

CONSTITUTION AND BY-LAWS OF POLICE PRECINCT COUNCIL,  
POLICE DEPARTMENT, CITY OF NEWARK, N. J.

ARTICLE I.

NAME

The name of this organization shall be \_\_\_\_\_ Police Precinct Council.

ARTICLE II.

JURISDICTION

This council shall serve within the area and boundaries of the \_\_\_\_\_ Police Precinct.

ARTICLE III.

PURPOSE

Section 1. To act as a liason between the police and the public.

Section 2. To create and maintain rapport so as to encourage greater citizen participation in crime prevention and repression.

Section 3. To assist the public in understanding the problems of modern law enforcement.

Section 4. To assist the public in taking an active part in supporting the Police Department's efforts to make the City a better place in which to work and live.

Section 5. To develop a community awareness and alertness to Precinct problems.

Section 6. To assist in softening the hostile attitudes and ease the tensions brought about by changing populations.

Section 7. To call to the attention of the police various community problems, e.g., parking conditions, neighborhood annoyances, traffic safety conditions and prospective criminal activity.

Section 8. To alert the police department of any police misconduct or discourtesy and the need for more police protection in specified areas.

Section 9. To pinpoint youth problems within the Precinct so that sincere attempts be made to assist in these problems.

ARTICLE IV.

MEMBERSHIP

Section 1. The membership of this Council shall be not less than twenty (20) nor more than forty (40) adults.

Section 2. Membership shall be composed of:

- a. Civic-minded individuals residing or working in the Precinct.
- b. Representatives of religious and educational institutions,

block associations, community councils, city and ward Junior Chambers of Councils, service, cultural, religious, ethnic, fraternal, civic, veteran and business organizations serving the community.

- c. The Commanding Officer of The Precinct;
- d. A Youth Aid Bureau Officer assigned by the Captain in charge of that Bureau;
- e. A member of the Human Rights Commission appointed by the President of the Commission.

Section 3. All members of the Council shall be appointed by the Precinct Captain.

Section 4. No person shall be appointed a Council member who:

- a. has membership of a Communist Organization;
- b. has membership in a subversive group;
- c. has membership in any organization whose ideals conflict with the purposes of this Council as outlined in Article III.

Section 5. Council members shall be appointed for a period of one year from June to the end of May.

Section 6. Vacancies during the year shall be filled by the Precinct Captain for the balance of the year.

Section 7. Unexplained absences for three (3) consecutive meetings or five (5) meetings during the year may be subject to expulsion by the Captain.

#### ARTICLE V.

Section 1. The Precinct Captain shall preside at all meetings.

Section 2. He shall arrange to have the Precinct Clerk or an appropriate substitute act as secretary at meetings and for correspondence purposes.

Section 3. The Council shall hold meetings on the 2nd Monday evening of each month except for July and August when they may be suspended at the discretion of the Precinct Captain.

Section 4. When the regular meeting falls on a legal or religious holiday, The Captain shall select another date.

Section 5. Special meetings may be called at any time by the Precinct Captains.

Section 6. The Precinct Captain shall arrange to have all files maintained at the Precinct.

Section 7. A copy of the minutes for each meeting shall be forwarded to the office of the Director of Police within 24 hours of each meeting.

Section 8. A quorum shall consist of not less than 1/3 of the membership of the Council.

Section 9. Meetings shall be conducted in accordance with Robert's Rules of Order (Revised Edition)

Section 10. The order of business shall be as follows:

- a. Call to order
- b. Reading of the minutes of the previous meeting.
- c. Correspondence and communications.
- d. Committee reports
- e. Old business
- f. New business
- g. Special programs, if any.
- h. Adjournment.

#### ARTICLE VI.

##### STANDING COMMITTEES AND THEIR DUTIES

Section 1. The Precinct Captain shall appoint all committees.

Section 2. The Standing Committees shall be: Program, Community Relations, Youth Problems, Crime Prevention and Neighborhood Improvement.

Section 3. The duties of the Program Committee shall be:

- a. To plan membership meetings;
- b. To plan special events;
- c. To work cooperatively with other organizations interested in the welfare of youth;
- d. To discover and explore community interests and develop appropriate programs.

Section 4. The duties of the Community Relations Committee shall be:

- a. To enlist community interest and support for the Council's program;
- b. To publicize the Council's program by use of all communication media, especially through public and private educational and religious institutions and civic organizations within the Precinct;
- c. To help the Council remain sensitive to the Community's needs, attitudes and opinions;

- d. To improve the relationship between the Police and the Public.

Section 5. The duties of the Youth Problems Committee shall be:

- a. To act as advisors to the Precinct Commander and the Youth Aid Bureau Commander relative to youth problems within the Precinct;
- b. To assist all youth agencies within the Precinct boundaries in carrying out approved programs;
- c. To sponsor, if necessary, block organizations for juveniles and provide adult or professional supervision.

Section 6. The duties of the Crime Prevention Committee shall be:

- a. To act as advisors to the Precinct Commander in crime problems within the Precinct;
- b. To suggest and institute any planned programs to offset prospective crime.

Section 7. The duties of the Neighborhood Improvement Committee shall be:

- a. To advise the Precinct Commander relative to any physical or social conditions which may be improved by the police, e.g., anti-social gangs hanging out on street corners, or in specified candy stores, etc., the need for traffic safety signals or signs, the presence of abandoned autos and houses which constitute physical or moral hazards.

#### ARTICLE VII

#### SPECIAL AND AD HOC COMMITTEES

The Council shall establish such additional committees as its activities require, i.e.: Nominating, Special Projects, etc. These committees may be appointed by the Captain at his own discretion or by the suggestion of the membership.

#### ARTICLE VIII

Section 1. There shall be a City Coordinating Council composed as follows:

- a. Three (3) Police Precinct Council members appointed by the Captain of each Precinct;
- b. Mayor, ex officio;
- c. City Business Manager, ex officio;
- d. Police Director;
- e. Precinct Captains;
- f. Precinct Clerks;

Section 2. The Police Director shall preside at each meeting of said Council

Section 3. The Police Director may designate any employee from his office to take the minutes of each meeting and be responsible for correspondence.

Section 4. Said Council shall meet every four (4) months in a location designated by the Police Director as follows:

- a. Second (2nd) week in January
- b. Second (2nd) week in May
- c. Second (2nd) week in September

Section 5. Special meetings of said Council may be held at the discretion of the Police Director.

Section 6. This Council shall concern itself as follows:

- a. Development of program policies;
- b. Establishment of objectives and activities for the Precinct Councils.
- c. Arrange for an orderly system of exchanging information relative to practice and procedure.
- d. Development of a newsletter as a media for the exchange of pertinent information.
- e. Prepare an annual report.
- f. Coordinate the activity of the five (5) Police Precinct Councils.