

# Milton Community Policing Committee

## Charter & Operating Guidelines

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**Halton Regional Police Service**

**Community Policing Partnership**

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# Milton Community Policing Committee

## **Purpose of the Milton Community Policing Committee**

The Milton Community Policing Committee (MCPC), in partnership with the Halton Regional Police Service, is a consultative body consisting of citizens who live or work in the Town of Milton (urban and rural). The purpose of the Committee is to work towards creating a healthy and safe community environment for all who live and work in the community of the Town of Milton. The committee is a vehicle through which residents can effectively communicate their concerns to a variety of local organizations, groups or local bodies. These include municipal, regional, provincial and federal agencies and/or governmental representatives. The MCPC works in a proactive, creative and innovative way to solve problems and research and establish strategies for the prevention and resolution of such issues.

A key activity of the Milton Community Policing Committee is to develop proactive approaches to identified concerns and potential problems within the community. When the concerns or problems have been identified, the Committee will utilize a number of community partners such as the police (Regional, O.P.P. or R.C.M.P.), health and social services, municipal or regional traffic departments and/or any other organization or group to combat the problem or concern. The Committee is not a policing committee.

The MCPC assists in the setting of priorities of many social services as well as those of the Halton Regional Police Service through the consultation process. The Halton Regional Police Service considers the Community Policing Committees of Halton to be a vital link and an excellent vehicle by which the community and the Police Service can work together and share information relevant to individual communities and areas across the Region of Halton.

## **Members of the Committee**

The MCPC is comprised of local like-minded concerned citizens who have the ability, authority or resources to contribute and to bring about change. Because the members are volunteers they have the option to come and go. Committee members could be interested citizens, members of local municipal or regional government, governmental departments, area councillors or members of local community organizations such as the Lions Clubs, Rotary and area Legions. Other interested community members could come from local school Boards of Education, large or small businesses, real estate representatives, lawyers and clergy.

The police are not members of the committee; they are in fact community safety partners to aid in the proactive problem solving of identified community concerns. While the police are the main enforcement component within the community, they also bring crime prevention strategies and analytical capabilities. Members of the MCPC assist the Halton Regional Police Service's Team policing officers identify and develop problem solving measures that address issues related but not restricted to: social order, crime, crime prevention, traffic compliance and enforcement needs within the community.

### **Issues, Concerns, Problems to be Addressed by the Milton Community Policing Committee**

The Milton Community Policing Committee will respond to and aggressively address issues relevant to the community. The types of problems vary depending upon the community but may be issues, related to but not limited to:

- ☞ Crime.
- ☞ The fear of crime.
- ☞ Crime Prevention programs and strategies.
- ☞ Public health strategies and programs.
- ☞ Public safety.
- ☞ Involvement in activities and programs of various safety related agencies.
- ☞ Resolution of conflicts in the community.
- ☞ Social and physical order.
- ☞ Neighbourhood decay.
- ☞ Traffic management and or control.

### **The Role of the Police**

The success of the Milton Community Policing Committee is directly related to and often dependent upon the efforts and interaction of members of the Halton Regional Police Service. Service members must effectively communicate information that they are privy to whether it be issues of social order, criminal activity or traffic related issues. Attendance is vital and therefore it is essential that the Halton Regional Police Service is represented at every meeting. The responsibility of ensuring this representation falls upon the Commander of the Milton District.

One of the many functions of the Milton Community Policing Committee is that of communication. Through communication, issues and concerns of the community

are reported to the agencies or groups who can affect change. The MCPC must also report back with the response or resulting action taken on the issues or concerns. The various agencies may be working collectively or individually, depending upon the nature of the problem. The same can be said of members of the Halton Regional Police Service. Communication is a two way process.

A specific Team officer will be assigned to attend each Milton Community Policing Committee meeting to act as the police representative and report back to the MCPC the action taken on all issues directed to the Police Service.

The assigned officer will be prepared to report on all relevant police activity and concerns of the Police Service in that community since the most recent meeting.

When possible, the assigned officer's report should be placed near the beginning of the agenda in case they are required to respond to an emergency situation while the meeting is in progress.

The report of the assigned officer should be clear and concise. Charts and graphs provide an excellent basis for discussion. Occasionally, the Crime Analyst may be asked to attend and provide a more detailed report.

The assigned officer should be present for the entire meeting, if possible, to provide information and assistance with matters arising during the course of the meeting.

When the minutes of each meeting are prepared, a copy should be provided to each person in attendance and the assigned officer should attach a copy of the Tracking/Distribution Summary sheet to the minutes to ensure that all HRPS supervisory personnel are kept informed of MCPC issues and meetings .

### **Funding of the Milton Community Policing Committee**

The Halton Regional Police Services Board has a fund of \$5,000.00 that is administered by the C.C.C. Executive Liaison Committee. The fund can be drawn upon by all the Halton C.C.C.'s for activities that are approved by the Executive Liaison Committee.

