

**SUSSEX COUNTY SOUTHEAST REGIONAL  
POLICE ACCOUNTABILITY COMMITTEE (PAC)  
BYLAWS**

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**Article I. Authorization**

The Sussex County Southeast Regional 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.

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**Article 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 departments of Ocean View, Dewey Beach, South Bethany, and Fenwick Island. The PAC aims to enhance public safety, promote transparency, and strengthen community trust in law enforcement by providing recommendations on police practices and policies.

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**Article III. Powers and Duties**

**Section 1.** 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.

**Section 2.** 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.

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**Article IV. Composition**

**Section 1.** The PAC shall consist of two community representatives from each of the four jurisdictions: Ocean View, Dewey Beach, South Bethany, and Fenwick Island. An additional member from any of the four communities may be selected by the PAC members to serve as the chairperson.

**Section 2.** Police Chiefs from the involved jurisdictions, or their designees, shall serve as non-voting members of the PAC.

**Section 3.** Members shall serve a term of three years, with the possibility of reappointment.

**Section 4.** The PAC may establish committees as needed to assist in fulfilling its duties.

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## **Article V. Chairperson**

**Section 1.** 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 departments.

**Section 2.** In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

**Section 3.** The Chairperson may vote on any motion pending before the PAC.

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## **Article VI. Meetings**

**Section 1.** The PAC shall meet quarterly, with additional meetings scheduled as necessary.

**Section 2.** 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.

**Section 3.** Minutes from each meeting shall be recorded and made available to the public within a reasonable timeframe. The PAC must provide the Police Officers Standards and Training (POST) Commission with copies of all agendas, minutes, and other PAC documentation.

**Section 4.** The Order of Business for meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Old Business
6. New Business
7. Reports of Committees
8. Report of Staff
9. Public Comments
10. Adjournment

**Section 5.** A quorum, consisting of a majority of voting members, is required to conduct business at any meeting.

**Section 6.** The PAC may establish time limits for presentations during meetings. The Chairperson will advise presenters of any time limits at the outset of the meeting.

**Section 7.** All meetings and proceedings of the PAC, with the exception of executive sessions, shall be open to the public.

**Section 8.** The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the PAC meetings.

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## **Article VII. Staff Support**

**Section 1.** The Ocean View Police Department shall provide staff to support the PAC as needed. The position will be a part-time employee who will hold the title of Administrative Assistant. Support staff may also include police department employees or interns.

**Section 2.** 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.

**Section 3.** All PAC agencies will share the costs associated with operating the PAC, including expenses related to staff support.

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## **Article VIII. Training and Development**

**Section 1.** 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.

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## **Article IX. Annual Review and Reporting**

**Section 1.** 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 departments and made available to the public.

**Section 2.** 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.

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## **Article X. Addition of New Towns/Police Departments**

**Section 1.** Any town or police department within Sussex County interested in joining the Sussex County Southeast Regional PAC must submit a formal request in writing to the PAC Chairperson. The request should outline the reasons for seeking membership and how the town or department aligns with the PAC's mission.

**Section 2.** The PAC will review the request during a regular meeting. Representatives from the requesting town or department may be invited to present their case.

**Section 3.** Membership requests must be approved by a two-thirds majority vote of the existing PAC members. Upon approval, the new town or police department will be integrated into the PAC, with two community representatives appointed as members.

**Section 4.** Newly added towns or police departments will undergo an integration process, including orientation sessions for their representatives and community engagement efforts.

DATE: 11/14/2024

**SUSSEX COUNTY SOUTHEAST REGIONAL  
POLICE ACCOUNTABILITY COMMITTEE (PAC)  
AMEND BYLAWS**

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The Voting members noted that they had reviewed and considered the Bylaws of the PAC. Amendment to **Article II: Mission Statement** are as follows:

*The mission of the PAC is to serve as an advisory body that facilitates constructive dialogue between the community and the police departments of Ocean View, Dewey Beach, South Bethany, and Fenwick Island.*

The following language will amend and replace the above quoted Article:

***The mission of the PAC is to serve as an advisory body that facilitates constructive dialogue between the community and the police departments of Ocean View, Dewey Beach, South Bethany, Fenwick Island, and Dagsboro.***

The Voting members noted that they had reviewed and considered the Bylaws of the PAC. Amendment to **Article IV, Section I: Composition** are as follows:

*The PAC shall consist of two community representatives from each of the four jurisdictions: Ocean View, Dewey Beach, South Bethany, and Fenwick Island.*

The following language will amend and replace the above quoted Article IV, Section I:

***The PAC shall consist of two community representatives from each of the jurisdictions: Ocean View, Dewey Beach, South Bethany, Fenwick Island, and Dagsboro.***

Based on this review and consideration of these amendments to the Bylaws of the Sussex County Southeast Regional Police Accountability Committee (PAC) by the Voting members, the following resolutions were unanimously adopted:

RESOLVED, that the amendments of Article II and Article IV, Section 1, which were presented to the VOTING members for consideration, is hereby adopted.

RESOLVED FURTHER, that the Chairperson of the PAC is authorized and directed to take any action necessary to effectuate the foregoing resolution.

DATE: 11/21/2024

**SUSSEX COUNTY SOUTHEAST REGIONAL  
POLICE ACCOUNTABILITY COMMITTEE (PAC)  
AMEND BYLAWS**

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The following language will amend and replace the above quoted Article:

***The mission of the PAC is to serve as an advisory body that facilitates constructive dialogue between the community and the police departments of Ocean View, Dewey Beach, South Bethany, Fenwick Island, Dagsboro, and Selbyville.***

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The following language will amend and replace the above quoted Article IV, Section I:

***The PAC shall consist of two community representatives from each of the jurisdictions: Ocean View, Dewey Beach, South Bethany, Fenwick Island, Dagsboro, and Selbyville.***

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RESOLVED, that the amendments of Article II and Article IV, Section 1, which were presented to the VOTING members for consideration, is hereby adopted.

RESOLVED FURTHER, that the Chairperson of the PAC is authorized and directed to take any action necessary to effectuate the foregoing resolution.

DATE: 2/13/2025