



Community Action Team (CAT 21) Guidelines

Warrenton Police Department
333 Carriage House Lane
Warrenton, VA 20186
(540) 347-1107



Community Action Team (CAT 21) Members Guidelines

Background:

The Warrenton Police Department has long benefited from its relationship with the community it serves, and that synergy can only continue with transparency and community involvement. The CAT team was formed in June 2020 to align the Warrenton Police Departments Policies with 21st Century best policing practices.

The ultimate objective of the Community Action Team is to help enhance the level of trust and understanding between the community and the Warrenton Police Department.

Mission:

The partnerships formed within the Community Action Team (CAT) will foster trust between the community and local law enforcement. Our mission is to bring the local police department into the 21st century through adopting best policing practices, addressing neighborhood concerns, recognizing issues to protect citizens and community members in a non-biased way, reviewing incidents with sensitivity, respect, and objectivity, applying logic and truth to all commentary regarding incidents, and building community trust through transparency and accountability.

Vision:

We envision a safe community environment made possible by a strong, positive and trusting relationship between the community-at-large and the Warrenton Police Department. We recognize the effective delivery of public safety services requires the police partnering together with its citizens to ensure the safety of all its residents and those visiting our community.

Purpose: Six Pillars of Policing;

- Build trust and legitimacy within our community
- Establish policies to reflect community values and reduce crime
- Implement new technologies to fully engage with the community
- Community policing emphasizes working with neighborhood residents
- Ensure high quality and effective training and education for officers
- Promote officer wellness and safety



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Membership Selection, Terms, Conditions, and Expectations:

The Community Action Team shall consist of 6 charter members and 3 at-large members. Members shall reflect a range of interests and professions including, but not limited to, faith-based communities, town residents, non-profit organizations, youth organizations, education, business owners/operators, college students, and other similar interests and organizations.

Future Community Action Team charter members and at-large members shall be appointed by the Community Action Team, in consultation with the Chief of Police by majority vote.

The initial six (6) Charter Members selected to serve on the Community Action Team shall be appointed for a one-year term (12 working meetings) renewable term, and the three (3) At-Large members shall serve a six-month term (6 working meetings) fixed term, in addition to an initial introduction meeting.

At-large members shall complete their six-month term (6 meetings), in addition to an initial introduction meeting in order to elect having their name placed on the list to be considered as a future replacement charter member.

At-Large members have the same duties and responsibilities as charter members.

Outgoing At-Large members shall be placed on list to be considered as a future charter member and/or substitute member. Members shall remain on the list no longer than two years.

No member shall serve more than 2 years (2 consecutive one-year terms) on the Community Action Team.

Term limits have been established to allow greater participation of all interested. However, the Community Action Team, in consultation with the Chief of Police, may offer extensions of term length or total years members are permitted.

If a member resigns or is otherwise removed from the Community Action Team during his or her term, then the Community Action Team, in consultation with the Chief of Police may appoint an At-Large member from list to serve the remainder of that term.

The Community Action Team, in consultation with the Chief of Police, may also remove members of the Community Action Team for reasons that include, but are not limited to, the following: dishonesty, failure to meet the expectations of the Community Action Team, failure to follow the prescribed guidelines for Community Action Team members, and for any other reason that warrants removal, at his or her sole discretion.



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Members who fail to attend monthly meetings may be removed at the discretion of the Community Action Team, in consultation of the Chief of Police. Members may be removed from the Community Action Team for cause pursuant to the voting requirements noted in the Meetings, Voting and Quorum Section.

Entire membership can vote a member from the team entirely in consultation of the Chief Police. This process will be held during a special meeting. With no less than 60% of total members present, a vote may be taken to decide whether to remove the member.

Members acknowledge that service completed as a part of the Community Action Team is strictly on a volunteer basis and members will not receive any form of compensation. There shall not be any financial requirements or membership fees associated with the member's participation on the Community Action Team.

A Community Action Team At-Large candidate's application will go through a vetting process by the members of the Community Action Team, the Chief of Police and/or his/her designee. The Community Action Team and the Chief of Police shall determine whether to appoint the Community Action Team candidate as an At-Large member, based on current openings.

