

**BRIDGEVILLE POLICE DEPARTMENT
POLICE ACCOUNTABILITY COMMITTEE (PAC)
BYLAWS**

I. Authorization

The Bridgeville Police Department Police Accountability Committee (hereinafter referred to as the "PAC") is established under Delaware legislation requiring the formation of Police Accountability Committees by all police agencies within the state.

II. Mission Statement

The mission of the PAC is to serve as an advisory body that facilitates constructive dialogue between the community and the police department. The PAC aims to enhance public safety, promote transparency, and strengthen community trust in law enforcement by providing recommendations on police practices and policies.

III. Powers and Duties

- A. The PAC serves as an advisory body only, without any decision-making authority. The PAC is responsible for bringing community issues and concerns to the attention of the police departments and presenting potential solutions to enhance public safety and trust.
- B. The PAC shall not involve itself in specific personnel matters, disciplinary actions, or police misconduct investigations. Its role is strictly to provide recommendations on general policing practices and community engagement strategies.

IV. Composition

- A. The PAC shall consist of five community representatives. A committee member may be selected by the PAC members to serve as the chairperson.
- B. The Police Chief, or his/her designee(s), shall serve as non-voting members of the PAC.
- C. Members shall serve a term of two years, with the possibility of reappointment.
- D. The PAC may establish committees as needed to assist in fulfilling its duties.

V. Chairperson

- A. The Chairperson shall lead the PAC, preside at all meetings, set meeting agendas, and act as the primary liaison between the PAC and the police department.
- B. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.
- C. The Chairperson may vote on any motion pending before the PAC.

VI. Meetings

- A.** The PAC shall meet quarterly, with additional meetings scheduled as necessary.
- B.** Meetings shall be open to the public, with time allocated for public comment. The PAC is subject to the requirements of the Freedom of Information Act, Chapter 100 Title 29 (FOIA), as per HB 206.
- C.** Minutes from each meeting shall be recorded and made available to the public within a reasonable timeframe.
- D.** The Order of Business for meetings shall be as follows:
 - 1. Call to Order/Pledge of Allegiance
 - 2. Approval of Agenda
 - 3. Approval of Minutes
 - 4. Old Business
 - 5. New Business
 - 6. Public Comment
 - 7. Good of the Order
 - 8. Adjournment
- E.** A quorum, consisting of a majority of voting members, is required to conduct business at any meeting.
- F.** The PAC may establish time limits for presentations during meetings. The Chairperson will advise presenters of any time limits at the onset of the meeting.
- G.** All meetings and proceedings of the PAC, with the exception of executive sessions, shall be open to the public.
- H.** The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the PAC meetings.

VII. Staff Support

- A.** The Bridgeville Police Department shall provide staff to support the PAC as needed. Support staff may include police department employees or interns.
- B.** Responsibilities of the PAC staff shall include:
 - 1. Recording the proceedings of meetings, including agendas and minutes.
 - 2. Disseminating information to members of the PAC and the POST Commission.

3. Maintaining records related to the PAC.
4. Ensuring FOIA compliance.
5. Establishing and maintaining a PAC website.

VIII. Training and Development

A. All non-officer members are required, within one year of appointment, to complete 20 hours of community training. This training may consist of ride-alongs, field trips, participation in a Citizens Police Academy, demonstrations, or other equivalent courses of instruction.

IX. Annual Review and Reporting

A. The PAC shall prepare an annual report summarizing its activities, recommendations, and outcomes over the past year. This report shall be presented to the police department and made available to the public.

B. The PAC's operational guidelines shall be reviewed annually to ensure they remain relevant and effective. Amendments to the guidelines may be proposed and adopted by a majority vote of the PAC members.

Date: September 17, 2025