Other funding possibilities are the Region of Halton's Healthy Community Fund, the Milton Community Fund and the Provincial Government's Community Crime

Prevention Grant Program. These funds can be applied to if Committees submit proposals that meet their criteria.

## Operating Guidelines

### Membership of the Milton Community Policing Committee

Membership is open to all those working or residing in the Town of Milton (includes urban and rural). Milton Community Policing Committee members are encouraged from all segments of the community, including but not limited to:

- ☞ Residents.
- ☞ People from the business community.
- ☞ Representatives of community groups.
- ☞ Clergy.
- ☞ Staff from other emergency services.
- ☞ Seniors.
- ☞ Students and/or staff from local schools.
- ☞ Town or Local Regional Councillors.

Membership is on a strictly volunteer basis. The police are not members of the committee; they are in fact community safety partners. There may be situations where the MCPC sees a definite benefit for police personnel to be directly involved in the setting of priorities or goals. In such cases, increased sensitivity to "conflict of interest" situations should be exercised.

- All Milton Community Policing Committee members, including those holding executive positions, have voting rights at meetings.
- Full membership on the Milton Community Policing Committee is attained following attendance at **three consecutive MCPC meetings**.
- Membership on the MCPC may be forfeited by failure to attend one half of the meetings called in an operating year.
- Halton Regional Police Service staff **do not** vote on issues. Staff are encouraged to assist on a consultative basis.
- Supervisory Officers (Staff Sergeants, Inspectors, etc.) of the H.R.P.S. are encouraged to attend and participate in the MCPC problem solving process.
- Visitors who wish to attend on an intermittent basis are welcomed. Input is valued from anyone in the community to assist in a problem-solving exercise. Non-members **do not** have voting privileges.

## **Executive of the Milton Community Policing Committee**

Executive positions for the Milton Community Policing Committee are valid for a term of **ONE YEAR**. At the beginning of each calendar year elections will be held to install a new executive.

Should any of the executive positions become vacant (due to illness, etc.) during the year for an extended period (two to three months), the membership will act to ensure that temporary replacements are delegated to carry out essential roles and responsibilities.

Should any member of the Executive be unable to attend an upcoming MCPC meeting, other MCPC members will be solicited or appointed to fill this one-time absence.

## **Executive Positions – Role Responsibilities**

### **Chair**

- Sets meeting agendas
- Conducts meetings following the agenda
- Coordinates all MCPC correspondence
- Shares correspondence with MCPC membership
- Coordinates annual committee goals
- Prepares and distributes annual year end report
- Maintains regular contact with Community Constables and/or Supervisor
- Coordinates media coverage of MCPC projects in conjunction with the H.R.P.S. Public Affairs Unit
- Assigns/coordinates duties and tasks of membership toward shared goals
- Has signing authority for all bank accounts together with the Treasurer

### **Vice-Chair**

- Assumes all duties of Chair during their absence

- May be called upon to assist with the Chair's duties and other tasks

### **Secretary/Treasurer**

- Prepares and distributes agendas
- Records minutes of each meeting
- Types and copies minutes then arranges for their distribution
- Keeps a chronological record of MCPC records correspondence and media coverage
- Holds all MCPC funds in a savings or chequing account under the MCPC name
- Produces complete monthly account statements
- Coordinates all deposits and withdrawals
- Has signing authority for all bank accounts, together with the Chair
- Shares regular written Treasurer's Reports with MCPC membership
- Prepares and submits an annual financial summary to MCPC members

### **Committee Finances**

- All expenditures (specifying item and exact or maximum costs) are voted upon and authorized by MCPC membership prior to purchase.
- Only voting members can participate in financial decision-making.
- Any MCPC member has the opportunity to provide a funding request.
- Should police personnel request funding for a specific purpose, that request must be discussed with a civilian committee member who will then bring forward the proposal for consideration and decision at a regular MCPC meeting.
- All proposed expenditures must be presented in writing to the MCPC membership, in a detailed fashion, to carefully determine the need and establish that the cost is fair and reasonable.
- If, at time of purchase, it is found that the proposed expenditure is significantly higher than the amount approved, the item will not be purchased until such time as it is reconsidered and approved by the MCPC membership.

- ❑ Once a purchase is completed, a written receipt will be forwarded to the MCPC Treasurer. Cheques for reimbursements relating to approved expenditures will be co-signed by the Treasurer and Chair.
- ❑ Legitimate uses of MCPC funds include, but are not limited to:
  - Postage
  - Photocopying costs
  - Stationery and envelopes
  - Goods purchased by MCPC to generate more funds
  - Goods used for routine MCPC operating costs.
  - Special projects as determined by the MCPC.