

Precinct Community Council Handbook



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THE PRECINCT COMMUNITY COUNCIL: AN INTRODUCTION

In a complex and varied city like ours it is important for all segments of the community to work together to help keep the city safer, more secure and a good place to live and work. The New York City Police Department has recognized this fact for more than a generation. In the 1940's , local precincts and the communities they serve began working together to bring local police together with local residents and business people to work cooperatively on police related problems using local resources, talents and ideas. This was the rebirth of the Precinct Community Council.

As the oldest and most successful expression of "community policing", members form links with local police commanders and act as the precinct community forum on police related matters, open a two way communication link between police and community, and work together as a community. They help solve problems related to the police mission of preserving the peace, protecting life and property , and maintaining good relations between the police and the people they serve.

Many Precinct Community Councils operate localized programs to benefit youth, senior citizens , local organizations and the local community at large. Some of these programs are:

+ ***THE LAW ENFORCEMENT EXPLORER SCOUT PROGRAM*** for youth, giving them a chance at community service, a look at law enforcement as a life-work, and wholesome recreation.

+ ***CRIME PREVENTION FORUMS AND LECTURES***, to help local residents and business people avoid victimization.

+ ***CIVILIAN PATROL PROGRAMS , TENANT PATROLS , CIVILIAN RADIO MOTOR PATROLS***, to help precinct police to keep an eye on streets and building complexes, to prevent crime.

+ ***NATIONAL NIGHT OUT AGAINST CRIME PROGRAMS*** in the summer to demonstrate community unity against crime and criminals. New York City has consistently placed in the top ten in the nation in this program.

+ ***BLOCKWATCHER PROGRAM*** to help police keep an eye on neighborhood streets;

+ ***DRUGBUSTER PROGRAM*** to help police spot drug crimes in neighborhoods.

+ *COP OF THE MONTH PROGRAMS*, so that precincts can identify and recognize outstanding Police Officers in the precinct

+ *PRECINCT COUNCIL SOCIAL EVENTS*, including children's parties , events for senior citizens, Christmas/Hanukkah Parties, dances, dinners, block parties and similar events.

+ *HARMONY PICNICS* for police, youth , community residents, bringing the community together with local clergy and leadership.

+ *MEETINGS WITH POLICE OFFICIALS* to exchange mutual views and seek ways to solve local and citywide problems together.

Perhaps the most outstanding success story of the *Precinct Community Council* program is the continued cooperation between the people of each community and their local police precinct and commander. It is the greatest example of neighbor helping neighbor in the city. And that is the heart of " Community Policing " at its best.

WHAT IS THE PRECINCT COMMUNITY COUNCIL?

The Precinct Community Council consists of individuals who are dedicated to the improvement of their own neighborhoods and the enhancement of relations between the police , public safety agencies and the community. A Precinct Community Council can be supportive and realistic about what the Police Department can and can not do. They are community based and provide a local forum for community leaders , residents , organizations , business representatives and police to have face to face communication and contact. Ongoing communication and cooperation fosters improved relations between the police and the community.

There are seventy five (75) such councils , one in each precinct. They were originally organized by the Police Department and operate through the police precinct. These councils are a partner in local community government with the district community planning board and the local community school board.

Many activities and a variety of programs are sponsored by the councils to maintain a high quality public service. A greater awareness of the needs of the community by police officers, and increased community participation are the primary goals of this organization.

WHAT ARE THE "PURPOSES" AND "OBJECTIVES" OF A PRECINCT COMMUNITY COUNCIL?

1. To maintain direct contact between the precinct commanding officer and the community.
2. To encourage community involvement in public safety issues and quality of life conditions.
3. To promote awareness of law enforcement efforts.
4. To enhance community relations with the local police and the people they serve.
5. To initiate programs to deal with the needs and interests of each community (e.g. , blockwatchers, athletic programs for youth , special events , etc...).

Overall the community has the opportunity through the Council to voice concerns and maintain open communication links with the police precinct and its' command staff.

