

STRENGTHENING POLICE COMMUNITY PARTNERSHIP, SPCP

COMMUNITY RECOMMENDATIONS AND ACTION STEPS TAKEN



FINAL REPORT

SPCP Final Report

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Like many communities in the United States in 2021, Williamstown, Massachusetts was experiencing deep divisions between some members of the community and the Williamstown Police Department (WPD). During the summer of 2021 Interim Chief Ziemba invited the Department of Justice's (DOJ) Community Relations Service and its Strengthening Police and Community Partnerships (SPCP) program to assist Williamstown. The DOJ accepted.

At the direction of the DOJ, Interim Chief Ziemba's first step was identifying and inviting a group of 12 town community members to join and form a planning committee. Community ownership of this process was paramount to ensure cooperation, collaboration, and acceptance of the results. (See addendum). The responsibility of the planning committee was to create an opportunity for widespread community input identifying town successes, obstacles and solutions to the discontent and divisions between some factions in the community and the WPD.

The planning committee was led and facilitated by staff of the Community Relations Service (CRS) of the DOJ. From the beginning, DOJ staff were clear that this process and results would be owned by the community, not the DOJ. The planning committee met throughout the fall and winter of 2021-2022. For community input the committee decided on a daylong session in March facilitated by DOJ staff. Committee members identified 10 stakeholder groups to ensure as many diverse perspectives as possible and recruited people from all these groups. They implemented an aggressive recruitment campaign including personal contact and a colorful descriptive mailer mailed through the USPS to every mailing address in Williamstown.

A large component of the community input meeting scheduled for March 12, 2022, was small working groups facilitated by trained community members. The planning committee also recruited the group facilitators who were trained by the DOJ staff. The session convened during a predicted snowstorm of up to 12" of snow and 90 people still arrived and participated.

The DOJ facilitated the day long input session assisted by the group facilitators from the community. The morning work groups were comprised of affinity group members, stakeholder groups, so participants were working with those who shared similar experiences and perspectives. They identified what was good and working in Williamstown as well as obstacles to effective relationships between the police and community. In the afternoon new work groups with representatives of all the morning groups were formulated, they agreed on and prioritized recommendations for progress and improvement.

Following the afternoon sessions all participants gathered in the auditorium. The results of each of the working groups were presented to the whole including recommendations for the police, the town and

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the WPD to improve the relationship and collaboration between the police and community members. Each group was also responsible for identifying 2 volunteers to follow up on the recommendations.

The process would only have value if the recommendations had oversight, were reviewed, prioritized, and implemented where possible (some recommendations were outside the authority of those responsible for implementation). The oversight would fall to the community once again.

The DOJ called on the 2 volunteers from each of the afternoon workgroups to form the SPCP Council, the community members who would be responsible for ensuring implementation of the recommendations from the day. The DOJ staff compiled all the work into a final report and provided the facilitation and guidance for the newly formed oversight group, the SPCP Council, Strengthening Police and Community Partnerships.

The Council met in April and May with the support and guidance of DOJ staff. In the DOJ's final meeting with the Council in June they turned responsibility over to the community members on the council. The Council's first acts were to draft and ratify a charter for how they would operate and prioritize the first recommendations they would address. The charter appears in the addendum. The priorities and accomplishments follow.

The Priorities as defined by the SPCP

1. **Rebuild trust between the police and community.** Action steps centered on planned activities and interactions between community members and the police to get to know each other. Additionally, other steps focused on communicating how the department operated and what the department was doing.
2. **Need for a Human Resources Professional for the police department.** WPD has been without HR assistance. The HR needs and requirements are unique in law enforcement and require commensurate expertise.
3. **Engage an outside entity to complete a full assessment of the WPD to both identify areas needing to be addressed and shine a light on everything done well.** In addition to community input on needs, get an objective professional review.
4. **Officer wellness.** Identify wellness resources and ensure officers have access to them.
5. **Public reporting/progress.** Identifying all the opportunities and means for informing the community about the WPD, what they do and how they do it.
6. **Values/goals/mission.** Inform the community of these foundations of the WPD.
7. **Recognition.** Ensure the department and officers are recognized for awards, achievements, and promotions.

