



CITY OF KEY WEST
Citizen Review Board
PO Box 1946
Key West, FL 33041
(305) 809-3887

To:	Business, Civic & Social Organizations	From:	Stephen Muffler, Executive Director
Pages:	1	Fax:	(305) 293-9827
Date:	May 18, 2010	Phone:	(305) 809-3887

SOLICITATION OF NOMINATIONS TO THE CITY OF KEY WEST CITIZEN REVIEW BOARD

The City of Key West Citizen Review Board is seeking nominations of candidates for appointment to the Citizen Review Board (CRB). The City of Key West CRB consists of four members appointed by the City Commission and three members appointed by the CRB itself. Members serve a four-year term.

Currently, there is one (1) vacated board position available with an expiring term of June 30, 2011 subject to a possible four year renewal thereafter. This position shall be nominated by a local civic or social organization and appointed by the Key West City Commission

Each member appointed shall be an elector, resident of Key West, with a reputation of integrity and commitment to improving police/community relations. For further information regarding the CRB & position requirements, please review our website at www.keywestcity.com and select Citizen Review Board under the Departments tab.

Individuals wishing to apply for appointment consideration are encouraged to submit a CRB application and a letter with their resume to Stephen C. Muffler, Esquire, Executive Director (305) 809-3887 or crb@keywestcity.com with a letter of nomination from the civic or social organization. Applications with instructions can be downloaded from our website. All applications, results of criminal background checks and additional documents sent to the CRB become public record.

Applications & nominations must be received or postmarked no later than 5:00 PM., June 25, 2010. Mail to: PO Box 1946, Key West, FL 33041-1946 or hand-deliver to City of Key West Citizen Review Board, #3 East Quay Road, (Inside Truman Annex) Key West, FL 33040. NOTE: The deadline for the other two (2), four year Commission Appointed CRB Seats in June 2010 has already expired.

CITY OF KEY WEST
CITIZEN REVIEW BOARD
PO BOX 1946
KEY WEST, FL 33041
(305) 809 -3887

APPLICATION

Name: _____

CRITERIA FOR MEMBERSHIP ON THE CITIZEN REVIEW BOARD (CRB): The law sets out the criteria for membership on the CRB:

(a) All members of the CRB shall be residents of the City of Key West and have good reputations for integrity and community service;

(b) No appointee to the CRB or any member of his or her immediate family, shall be currently employed by the City of Key West;

(c) No appointee may be currently a party in litigation against the City of Key West and the filing of a complaint against the City of Key West alleging liability of the City through actions of any law enforcement officer shall immediately disqualify any appointee from serving on the CRB; and

(d) Any appointee who has been a legal representative of any party in litigation against the City of Key West is prohibited from serving on the CRB for two years from the conclusion of such litigation.

If you answer yes to questions #1-3, you are not eligible to make application to serve on the Citizen Review Board.

1. Are you, your spouse or any immediate family member (children, parents and/or siblings) currently employed by the City of Key West? ____ Yes ____ No
2. Have you, your spouse, or any immediate family member ever been a sworn employee of the City of Key West? ____ Yes ____ No
3. Are you currently a part or a party's legal representative in any litigation against the City of Key West? ____ Yes ____ No
4. Do you have a record of a felony conviction? ____ Yes ____ No (The answer to this question does not automatically disqualify your application)

ALL APPLICANTS WILL BE SCREENED VIA A CRIMINAL BACKGROUND CHECK AND THOSE RESULTS, ALOING WITH THIS DOCUMENT AND ALL SUPPORTING MATERIALS SUBMITTED SHALL BE CONSIDERED A PUBLIC RECORD VIEWABLE BY THE PUBLIC.

About the Citizen Review Board Sixty percent of the voters who went to the polls on November 5, 2002, approved an amendment to the Key West City Charter to create a Citizen Review Board (CRB). This is an independent, seven-member, volunteer (unpaid) board with authority to review and/or investigate complaints involving Key West police officers and forward findings and/or recommendations to City management, the chief of police, State Attorney, other state and federal law enforcement agencies and/or grand juries. Any applicant for a position on the CRB must complete this application and submit it within the prescribed deadline noted.