BACKGROUND AND HISTORY

It became evident that there was an explicit need for community and police cooperation. It took many years for society and the law enforcement community to recognize there was a mutual relationship between them. With a rapidly changing society, technological advancements, and expanding American culture, many city agencies began to lose direct contact with people at the community level. Various conditions and unique community needs had to be addressed. Without being aware of the needs of the community, it was difficult for the police to be adequately responsive to those needs.

The response to public need drew the police into matters affecting community welfare. In 1914, the Police Department established the Police Athletic League, helping to form a bridge between the Police Department and youth.

By 1943, the Police Department began to reach out to communities seeking and encouraging public participation, forming the *Precinct Coordinating Councils*. These councils were renamed *Precinct Youth Councils* in 1954, still with its concentration on youth.

We saw that the basic principles of the Precinct Youth Council can be applied to fill the same function for the entire community. What began as a crime prevention program for youth grew to a sound relationship involving all segments of the community. In 1965, the *Precinct Community Councils* replaced the Precinct Youth Councils. Direct Community cooperation is made possible with the Precinct Commander at the local level. Higher level police guidance comes from the *Office of the Deputy Commissioner for Community Affairs*.

WHO CAN JOIN THE COUNCIL?

Any member of the community can join a Precinct Community Council as a community resident , as a local business person , or as a representative of a civic organization or other locally oriented group. The only limit is that elected public officials or party officials may not hold office in the Council , as a matter of Police Department policy . The Council is a non-partisan group and should remain so for the good of the Council , the precinct and the Police Department.

**WHO CAN BE ELECTED TO THE EXECUTIVE BOARD OF THE
PRECINCT COMMUNITY COUNCIL ?**

1. Election of officers takes place during the initial meeting, in which anyone can become an officer. The organization of the Council would also be developed at this time.

2. The officers of the Community Council are elected by direct vote of the general membership of the Council. They become duly elected public officers who volunteer their time and services and receive no financial compensation. Once elected they are responsible solely to the membership.

3. Sub-committees are formed to propose strategies and suggestions to be presented for approval of the general membership.

4. All officers and members are bound by the constitution and by-laws of the Council.

5. **"ROBERTS RULE OF ORDER "** is the parliamentary guide for all Precinct Community Councils meetings. Each council must buy and maintain a copy of this parliamentary guidebook.

Suggested

COMMUNITY COUNCIL BOARD

EXECUTIVE BOARD (ELECTED)

President

Sgt at Arms

Parliamentarian

Precinct Chaplain

1st Vice President

Treasurer

Recording Secretary

2nd Vice President

Financial Secretary

Corresponding Secretary

3rd Vice President

Liaison to Precinct

Youth Council

Suggested

SUB-COMMITTEES

Policy

Public Safety

Membership

Steering

Grievance and Complaint

Programming

Substance Abuse Control

Finance

SELECT COMMITTEES

Educational Liaisons

Religious Liaisons

Special Citizens (Senior Citizens , Youth , Handicapped , etc..)

Housing

Entertainment

EX-OFFICIO MEMBERS/ADVISORS

PRECINCT COMMANDING OFFICER

COMMUNITY AFFAIRS OFFICER

YOUTH OFFICER

COMMUNITY BEAT OFFICER/SUPERVISOR

WHAT ARE THE GOALS AND GUIDELINES OF A COMMUNITY COUNCIL?

1. The goal of the Community Council is community input into police services. A well supported and functioning council of active members determines the effectiveness of the Council.

2. Activities of the council can include any of the following:
 - a. hearing local complaints and grievances
 - b. organizing sector , block , and tenant associations
 - c. public safety patrols
 - d. beautification programs (planting, cleaning vacant lots)
 - e. organizing youth programs (sporting events, bus outings, via the precinct youth council)
 - f. block parties to encourage communication
 - g. monitoring of local police and public safety services
 - h. cooperation with auxiliary police services
 - i. community crime prevention programs
 - j. senior citizen escorts
 - k. referral sources

WHAT ARE THE RULES FOR FUNDING RAISING AND SOLICITATION OF FUNDS?

