

Departmental Directive

TITLE: ADVISORY COMMITTEE

POLICY:

It is the policy of this Department to have a standing committee known as the Advisory Committee to receive information from, and make recommendations to, the Chief of Police.

PROCEDURE:

1. Advisory Committee

A. Committee Makeup

1. One manager.
2. One Operations supervisor.
3. Patrol officers—a minimum of three and a maximum of five.
4. One C.S.O.
5. One Records Technician.
6. Minimum of one and a maximum of two employees-at large.

The Chief of Police shall appoint all members.

Multi-section representation shall be encouraged.

The POA may recommend up to five individuals to be considered for selection by the Chief of Police. Ultimately, all individuals assigned to the Advisory Committee are assigned at the discretion of the Chief of Police.

B. Functions of Committee

1. The Committee is of an advisory nature only.
2. The Chief of Police, or a Deputy Chief, may typically refer the following subject areas to the Advisory Committee:

- a. Uniforms.
- b. Grooming standards.
- c. Equipment.
- d. Any employee suggestion.
- e. Safety issues.
- f. Any area of interest upon which the Chief of Police may request recommendations.

C. Committee Meetings

1. The Committee shall meet at least twice during each calendar year.
 - a. The Chief of Police may call additional meetings as necessary.
2. The Committee Chairperson shall ensure that meeting minutes are recorded and maintained.
3. The Committee Chairperson may assign tasks pertinent to the completion of any Advisory Committee project to any member of the Advisory Committee.

- D. The Chief of Police, or a Deputy Chief, may elect to seek recommendations from committees other than the Advisory Committee as well as other individuals or groups within the Police Department.



HOWARD SKERRY
Chief of Police