In addition to the seven prioritized categories the remaining categories of recommendations were:

- **Education.** Ensure educational opportunities for officers.
- **Training.** Identify and ensure officers receive the depth and breadth of training needed and desired.
- **Accountability/acknowledgment of harm.** Address past misconduct.
- **Public reporting of information and department progress including policies and procedures.** A desire for an open and transparent department.
- **Regionalization and collaboration.** Working with others, especially in public safety and mental health, to ensure Williamstown is receiving needed services beyond what they can provide for themselves.
- **Crisis intervention.** Ability to successfully respond to individuals in crisis.
- **Restorative process/Mediation/Conflict Resolution.** A place/process for resolving complaints between community members and officers.
- **Kids and cops.** Interactions with and support for cops and children/students' activities.
- **Citizen Police Academy.** Learn more about policing and what it requires to be in law enforcement.
- **Town Manager.** Recommendations that fall outside the department's authority.

Established Priorities and Actions Taken

Priority 1: Rebuild trust between the police and community.

- With the help of the Chamber of Commerce, the SPCP Council polled Spring Street businesses regarding the return of foot beats. Of the 14 responses received: 10 were in favor, one was neutral, and 3 polled against.
- Members of the Police Department engaged in multiple kickball/wiffle ball games at the Broad Brook Park field that were all offered to and attended by the public.
- Members of the Police Department hosted multiple game nights at the Harper Center, all open to the public.
- Interim Chief Mike Ziemba and members of the SPCP Council attended the town's Holiday Walk and interviewed with Willinet for public view.
- On December 17th, the Williamstown Police Department and SPCP Council hosted a Community Holiday Gathering that was open to the public and very well attended. The success of this event has prompted the SPCP Council to ask that this occur annually.
- The SPCP Council held a public meeting at Town Hall and live on Willinet TV On January 12.
- February 10th Members of the Police Department and SPCP Council members held a community arts and crafts night at the Harper Center.

Priority 2: Need for an HR professional for the police department.

- This need was partially addressed by the hiring of a full-time Human Resources director to serve the municipalities of Williamstown, North Adams and Adams. While the council would like to see a full-time human resources director for Williamstown this represents an important step forward that the council hopes over time may grow to a full time Williamstown employee.

Priority 3: Engage an outside entity to complete a full assessment of the Williamstown Police Department to both identify areas needing to be addressed and shine a light on everything done well.

- This recommendation has been made to the Town Manager. The council acknowledges that this will require the appropriation and/or authorization of funds to pay for one or more outside assessments.
- The Williamstown Police Department continues to move through the accreditation process. The final assessment of the department will be performed by outside entities representing the Massachusetts Police Accreditation Commission and will both identify areas needing improvement and acknowledge areas where the department complies or exceeds national standards and best practices.

Priority 4: Officer wellness.

- The department provides a fitness room in the station. Employees are allowed to use the equipment when on duty as long as needs of the department allow.
- The department maintains the ability to implement peer counseling for critical incident debriefing through the Pittsfield Police Department.
- The department has the ability to seek additional post-critical incident counseling resources through the Boston Police Peer Support Unit or the Massachusetts State Police Stress Unit.
- Officer wellness is considered a foundational standard and a skill needed by every officer in the Commonwealth. It is included in the basic recruit academy curriculum.

Priority 5: Public reporting/Progress

- The SPCP attended the National Night Out on August 2, 2022 and offered information and conversation to the community.
- On October 22, 2022, a PowerPoint presentation was delivered to the Select Board to publicly introduce the Council, its members and our work.
- On April 14th, the SPCP Council will hold a meet and greet at the Log on Spring Street from 5:00pm to 6:30pm for the community.
- The department has posted almost all policies and procedures on its public website. Those procedures which by their sensitive nature are not posted are identified along with the reasons for withholding them from public posting.