1. There are Police Department directives governing this issue.
 - a. All fund-raising activities must be cleared through the Office of the Deputy Commissioner for Community Affairs.
 - b. Such activities must comply with all the laws of New York City and State, and with New York City Police Department regulations.
 - c. A report must be submitted to the Deputy Commissioner for Community Affairs prior to the start of any fund-raising activities , detailing:
 1. date
 2. time
 3. place and
 4. purpose of the fund-raising event

2. The Deputy Commissioner for Community Affairs will have final approval on all fund-raising activities. No such activity may proceed without written permission.

NOTE: The Police Department prohibits Police Officers from "soliciting , collecting or receiving money for any fund , club association , society or committee."

[Patrol Guide 104-1, Revision 91-4 , General Regulations Item 5]

WHAT ARE THE PRECINCT COMMANDING OFFICER'S ROLE AND RESPONSIBILITIES?

1. The Precinct Commanding Officer provides leadership and encouragement crucial to the success of the Precinct Community Council.

2. The Precinct Commander stresses the importance of planning the meeting in advance at the Executive Board meeting. The board meets to create the agenda , summarize correspondence , make sure committee reports will be ready and available for presentation , and prepare recommendations for council action and votes.

3. The Commanding Officer attends all council meetings. The regular meeting is an excellent means for the Precinct Commanding Officer to enlist the talent in the community , exchange information and ideas , reach decisions and solve problems confronting the police and the community. The meeting is chaired by the Council President , or in his/her absence , another Council Officer . The Precinct Commanding Officer is the advisor and consultant.

4. The Precinct Commander instructs and motivates council officers and committee chairpersons to meet the obligations of their functions to the Councils overall activity. Police personnel should avoid doing the work of the council and should reaffirm the police-citizen partnership the council represents.

5. The Precinct Commander instructs members of the command as to the aims and objectives of the Precinct Community Council.

PRECINCT YOUTH COUNCIL

In 1985 the Precinct Youth Council idea was updated by the Police Commissioner and the Deputy Commissioner for Community Affairs. Every New York City Police Department Precinct (except the Central Park Precinct) is required to have a Precinct Youth Council. Its purpose is to divert youth from criminal behavior, drug abuse and related problems, and to establish positive relationships between youth, police and community.

The main focus of the Precinct Youth Council is the youth of the community, their problems and needs. A large portion of the work is to provide wholesome and useful activities, service opportunities and guidance

The councils are informal, open all year to youths fourteen (14) to seventeen (17) years of age who live, work or attend school within a precinct. The Youth Council is led by the Precinct Youth Officer. Participants are individuals or representatives of youth organizations. Recruiting methods vary from precinct to precinct.

The Precinct Youth Council acts as a liaison with the Police Department. The council's attitudes, needs, problems, opinions can be addressed. It is a voice for youth to communicate their concerns.

Problem solving ideas and activities include anything from neighborhood projects , to assisting the elderly. The following are some programs which have been used successfully:

Boro-wide sports tournaments / baseball / basketball leagues

After school recreational centers

College awareness seminars

Camping trips

College sponsored scholarships

Tutoring programs for younger children

Bus outings

Talent / fashion shows

Senior citizen escort / Food delivery programs

Community service

Spelling bee contests

Summer recreation programs

Law Enforcement Explorer Scout program

CONSTITUTION

PREAMBLE

The Precinct Community Council is a group of citizens who are dedicated to the improvement of relations between the police and the community. The Precinct Community Council will sponsor and foster a variety of programs and activities designed to maintain public interest in quality police service. Greater awareness of community needs by Police Officers and increased community participation in public service are the desired goals of this organization.

ARTICLE I: NAME AND SCOPE

The name of this organization shall be the _____ Precinct Community Council (hereinafter designated as the Council). The Council's service activities will be confined to the area designated by the Police Department of the City of New York in the County of _____ as the _____ Precinct.