The CRB has a policy of delivering its documents and materials via online/internet communications. **All applicants must have adequate computer skills to send/receive e-mail, with PDF attachments and be able to access the internet and download documents and files.** New CRB members are expected to be available to attend the Annual NACOLE (National Association for Civilian Oversight of Law Enforcement) convention/training sessions to occur in Seattle Washington from September 20, 2010-September 24, 2010. The expenses for this training event shall be covered by the CRB approved budget.

**DEADLINE FOR SUBMISSION OF ALL APPLICATIONS & MATERIALS
IS FRIDAY JUNE 25, 2010 5:00 P.M.**

NOTE: The deadline for the other two (2), four year Commission Appointed CRB Seats in June 2010 has already expired.

CITY OF KEY WEST
CITIZEN REVIEW BOARD (CRB)
APPLICATION

Currently, there is a board position available. This position shall be nominated by a local civic and social organizations and selected by the Key West City Commission with a term ending on June 30, 2011, subject to a possible four year renewal thereafter. Interested candidates should seek sponsorship from a local civic/social organization and fill out the attached application with a cover letter of sponsorship signed by the civic/social organization's representative. All documents sent to the CRB become public records.

Applications must be received no later than 5:00 PM., June 25, 2010. Mail to: PO Box 1946, Key West, FL 33041-1946 or hand-deliver to City of Key West Citizen Review Board, #3 East Quay Road (Inside Truman Annex), Key West, FL 33040.

Questions: Stephen Muffler, Esquire, Executive Director (305) 809-3887 or crb@keywestcity.com The CRB Charter and Polices & Procedures are available on the City of Key West web site by going to the city website @ www.keywestcity.com and then accessing the CRB homepage via the department drop down menu.

Applicants must be a resident of Key West.

Name Of Civic Organization Sponsoring Your Application (please provide sponsorship letter):

Your Name: _____

Home Address: _____

Mailing Address (if different) _____

Date of Birth _____ Sex: _____ Male _____ Female

E-Mail Address: _____

The CRB meets generally once a month on the last Monday of each month at 6:00 p.m. All applicants must be available for these public meetings and also have the ability to retrieve their documentation in pdf format from the CRB website.

1. What aspect of your life and/or work experience has prepared you for membership on the CRB? (You may attach up to a one-page response.)

2. Why do you wish to serve on the CRB? (You may attach up to a one-page response.)

3. List your last three employers:

Employer	Position	Dates
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4. List any organizations with which you are affiliated and position(s)/office(s) held. (You may attach a separate sheet or resume, if necessary.)

<u>Organization</u>	<u>Position</u>	<u>Dates</u>
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REFERENCES. Please provide the names and contact information of two local citizens who know you well.

1 . N a m e :

Address:

Daytime phone#: _____

2 . N a m e :

Address:

Daytime phone#: _____

Please attach a brief resume that outlines your background. It is recommended that you include:

- Education
- Employment background
- Military service
- Law enforcement experience
- Community service, memberships, affiliations
- Awards and honors
- Professional affiliations
- Special skills, such as languages, computers, mediation
- Any other information that would be helpful to those responsible for selecting members to the CRB

Include a letter of sponsorship from a sponsoring civic organization

In applying to become a member of the CRB, applicants must agree to participate in at least 30 hours of structured training, as recommended by the National Association for Civilian Oversight of Law Enforcement (NACOLE), before participating in Board activities, plus extensive continuing education throughout your term of office. **Note that NACOLE training shall occur September 20, 2010 through September 24, 2010 in Seattle Washington. The expenses related to such training are provided for in the CRB budget.**

CERTIFICATION. I hereby certify that all the statements made in this application, including attachments, are true and correct. By signing this application, I authorize verification of my background record.

If appointed to the CRB, I agree to participate in at least 30 hours of structured training, plus extensive continuing education throughout my term of office.

I also understand that this application becomes a public record and criminal background check results (if any) are available to the public.

Signature _____