

THE TOWNSHIP OF SOUTH ORANGE VILLAGE

RESOLUTION ESTABLISHING A PERMANENT COMMUNITY POLICE COLLABORATIVE
COMMITTEE

PURPOSE: This resolution will create a Community Police Collaborative committee (the "CPC") to advise the Township of South Orange Village (the "Village") Board of Trustees regarding its oversight of the Village Police Department (the "Department"), particularly with respect to its interactions with Village residents and their children; Village officials, employees and educators; local non-resident workers and other visitors, Seton Hall University ("SHU") students, and police officers, etc. (collectively "Constituents"), and to facilitate and encourage further Constituent outreach.

WHEREAS, a foundation of trust and transparency is imperative for a positive and successful relationship between the Department and Constituents; and

WHEREAS, residents, community organizations, elected leaders, and Department personnel have all called for stronger Department relationships with Constituents; and

WHEREAS, the Village and the Department are committed to treating all Constituents with fairness and respect, and deploying safeguards against bias and disparate treatment as required by New Jersey Attorney General Directives and Guidelines, the mission of the Department, and applicable federal, state, and local laws; and

WHEREAS, the Village and the Department in the interest of transparency and partnership desire active Constituent input on Department training, engagement and interaction with Constituents, and

WHEREAS, the Village and the Department in the interest of partnership believe the community would benefit from Constituent awareness programs, training and activities; and

WHEREAS, until applicable state laws and guidelines change, Constituents, including the CPC shall not be involved in Department Internal Affairs or personnel decisions; and

WHEREAS, a centralized, structured, collaborative forum to enhance Department Constituent relationships will provide long-lasting roots for successful community engagement and stronger Constituent relationships, and, the CPC can serve as such a forum.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of South Orange Village, County of Essex, State of New Jersey as follows:

FIRST:

Article I

Title

Pursuant to Village Code Section 3-8, the Board of Trustees (the "Board of Trustees") of the Township of South Orange Village, County of Essex, State of New Jersey (the "Village") hereby creates a permanent advisory committee to be known as the Township of South Orange Village Community Police Collaborative Committee (the "CPC").

Article II

Purpose/Objectives of the CPC

The CPC's Purpose is to advise the Board of Trustees regarding the Board of Trustees' oversight of the Village Police Department (the "Department"), particularly with respect to the Department's interactions with Village residents and their children; Village officials, employees and educators; local non-resident workers and other visitors, Seton Hall University ("SHU") students, and police officers, etc. (collectively "Constituents"), and to advise on and encourage further Constituent outreach by the Department. CPC's advice to the Board of Trustees and the Department may include, but are not limited to the following:

1. Sharing respective points of view and feedback;
2. Developing agreed upon best practices;
3. Increasing awareness of and reducing explicit and implicit bias;
4. Creation of programs and activities to foster engagement among Constituents; and
5. How it might serve as contextual ambassadors to / sharing CPC knowledge with the broader South Orange community.

Article III - Composition of the CPC

Section 1 - CPC Composition: The CPC will be comprised of eight (8) Village resident members to be appointed by the Board of Trustees, including seven (7) voting members who are at least 21 years old at the time of appointment and one (1) nonvoting Village resident who is between the ages of 16 and 20 at the time of appointment; and five (5) *ex-officio* non-voting members: two (2) Board of Trustee liaisons ("Trustee Liaisons"), the Village Administrator or a Village Administrator designee, and the Department Chief and two (2) Department designees to be designated by the Department Chief.

Section 2 - Recruitment Process: The Board of Trustees may select various community organizations and media outlets to advertise and promote the opportunity to be a CPC voting and nonvoting members to a wide range of Village residents.

Section 3 - Application Process: All individuals seeking appointment to the CPC shall submit a completed application on a form annexed as Exhibit I, which includes; (a) a current resume detailing professional, educational, and civic involvement, (b) a completed conflict of interest form and (c) a signed Confidentiality and Non-Disclosure Agreement. The application materials detailed herein shall be submitted to the Village Clerk by any individual being considered for one of the eight (8) resident CPC voting members.

