



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #21-01-20-001

ORDINANCE CREATING A COMMUNITY POLICING ADVISORY BOARD

SECTION 1. Creation

There is hereby created a Community Policing Advisory Board for the Town of Knightdale.

SECTION 2. Purpose

The Knightdale Community Policing Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council on issues relating to the delivery of police services in Knightdale. This Board is established to augment the Town's efforts to promote community-oriented and problem-oriented policing strategies. The Board shall serve as a liaison between the Police Department, Town Manager, Town Council, and citizens of the community.

SECTION 3. Roles and Responsibilities

The Board shall assume the following roles and responsibilities:

1. Promote educational and outreach activities to increase public safety awareness and enhance community policing strategies;
2. Serve as liaisons to enhance community and police relations;
3. Offer feedback on policies and practices aimed at promoting the mission of the Knightdale Police Department;
4. Provide recommendations to the Police Chief and Town Manager regarding police services and practices;
5. Assist with the review of the Police Department's Citizen Police Academy curriculum;
6. Review and provide feedback on professional standards reports related to the Police Department's accreditation project; and
7. Provide reports, feedback and statements of support/opposition to the Town Council as required.

SECTION 4. Membership

The Board shall be composed as follows:

- A. *Voting* - The Board shall be composed of five (5) voting members appointed by the Town Council.

- B. Ex-Officio - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
 - 1) The ex officio members will not have a vote on items coming before the Board.
 - 2) The Mayor shall make ex-officio appointments annually at the December Regular Meeting of the Town Council.
- C. Staff Support - The Police Chief and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All terms for voting members will begin on March 1st of the year appointed.
- B. All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall elect from its membership its officers annually at its first regularly scheduled meeting following the annual appointment of members for a term of office of one (1) year. The following officers shall be elected: Chair and Vice Chair to ensure the orderly conduct of business. All officers shall hold their positions until their successors are elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet bi-monthly on a regularly scheduled basis.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.
- B. The Chairperson may authorize the calling of a special meeting or cancellation of a meeting as needed.
- C. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.
- D. The Board shall not establish a subcommittee without prior approval from the Town Council.

SECTION 9. Acceptance of Grants, Gifts, Etc.

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public safety purposes.

SECTION 10. Code of Ethics

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

SECTION 11. Authorized Spokesperson

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the Town.

SECTION 12. Conflict of Interest

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.


SECTION 13. Limitations of Power, Removal

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
 - 1) Recommendations shall be made in writing and include specific reasons for removal.
 - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.
- C. Members of the Board who miss more than three (3) meetings within twelve (12) months may be recommended for removal.

This the 20th day of January, 2021.

BY: 
Jessica Day, Mayor

ATTEST: 
Heather Smith, Town Clerk