ARTICLE II: MEMBERSHIP

Any person who lives or works in the precinct, who is willing to give time, to further the purpose and goals of the Council is eligible to become a member of the Council. There are no restrictions as to race, religion, sex or socioeconomic status. Any person who is not in full agreement with the preamble of the Council as set forth above shall be excluded from membership. Membership age shall be restricted to those who have reached their 18th birthday, unless they are members of the ___ Precinct Youth Council.

ARTICLE III: EXECUTIVE BOARD OFFICERS AND BOARD OF DIRECTORS

SECTION A. The Council Officers shall be no more than ten (10) in number. President , three Vice Presidents , four Secretaries, Treasurer and Sergeant-at Arms.

SECTION B. The Board of Directors (hereinafter known as the Board) shall consist of all elected officials and chairpersons of standing Committees. Additionally, any ex-officio member of the Board shall be designated by the Precinct Commander.

ARTICLE IV: STANDING COMMITTEES

There shall be eight (8) standing Committees: Membership, Program, Publicity and Publication, Finance, Fund Raising, Safety and Security, Youth and Elderly Citizens, and Grievance and Complaint Committee. There shall be no restriction on any officer becoming chairman of a standing committee, except the President. The President of the Council may from time to time appoint Ad Hoc (non-standing) committees or such committees as may be deemed necessary to promote the business of the Council. These Ad Hoc committees require ratification by the majority of the Council members present at the meeting when the committee is appointed.

ARTICLE V: MEETING SCHEDULES

Regular meetings of the general membership shall be held the ___ week of each month at ___ p.m., at the ___ Precinct, except when necessity dictates otherwise, except during the month(s) of _____ and _____. A meeting date which falls on a holiday shall be switched to an alternate date determined by a majority of the Executive Board. Quorum for regular meetings shall be _____ council members who meet the requirements in Article II. Quorum for Board of Directors meeting shall be _____. The presence of at least a majority of the officers is required to make the action of the Board official. Special meetings may be called by the President if a majority of the Board of Directors concurs or by written request with valid signatures of ___ members in good standing and who are eligible to vote in regular meetings. The Board of Directors shall meet on the ___ week of ___ month at the ___ precinct. During the month(s) that regular membership meetings are not held the Board will conduct any necessary business and report same at next regularly scheduled general Council meeting. If a quorum is not reached by the end of the general or Board meeting, the vote of the body concerned must be taken at the next Board or general meeting to legalize any business transacted without a quorum.

ARTICLE VI: PROCEDURAL BYLAWS

SECTION A. The "**PERSONAL DATA SHEET**" shall not be made available to anyone. This personal data is confidential. It shall contain only the name, home address, home and business telephone numbers and date of birth of the council member. NO OTHER INFORMATION will be contained on the "**PERSONAL DATA SHEET**".

SECTION B. "Roberts Rules of Order, Revised" shall govern the business meetings of this council, unless "Roberts' Rules" conflicts with an explicit section of this constitution. If so, the Constitution prevails.

SECTION C. The fiscal year of this organization shall begin July 1, and end June 30th of the following year. This will provide uniformity with other councils.

SECTION D. The board may authorize the spending of up to and including ___ dollars, without prior approval of the General Council. Justification for such expenditure must be presented in the Board's report at the next General Council meeting.

SECTION E. All Board meetings are open to members in good standing. Only members of the Board will be permitted to vote on issues presented at Board meetings.

ARTICLE VI con't.

SECTION F. A member in good standing shall be one who has attended three (3) or more regular meetings in the 12 months immediately prior to the time of checking. Only those members who are in good standing will be eligible to nominate officers or vote in Council elections. The above rule does not apply to the business voted upon in regular membership meetings.

ARTICLE VII: ELECTION OF OFFICERS

No one shall be nominated for an office in the Council unless he/she is a member in good standing. Floor nominations will only be accepted from members in good standing as defined in Article VI, Section F. A Nomination and Selection Committee of ___ members in good standing shall be elected by the membership at regular meetings in March. At the general membership meeting in April, the Committee will submit a slate of candidates to fill any office in which the term of office expires the following May. At the April meeting the chairman of the committee shall take additional nominations from the floor.

ARTICLE VII con't.