Priority 6: Values/Goals/Mission

- The department has adopted a Mission Statement as follows: “The mission of the Williamstown Police Department is to protect and serve our community by enhancing the safety and quality of life for all through education, problem solving and enforcement.”
- The department has adopted a set of Agency Values as follows:
 - “Entrusted with the authority to maintain the public peace, the Williamstown Police Department strives to adhere to five core values. These values provide the guidance and direction for the fair treatment of everyone in our community.
 - Professionalism
Our conduct and demeanor display the highest standard of personnel and organizational excellence. As a professional organization, the “Law Enforcement Code of Ethics” guides us.
 - Integrity
We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession. We will uphold the public trust and our commitment to our core values.
 - Respect

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We recognize the authority we hold and will treat others as we would like to be treated. We will faithfully, and without bias, honor our obligations to the community.

- **Dedication**
To the organization, each other, our families, and the citizens we serve and having an unquestionable work ethic.
- **Excellence**
There is always room for improvement and the search for improvement leads to excellence. We aim for excellence in everything we do.”

Priority 7: Recognition

- The department has highlighted a recent significant investigation and arrest through a press release.
- The department has highlighted commendable performance of duty by means of a Letter of Commendation.
- The department has publicized the recent graduation from the Basic Recruit Academy of a new officer.

COMMUNITY RECOMMENDATIONS, DOJ 3/12/22, BY SUBJECT

(Not included in priorities 1-7)

Topic area: Education (Responsibility of the Chief)

Recommendations and actions taken:

Northeastern University program for law enforcement. Northeastern University provides undergraduate, graduate and doctoral level programs in criminal justice. The closest in-person instruction is in Dedham, Massachusetts. Online programs are available. The town provides a stipend for employees who complete degrees in the amount of \$2000 for an Associate's degree, \$4000 for a Bachelor's degree, \$6000 for a Master's degree and \$8000 for a J.D. or PhD.

Officers attend college trainings and work through issues that impede this. See the above item for the educational opportunities offered to employees.

Support further education for officers. See the item above for the educational opportunities offered to employees.

Topic area: Training (Responsibility of the Chief and state/federal mandates and requirements)

Recommendations and actions taken:

Better training on communication skills. Communications skills are taught in the academy as a foundational standard and a skill needed by every officer.

More training on public perceptions. In-service training for this year completed by every officer included Trauma-Informed Policing.

More awareness of the power differential (between police and community) and its effects on public perception. In-service training for this year completed by every officer included Trauma-Informed Policing.

Mindfulness training. In-service training for this year completed by every officer included a course on Preventing Officer Crises, which covered topics such as "Evaluate the ways an officer can manage stressors and trauma to prioritize personal health and wellness, as well as that of families and colleagues."

Training for working with an increasingly diverse community. Academy training includes blocks of instruction such as persons with disabilities, response to individuals in crisis and problem solving that cover this need.

Training needs to be available for public review. Recruit training is available for review at <https://www.mass.gov/entry-level-police-academy-training>. In-service training for this year is available for review at <https://www.mass.gov/doc/in-service-syllabus-training-year-2023-2024/download>.

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Enhanced training for mental health and cultural differences. Academy training includes blocks of instruction such as persons with disabilities, response to individuals in crisis and problem solving that cover this need.

Dispatcher training. Persons serving in the Dispatcher role must complete an initial eighty hours of training including Emergency Medical Dispatch, NextGen 9-1-1 system training and Public Safety Telecommunicator training. They must also complete 16 hours of refresher training every year.

Practice care and active listening in dialogue. Communications skills are taught in the academy as a foundational standard and a skill needed by every officer. This year's annual in-service training has as a theme "Policing Through the Trauma-Informed Prism" and is "exploring experiences that challenge the limits of language."

Increased training for current folks in these positions around listening. Communications skills are taught in the academy as a foundational standard and a skill needed by every officer. This year's annual in-service training has as a theme "Policing Through the Trauma-Informed Prism" and is "exploring experiences that challenge the limits of language."

Skill, communication, competency both with and without community members. Communications skills are taught in the academy as a foundational standard and a skill needed by every officer. This year's annual in-service training has as a theme "Policing Through the Trauma-Informed Prism" and is "exploring experiences that challenge the limits of language."

Topic area: Values/Missions/Goals

Recommendations and actions taken:

Everyone needs to feel safe. Safety is reflected in the values, mission, and goals of the department. See them above under Priority 6.

