The head of the county department of mental health
- The head of the county department of employment
- The head of the county alcohol and substance abuse programs
- The head of the county office of education
- A representative from a community based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense
- An individual who represents the interests of victims

### Section B: Appointment to Non-Statutory Membership Positions

Except for those members who are statutorily designated, the other members of the CCP are appointed by the Board of Supervisors

## **ARTICLE V: MEETINGS**

### Section A: Regular Meetings

The CCP will meet once a month on the ~~first~~ ~~fourth~~ Thursday of the month or as needed beginning at 8:30 a.m. in the Board of Supervisors Chamber.

### Section B: Designees

Designees to the CCP Full Committee are not permitted except for Constitutional Officers (Sheriff, District Attorney and Superintendent of Schools) and those members statutorily identified in Penal Code Section 1230(b)(2) which allow for designees. Designees must be identified in writing to the CCP Chair and CCP staff.

Section D: Quorum

A quorum is no less than a simple majority of the membership of the CCP.  
Authorized designees can be counted toward a quorum at CCP meetings only in the absence of the principal member.

Section E: Seating

Executive and Full CCP Members will be allowed to sit at the dais of the Board of Supervisors Chamber. Designees of CCP members can only sit at the dais when the primary member is not present.

**ARTICLE VI: MISCELLANEOUS**

Section A: Brown Act

The CCP Full and Executive Committees are subject to provisions of the Brown Act and must adhere to all requirements.

Section B: Convening Special Meetings

The Chair of the CCP may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section C: Ethics Training

CCP members are required to participate in ethics training every two years and Court members are required to participate in ethics training every three years. All CCP members shall provide proof of ethics training completion to CCP staff. CCP staff will maintain a list of members and completion dates for ethics training and remind CCP members when training is due.

Section ~~DG~~: Public Comment

The CCP welcomes and encourages participation in the CCP meetings. When it appears there are several members of the public wishing to address the CCP on a specific item, at the outset of the item, the Chair of the CCP will announce the maximum amount of time that will be allowed for presentation of testimony. Matters under the jurisdiction of the CCP and not on the posted agenda may be addressed by the general public following completion of the regular agenda and any off agenda matters before the CCP for consideration. The CCP limits public testimony for agenda matters and on non-agenda matters to five minutes per person per agenda item.

## **ARTICLE VII: CHAIR**

The Chair of the Cabinet is the Chief Probation Officer of Sacramento County as outlined in Penal Code Section 1230. In instances when the Chair cannot attend a meeting, the Vice Chair will preside over the meetings.

## **ARTICLE VIII: VICE-CHAIR**

The Vice-Chair shall rotate among the members of the Executive Committee on an annual basis. The Vice-Chair shall be elected by a majority vote by the members of the Executive Committee at the first regular meeting each fiscal year and will serve as the Vice-Chair for the Full and Executive CCP.

## **ARTICLE ~~IX~~VIII: VOTING**

Each CCP member has one vote. Authorized designees may vote on behalf of a member only in the absence of the principal member and if they have been identified by the member in written correspondence addressed to the Chair and CCP staff. Action may be taken by a majority vote of those present and by not less than a majority of the quorum.

## **ARTICLE IX: EXECUTIVE COMMITTEE**

### Section A: Purpose

Pursuant to Penal Code Section 1230.1 an Executive Committee is designated to vote and formally adopt the realignment plan as presented by the CCP and take that plan to the Board of Supervisors for final action. In the event the Executive Committee does not adopt the realignment plan, it will be sent back to the Full CCP for further work.

### Section B: Executive Committee

The Executive Committee is the decision making body of the CCP and has the authority to implement policies and programs consistent with the goals identified by the realignment plan as presented by the CCP in order to maximize the effective investment of criminal justice resources.

The Executive Committee is to provide leadership in the planning and implementation of the CCP realignment plan by:

- Designating existing structures or creating new structures for the achievement of the CCP realignment plan goals;
- Approving implementation plans, timetables and costs and reporting on such matters to the Board of Supervisors;
- Approving requests made for resources and developing alternatives when appropriate;

- Setting policies related to processes for developing realignment plans; and
- Reviewing and making recommendations regarding other matters recommended by the Full CCP.

#### Section C: Membership

- Chief Probation Officer – Chair
- Sheriff
- Chief of Police
- District Attorney
- Public Defender
- Superior Court Presiding Judge or his/her designee
- The Board of Supervisors will designate one department representative from either the Head of Social Services, Head of Mental Health or Head of Alcohol and Substance Abuse Programs

#### Section D: Designees

Designees to the CCP Executive Committee are not permitted except for designees of Constitutional Officers (Sheriff, District Attorney and Superintendent of Schools) and those members statutorily identified in Penal Code Section 1230.1(b) which allow for designees. Designees must be identified in writing to the CCP Chair and CCP staff.

#### Section E: Quorum

A quorum of the Executive Committee is no less than a simple majority of the membership of the Executive Committee. Designees can be counted toward a quorum at Executive Committee meetings only in the absence of the principal member and if the designee has been identified in writing to the CCP Chair and CCP staff.

#### Section F: Meetings

The Executive Committee will meet on a quarterly basis during the months of March, June, September and December and as needed at special meetings.

### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order, revised, governs all CCP meetings except in instances of conflict between the rules of order and the bylaws of the CCP or provision of law.

**ARTICLE XII: AMENDMENT OF BYLAWS**

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled CCP Full Committee meeting. If approved by the Full Committee, the proposal will be forwarded to the CCP Executive Committee at a regularly scheduled meeting for approval. Any action in response to the proposed change in the bylaws taken by the CCP becomes effective immediately.

Amended April 4, 2013  
Amended June 28, 2012  
Adopted July 21, 2011