The committee shall supervise the election procedures and prepare the ballots. The committee shall count the ballots and record the results of the election. These results will be given to the Precinct Commanding Officer along with the ballots for safekeeping. The election shall be held at the May membership meeting. Installation of officers shall be at the June meeting or in a separate ceremony anytime before the meeting. If the election is to be postponed for good cause, two-thirds (2/3) of the members in good standing must vote for postponement.

ARTICLE VIII: TERMS OF OFFICE

An officer shall only be able to serve three(3) consecutive one (1) year terms. Non-consecutive terms are unlimited.

ARTICLE IX: REMOVAL OF OFFICER FROM OFFICE

Any officer whose conduct is detrimental to the goals of the Council may upon recommendation of two-thirds (2/3) or more of the Board, be brought before the Council. Removal of such officer requires a vote of two-thirds (2/3) of the members in good standing who attend the meeting at which the vote is taken. Officers, Board members, Committee members who, without a valid reason or excuse, fail to attend three (3) consecutive Council, Board or Committee meetings shall be dropped from the office, Board or Committee.

Requirements of the Board before general vote to remove:

- a. Notice to office holder ten (10) days before time of vote.
- b. Notice must include statement of reason for removal and time at which office holder can present his/her defense.
- c. Board must show that notice was given.
- d. Notices of such meetings must be sent to all members in good standing.

ARTICLE X: VACANCIES

If an office becomes vacant during the term of office, a special election shall be held if there is more than one-half (1/2) of the unexpired term remaining. If one-half (1/2) of the term or less remains then the President may fill the vacancy. Two-thirds (2/3) of the Executive Board must approve the appointment, thereafter, a two-thirds (2/3) majority approval by Council members in good standing is necessary. In either case the person will serve out the unexpired portion of the term.

SECTION A. DUTIES OF BOARD OF DIRECTORS

1. To oversee the council operations.
2. Present policy decisions to general membership.
3. Outline yearly plan for Council.
4. Coordinate overall committee activities.
5. Authorize expenditure of funds up to amount set in Article VI, Section D in emergency situations.
6. Fill vacancies with help of President in situations where permitted in Article X.
7. Follow-up of grievances submitted to Police by Grievance Committee which are not resolved within (30) thirty days.
8. Present recommendations to the Precinct Commander , from general membership and the community. Recommendations must be designed to promote better police service.
9. Develop and supervise special projects approved by the Council. Membership in the Council does not preclude a person from being employed by a special project. Any special project will have a member of the Board of Directors designated by the President as executive officer of the project.

ARTICLE IX con't.

SECTION B. MISCELLANEOUS DUTIES

1. The Board of Directors may establish a panel of advisors, which consists of distinguished persons or experts in a particular field. These experts may be called upon to give insight and guidance in their area of expertise. Advisors become honorary Council members. Advisors do not have a vote in any Council issues.
2. Council shall not endorse any political candidate or political party. It shall remain neutral in intra-police matters.

SECTION C. OFFICER'S DUTIES

1. PRESIDENT

- a. Preside at all meetings of the Council.
- b. Cast the deciding vote in case of a tie.
- c. Call special meetings, etc., as here-in provided.
- d. Appoint the chairpersons of all committees except the Nominating and Election committees.
- e. Co-sign all checks issued in the name of the Council with the treasurer or Vice president, as designated.

Section C. con't.

- f. Be the official representative of the Council (or persons so designated by the president) in accordance with the policies set forth by the Board of Directors.
- g. Assign the three Vice Presidents to oversee the committees and report to the Board and Council.
- h. Shall appoint the Parliamentarian and all ad-hoc committees, with approval by the majority of the board and a ratification by a majority of the membership.
- i. Make recommendations to the Board for appointments.
- j. Perform all other duties pertaining to the office.

2. FIRST VICE PRESIDENT

- a. Preside at all meetings in absence of the President.
- b. Assist the President in the carrying out of his/her duties.
- c. Co-sign checks with President or Treasure in case one or the other is absent.
- d. Oversee committees as assigned by the President.
- e. Perform such other duties as may be delegated.

