



Chief's Community Advisory Committee Charter

Mission

The Chief's Community Advisory Committee (CCAC) is established under the direction of the Chief of Police in order to facilitate communication, build trust and mutual respect, and improve understanding between residents of Riverdale Park and their Police Department.

Goal

The goal of the Chief's Community Advisory Committee (CCAC) is to provide a safe forum for open, honest, and direct interactions between the community and Police to address public safety and other related issues. To Serve as a community resource for the Chief in the formation of strategies, development of community policing concepts and increasing public awareness in order to improve the quality of life for all residents of Riverdale Park.

Purpose

1. Educate

- Assist in educating the community at large about the function, role and services of the Riverdale Park Police Department.
- Provide feedback and advice to the police department on current or proposed public safety programs, priorities, and departmental policies and/or procedures.
- Take information away from the police department back into the community.
- Provide a forum with key stakeholders regarding law enforcement policies within the community.
- Discuss trends in law enforcement such as: uses of force, police pursuits, crime trends in our community and other significant police issues.

2. Feedback

- Act as a sounding board for the Chief of Police regarding community needs and concerns, as well as community response to proposed police programs and priorities.
- Apprise the Chief of Police directly of the community's need for police services. Discuss community concerns and apprise the police department of any needs for police services.
- Meet regularly with the Police Chief to discuss constituent concerns.
- Review policies and procedures for understanding and opportunities to enhance.

3. Community Engagement

- Participate in and advocate for a wide range of community oriented policing programs within the community. Act as conduits for information between the Police Department and Riverdale Park residents, for instance, on the roles and functions of the Riverdale Park Police Department or community-oriented policing programs.
- Open and sustain on-going dialogue with key members of the community on issues of mutual concern.

Role of CCAC Regarding Police Complaints, Investigations, or Personnel Matters

While the Chief's Community Advisory Committee (CCAC) has broad public representation and input into the police department, the CCAC acts solely in an advisory capacity. The CCAC will not be involved in decision making at any level nor have review or investigative power over complaint investigations. The CCAC is not a review board of any police action, whether internal or external, but a forum for discussions concerning community concerns. The CCAC will have no input or discussion regarding specific employee personnel issues.

Membership

Riverdale Park Police Department
5004 Queensbury Road
Riverdale Park, MD 20737
(301) 927-4343



The Chief's Community Advisory Committee (CCAC) is driven by the imagination of its members and is intended to be a reflection of the community's viewpoints. Members are selected by and serve at the will of the Chief of Police for a period of two years. The Mayor and council members are encouraged to provide nominations to serve on the CCAC. Members are chosen to serve on the CCAC for their professionalism, integrity and commitment to their community.

The CCAC shall be composed of a cross-section of the community. Members should be a resident in the Town of Riverdale Park. The CCAC shall be comprised of 10 residents from throughout the community (9 adults and 1 high school student). Of the 9 adult seats, 6 seats are reserved for representatives who reside within the town of Riverdale Park. Members should represent a diverse range of backgrounds, interests and experience.

Prior to their appointment, all CCAC members must submit an application, prove their identity, and authorize the Riverdale Park Police Department to conduct a criminal history background investigation due to the sensitivity and confidentiality of the matters which may be brought before the CCAC. All available police and criminal records shall be included in this investigation. The results of this background investigation may be used to disqualify applicants as judged by the Chief of Police. Applications shall be kept for a period of one year after the date of submission. Applicants may submit their applications at any time of the year.

Officers

Three members of the Chief's Community Advisory Committee (CCAC) will serve as its officers, made up of a Chairperson, Vice Chairperson, and Secretary. Officers will serve for a term of two (2) years.

Duties of Chairperson

The Chairperson of the CCAC shall preside at meetings, appoint committees, and provide leadership and general supervision of the activities of the CCAC. The CCAC Chairperson shall provide a written agenda for each meeting, with the assistance of the RPPD.

Duties of Vice Chairperson

The Vice Chairperson shall perform such duties and functions as may be assigned by the Chairperson, and in the event of the temporary absence of the Chairperson, shall perform the duties of the Chairperson.

Duties of Secretary

The Secretary shall be responsible for taking, filing and making available minutes of all meetings, maintain or cause to be maintained the records of the CCAC, and provide general administrative duties on behalf of the CCAC.

Election of Officers

Officers shall be nominated by their fellow committee members. The member receiving the most votes for each office shall be named to that office.

Meetings

Regular Meetings

All CCAC meetings are open to the public. The CCAC will meet every other month, or at least six times per year. Meetings will be held at the Riverdale Park Town Hall.

Special Meetings

A special meeting of the CCAC may be called at any time by the Chief of Police or CCAC Chairperson. Absence from a special meeting shall not be counted against CCAC members.

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Attendance

Members are allowed two (2) absences from scheduled regular meetings during one calendar year. Additional absences may constitute removal from the CCAC by called vote of the CCAC members present at the next CCAC regular or special meeting.

Agenda

An agenda, accompanied by copies of any report, study or recommendation that is to be discussed or acted on will be distributed to the CCAC members 5 days in advance of each regular or special meeting. CCAC members may request, through the Chairperson, that items be given more or less priority on the agenda.

Voting

On any matters put to a vote at any meeting of the CCAC, one (1) vote shall be permitted for each CCAC member. Any motion that does not receive a majority of votes from the voting members or a total of 6 votes will be rejected.

Quorum

The presence of six (6) members shall constitute a quorum at any meeting. No action may be taken without a quorum.