



Scope of Work **Madison, WI**

As the only professional organization in the field of civilian oversight of law enforcement, the National Association for Civilian Oversight of Law Enforcement (NACOLE) plays an essential role in identifying effective practices and guiding principles in the complex arena of police and community relations. In that capacity, NACOLE proposes the following scope of work to be delivered for the City of Madison's Police Civilian Oversight Board (PCOB).

It is felt that the PCOB would benefit from the following information being split into three sessions over the course of several days. However, it is realized that the time of the volunteer board members is valuable. If necessary, NACOLE can organize the training into fewer, longer sessions if it is more convenient.

The following represents the topics to be covered during the educational sessions provided by NACOLE:

- *Overview of the history, principles, role, and function of civilian oversight of law enforcement.*
- *Conducting civilian oversight of law enforcement – basic elements of the day-to-day work.*
- *Role and authority of the Police Civilian Oversight Board*
 - *Development of Board Policies and Procedures*
 - *Staffing Considerations and Qualifications*
 - *Evaluations*
 - *Effective Community Outreach*
 - *Developing Policy Recommendations*
 - *Public Reporting and Transparency*
- *Collaborative exchange during these sessions will inform NACOLE of the unique challenges, expectations, and opportunities moving forward in the development of materials for subsequent sessions.*

A detail of the proposed topics, sessions, and estimated time allotted for each may be found in Attachment A.

Attachment A

Educational Session I		
Subject	Description	Estimated Time*
Introduction	<i>Overview of training</i>	0h:10m
Civilian Oversight of Law Enforcement	<i>This session will provide a brief overview of civilian oversight, its history, principles, role, and function</i>	1h:50m
Role and Authority of the Police Civilian Oversight Board	<i>This session will explore the authorities given to the PCOB, the definitions, and how this compares/relates to oversight being performed throughout the United States</i>	1h:00m
Educational Session II		
Effective, Location-Based Community Outreach and Engagement	<i>This session will discuss methods for effectively engaging stakeholders in the oversight development process</i>	1h:00m
Developing Policy Recommendations	<i>This will be an overview of the work surrounding, identifying, and developing policy recommendations</i>	1h:00m
Public Reporting and Transparency	<i>Discussion of the importance of issuing public reports, what they should contain, and suggestions for how they should be written and formatted</i>	1h:00m
Educational Session III		
Staffing Considerations and Qualifications	<i>This session will address staffing needs, qualifications and budget considerations for the PCOB and the Office of the Independent Monitor</i>	0h:45m
Conducting Evaluations	<i>This session will look at the how to evaluate the effectiveness of the Office of the Independent Monitor and the required evaluation of the Chief of Police</i>	0h:45m
Developing Policies and Procedures	<i>Utilizing information gathered at previous educational sessions and effective practices utilized by oversight agencies throughout the United States, this session will assist the PCOB in their development of policies and procedures.</i>	1h:30m