Agreement on role and goal of Williamstown Police Department. The Mission Statement and Agency Goals of the WPD are set forth above.

Respectful conversations must be the norm. Rule 7.3 of the department states "Employees shall not be discourteous or inconsiderate to the public, to their superior officers, or to their fellow officers and employees of the police department as well as other law enforcement and governmental agencies. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion even under the most trying circumstances. Employees shall answer questions from citizens in a courteous manner and, if unable to supply an answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation."

"Policing their own" internal police leadership. WPD employees have demonstrated through their willingness to participate in SPCP and other public events their internal leadership.

Warrior vs guardian culture. The department does not have specialized units that engage in aggressive policing tactics. Officers are not rewarded for employing such tactics, nor are they encouraged to do so. Officers do not receive militarized or Warrior training.

Re-evaluation of policies including police union contract and potentially adding mission statement by the Williamstown Police Department to dialog. The Mission Statement and Agency Goals of the WPD are set forth above under Priority 6.

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Statement/goals/and mission statement by Williamstown Police Department about community empowerment. The Mission Statement and Agency Goals of the WPD are set forth above under Priority 6.

Ongoing conversation and transparencies about roles and policies (e.g., MOU with schools about police in schools, there is a disconnect between the MOU language and what is done in practice.) The MOU between the department and local schools may be found at <https://www.williamstownmapolice.com/policies-and-procedures>.

Topic area: Recognition

Recommendations and actions taken:

Give credit to the police department for the 3/22 meeting. This has been done. See paragraphs one and two of this Final Report.

Introduce and swear in new officers at Select Board meetings. The WPD has only recently had an officer graduate from a Basic Recruit Academy. The department plans to have her introduced and acknowledged at an upcoming meeting of the Select Board.

Recognition/accountability event. The department is planning an annual event, tentatively as part of National Night Out, to recognize accomplishments of their personnel.

Topic area: Town Manager (Responsibility of Town Manager outside the purview of SPCP).

Recommendations and actions taken:

Cultivate effective, responsive, and accountable town leadership. It would not be an appropriate role for the department to influence town leadership outside of established channels.

Town leadership shaping environment for dialogue/recognize the experience of victims/issue is between police and community and the select board is not responsible for that relationship. Not an actionable item.

Topic area: Accountability/Acknowledgement of Harm

Recommendations and actions taken:

Public acknowledgement of past harms and a pledge to change for the better. Chief Ziemba on 12 August 2021 in an interview with iBerkshires.com titled "Williamstown's Ziemba Acknowledges Mistakes, Tries to Move Forward" stated "...there are things I can address and fix and certain things I can't go back in time and change. We need to prove ourselves to the community and look at the improvements and things we're doing... We are part of the community, and we need to be responsive to those concerns and change things we can change and address issues we can address."

In an interview with the Berkshire Eagle dated 01 February 2023 titled "...police chief says department was in need of a 'culture change'..." Chief Ziemba stated that there was a need for a culture change with allegations of racist comments and sexual harassment. He stated "I said it when I took over, give us the time, space and resources to fix the problems and change. Now that it's been more than two years, we're doing that."

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Public Acknowledgement of harm with pledge to improve mechanisms of accountability. See item above.

Cultivate effective, responsive and accountable town leadership. It would not be an appropriate role for the department to influence town leadership outside of established channels.

Accountability in the form of acknowledgements written in the form of acknowledgements of a process so it is consistent. See the item above related to statements made publicly by the Chief of Police.

Continuing to have conversations based on factual experiences and actionable problems and be at the table with the framework of problems and solutions. The Chief of Police and two members of the department have assisted the SPCP at almost every meeting. The Chief has an open-door policy and will meet with or communicate with anyone who brings a complaint or issue to him.

Greater oversight of the Police Department beyond one person (Town Manager.) The statutory oversight of the department lies with the Town Manager.

Address past incidents, acknowledge they occurred (i.e., union letter) and explain how they are being addressed. In an interview with the Berkshire Eagle dated 01 February 2023 titled "...police chief says department was in need of a 'culture change'..." Chief Ziemba stated "It's a whole culture change. It's a review of everything. It's acting on recommendations from the investigator and the attorney. It's making sure we're adhering to best practices. For accreditation, they want to see everything in writing how you operate. It's only going to make us better because it's going to spell things out when there are questions."

