Larchmont Village
Ad Hoc Police Reform and Reinvention Collaborative

Process Plan
November 2020
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Timeline:

November 19, 2020 – request applications for those interested in serving on the Collaborative.

December 1, 2020 – deadline for applications.

The Collaborative shall meet twice per month in December and January 2021 and dates will be determined based on the Collaborative members’ availability. Collaborative meetings shall be conducted via Zoom and open for the public to watch.

February 2021 – a draft plan shall be presented to the community and a public hearing shall be scheduled to receive community feedback.

March 2021 - any necessary revisions shall be made to the draft plan.

March 31, 2021 - a final plan shall be submitted to New York State.
Goals

**Background:** Executive Order 203 issued by Governor Cuomo requires each local government in the State to adopt a policing reform plan by April 1, 2021 and to consult with community stakeholders to develop its plan, which should include recommendations to modify existing law enforcement policies including deployments, strategies, policies, procedures and practices of its police departments to address the particular needs of the community and promote community engagement to foster trust, fairness, and legitimacy.

**Process:** In response to EO 203, the Village of Larchmont has created an Ad Hoc Police Reform and Reinvention Collaborative will be chaired by the Mayor and will be composed of Village residents, representatives of the Larchmont Board of Trustees and Larchmont Police Department, and other governmental and community representatives as needed for supplementary input.

Every community must envision for itself the appropriate role of the police. Policies must be developed to allow the police to do their jobs to protect the public and these policies must meet with the local communities’ acceptance. “Collaborative” is the key word of this process. These discussions will not be framed as an adversarial process or an effort to impose top-down solutions. Issues must be aired, but solutions must be crafted. The collaborative process should:

- Review the needs of the community served by its police agency, and evaluate the department’s current policies and practices;
- Establish policies that allow police to effectively and safely perform their duties;
- Involve the entire community in the discussion;
- Develop policy recommendations resulting from this review;
- Offer a plan for public comment;
- Present the plan to the local legislative body to ratify or adopt it, and;
- Certify adoption of the plan to the State Budget Director on or before April 1, 2021.

The Village of Larchmont’s Ad Hoc Police Reform and Reinvention Collaborative will review information regarding the operations, policies, procedures and practices of the Larchmont Police Department, the results of both Collaborative and Community Surveys, as well as any relevant statistics, data, or other documents which it deems necessary, in order to identify areas for change and to create short and long term goals to enact such change.
Proposed Agenda for First Meeting

The Village of Larchmont’s Ad Hoc Police Reform and Reinvention Collaborative Meeting
December 9, 2020 at 5:30PM

Agenda

1. Explanation of the Collaborative and its purpose by Mayor Walsh

2. Introductions

3. Review and discussion of material requests from Village/Larchmont Police Department (are there any documents that members believe are missing or other information that would help in the evaluation)

4. Discussion of survey results and initial discussion of potential goals for the Collaborative. Creation of To-Do list and follow-up items for next meeting

5. Review the potential need for the Collaborative to break into sub-groups to review different facets of the Larchmont Police Department’s policies, procedures, practices and results of the community survey

6. Schedule next meeting(s)
Collaborative Survey

The Village of Larchmont’s Ad Hoc Police Reform and Reinvention Collaborative would like to receive your feedback prior to our first Collaborative meeting, if possible. Please complete the below survey and return it to mayor@villageoflarchmont.org.

Name:

1. Please describe any relevant experiences you have had with the Larchmont PD:

2. What do you think the Larchmont PD does well?

3. What do you think the Larchmont PD could do better?

4. Based on your experiences with the Larchmont PD, what are the key issues that you think the Collaborative should focus on?

5. Do you have any questions about the Larchmont PD or its operations?

6. Is there anything else you would like to know or understand better about the Larchmont PD?
Community Survey

This survey is being conducted by the Village of Larchmont’s Ad Hoc Police Reform and Reinvention Collaborative. The Collaborative is composed of Village residents, representatives of Larchmont’s Board of Trustees and Police Department, and other governmental and community representatives as needed for supplementary input.

Executive Order 203 issued by Governor Cuomo requires the local government to consult with community stakeholders to develop a policing reform plan, which should include recommendations to modify existing law enforcement policies including deployments, strategies, policies, procedures and practices of its police departments to address the particular needs of the community and promote community engagement to foster trust, fairness, and legitimacy.

The Collaborative would like to receive feedback from Village residents based on their interactions with the Larchmont Police Department. If you have had any relevant experiences, please complete the survey below no later than December 7, 2020.

Please note that this survey should be completed by Incorporated Village of Larchmont residents ONLY. If you are unsure if you live in the Village or the Town, you can check here: https://villageoflarchmont.org/link-to-street-finder/?doing_wp_cron=1606241294.8152880668640136718750

1. Please provide your name and address (Note: This information will be kept confidential)

2. Please describe any relevant experiences you, personally, have had with the Larchmont PD. Please be as specific as possible.

3. Based on your experience, what do you think the Larchmont PD does well?

4. Based on your experience, what do you think the Larchmont PD needs to improve upon?

5. Based on your experience, do you have any concerns about the Larchmont PD? If so, please describe them below:

6. What specific changes would you like to see come out of the Village of Larchmont’s Ad Hoc Police Reform and Reinvention Collaborative?
Initial Information Needed Regarding the Village of Larchmont Police Department

In determining how the Larchmont Police Department currently operates, the Village of Larchmont’s Ad Hoc Police Reform and Reinvention Advisory Collaborative would like to review the following details and information:

- Current Village of Larchmont Police Department Manual, redacted.

- Detailed data on calls:
  - what type of records are kept regarding contacts with people regardless of the outcome?
  - are statistics about racial breakdown of arrests kept?
  - are there cameras or recordings of interactions?

- Current Accreditation status:
  - what steps have been completed?
  - what steps need to be taken?

- Current procedure for handling complaints received regarding LPD personnel and details of complaints received and actions taken as a result of those complaints.

- Details regarding current Larchmont Police Budget and how funds are used.

- Copy of the Current PBA Agreement with the Village of Larchmont.

- Personnel Information:
  - Police Chief Job Description
  - Police Lieutenant Job Description
  - Police Sergeant Job Description
  - Police Officer Job Description
  - Personal History Questionnaire