

**City of Portland
Police Citizen Review Subcommittee**

**AGENDA
September 14, 2022
6:00 PM**

1. Zoom information

- a. **On Wednesday, September 14, 2022 at 6:00 p.m., the Police Citizen Review Subcommittee will conduct a virtual meeting. This meeting will take place remotely using Zoom.**

This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the Police Citizen Review Subcommittee and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the committee to meet by remote methods. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available following the meeting.

For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

**<https://portlandmaine-gov.zoom.us/j/87147206974?pwd=K0JNbDhFS1J0NkZoWXQzM29JaXlrdz09>
Passcode: 576829**

Or One tap mobile :

US: +13092053325,,87147206974# or +13126266799,,87147206974#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171

Webinar ID: 871 4720 6974

International numbers available: <https://portlandmaine-gov.zoom.us/j/87147206974>

2. Call to Order

3. Approval of July 13, 2022 minutes

Attachment

4. Discuss final draft of IA checklist

Attachment

5. Public Comment
6. Executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2022-004 & IA2022-006
7. Public Comment
8. Discussion of prioritizing goals for 2022
9. Public Comment
10. Adjourn

DRAFT MEETING MINUTES

POLICE CITIZEN REVIEW SUBCOMMITTEE

July 13, 2022

Meeting Held Remotely Via Zoom

Members present: Emily West, Chair, Reggie Parson, Vice Chair; Rev. Lewis; Tim Smith; Kaylin Kerina; Jean-Raymond Desruisseaux (Gino)

Members absent: Anne Hardcastle

Staff present: Jen Thompson, Acting Corporation Counsel

Call to order.

Motion to adopt minutes of June 8, 2022 meeting. Second. Roll call votes 6-0.

Chair West reviewed the agenda which includes finalizing the 2021 Annual Report, two IA cases to review, in addition to setting next month's agenda.

The report was reviewed, and conversation ensued around Category U “unfounded” being a disposition, rather than a category. Tim Smith and Chair West will look back at the case in question as to why there was not SOP violation attached to it. Kay Karina underscored the importance of using plain language as much as possible in order to improve the accessibility of the PCRS’s report on its work. It was agreed that the group would vote to approve and adopt the annual report with agreed upon edits or corrections in regards to the new category added this year.

Motion to adopt the report with agreed upon (future) edits or corrections; Second. Roll call votes 6-0. There was no public comment.

Executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2022-001 and IA2022-003.

Motion to enter into Executive Session; Second; Roll call votes 6-0. There was no public comment.

Out of Executive Session.

Motion to concur that the IA2022-01 categorization of this complaint was appropriate and consistent with SOP 90; Second; Roll call votes 6-0.

Motion to concur that the IA2022-03 categorization of this complaint was appropriate and consistent with SOP 90; Second; Roll call votes 6-0.

The August subcommittee meeting was unanimously cancelled.

Chair West believes the group will have one case to review next month in Executive Session in addition to reviewing and assigning goals. Vice Chair Parson, want to follow up with the goals of PPD hosting public fora relating to the Police Department's SOPs for the benefit of the public.

Tim Smith asked if there was any new information in regards to in person meetings. Jen Thompson replied that the city is still working on procuring all of the technology to host hybrid meetings and that most committees remain remote for now.

Motion to adjourn the meeting; Second; Roll call votes 6-0.

Cooperative Resolution

Initial Complaint - In Person or On-Line

Cooperative Resolution Form

Timeline

Follow Up Letter from Chief to Complainant and any feedback

CAT U (Unfounded Complaints)

Initial Complaint - In Person, On-Line, 3rd Party

Complainant Interview (If Needed)

Videos - MVR & BWC

Timeline

Disposition Sheet - Completed by Major (Chief's Designee)

Letter to Complainant

CAT 1 (Minor Infractions - Handle by Lieutenant)

Initial Complaint - In Person, On-Line, 3rd Party

Complainant Interview (If Needed) - Recorded or Video

Videos - MVR & BWC

Officer Interview - Recorded

Timeline

Disposition Sheet - Completed by Major (Chief's Designee)

Letter to the Complainant

CAT 2 (Serious Allegations - Investigation by IA)

Initial Complaint - In Person, On-Line, 3rd Party

Complainant Interview - Recorded or Video

Citizen Witness Interviews - Recorded or Video

Involved Officer Interview(s) - Recorded

Witness Office Interview(s) - Recorded

Videos - MVR & BWC

Incident Reports

BlueTeam (Use of Force Reports)

Timeline

IA Investigator Report (IA Sergeant)

IA Lieutenant Letter of Transmittal

Disposition Sheets - Lieutenant, Major(s), Assistant Chief, Chief

Disciplinary Letter (Sustained Complaint Only)

Letter to the Complainant