Need to define what the fact-based metrics are. Reports from the department to the Town Manager are posted at <https://www.williamstownmapolice.com/statistics>. The metrics used are self-explanatory and include criminal activity, motor vehicle enforcement and parking violations.

Williamstown Police Department acknowledging past harms and actions moving forward. See the item above related to statements made publicly by the Chief of Police.

Topic area: Report Public Info/Progress

Recommendations and actions taken:

Develop a structure for reciprocal exchange of information and resources between the Williamstown Police Department and the community. Social media, including the department website as well as Twitter and Facebook, are all in regular use.

Series of conversations with evolving goals and measures for progress. The Chief of Police and two members of the department have assisted the SPCP at almost every meeting with discussions of goals and how to measure progress. The Accreditation of the department will also show progress towards meeting national standards and best practices.

Make metrics of progression visible (e.g., website, Willinet.) These are available at <https://www.williamstownmapolice.com/statistics> and at <https://www.williamstownmapolice.com/policies-and-procedures>

Routine publishing of information regarding regular police activities. Reports from the department to the Town Manager are posted at <https://www.williamstownmapolice.com/statistics>.

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Make public documents public and easy to find. These are available at

<https://www.williamstownmapolice.com/statistics> and at

<https://www.williamstownmapolice.com/policies-and-procedures>

Tools that identify individuals and demographics (including race identifiers) on stops. Reports from the department to the Town Manager are posted at <https://www.williamstownmapolice.com/statistics>.

These reports include the requested demographics.

Police presence outside vehicle. With the help of the Chamber of Commerce, the SPCP Council polled Spring Street businesses regarding the return of foot beats. Of the 14 responses received: 10 were in favor, one was neutral, and 3 polled against. This is anticipated to happen once the department has sufficient staffing.

Have a review of policies and procedures and a report to the community so they understand policies and procedures. All policies and procedures have been reviewed and are now undergoing annual reviews going forward. They are available to the public at

<https://www.williamstownmapolice.com/policies-and-procedures>

Foot patrol. With the help of the Chamber of Commerce, the SPCP Council polled Spring Street businesses regarding the return of foot beats. Of the 14 responses received: 10 were in favor, one was neutral, and 3 polled against. This is anticipated to happen once the department has sufficient staffing.

Informal interactions (parades, coffee shops, talk to each other.) Members of the Police Department engaged in multiple kickball/wiffle ball games at the Broad Brook Park field that were all offered to and attended by the public. Members of the Police Department hosted multiple game nights at the Harper Center, all open to the public. Interim Chief Mike Ziemba and members of the SPCP Council attended the town's Holiday Walk and interviewed with Willinet for public view. On December 17th, the Williamstown Police Department and SPCP Council hosted a Community Holiday Gathering that was open to the public and very well attended. The success of this event has prompted the SPCP Council to ask that this occurs annually. The SPCP Council held a public meeting at Town Hall and live on Willinet TV On January 12. February 10th Members of the Police Department and SPCP Council members held a community arts and crafts night at the Harper Center. The Chief responds to multiple requests for police presence/involvement and assigns officers when available, i.e. Halloween, school events, Town Meeting.

Documenting/presenting issues and what has been done. The SPCP Council held a public meeting at Town Hall and live on Willinet TV On January 12.

Topic area: Kids and Cops

Recommendations and actions taken:

Police representatives at school orientation. The department has officers present during the first day of the academic year at Mount Greylock Regional High School. The department will reach out to other local schools and request to attend their orientation sessions as well.

Police involvement with kids. Officer Sacco visits every school on a regular basis and interacts with the students, faculty and staff. Other officers are regularly present at drop-off and pick-up times to ensure safe vehicular and pedestrian traffic flow and to interact with parents, students, faculty and staff.

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Interaction with schools/foster safety and inclusion. Officer Sacco visits every school on a regular basis and interacts with the students, faculty and staff. Other officers are regularly present at drop-off and pick-up times to ensure safe vehicular and pedestrian traffic flow and to interact with parents, students, faculty and staff.

