

# COMMUNITY PATROL COMMITTEE MISSION STATEMENT & ACTION PLAN

## RESPONSIBILITY

- Advise Board on current status, conditions, and overall performance of Community Patrol operations. Make recommendations as applicable.
- Recommend action to the Board through the General Manager.
- Perform other related functions as directed by the Board of Directors.
- Review the Company Account Manager's monthly Management & Statistical Report.
- Conduct an annual review of Community Patrol operations and prepare a written report to the General Manager and Board of Directors due August 2001.

## COMMITTEE REVIEW PROCEDURES

- Reporting Procedures

The monthly Committee Meeting minutes will be used to memorialize monthly activity and events. The Committee minutes will be used as the source in reporting the Community Patrol's overall performance on the Annual Report during the reviewed year. Identify major problem areas resolved during the year and the resultant corrective action implemented will be enumerated. Existing open unresolved major problem areas as of the reporting date will be defined, current status reported and in process corrective action noted. Report retention period will be in accordance with the POA Retention Schedule.

- Tour access gates, unmanned gates, dispatch office and review overall operations including Marine Patrol activities on a quarterly basis.
- Review citizen's complaints excluding personnel items.
- Review officer's and Marine Patrol procedure manual and training manual.
- Review job description of roving patrol officers, supervisors, dispatcher, watch commander and Marine Patrol captain officers.