3. SECOND AND THIRD VICE PRESIDENT

- a. Preside at meetings in case of absence of President and First Vice President.
- b. Oversee committees as assigned by the president.
- c. Shall assist in whatever is deemed necessary or delegated.
- d. Co-sign checks in absence of President or First Vice President (And Second V.P. in the case of the Third V.P.)

4. RECORDING SECRETARY

- a. Shall keep a record of all proceedings at meetings of the Council and Board of Directors.
- b. Read at each meeting the minutes of the Council and Board.
- c. Keep minutes and all correspondence on file.
- d. Make available in the Precinct Community Affairs Office, a copy of the minutes for inspection by a member in good standing , and a copy for the Precinct Commanding Officer.
- e. Perform other such duties as may be delegated.

5. CORRESPONDING AND ASSISTANT SECRETARIES

- a. Be responsible for all Council and Board correspondence.
- b. Maintain a mailing list of all members in good standing.
- c. Prepare and mail out all notices of meetings ten (10) days prior to the meeting.
- d. Maintain the attendance record for the Council and Board.
- e. Take minutes in absence of Recording Secretary.
- f. The Assistant Secretary shall perform such duties in absence of both secretaries.
- g. Perform other such duties as may be delegated.
- h. Determine who is a member in good standing using current attendance records.

6. TREASURER

- a. Keep an accurate record of all financial matters.
- b. Give a report concerning financial matters at all Council and Board meetings.
- c. Maintain an account under the name of the Precinct Community Council at a Bank approved by the Board.
- d. Be responsible for all monies and financial records which are the property of the Council and Board of Directors.
- e. Be a member of the Fund-Raising and Finance Committees.
- f. Co-sign with the President (or Vice President) all checks.
- g. Submit a yearly report of all expenditures as necessary.
- h. Submit monthly Written Financial Report to Precinct Commanding Officer.

ARTICLE XII: COMMITTEES AND DUTIES

There shall be eight standing Committees, namely: 1) Membership, 2) Program, 3) Publicity and Publication, 4) Finance, 5) Fund-Raising, 6) Safety and Security, 7) Youth and Elderly Citizens, 8) Grievance and Complaint Committee.

- a. Each committee shall consist of not less than five (5) members and no more than nine (9) members to transact business.
- b. Committee members who fail to attend three (3) consecutive meetings without a valid excuse, shall be dropped from the committee.
- c. No individual shall serve as chairperson of more than one committee at a time.
- d. All committees shall report to the general membership verbally when deemed necessary, but must submit written reports to the Board of Directors and Recording Secretary accordingly.

ARTICLE XII con't.

1. MEMBERSHIP COMMITTEE:

- a. Keep a record file of all members names , addresses , telephone numbers etc..., with cooperation of Recording secretary .
- b. Shall maintain and see that attendance records are taken at all meetings , with the cooperation of Corresponding secretary.
- c. Shall design an information sheet and membership card for the Council.
- d. The Community Council shall put together a membership drive to be held once a year.
- e. Forward, after each election , a list of officers for the Council and members in good standing in the Council to the Commanding Officer.

2. PROGRAM COMMITTEE:

- a. Plan the yearly calendar of the Council along with the Board of Directors.
- b. Be aware of the Youth Council , the Elderly Citizens program, all community organizations and their activities so as not to conflict with each other , (such as meetings, social affairs time, etc...).
- c. Provide speakers , films , demonstrations , etc... for meetings.
- d. Help all committees to plan and develop activities.
- e. Keep Publicity and Publication Committee aware of all functions two (2) months prior to date , when possible.
- f. Clear all dates concerning the Council with the President , the Board of Directors and the Precinct Commanding Officer.

