

Governance Rules for the Town of Knightdale Community Policing Advisory Board

Purpose: The purpose of this document is to establish a set of rules governing the Town of Knightdale Community Policing Advisory Board. This document addresses the following topics:

- The overall makeup of the Board
- Member selection and service terms
- Election of Board Officers
- Format for periodic Board meetings
- The overarching mission of the Board.

Policy: The Knightdale Police Department believes that a safe and harmonious society can be achieved through the implementation of recognized best practices within the law enforcement profession, and the constant development and nurturing of partnerships with community stakeholders.

These two strategies have pushed the Police Department to seek national accreditation. They have also spurred the agency to redefine its internal culture, and place an emphasis on community-oriented and problem-oriented policing practices, policing efforts that require a level of trust, cooperation, and accountability law enforcement and the public in order to achieve results.

Advisory committees and boards have long served as a viable means for the community to maintain a voice and representation in government matters. It is the very essence of a free and democratic society. The Knightdale Police Department recognizes its role in municipal government, and the fact that its policies and practices have far reaching implications for the entire community. In an effort to further its mission of building and maintaining community relationships, building trust, fostering cooperation, and increasing transparency, the Police Department and the Knightdale Town Council have established this Board as a means to involve the people of Knightdale in the overall police mission.

I. Member Selection and Appointment

Local leaders seek to create a Board that is diverse, with its members representing various and larger segments of Knightdale stakeholders. Residents, business owners, faith-based leaders, college students, and high school seniors are encouraged to seek membership. Persons interested in serving on the Board must submit an application for consideration to the

Town Clerk. The following is the order of events from the time of formal application to appointment:

- A. Interested parties submit an application to the Town Clerk
- B. Application are forwarded to the Chief of Police, and a limited background check is conducted by the Police Department to ensure suitability for Board service
- C. The Chief of Police presents application to the Town’s Public Safety Committee for review
- D. The Public Safety Committee forwards membership recommendations to the Town’s Nominating Committee for conferment
- E. Final approval for membership to the Board is made by Town Council
- F. Selected members are notified in writing of their appointment to the Board

Those who are directly related to any current member of the Knightdale Police Department will not be considered for appointment to the Board.

II. Board Composition and Terms of Service

The Community Policing Advisory Board will be comprised of seven members. Three Board members will be elected to serve as Board Officers, and the remaining four Board members shall enjoy the privilege to introduce, debate, and vote on any matter of business. A quorum of four votes will be required for a measure or item to pass.

The Board shall be supplemented by the Chief of Police acting as a Police Liaison, and a Councilman serving as a Liaison to the Town Council. The Chief of Police and Council representative may offer topics for discussion and debate on any matter of business. However, these liaisons have no voting privileges.

Board Officers will serve in their capacities for a period of three years. All other Board members shall serve a period of two years. Board Officers and members may only serve two consecutive terms. (Refer to following chart)

Name	Seat Category	Term Duration
Town Resident	Board Chair	Three (3) year term
Town Resident	Vice Chair	Three (3) year term
Town Resident	Secretary	Three (3) year term
Town Resident	Member	Two (2) year term
Town Resident	Member	Two (2) year term
Town Resident	Member	Two (2) year term
Town Resident	Member	Two (2) year term

Police Chief	Police Liaison	No expiration
Councilman/Councilwoman	Council Liaison	No expiration

Extensions to terms may be granted for short periods of time and only for the purpose of allowing successors to be appointed and qualified.

A. Role of the Board Chairperson

The most basic role of the Chairperson is to preside over meetings of the Board. This role, however, is normally much more varied and assumes a wide range of responsibilities. The responsibilities of the Chairperson are to:

1. Chair all Board meetings
2. Plan meetings and develop an agenda in conjunction with the Secretary, Board members, and Board liaisons
3. Provide leadership and ensure the effective operation of the Board
4. Ensure that decisions made at meetings are implemented
5. Provide a focus for the Board (please note, however, that the Chairperson has no more authority than any other Board member)
6. Act as a spokesperson for the Board
7. Sign and certify Board documents.

The Board Chairperson must be an effective speaker and listener. The Chairperson must also be diplomatic and have good overall judgement.

B. Role of the Vice Chairperson

The main role of the Vice Chairperson is to preside over meetings when the Chairperson is absent. The responsibilities of the vice chairperson are to:

1. Stand in for the Chairperson if he or she is away
2. Assist the Chairperson with matters between meetings
3. Deal with other specific tasks as assigned by the Chairperson

The Vice Chairperson must possess the same skills that make for an effective Chairperson as described above.

C. Role of the Secretary

The role of the Secretary at its most basic is to keep accurate minutes of meetings, although its responsibilities are frequently wider and more substantial. The responsibilities of the Secretary are to:

1. Help the Chairperson plan meetings
2. Organize the logistics of meetings

3. Take and distribute minutes
4. Deal with all Board correspondence.

The Secretary must be someone who is efficient, pays attention to detail, and has good administrative skills. Keeping accurate minutes and facilitating communication between Board members are the most important tasks of the Secretary.

III. Election of Officer and Member Replacement

The election of Board Officers will be held during the Board's inaugural session. The Chief of Police will facilitate the initial election process. Members interested in serving as a Board Officer will be provided with an opportunity to address their peers, and offer an argument as to their suitability to serve in the capacity of the Board Officer position they seek. Board members will then cast a secret ballot for the Officer of their choice. Board members will vote on Officers to serve as Chairperson, Vice Chairperson, and Secretary. In the event of a tie, the Council Liaison will cast the deciding vote.

Future elections of Board Officers will be facilitated by the presiding Board Chairperson through secret ballot. All non-officer vacancies will be resolved through the previously described application process.

