

## **Town of Purcellville Community Policing Advisory Committee**

The Town Council of Purcellville (TC)—as the elected body representing and answerable to Purcellville's citizens—will establish the Community Policing Advisory Committee (CPAC) to enhance communication between the TC, the Police Department, and Purcellville's residents, businesses, and visitors, on all issues related to how Purcellville enforces its laws. CPAC will identify and focus on public safety issues and collaborate with community leaders, community organizations, and the full spectrum of stakeholders in nurturing the health of the community, as well as crafting solutions to multi-faceted community concerns.

CPAC will provide insights and recommendations to the TC and Chief of Police to better foster community engagement and alignment on issues and opportunities.

### **Mission**

To represent the Purcellville community in its full diversity—as advisors to TC and advisors as well as a strategic oversight body to the Police Department—in matters related to police-community relations, planning, law enforcement training, programming, and public education to include promoting awareness of racial injustices.

To improve public trust of the police, deter police misconduct, and increase transparency.

To promote equal and fair treatment of all citizens by town law enforcement and public safety.

### **Duties**

CPAC's duties shall include, but not be limited to, advising and making recommendations regarding issues concerning public safety and law enforcement services in the town, such as:

- Enhancing police-community relations;
- Providing a community perspective and recommendations concerning the procedures, programs, policies, training, use of technology, and effectiveness of law enforcement;
- Increasing public awareness of Purcellville's law enforcement services and programs including business, residential, visitor safety, crime prevention, and general law enforcement activities;
- Holding regular meetings to solicit public input regarding law enforcement services and programs;
- Providing multiple easily accessible platforms through which suggestions, comments, questions, or complaints can be submitted to the CPAC by the community (e.g. website, email, etc.);
- Serving as a liaison between the full diversity of the Purcellville community and Police Department;
- Reviewing significant community issues and making recommendations on potential resolutions;
- Reviewing investigations into police complaints and referring those complaints back to internal investigators if necessary;
- Assisting in community outreach efforts;

- Encouraging individuals and community groups to assist in the implementation of our community's law enforcement and public safety programs and services;
- Producing public reports at least yearly on CPAC's activities;
- Assisting with the budget process for law enforcement through an in-depth review of the budget, carrying out program evaluation, and providing recommendations for reprioritizing distribution of funding within the police department;
- Providing recommendations to the TC for redirection of police funding to other community-based programs to support public safety and well-being;
- Reviewing and recommending policies on other matters related to how Purcellville citizens want their laws to be enforced.

Committee members are expected to;

- Listen carefully to all community opinions, attitudes, needs and discuss these with the TC and Police Department;
- Study programs and services, analyzing problems and needs;
- Offer new proposals and recommend changes in programs, policies, and standards;
- Adhere to a code of ethics ([https://www.nacole.org/nacole\\_code\\_of\\_ethics\\_2](https://www.nacole.org/nacole_code_of_ethics_2));
- Assist in providing community members with information about Purcellville's law enforcement policies and programs.

### **Authority**

CPAC relies upon the authority of the citizens of Purcellville through their elected body, the Town Council, in performance of an advisory role on how Purcellville wants to enforce its laws. CPAC recommendations are not binding on the Mayor, Town Council, Town Manager, or Chief of Police, but CPAC can and should hold town officials accountable to the community by broadcasting clearly its recommendations and continuously seeking community input. The Chief of Police answers to the Town Manager and is accountable to the TC and community for how the town enforces its laws.

CPAC may review, at a strategic level, incidents related to law enforcement and provide advice to TC and town officials related to law enforcement in light of community expectations. CPAC should have access to any data, documents, and records necessary to perform this function. However, CPAC shall have no authority to investigate or otherwise participate in personnel matters involving specific law enforcement personnel. CPAC will not play a role in civil or criminal litigation.

### **Membership**

CPAC shall be made up of nine representatives plus a non-voting TC liaison. All members should be residents. Members should not be current, former, or family Purcellville police officers. TC, which shall be the appointing authority, should make selections based on principles of inclusivity and diversity. TC should reach out to community organizations that are dedicated to promoting diversity and inclusion to nominate members for the committee. Members could serve a staggered, three-year term and should provide a balance of viewpoints.

TC may choose to require members to attend community policing or other law enforcement policy courses to gain further knowledge about law enforcement practices and philosophies. These trainings, in addition to program evaluation mentioned above, necessitate the creation of a budget for this committee, which should be tied to the police department budget as a percentage of that budget in order to account for necessary growth of the committee if the police department grows significantly or reduction if the police department decreases in size significantly.

Members should develop a relationship with town law enforcement and participate in ride-alongs when possible in order to better understand their duties.

Members should receive training on relevant topics to their duties and all aspects of our community, including police practices, civilian oversight, and community diversity.

### **Bylaws and Rules of Procedure**

CPAC shall be responsible for drafting bylaws and rules of procedure.

Bylaws shall include a procedure to make a record of meeting minutes and these minutes shall be forwarded to the TC in a timely manner.

### **Meeting Schedule**

CPAC shall have at least four regular meetings each year. Special meetings may be held as often as CPAC deems necessary. All CPAC meetings shall be open to the public, except as required by law.

### **Review and Evaluation**

The TC shall periodically review CPAC's function and activities to determine whether CPAC is fulfilling the purpose for which it was established.