Section 4 - Selection Criteria: Each applicant will be assessed for their (a) demonstrated commitment to the CPC mission and purpose; (b) ability to be fair and thoughtful; (c) overall integrity; (d) experience in community affairs; (e) skill set relevancy to CPC needs, mission and purpose; (f) potential conflicts of interest. No applicant will be appointed who has not signed and agreed to adhere to the Confidentiality and Non-Disclosure Agreement.

Section 5 - Vacancies: Should a CPC vacancy arise, the Board of Trustees shall promptly act to fill the seat by advertising the opening to the Village community. Applications and appointment shall be made as set forth herein.

Article IV - Governance of the CPC

Section 1 - Terms: CPC member terms will be staggered with Voting Members appointed by the Board of Trustees to Class A or Class B seats. For the inaugural CPC, the Voting Members will be randomly divided into a Class A (expiring December 31, 2020) and Class B (expiring December 31, 2021). Starting in 2020, upon the expiration of a term, the Voting Members for each class going forward will be appointed to a three (3) year term. A Voting Member may serve for a maximum of two (2) full terms before rotating off the CPC for at least one (1) year, provided however that Class A and Class B Voting Members from the inaugural CPC may complete two (2) full terms in addition to the partial term before being subject to the term limit.

Section 2 - Meetings: The CPC shall in all ways comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 *et seq.* ("OPMA"). In furtherance of that requirement, the CPC shall annually provide the Village Clerk with a list of its regularly scheduled meetings, and also provide the Clerk with notices of special meetings, so that the Clerk can post such notice 48-hours in advance of special meetings. The CPC shall meet monthly and may call for special meetings. Minutes shall be taken at all meetings, and a copy of each shall be supplied to the Village Clerk. Any and all meetings consisting of a quorum of voting members shall comply with the OPMA. Meetings open to the public will include on the agenda at least one public comment period where any person may comment on Agenda items or other topics related to the CPC.

Section 3 - Quorum: Meeting of the CPC may only proceed if a majority of the voting members are present (a "Quorum"). From time-to-time due to a schedule conflict, CPC members may be permitted to join by teleconference and may vote on any issues presented. Voting by proxy shall not be permitted.

Section 4 - Executive Session: A majority of the voting members present at a meeting (whether regular or special) may vote to enter Executive Session. Nonvoting members shall be permitted to attend Executive Sessions. Executive sessions shall only be held to discuss matters permitted pursuant to OPMA. Should the basis for such executive session be a personnel matter, Village Counsel shall first be requested to prepare and serve a Rice Notice to the employee involved.

Section 5 - Leadership: At the initial meeting each year, a majority of the Voting Members of the CPC shall select three officers: a Chair, Vice Chair, and a Recording Secretary. An officer may not serve a specific role for longer than one (1) term. The Chair is responsible for organizing, leading meetings, and connecting with Non-Voting Members for information. The Vice Chair shall serve as

Chair in the Chair's absence. The Chair and Vice Chair must be voting members. The Recording Secretary shall keep the Minutes of each meeting.

Section 6 - Subcommittees: There shall be three (3) subcommittees of the CPC: Training, Community Outreach, and Data & Analytics. A majority of the voting members may vote to form or disband a Subcommittee as dictated by changing circumstances. Should a subcommittee consist of or be attended by a quorum, then such subcommittee shall comply with all OPMA requirements.

Section 7 - Confidentiality/Non-Disclosure: The Committee may request, in writing, documents and data from the Department. No Member shall be provided documents or data which in any respect may violate the Open Public Records Act, N.J.S.A. 47:1A-1 *et seq.* ("OPRA"), policies of the New Jersey Attorney General, directives of the Essex County Prosecutor and state or local law or regulation, To the extent permitted by law and regulation, the Department will promptly provide the material requested without the need for a formal OPRA request. CPC Members shall maintain all material in a secure manner.

To enable the CPC to fulfill its purpose, to protect the privacy of private citizens; and to fully comply with Department Policy, New Jersey Attorney General and Essex County Prosecutor Directives, and obligations under Federal and State law; all CPC members must sign a Confidentiality/ Non-Disclosure Certification (Attachment A) and handle Confidential Information accordingly.