In the event that no current Board member is willing to serve in an Officer capacity when vacancies arise or when an Officer's term limit is set to expire, the Chief of Police and Council Liaison are authorized to solicit applications solely for the Board Officer position. All foregoing application, nomination, and approval processes shall apply.

IV. Board Meetings

A. All Board meetings will convene in the Town Council Chamber at 7pm on the 2nd Thursday of the following months:

1. January
2. March
3. May
4. July
5. September
6. November

B. The Town Clerk is charged with creating a specific schedule of meeting dates for the calendar year. The meeting schedule, once adopted by Council, will be

disseminated in writing to all Board members as soon as practical. The Secretary shall be charged with disseminating meeting minutes and agendas for review in a timely manner.

- C. Board business will be introduced, debated on, and voted upon using established rules of order. The Board Chairperson is responsible for facilitating debate and rebuttal with an emphasis on mutual respect. Matters requiring a Board decision will be presented for a YEA or NAY voice vote by the Chairperson. A simple majority vote is required for items to pass.
 - D. Board meetings may be cancelled by the Board Chairperson after conference with other Board members and liaisons. Meeting cancellations will be communicated by the Board Secretary to all members without unnecessary delay. Cancellation notices will also be forwarded to the Town Clerk for public dissemination.
- V. The Scope and Authority of the Board

The establishment of the Community Policing Advisory Board is not intended to provide members with decision making authority or the formal power to control law enforcement operations.

Instead, Board members representing the community at large are tasked with providing different perspectives on the possible impact of certain practices. Such insight is instrumental in providing the Police Department with the type of objective input needed to ensure that its mission continues to focus on professional policing standards and the cultivation of community partnerships.

Essentially, the Board's involvement helps the Police Department avoid the implementation or continuation of programs, policies, or initiatives that have unintended consequences contrary to its overall mission.

The primary purpose and role of the Board is as follows.

- A. Promote the Mission of the Knightdale Police Department to Create Lasting Community Partnerships

The Police Department recognizes that it is an extension of the community it serves, with its power and authority derived from society. The creation of this Board provides an additional means for enhanced connection, cooperation, and communication between the police and the people of Knightdale. The very

existence of a Community Policing Advisory Board, supported by an active and engaged police department, is evidence of a commitment to building and maintaining community partnerships.

B. Offer Recommendations to the Chief of Police and the Town Manager with Regard to Police Services

Entities that fail to consider the opinions and concerns of its stakeholders often fall victim to the creation poor or inadequate policies and practices. The law enforcement profession is no different. In many ways, the police are a subculture in American society. Subcultures in and of themselves are not necessarily bad, but they often hamper one's ability to consider other valuable perspectives.

The Board's mission is to provide law enforcement leaders with a set of fresh eyes and ears. Board members must be people who are capable of "thinking outside the box." In doing so, the Board provides insight that is beneficial to the development of more effective and efficient processes. The Board must be willing to ask legitimate and timely questions and respectfully challenge the Police Department on its position. This type of objective input will allow the Police Department to think critically and strategize carefully.

C. Serve as Liaisons to Enhance Community and Police Relations

To the extent allowed by law, the Knightdale Police Department intends to be a transparent organization. The establishment of the Community Policing Advisory Board serves to bolster this transparency.

Instead of secretive meetings and private topics of discussion, the open exchange of ideas and information is encouraged. Agenda items and meeting minutes are always made available for public viewing as well. Board members become a voice for others in the community, and they are able to carry an accurate message of the police mission to those in the community they represent. This collaborative effort helps debunk myths about police operations and places the focus on actually solving problems.

D. Assist with the Review of the Department's Citizen Police Academy

Since 2011, the agency has hosted a Citizens Police Academy (CPA) aimed at providing members of the public with an inside look at the law enforcement profession.

The curriculum is developed by certified department instructors and presented over an eight week period. The CPA instructional material has undergone several revisions. Most of the revisions have been based on the suggestions and recommendations of previous CPA participants, but this has always been an after-the-fact analysis of the course.

While reflective input is critical to the successful development of curriculum material, input that considers developing trends, ideas, and social attitudes before the academy sessions is also vital to the CPA's ongoing success. The Board is charged with providing such input.

E. Review and Provide Feedback on Professional Standards Reports

A large part of the Police Department's mission has been a focus on the incorporation of professional standards. The Police Department is currently seeking national accreditation from CALEA, the Commission on Accreditation for Law Enforcement Agencies.

This process has required the Police Department to revamp its policies, procedures, and practices to coincide with over 400 professional standards related to the delivery and analysis of police services. Part of the accreditation process requires that agencies prepare quarterly and annual reports related to issues such as use of force, vehicle pursuits, employee grievances, and a host of other topics.

It is the intent of the Police Department to provide the Board with a "first look" at these reports. The Board, in turn, is charged with reviewing and providing feedback on the content of these reports. Such involvement helps ensure that the Police Department has accurately captured data and reported on trends that may require an adjustment in its approach to providing services. It also ensures that the material is presented in a manner that is easily understood by the general public.

F. Provide Reports or Make Recommendations to Town Council

Occasionally, the Board may determine that a matter requires deliberation and a decision by the Town Council. Such matters may be those of critical importance and overall community concern. In such instances, the Board is responsible for developing reports for dissemination by the Chief of Police to the Public Safety Committee for consideration. If deemed necessary and appropriate, matters will be brought out of committee for discussion and a decision by the Town Council.

VI. Board Dissolution

The Community Policing Advisory Board was created by resolution as opposed to establishment by ordinance. As such, the Town Council reserves the right to disband the Board through a formal resolution at a later date should it be deemed necessary and appropriate.