

**BOROUGH OF SHARON HILL  
DELAWARE COUNTY, PA**

**RESOLUTION NO. 2024 - 07**

**A RESOLUTION OF THE BOROUGH OF SHARON HILL ESTABLISHING  
THE  
BOROUGH'S CITIZENS POLICE ADVISORY BOARD AND  
ESTABLISHING THE PURPOSE, ORGANIZATION, TERMS, DUTIES,  
AND RESPONSIBILITIES  
OF THE COMMITTEE**

**WHEREAS**, Borough Council commissioned a report to review safety procedures in the Borough in order to obtain a more comprehensive and expansive approach to safety within the Borough. In accordance with these recommendations and in order to better address health and safety, the Borough seeks supports from Borough residents to better review and address public safety related matters impacting the Borough; and

**WHEREAS**, to provide such requested support to better review and address public safety related matters within the Borough, Sharon Hill Borough Council has decided to establish a Citizens Police Advisory Board to review, research, analyze, discuss, and make recommendations to Council on policing policies and to advise on public safety.

**NOW, THEREFORE, BE IT RESOLVED** by the Sharon Hill Borough Council, the Sharon Hill Borough Citizens Police Advisory Board is hereby established pursuant to the following terms and conditions, and for the following purposes:

**§1. Creation of Committee.**

The Sharon Hill Borough Citizens Police Advisory Board is hereby established by Sharon Hill Borough Council.

**§2. Appointment; terms; membership; compensation; and removal.**

- A. The Sharon Hill Borough Citizens Police Advisory Board shall consist of five (5) members who shall be appointed by Sharon Hill Borough Council. Members of the Committee shall serve staggered terms of three (3) years, except that the terms of the initial members shall be for one (1) year, two (2) years, three (3) years, four (4) years, and five (5) years. Annually thereafter, Borough Council shall appoint members to the Committee for a term of three (3) years. The Chairperson of the Committee shall promptly notify Borough Council of any vacancies on the Committee, and such vacancy shall be filled by Borough Council for the unexpired term.
- B. The membership of the Citizens Police Advisory Board shall be limited to Sharon Hill Borough Residents. If during the term of service an appointed member relocates

outside the Borough, the position will be considered vacant, and a new member can be appointed by council to fill the unexpired term.

- C. The members of the Citizens Police Advisory Board shall serve without compensation, but they may be reimbursed for expenses necessary to carry out the objectives of the Committee when those expenses are deemed necessary and appropriate and have been approved by Borough Council.
- D. Any member of the Citizens Police Advisory Board may be removed by a majority vote of Borough Council. Further, a member shall be immediately and automatically removed if, at any time during the member's term, if the member fails to attend meetings or otherwise participate on the Committee. Any appointment to fill a vacancy shall be only for the unexpired term.

### **§3. Organization.**

- A. The Citizens Police Advisory Board shall elect its own Chairperson, Vice Chairperson, and Secretary, and create and fill such other offices as it may determine necessary. Subject to the approval of Borough Council, the Committee may make and alter its rules of procedure consistent with the ordinances of Sharon Hill Borough and the laws of the Commonwealth of Pennsylvania.
- B. The Committee shall keep records of its resolutions, transactions, findings, recommendations, and/or determinations, and such records shall be public records, subject to the exceptions of the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101, *et seq.*
- C. A majority of the Committee shall constitute a quorum, and action taken at any meeting shall require the affirmative vote of that majority.
- D. The Citizen Police Advisory boards (CABs) will be reviewed annually by the council. This review will assess activities and accomplishments; and monitor compliance and effectiveness in providing advice

### **§4. Purposes and duties.**

The purpose of the Citizens Police Advisory Board is to assist Borough Council in serving the community by helping to improve the relationship between the Sharon Hill Police Department and the community. The Committee is strictly advisory in nature and has no decision-making authority. Rather, the Citizens Police Advisory Board shall advise and make recommendations to the Borough Council regarding issues concerning public safety and police services within the Borough of Sharon Hill to:

- A. Enhance Police-community relations;
- B. Facilitate community perspective and recommendations concerning Police procedures, programs, training, use of technology and the effectiveness of Police services;
- C. Promote public awareness of the Borough's Police services and programs including business and residential community safety, crime prevention and

- D. Serve as a liaison between the Police Department and the residents of Sharon Hill Borough;
- E. Review significant community issues and make recommendations regarding potential resolutions, programs, policies, and standards;
- F. Assist in community outreach efforts regarding Police Department policies and programs;
- G. Encourage individuals and community groups to assist the Police Department in the implementation of Police programs and services;
- H. Assist with the budget process through review, program evaluation, and priority recommendation;
- I. Determine whether there are historical, institutional, or systemic policies, practices, training materials, or procedures that can lead to the disparate (unequal) treatment of persons of color, or gender, or any other factor which may have a disparate impact on residents of the community;
- J. Review and make recommendations on consultants and training materials that could be used for Police Officers regarding the history of race relations, or gender relations in the United States that also would address the potential for unconscious bias, or stereotypes in policing;
- K. Offer insights into national trends and / or opportunities that impact Police and community relationships;
- L. Review and make recommendations concerning other matters as may be referred to the Committee, from time to time, by the Chief of Police, Borough Manager, Mayor, and Borough Council; and
- M. No action of this committee can supersede any provisions of the FOP contract.

**§5. Meetings and reports.**

The Citizens Police Advisory Board shall meet on a quarterly basis, or more often if the Committee deems necessary. The Committee shall keep a full record of its business and report on its achievement of council's benchmarks no less than annually make a written report of its activities to the Borough Council.

**§ 6. Appropriations for Committee expenses.**

Borough Council may appropriate funds, as may be necessary and available, for the expenses expected to be incurred by the Citizens Police Advisory Board in the year the appropriation is made. Such appropriations may be expended for administrative, clerical, printing, and training, as may be required and are within the funding limits appropriated to the Committee. Any expenditures requested by the Committee shall conform to the Borough budget, appropriate Borough ordinances and resolutions, and commonwealth and federal laws governing purchasing and expenditures. When authorized by Borough Council, the Committee may contract for experts or other consultants for technical or professional services as it may require.