Any effort to conceal information from the Chief of Police and/or members of the Community Action Team, will result in denial of the application for the Community Action Team At-Large membership.

In addition, Community Action Team members are expected to meet all of the following: in addition to other requirements:

- Attend scheduled monthly "in-person/virtual" meetings and be prepared to actively engage in honest and purposeful dialogue for the purpose of community problem solving;
- Team members are responsible for knowing date/place/time of each scheduled meeting without reminders.
- Actively participate in recruitment and retention of members;
- Review agendas, meeting minutes and supporting materials prior to monthly meetings;
- Complete homework as assigned and submit by deadline date requested. Any homework submitted after deadline will not be reviewed nor will it be included in review and/or discussions;
- Treat other members, WPD Staff, Town Staff, and members of the public with dignity and respect;
- Vote on decisions, and honor and respect the overall decision of the team;
- Participate in the reviewing process for replacement of at-large members;
- Act in the best interest of the CAT Team and its mission;
- Assist in welcoming and mentoring new elected At-Large members.



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- Members understand there will be items presented and information shared that is confidential, which will prohibit members from sharing with anyone that is not a member of the Community Action Team. Member shall sign confidentiality form when necessary.
- Maintain confidentiality of items presented and shared which are not to be discussed with any non-member of the Community Action Team and shall sign a confidentiality form when necessary;
- Respect the opinions of other team members in order to meet the goals and mission of the Community Action Team.
- Not utilize the meetings or their participation in the Community Action Team to further personal agendas;
- Not make statements to the media or the public that have the appearance or effect of representing that statement as an official position of the Community Action Team unless specifically approved by the Chief of Police; and
- Members are encouraged to participate in at least one ride-along with the Warrenton Police Department during their term.
- Members are encouraged to participate in police officer panel interviews for better understanding of the panel interview process.

Meetings, Voting and Quorum:

Community Action Team meetings will take place on the first Thursday of every month at 2:00 pm, unless otherwise advised by the Chief of Police and/or his/her designee. The meetings will be held at a location determined monthly by the Chief of Police, and/or his/her designee. Meetings are approximately two (2) hours in length.

Every regular monthly meeting of the Community Action Team shall have an agenda. The Chief of Police and/or his/her designee, will develop the agenda.

Agenda shall list all member's names, number of meeting and term expiration (month/year) next to the name.

At-large members have the full duties and responsibilities as charter members.

Meetings of the Community Action Team are not open to the public.

In order to consider a meeting (in-person/virtual) valid, the attendance must be at least 60% of total sum of the Charter and At-Large members that make up the current team. This number is determined from the total number of includes (6) Charter Members and the (3) At-Large Members.



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In the case of a critical incident that requires immediate Community Action Team attention, the members will meet within 24 hours and/or as appropriate.

Any matter brought before the committee for a vote, members must vote in person which includes voting orally during a meeting held via video conference (virtual/Zoom). A majority of members shall constitute a quorum. Motions must be approved by a majority of members.

Minutes of all meetings shall be kept. The minutes shall be approved at the following meeting and shall include, at a minimum, the following voting actions:

- Removal of members;
- Approval of minutes;
- Any other action called for a vote by any member

Terms served by charter and at-large members intentionally overlap to avoid member’s terms expiring at the same time. Three months prior to any member’s term expiring, it shall be announced and noted on the agenda and reflected in the minutes for action to begin the recruiting/replacement process to assure proper staggering of terms which will avoid a vacancy.

The Chief of Police and/or his/her designee shall preside over and facilitate Community Action Team meetings.

Amendments and Authority:

These guidelines and procedures may be amended and the changes will be provided, described and placed in the next regular monthly meeting agenda.

The guidelines and procedures may be amended by a two-thirds vote of the members present, provided the changes are described at the next regular monthly meeting.

The forgoing guidance and procedures provide the protocols for the administration and parliamentary functions of the Community Action Team.

I hereby sign this document acknowledging that I agree to the terms that I have read in this document, which consist of five (5) pages.

Member/Applicant Full Name (print)

Member/Applicant’s Signature

Date

For more information, please contact the Warrenton Police Department, Office of Public Information and Community Engagement at pio@warrentonva.gov or (540) 347-1107.