

POLICE CITIZEN REVIEW SUBCOMMITTEE

Meeting Minutes
April 10, 2019, 6:00 PM
Room 24, City Hall

Members Present: Michael Harris, Chair; Luke Beland; Emily West; Rev. Kenneth Lewis

Staff Present: Sgt. Julie Cannafarina; Lt. Cliff Strout; Anne Torregrossa, Associate Corporation Counsel

Public Present: None.

6:00 Call to order. Motion to approve the minutes from March 13, 2019. Seconded. Approved 4-0.

Rev. Lewis requested that the Subcommittee work on definitions for the review criteria of thorough, fair, objective, and timely. The Subcommittee discussed the best way to define the review criteria and questioned whether the Police Department had any SOPs governing the procedure. Lt. Strout offered that timeliness or thoroughness would depend on the nature of each investigation. Rev. Lewis offered that it was important to the public to understand what these findings mean and to have better criteria for evaluating the review factors. Mr. Beland offered that tracking the time for initial review and command review might be useful for the Subcommittee's purposes. The Subcommittee discussed what metrics to measure, and concluded that measuring both the initial review time as well as command staff review. Ms. West suggested creating a checklist for reviewing the factors, such as whether all witnesses were reviewed, etc. Mr. Harris is going to try to draft an initial checklist for reviewing cases.

Mr. Harris reviewed the two documents that were distributed to the Subcommittee regarding the Subcommittee outreach process. The Subcommittee discussed creating a pamphlet or other informational flyer to pass out that would give information about the Subcommittee. Rev. Lewis suggested taking the annual report and condensing it into a format that could be presented during the Subcommittee's outreach. Rev. Lewis suggested that part of the outreach should include building confidence in the Police Department and process through public education. The Subcommittee discussed how to educate the public on what they do and create confidence in the Subcommittee and the process. Mr. Beland suggested pointing people to the NACOLE website for further reference. Rev. Lewis also suggested that inviting people into City Hall, such as an annual open house is also important. Ms. West suggested having two members attend meetings to help with keeping track of comments, etc. The goal is to engage in several outreach sessions over the summer.

The Subcommittee discussed the annual report and the best way to move that process forward. Subcommittee members will think about what data they want to track from the cases reviewed in 2018.

6:48 Motion to move into executive session pursuant to 1 M.R.S. § 405(A) to review IA investigations. Seconded. Passed 4-0.

7:14 Motion to move out of executive session. Seconded. Passed 4-0.

Motion to find IA 2018-021 was fair, objective, timely, and thorough. Seconded. Passed 4-0.

Lt. Strout shared that Sgt. Cannafarina will be moving out of IA and will be replaced by Sgt. Dyer. The Subcommittee commended Sgt. Cannafarina on her work and thanked her for her support.

7:17 Motion to adjourn. Seconded. Passed 4-0.