Section 8 - Conflict of Interest: To fully comply with Department Policy, New Jersey Attorney General Directives, and obligations under Federal and State law, strict adherence to the CPC Conflict of Interest Policy (Attachment B) is required for all CPC members. All CPC members must sign a Conflict of Interest Certification (Attachment B) and address potential Conflicts of Interests accordingly.

Section 9 - Resignation: CPC members are requested to give at least sixty (60) days' notice of their decision to resign in order to give time to identify a replacement. During this time the CPC member who tendered a resignation notice should try in earnest to complete his/her obligation to the CPC.

Section 10 - Removal: A CPC voting member may be removed upon the majority vote of the Board of Trustees. Grounds for removal include but are not limited to: absenteeism, incomplete work product, non-residency, aggressive behavior, breach of CPC or Village policy, failure to adhere to the confidentiality policy, and failure to disclose conflicts of interest. All vacancies shall be filled promptly.

Section 11 - Indemnification: The Village shall provide for the defense of actions or proceedings that have been or shall be brought against CPC Members and shall indemnify such CPC Members, all to the extent set forth in Village Code Section 16.

Article V - Other

Section 1 - Severability: If any section, paragraph, subparagraph, clause or provision of this Resolution shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of the Resolution shall be deemed valid and effective.

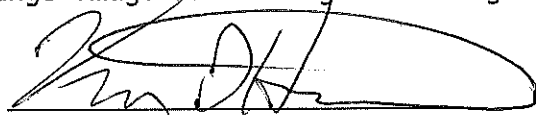
Section 2 - Effective Date: This Resolution shall take effect upon adoption by the Board of Trustees.

#

Trustee Member	Motion	Second	Ayes	Nays	Abstain	Absent
Clarke		X	X			
Coallier			X			
Hartshorn Hilton	X		X			
Jones			X			X
Schnall						
Zuckerman			X			

CERTIFICATION

I, Kevin D. Harris, Village Clerk of the Township of South Orange Village, County of Essex, State of New Jersey, do hereby certify that this is a true and correct copy of the Resolution adopted by the Board of Trustees of the Township of South Orange Village at their Regular Meeting held on Monday, January 13, 2020.



Kevin D. Harris
Village Clerk

EXHIBIT I: MEMBERSHIP APPLICATION
For
Community Police Collaborative Committee

<https://www.southorange.org/FormCenter/Applications-4/Boards-Committees-Commissions-Authoritie-43>

Boards, Committees, Commissions & Authorities Volunteer Application [Sign in to Save \(Optional\)](#)

First and Last Name* Email Address*

Address*

City State Zip Code

Telephone (Home)* Telephone (Work)

Telephone (Cell)

Only for non-resident Applicants:
 Do you own a business in South Orange?
 Yes No

Business Name:

Street Address

Do you own property in South Orange?
 Yes No

Property Ownership

Name

Street Address

Boards/committees/commissions & Authorities With Grant Positions
 (Only apply to parkland utilization, public works on the following municipal boards, commissions, committees, and authorities)

Board 1 Committee*

Board 1 Committee 2

Board 1 Committee 3

Why are you interested in serving? (100-character maximum)

Please describe any relevant volunteer or work experience (100-character maximum):

Please upload your resume, biography, or CV:
 No file chosen
 If you prefer to e-mail us your resume, please use the address below.

If you would like to mail your application with your resume, biography, or CV, please use this address:
 Village Clerk, Treasurer of South Orange
 Village 101 South Orange Avenue South
 Orange, NJ 07067 clerk@southorange.org

* Always an email copy of the form.

Email address

This field is a required part of the form submission.

EXHIBIT II: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
By
Community Police Collaborative Committee Member

THIS AGREEMENT is made and by _____, residing at _____ (hereinafter referred to as "**CPC Member**") and the Township of South Orange Village (the "**Village**"), and

WHEREAS, the CPC Member has sought and received membership in the Village's Community Police Collaborative Committee (the "**CPC**"), and

WHEREAS, in serving as a member of the CPC, the CPC Member shall have access to certain confidential information concerning the Village's Police Department and related matters.

