



Town of Castle Rock
PUBLIC SAFETY COMMISSION
BYLAWS
(March 2022)

The Public Safety Commission of the Town of Castle Rock has been established by Resolution 1989-57, last amended in 2004.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Public Safety Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14. This adoption repeals all earlier bylaws and charter documents.

Article 1 – Purpose, Duties, and Authority

The powers of the Public Safety Commission is to advise the Town Council on recommendations concerning levels of service and recommend options for appropriate and proper funding to achieve those levels of service. The Commission will examine the relation to long-term effects of service to the Town.

The Commission shall be advisory to the Town Council with respect to the following powers and duties:

Fire Department:

1. To recommend to the Town Council levels of service for the Fire department as identified through the National Fire Protection Association (NFPA), Insurance Services Offices Standards (ISO), and Commission of Fire Accreditation International (CFAI). Those levels shall be related to manpower, facilities, apparatus, and equipment.
2. To review and make recommendations concerning the strategic plan whose needs have been identified through item 1.
3. To review and make recommendations on annual operating and capital budgets.

Police Department:

1. To assist in the identification of department goals and objectives based on community needs.
2. To study projected effects (5-year plan) of the police service and the ability of the department to meet these future demands.
3. To study and review annually the department's budget and its connection in achieving established goals and objectives.
4. To assist with the identification of those crimes on which police resources will be concentrated. In the allocation of resources, those crimes that are the most serious, stimulate the greatest fear, and cause the greatest economic losses should be afforded the highest priority, and such other issues as the Town Council may refer for recommendation.
5. To assist the Chief of Police in establishing liaison roles with other groups, including community resource groups, other law enforcement agencies, and government entities.

Article 2 – Organization and Staff

The Public Safety Commission shall consist of up to nine members, but no less than five members. In so far as practice, composition of the Commission shall reflect the Town Council districts.

The Fire Chief and Police Chief or their designees shall serve as liaisons to provide updates and necessary technical and advisory support to the Commission and, through the Town, shall retain needed outside consultants to assist the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the on the first Thursday of each month at 3pm at the Police Station Courtroom, 100 Perry Street, Castle Rock Colorado, excluding holidays, unless otherwise designated and are open to the public.

Article 4 - Minutes and Records

The staff liaison shall maintain all of the records of the Public Safety Commission, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Commission for their review and approval.

Article 5 - Meeting Procedures

The Public Safety Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.
3. Staff report.
4. Discussion and Recommendations.
5. Other Business
6. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Public Safety Commission during a regular or special meeting.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Public Safety Commission have been duly considered and reviewed and are hereby adopted by the Commission this ____ day of _____, 2022 and will be posted on the Town website.

ATTEST:

PUBLIC SAFETY COMMISSION

Secretary/Vice-Chair

Chair