

MEMO

DATE: January 1, 2017

To: Board of Trustees, Village of Gowanda

From: Heather McKeever, Mayor, Village of Gowanda

RE: Formation of the Village of Gowanda Police Committee (updated)

In my role as Mayor for the Village of Gowanda I assume the responsibility as Commissioner of the Gowanda Police Department. As the Village of Gowanda Police Department is a part-time department with a part-time Officer in Charge it is my duty to supervise the Department. Note that members of the Village Board of Trustees do not have any authority to supervise or direct subordinate Village Officers or employees, for this reason I think it is critical that a Village of Gowanda Police Committee be formed so that the Village Board of Trustees have the ability to assist the mayor in monitoring our Police Department to include but not limited to: Maintaining and updating current Standard Operating Procedures, Developing Policy as needed, Employee Performance and New Hires, Code Enforcement Division, PAARI (Police Assisted Addition and Recovery Initiative), Community Policing Efforts, Southern Tier Regional Drug Task Force Partnership, Police Department Budget, Police Officer Training and Certifications.

Charge to Village of Gowanda Board of Trustees: To form the Village of Gowanda Police Committee (herein referred to as The Committee).

As The Committee you are charged with the responsibility to develop a structure in which you will work with the Officer in Charge and respective areas of the Gowanda Police Department per the assignments listed on page 2 of this memo. The Committee will be asked to monitor and assess each respective assigned area and make recommendations to the Mayor in an effort to develop a strategic plan that will keep the Gowanda Police Department operating with the highest of standards. My goal in forming The Committee is to keep the Gowanda Police department accountable as it is our agreed upon vision that the Gowanda Police Department is a valuable asset to our community and its purpose is to improve the quality of life for our residents and business community by provision of the highest quality of police services. The Committee will monitor the Gowanda Police Department to see that our Officer in Charge and Police Officers maintain respect for all human rights; will promote mutual respect and courtesy, and work to build strong, effective, mutually beneficial police-community relations and partnerships.

The Committee will work towards organizational values that include integrity and dedication to better our Village. This also includes continuing a good working relationship and partnerships with neighboring agencies to include New York State Police, Cattaraugus County Sherriff and Erie County Sherriff. It will be The Committees' goal to remain committed to working in collaboration with community organizations and residents to clearly identify and resolve issues that impact public safety. The Committee is in place to encourage the active participation and input from all levels of our organization as well as participation from all individual residents, businesses and visitors of the Village of Gowanda. As a Village Board we are committed to nurturing public trust by holding the Village of Gowanda Police Department accountable to the highest standards of professionalism and ethics. The Committee will dedicate its efforts to keeping the Village of Gowanda Police Department to the highest standard of professional law enforcement and public service through an open system of communication, community partnerships, improved and professional department management, professional development and training opportunities for our officers, enhanced operational procedures, problem solving methods, and overall developing strategies that put into action community input.

Task/Division of GPD	Trustee	Trustee	Responsible Party
Standard Operating Procedures	Wanda Koch	Aaron Markham	Officer in Charge
Employee Performance New Hires & Professional Development Officer Training and Certifications	Wanda Koch	Carol Sheibley	Officer in Charge
Code Enforcement Sub Committee	Wanda Koch Member of Gowanda Area Chamber Member of Gowanda Fire Department Member of Neighborhood Watch	Aaron Markham	Code Enfor. Officer
PAARI Program Sub Committee	Wanda Koch Community Connections Group	Paul Zimmermann	Officer in Charge
Community Police Efforts	Aaron Markham	Paul Zimmermann	Officer in Charge
Southern Tier Regional DTF	Wanda Koch	Aaron Markham	Cattaraugus Co. Sheriff and Officer in Charge
Budget	Wanda Koch	Carol Sheibley	Officer in Charge