Topic area: Regionalization and Collaboration

Recommendations and actions taken:

Increase clinician availability (including financial support for training.) The department shares availability of one clinician covering several municipalities. The department supports and will continue to seek additional funding to increase clinician availability.

More integration of training with Fire and EMS. The department recently completed an integrated response training exercise with local fire and EMS agencies.

Clinician availability. The department shares availability of one clinician covering several municipalities. The department supports and will continue to seek additional funding to increase clinician availability.

Communications consultant. The Chief of Police has been designated as the Public Information Officer for the department.

How can college students meet with Williamstown Police Department, they do not have access? College students may meet with the department by request. Transportation can be provided if necessary for police purposes or the officer may come to the student. The Chief is open to and has offered to meet with student groups such as student residence hall staff.

Town and College need to cooperate and collaborate. A Memorandum of Understanding between the Department and the College Safety Services may be found at <https://www.williamstownmapolice.com/policies-and-procedures>

Expand shared resources throughout the county to enhance training, human resources, and mental health services. The department through Chief Ziemba and the Berkshire Chiefs Association continue to seek to expand these resources.

Offload minor issues to community groups using data analysis. When analysis shows a pattern of behavior the department attempts to notify the appropriate group for action. This could be the schools or the college for student behavior, the health department for sanitary issues, the building inspector for structural safety issues or other groups or agencies.

Police attend a DIRE meeting. The Chief of Police has often attended meetings upon invitation, subject to his availability, and intends to continue this practice.

Topic area: Crisis Intervention

Recommendations and actions taken:

Establish a system to enable officers to debrief after crisis. The department maintains the ability to implement peer counseling for critical incident debriefing through the Pittsfield Police Department. The department has the ability to seek additional post-critical incident counseling resources through the Boston Police Peer Support Unit or the Massachusetts State Police Stress Unit.

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Need more crisis intervention (at the academy level.) Recruit academy training includes a block of instruction on Response to Individuals in Crisis. This year's annual in-service training theme is "Policing Through the Trauma-Informed Prism" and includes the central concept that "... the growing body of research ... affirms the unequivocal truth that trauma informed policing leads to better outcomes: for the people and the communities we serve, the departments in which officers work, for their families, coworkers, and, ultimately, themselves."

Topic area: Restorative process/Mediation/Resolution

Recommendations and actions taken:

Designated space/process/person to go to dialogue and address unresolved issues (acknowledgement versus discipline.) The department's policy on handling these issues is available at <https://www.williamstownmapolice.com/policies-and-procedures>. The Chief of Police is the first designated point of contact. If the issue remains unresolved it may be escalated to the Town Manager. If resolution still remains impossible the Select Board has final authority.

Have a space to go for dialogue about these issues where de-escalation can occur. The department's policy on handling these issues is available at <https://www.williamstownmapolice.com/policies-and-procedures>. The Chief of Police is the first designated point of contact. If the issue remains unresolved it may be escalated to the Town Manager. If resolution remains impossible the Select Board has final authority.

Where do you go when there is no resolution to an issue? Is the SPCP council an eventual avenue for this? From the SPCP Charter, above: "The Council will not mediate disagreements between individual community members and the police department. The Council will not replace direct communication between the police and the community, nor does it replace any other community processes, resources and/or committees." Unresolved issues may be directed to the Town Manager. If resolution remains impossible the Select Board has final authority.

Town leadership shaping environment for dialogue/recognize the experience of victims/issue is between the police and the community, the select board is not responsible for that relationship. With new leadership from the Town Manager, Bob Menicocci and the appointment of Chief Ziemba, the town has created the environment for an open door between the community and police.

Restorative processes when there are issues between police and individuals. The department's policy on handling these issues is available at <https://www.williamstownmapolice.com/policies-and-procedures>. The Chief of Police is the first designated point of contact. If the issue remains unresolved it may be escalated to the Town Manager. If resolution remains impossible the Select Board has final authority. With the appointment of a new chief, Chief Ziemba has reoriented the department to be more open to and collaborative with the community.