3. PUBLICITY AND PUBLICATION COMMITTEE:

- a. Publicize all activities of the Council with the approval of the Board of Directors and the President.
- b. Use all appropriate media to carry out its function.
- c. Work closely with the Board of Directors , President and other committees to create a good image in the community so the Council may carry out its programs.
- d. Create an Editorial Youth Staff for the Precinct Council Newsletter involving the Youth Council and Elderly Council as parts of the structure.
- e. Act as Historian of the Council by keeping a permanent scrapbook or an album of the activities ,(newspaper clippings, samples of tickets, invitations, programs etc...) or whatever the Council deems necessary.
- f. All publicity must be cleared through this Committee with the approval of the Board of Directors and the President.
- g. Display all information whenever or wherever the Council deems necessary for the betterment of the organization.

4. FINANCE COMMITTEE:

- a. Submit yearly budget to operate the Council at least one (1) month prior to the beginning of the New Fiscal Year.
- b. Coordinate requests for funds from other committees to the Board for approval.
- c. Work closely with the Treasurer.
- d. Keep the Fund-Raising Committee updated as to the funds required to finance Council operations and special projects.
- e. Oversee expenditures to prevent deficit spending except as approved by the Board and the majority of the Council Membership.

5. FUND-RAISING COMMITTEE:

- a. Conduct fund-raising activities throughout the year to defray Council operations and special programs.
- b. Ascertain that proposed fund-raising activities comply with the laws of New York City and New York State. Clear fund-raising activities with the Deputy Commissioner for Community Affairs.
- c. Keep accurate records of the proceeds of each fund-raising event. Transfer proceeds to Treasurer immediately, with the report which reflects expenditures and profits realized. (Copies to Board and Secretary).

6. SAFETY AND SECURITY COMMITTEE:

- a. Work closely with the precinct on all devices for safety in the boundaries of the precinct; also with other city agencies which provide the service.
- b. Publish all safety devices in the Newsletter so they may reach the community.
- c. Study methods of improvement.
- d. Request the Beat Officers of the Precinct work closely with the committee.

7. YOUTH AND ELDERLY CITIZENS COMMITTEE:

- a. Organize a Precinct Youth Council and Elderly Citizens Council.
- b. Work closely with Recreation and Cultural Affairs of the City of New York; the Police Athletic League (P.A.L.); Continuing Education Department, Board of Education and be alert on all Youth activities in the Borough of _____.
- c. Invite the youth to present programs to the Board of Directors, for help and consideration.
- d. Presidents of the Youth Councils and Elderly Citizens Committees serve as members of the Board of Directors, but operate independently of the Council with its own constitution and by-laws.

8. GRIEVANCE AND COMPLAINT COMMITTEE:

- a. A grievance is described as an allegation of a violation of the Council constitution or the by-laws and procedures as written , or of misconduct on the part of an officer of the Council , the Board of Directors or of a member of the Council.
- b. This committee shall receive a grievance application form in four (4) sections; typed, signed, and approved by the Board of Directors Copies shall be distributed to the Board of Directors , the Council President , the Precinct Commanding Officer , the Recording Secretary (for file) , the Grievance and Complaint Committee and to the person who filed the grievance.
- c. Step procedures for grievances shall be implemented as follows:
 - STEP 1) Grievance and Complaint Committee;
 - STEP 2) Above , and Precinct Community Affairs Office;
 - STEP 3) Above , and Precinct Commanding Officer;
 - STEP 4) Civilian Complaint Review Board or other proper higher authority as determined by the Precinct Commanding Officer or his designee.
- d. A grievance must be resolved within one (1) month or less , and results of each step noted above must be reported to the Board of Directors and the Council.
- e. Any person living in or having a business in the precinct may file a grievance.

ARTICLE XIII: AMENDMENTS

Proposed amendments to the Constitution and By-laws shall be submitted in writing to the President or Recording Secretary. Due notice of the proposed amendments shall be stated in the meeting notices in addition to being published in the Newsletter , before and after adoption at a membership meeting of the Council. Proposed amendments must be read at three (3) consecutive meetings before the vote. The revised constitution and / or amendments must be read three (3) times and a final vote taken. Amendments shall be adopted after approval of two-thirds (2/3) of the members present , provided they constitute a quorum. All amendments are subject to consultation with and written approval of the Deputy Commissioner of Community Affairs.