

Draft Outline for Saranac Lake Citizen Police Interface Committee

Purpose: To provide a vehicle for building a bridge between the SLPD and the citizens in our community that will enable ongoing constructive communication, enhance public safety and embrace and support a respect for the diversity of our residents and visitors.

Membership: Seven volunteer members to be appointed by the Village Board of Trustees. Interested parties will be asked to submit letters of interest. Every effort will be made to form as diverse a group as possible with representation from organizations such as the SL Youth Group, NCCC, Paul Smiths College, the Adirondack North Country Gender Alliance, residents of the Harrietstown Housing Authority, St. Joseph's, etc.

Terms:

- Two years with staggered terms to ensure continuity.
- Members can serve no more than two terms consecutively.

Liaisons: The committee will liaison with the SLPD Community Relations Coordinator, the Chief of Police and the Village Manager and attend Committee Meetings when invited by the Committee Facilitator.

Anticipated Activities:

- Holding periodic listening sessions with groups who feel uncomfortable with attending public meetings to flag any issues regarding police and citizen interactions and to gather suggestions for strengthening police and citizen relations.
- Hold regular meetings with the SLPD liaisons to discuss non-HR related complaints, compliments and issues and form strategies for strengthening the police/citizen relations.
- Advising the SLPD and assisting with other forms of outreach such as:
 - Bike rodeos & helmet safety sessions
 - DARE sessions
- Working with the SLPD and the Village of Saranac Lake on improving the SLPD section of the Village website.
- And other activities to be determined by the Committee.

Meetings: To be held once a month, with the option of calling additional meetings as needed. Members will be asked to resign if they miss 3 consecutive meetings without a compelling reason for the absence. Time, day etc. to be decided once the committee has been formed.

The Meetings will be posted and conducted in accordance with New York's open meeting laws.

Resignation: The Village Board is responsible for filling vacancies.

Location of Meetings: If possible, a neutral location will be identified to host the meetings – perhaps the Cantwell Room at the Saranac Lake Library.

Agenda

- Content for each meeting will be recommended by committee members.
- Format to Include:
 - Call to Order

- Agenda Review
- Approval of Minutes
- Committee Reports
- Complaints/Compliments
- New Business
- Old Business
- Public Comments with time limits
- Adjourn
- Quorum: 4 members
- Decisions:
 - Made by simple majority of those present
- Minutes:
 - Once approved, minutes will be emailed to the Village Manager to be posted on the Village Website.

Committee Member Meeting Roles

- Facilitator position will rotate quarterly, or as agreed by consensus vote.
- Roles and Responsibilities
 - Meeting Facilitator
 - Conducts Meetings
 - Organizes agenda items
- Note-taker
 - Records meeting minutes
 - Sends approved minutes to Village Manager
- Monitoring Communications
 - Check with SLPD Liaisons regarding activities and issues during the month