



SEAFORD POLICE DEPARTMENT

300 Virginia Avenue
Seaford, Delaware 19973



TO:	Memo
FROM:	Chief Marshall D. Craft, Jr.
RE:	Regional Police Chiefs Accountability and Advisory Board (PCAAB) Rules - updated 070825
DATE:	June 4, 2026

POLICY STATEMENT

The Seaford Police Department (SPD) establishes and maintains a Police Chief's Accountability and Advisory Board (PCAAB) in compliance with HB 206 (Title 11, Chapter 84) and guidance from the Police Officer Standards and Training Commission (P.O.S.T.). This board serves as a vital forum for fostering meaningful police-community interaction and addressing public safety concerns.

The PCAAB is grounded in SPD's core values and guided by the R.E.S.P.E.C.T. principles:

- **R** – Relationships
- **E** – Ethical Practices
- **S** – Safe Communities
- **P** – Partnerships
- **E** – Equality
- **C** – Crime Reduction
- **T** – Transparency

PURPOSE

Formally established on March 9, 2021, by the Mayor and City Council at the recommendation of the Chief of Police, the PCAAB was created to:

- Strengthen transparency.
- Encourage information sharing.
- Advance community education.
- Promote meaningful engagement between police and the public.

The PCAAB functions solely as an advisory body and does not review specific police actions or internal personnel matters. Its role is to provide guidance on policies, training, and strategic initiatives affecting SPD and, as of July 2025, the Town of Blades Police Department. Additionally, a waiver of liability will be required for any municipality that joins the Regional Board.

In June 2025, the PCAAB voted to approve the inclusion of the Town of Blades Police Department, formally transitioning into a Regional Police Accountability and Advisory Board. As part of this regional partnership:

- The Town of Blades may recommend two (2) members for appointment to the PCAAB.

- All appointments to Seaford Boards, including the PCAAB, are made by the Mayor of Seaford in accordance with the City of Seaford Charter.
- City leadership of both communities (Mayor, City Council, City Manager, and City Solicitor) will review this regional arrangement and determine if bylaw amendments or clarifications are needed to authorize cross-jurisdictional appointments.

REGIONAL PCAAB OPERATIONS

Unless otherwise approved by the PCAAB board:

- All meetings will be held at City of Seaford, City Hall, 400 High Street, Seaford, DE 19973.
- Meetings are scheduled for the third Thursday of each quarter, originally beginning May 20, 2021, at 7:00 p.m. at City Hall. Adjustments may be made as necessary.
- The Seaford Police Chief will collaborate with the Blades Police Chief to ensure both communities maintain FOIA compliance with all requirements as well as POST requirements, to include, but not limited to:
 - Develop meeting agendas.
 - Confirm required community training for respective members.
 - Verify background checks are completed using City of Seaford requirements and forms.
 - Ensure compliance with the Freedom of Information Act (FOIA), Title 29, Chapter 100.

Unless otherwise agreed, the Seaford Police Chief's Executive Assistant will support PCAAB administrative functions, including:

- Managing correspondence.
- Preparing and distributing agendas.
- Attending meetings and recording proceedings.
- Drafting and publishing minutes.
- Maintaining all PCAAB records.
- Assisting with submissions to POST as required.

Any request from additional municipalities to join the regional PCAAB shall be presented to the existing Board for a vote, and to establish updated rules and procedures

BOARD COMPOSITION

The PCAAB is composed of a diverse cross-section of residents from Seaford and participating municipalities. Members represent varied perspectives from business, education, non-profits, faith communities, public relations, criminal justice, and other community sectors.

The Board consists of seven (7) to nine (9) members who serve staggered terms to ensure continuity.

BOARD MEMBER ROLES

Board responsibilities include, but are not limited to:

- Acting as a sounding board for the Seaford and Blades Chiefs of Police regarding community needs and concerns.
- Advising both Chiefs on public safety issues and community priorities.

- Assisting in educating the public about the roles and functions of both police departments.
- Participating in quarterly meetings (third Thursday of each quarter, unless otherwise scheduled).
- Engaging in discussions on emerging law enforcement trends impacting Seaford, Blades, and surrounding areas.
- Providing advisory input on departmental policies, training, and other relevant topics.
- Avoiding discussion or input on specific personnel or disciplinary matters.

MEMBER SELECTION CRITERIA

- Members are appointed by the Mayor of Seaford, with input from the Chief of Police, per City Charter.
- Town of Blades may recommend two (2) candidates for appointment.
- Membership terms: renewable one-, two-, or three-year terms for adults; maximum two years for student members.
- The initial Chairperson of the PCAAB was the Police Liaison (Councilman Henderson). Subsequent Chairpersons may be elected by the Board or led by the Chief of Police, as determined by the Board.
- Members must:
 - Pass a background check using City of Seaford forms.
 - Complete 20 hours of community training within their first year of appointment (e.g., ride-alongs, citizen police academy).

Diversity is a priority. The Board seeks representation to reflect a wide cross-section of the community, including, but not limited to:

- Race, gender, age, and education.
- Community stakeholders impacted by the juvenile or adult justice system (directly or as family members/caregivers).
- Community-based organizations and advocacy groups (faith-based, behavioral health, LGBTQ+, NAACP, ACLU, etc.).
- Business owners, educators, healthcare representatives, and criminal justice stakeholders.

STAFF SUPPORT

The Seaford Police Department provides administrative and logistical support. The Executive Assistant to the Chief will serve as the recording Secretary for the PCAAB and will:

- Record and publish meeting minutes.
- Disseminate all board-related documents.
- Maintain records and assist with FOIA compliance.

MEMBER TERMS & ACCOUNTABILITY

Board members may be excused:

- At the discretion of the Mayor of Seaford with input from the Chief of Police, Mayor of Blades with input from the Chief of Blades, and/or PCAAB Chair.
- For cause, by majority vote of the board.
- Automatically if they fail to attend two consecutive meetings without prior excuse.

Terms are limited to one (1) to three (3) years, with potential two-year extensions approved individually by the Mayor.

Quote:

“Excellence is the gradual result of always striving to do better.” – Pat Riley, President, Miami Heat

09/18/25
MDC