Continuing to have conversations based on factual experiences and actionable problems and be at the table with the framework of problems and solutions. The Chief of Police and two members of the department have assisted the SPCP at almost every meeting. With his collaborative philosophy the Chief works with the community and other organizations to solve problems and seek input.

Topic area: Citizen Police Academy (CPA)

Recommendations and actions taken:

Citizen Police Academy. The department does not have the resources to establish a Citizen's Police Academy. The department has had open house events in the past where the community has been able to learn about the department and how it operates.

Learning about the job police are asked to do. The department does not have the resources to establish a Citizen's Police Academy. The department has had open house events in the past where the community has been able to learn about the department and how it operates. The SPCP has explored along with the Chief, the possibility of a "sit along" with a Dispatcher rather than a ride along for opportunities to learn. Privacy and legal requirements must be addressed for this to occur.

CPA for high school students and adults. The department does not have the resources to establish a Citizen's Police Academy. The department has had open house events in the past where the community has been able to learn about the department and how it operates.

ADDENDUM

SPCP Council

Andi Bryant, **Coordinator/logistics**

Dan Bryant

Barbara Carr

Tim Carr

Charles Chandler

Lucy Gerold, **Facilitator/Chair**

Tanya Hernandez

Jeanne Marklin

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Denise Nazaire – DOJ

Kerri Nicoll

Brian O’Grady

Jake Schutz

Sam Sharma

Mike Ziemba

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Charter
Adopted August 4, 2022

Authorization

At the recommendation of Interim Police Chief Michael Ziemba and as approved by the Interim Town Manager Charlie Blanchard, and in partnership with the Department of Justice Community Relations Service, a facilitated community gathering was held on March 12, 2022 (SPCP event) which resulted in the formation of this Council.

Purpose

The charge of the Council is to ensure that prioritized solutions from the SPCP event are addressed in a timely manner. It is also the charge of the Council to collaborate with law enforcement leadership to follow up on the recommendations, and solutions developed by community participants of the SPCP event.

Goals

The Council will prioritize recommendations. By summer of 2022, the Council will introduce itself to the community and present its Charter. Prioritized recommendations directed at improving the relationship between the police and community will be finalized by summer of 2022. Action plans will be developed for implementing top priorities throughout 2022 and 2023 with quarterly progress reports beginning in the fall of 2022. These reports will be made public and distributed to the Police Chief, Town Manager and Select Board.

Approach

The Council will schedule regular meetings to engage and collaborate with those who are responsible for implementing action plans (facilitating the concerns that were identified in the SPCP Meeting), receive updates, review progress on plans, and report progress to the community.

Council Membership

The Council consists of volunteers identified at the SPCP event. These Council members live or work in Williamstown or work for an organization that serves the Williamstown community. The council may add new members as they see fit. The Council may make such rules for membership as it sees necessary and may change those rules from time to time as it sees fit. The structure of the Council includes a Facilitator/Chair and a Logistics Coordinator (agendas, schedules, communications, etc.) Both positions are selected by the Council body and serve at the pleasure of the Council.

Confidentiality

All members must maintain confidentiality of proceedings and personnel data they may become aware of. This must be strictly adhered to and any violation will result in removal from the Council.

Council's Authority

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The authority of the Council is to provide oversight and advocacy on behalf of the community, as established at the SPCP event. It is also to prioritize recommendations and solutions in collaboration with Interim Police Chief Ziemba or the Chief of Police for Williamstown.

Processes

The Council will operate on the principle of consensus decisions for all action items that are not internal to the workings of the Council or that directly impact outside organizations or the general public. The Council may operate on a majority vote basis for any internal actions that, in general, only impact the internal operations of the Council.

Support

The Council may accept the use of Town resources in order to accomplish its goals. These may include, but are not limited to, use of town-owned facilities space, technology or other resources for communication needs and scheduling meetings.

Prohibited Areas

The Council will not engage in any decisions relating to police staffing, policies or practices, nor will it replace the existing lines of authority within the Town of Williamstown or the Williamstown Police Department. The Council will not mediate disagreements between individual community members and the police department. The Council will not replace direct communication between the police and the community, nor does it replace any other community processes, resources and/or committees.