NOW THEREFORE, the CPC Member hereby agrees as follows:

1. The CPC Member agrees to accept, receive, and hold all Confidential Information, in confidence and trust and to limit its use and disclosure only as permitted by Village officials.

2. The term "Confidential Information" means all information provided to the CPC Member during executive session meetings of the CPC or information provided by the Village or its Police Department and designated as confidential.

3. "Confidential Information" does not include any information which:

- (a) at the time of receipt was already in the public domain;
- (b) is or can be lawfully obtained from any individual, firm or entity;

4. In the event that the CPC Member believes that disclosure of Confidential Information is required pursuant to a court order or other governmental order, the CPC Member shall promptly notify the Village in writing and provide the basis for his/her belief that disclosure is required.

5. The CPC Member shall treat and maintain Confidential Information as confidential and proprietary and shall not for any purpose or in any manner other than as directed by the Village use or disclose Confidential Information to any other person or entity, in whole or in part, without Village's prior written consent.

6. The CPC Member shall not make any copy or in any way reproduce or excerpt Confidential Information except for purposes authorized by the Village.

Agreed to this ____ day of _____, 2019.

By _____, CPC Member.

EXHIBIT III: CONFLICT OF INTEREST AGREEMENT
By
Community Police Collaborative Committee Member

THIS AGREEMENT is made and by _____, residing at _____ (hereinafter referred to as "**CPC Member**") and the Township of South Orange Village (the "**Village**"), and

WHEREAS, the CPC Member has sought and received membership in the Village's Community Police Collaborative Committee (the "**CPC**"), and

WHEREAS, in serving as a member of the CPC, the CPC Member may vote or otherwise take action on matters concerning the Village's Police Department.

NOW THEREFORE, the CPC Member hereby agrees as follows:

1. The CPC Member has read the Conflict of Interests Policy below.
2. The CPC Member agrees to follow the Conflict of Interest Policy requirements to the best of their ability.

Agreed to this ____ day of _____, 2019.

By: _____, CPC Member

ADDENDUM: Conflict of Interests Policy

A CPC Member is required to recuse him/herself on an official matter that involves any private sector individual, association, corporation or other entity that employed or did business with the CPC Member during the one year prior to the CPC Member's commencement of service.

CPC Member is required to recuse him/herself on an official matter if he/she had any involvement in that matter, other than on behalf of the CPC, prior to commencement of his/her State service.

A CPC Member is required to recuse himself or herself from an official matter that involves any individual, association, corporation or other entity from which the CPC Member received a campaign contribution, individually or in the aggregate, in an amount required to be reported by N.J.A.C. 19:25-10. Recusal is required regardless of whether the CPC Member is elected to the office or position associated with the campaign contribution. The recusal shall remain in effect until the expiration of the term of office which the CPC Member was seeking when the contribution was made.

A CPC Member is required to recuse him/herself on an official matter if he/she has a financial or personal interest that is incompatible with the proper discharge of his/her public duties.

An incompatible personal or financial interest includes, but is not limited to, outside employment; a debtor/creditor relationship; a fiduciary relationship; a source of income; any matter pertaining to or involving a relative or cohabitant; a relationship with a person providing

funds, goods or services without compensation; any matter pertaining to or involving a business associate or business investment; and a leadership role in a professional or trade organization, which interest might reasonably be expected to impair a CPC Member's objectivity and independence of judgment in the exercise of his/her official duties or might reasonably be expected to create an impression or suspicion among the public having knowledge of his or her acts that he/she may be engaged in conduct violative of his/her trust as a CPC Member.

Upon determining that a CPC Member shall recuse him/herself on any matter, the CPC Member shall execute the recusal in writing, and shall have no involvement with the subject matter of the recusal. If a CPC Member cannot determine whether he/she should execute a letter of recusal in any matter, the CPC Member shall contact the Village Administrator for referral to Village Counsel. A CPC Member shall seek the advice of Village counsel as to the propriety of participation in a matter if any person requests that a CPC Member recuse him/herself from that matter. Oral advice, followed up by written confirmation, shall be provided by Village counsel to avoid delay. Oral advice shall subsequently be memorialized by a writing or by inclusion in public minutes.