



City of Greensboro Safety Review Board Rules of Procedure Manual

I. Purpose

It is the purpose of the City of Greensboro Safety Review Board to respond to and prevent acts of violence which have repeatedly occurred at restaurants, bars, businesses and other locations that serve alcoholic beverages, allow for on-premise consumption of alcoholic beverages, and/or fail to prevent on-premise consumption of alcoholic beverages. Such occurrences constitute a detriment, danger and hazard to the health, safety, morals, general welfare, peace, and dignity of the inhabitants of the City of Greensboro.

II. General Rules

The City of Greensboro Safety Review Board is advisory in nature. There are no final determinations made by the City Safety Review Board, and there is no right of appeal to a recommendation from the City Safety Review Board.

III. Jurisdiction

Any action relevant to the City of Greensboro Safety Review Board shall be Guilford County, North Carolina.

IV. Members

One member from each of the following Departments shall form the City of Greensboro Safety Review Board:

- (1) Engineering and Inspections
- (2) Fire
- (3) Neighborhood Development
- (4) Police
- (5) A Peer Business Owner

It is the responsibility of the Department Heads for each of these Departments to designate an attendee on an ad hoc basis for each individual meeting. Each member of the Board shall be thoroughly familiar with all statutes, laws and ordinances relevant to the property, as well as these Rules of Procedure.

V. Meetings

1. Convening
Upon the occurrence of a “violent incident” at an applicable location, the City Safety Review Board shall convene within seven (7) days. The purpose of this Board meeting is collaborate with the owner or any subtenant in an effort to prevent future violent incidents at the property. At the conclusion of this Board meeting, the City Safety Review Board may prepare a Corrective Action Recommendation.
2. Conduct of Meetings
All meetings shall be open to the public. The order of business at regular meetings shall be as follows: (a) roll call; (b) consideration of violent incident and recommendations for Corrective Action; (f) adjournment.
3. Time for Decision
If the City Safety Review Board determines that a Corrective Action Plan is warranted, those recommendations shall be made within seven (7) days of the convening of the Board. Failure to make recommendations within seven (7) days shall be deemed a decision that no corrective action is recommended. The time for decision may be extended by mutual agreement between the property owner and/or subtenant and the Board.

VI. Consideration of Corrective Action Recommendation

Any person may appear in person or by an agent or attorney at the meeting. Due to the advisory nature of the Board, no one addressing the Board will be sworn. The order of business for consideration of corrective action shall be as follows:

1. A member of the Greensboro Police Department will give an overview of the violent incident and the resulting investigation.
2. A member of the Greensboro Fire Department will provide information on any Fire and/or Building Code violations at the property.
3. A member of the Engineering and Inspections Department will provide information on any additional code violations which exist at the property.
4. A member of the Neighborhood Development Department will provide any relevant information about the property.
5. The property owner and/or subtenant, and/or any agent or attorney for the property owner and/or subtenant, will be given the opportunity to provide all relevant information concerning the property and/or the violent incident.
6. The Board will then discuss with the owner all relevant information presented, and determine whether a corrective action plan is warranted.

In determining whether to recommend Corrective Action, the City Safety Review Board will consider:

- (1) The facts of the specific "violent incident" which resulted in the convening of the Board
- (2) Whether there were any measures the property owner and/or subtenant could have taken to prevent the incident
- (3) History of violent incidents at the property
- (4) Responsiveness of property owner and/or subtenant to City staff
- (5) City or State Code violations
- (6) Whether environmental changes to the property may stop future violent incidents
- (7) Whether increased security at the property may stop future violent incidents

Nothing in this Section prevents enforcement action (including but not limited to orders, citations, civil penalties and/or criminal proceedings) by an individual Department which has a seat on the City Safety Review Board.

VII. Appeals

There are no final determinations made by the City Safety Review Board, and there is no right of appeal to a recommendation from the City Safety Review Board.

Any orders, citations, violation notices or other action taken by an individual Department which has a seat on the City Safety Review Board which may carry appeal rights are unaffected by this Section.

VIII. Amendments

These rules may be amended at any time by the City Attorney's Office. These rules may also be amended by unanimous vote of the ad hoc Board, provided that such amendment shall have first been presented to the membership in writing at a special meeting preceding the meeting at which the vote is taken.