

City of Portland Police Citizen Review Subcommittee

AGENDA March 12, 2025 6:00 PM

1. Zoom information

On Wednesday, March 12, 2025 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. 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.

You are invited to a Zoom webinar!

When: Mar 12, 2025 06:00 PM Eastern Time (US and Canada)

Every month on the Second Wed, 6 occurrence(s)

Mar 12, 2025 06:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://portlandmaine-](https://portlandmaine-gov.zoom.us/webinar/tZUkcO6upjMiH9KOnzMWTxmSa6QQPLb_djzw/ics?icsToken=DEFxJnM9azQyDUYsMQAALAAAABgjVsQ5Igkoi2bfiNTAYNNzht8VnnukFMMxt5rXCyn6_IdxeNwyXkX3EHrKDDrfUbSeKMRpww_BX3k0ejAwMDAwMQ)

[gov.zoom.us/webinar/tZUkcO6upjMiH9KOnzMWTxmSa6QQPLb_djzw/ics?icsToken=DEFxJnM9azQyDUYsMQAALAAAABgjVsQ5Igkoi2bfiNTAYNNzht8VnnukFMMxt5rXCyn6_IdxeNwyXkX3EHrKDDrfUbSeKMRpww_BX3k0ejAwMDAwMQ](https://portlandmaine-gov.zoom.us/webinar/tZUkcO6upjMiH9KOnzMWTxmSa6QQPLb_djzw/ics?icsToken=DEFxJnM9azQyDUYsMQAALAAAABgjVsQ5Igkoi2bfiNTAYNNzht8VnnukFMMxt5rXCyn6_IdxeNwyXkX3EHrKDDrfUbSeKMRpww_BX3k0ejAwMDAwMQ)

Topic: Police Citizen Review Subcommittee

Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/81977688856?pwd=RyXb2BQoYVpOzxtaWTxzVOKb5QFFV5.1>

Passcode:304710

Phone one-tap:

+13092053325,,81977688856# US

+13126266799,,81977688856# US (Chicago)

2. Call to Order

3. Approval of February 12, 2025 minutes

- a. Attachment
- 4. Update on the new Civil Police Review Board ordinance
- 5. Review draft PCRS introduction letter to complainants
 - a. Attachment
- 6. Training opportunities
- 7. 2024 Annual Report development
- 8. Public comment on agenda items
- 9. Executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-003
- 10. Public comment on agenda items
- 11. Topics for next month's meeting
- 12. Adjourn

MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE

February 12, 2025
Meeting Held Remotely Via Zoom

Members present: Reverend Lewis, Vice-Chair; Gino Desruisseaux; Joey Brunelle; and Keith Bidwell

Members absent: Anne Hardcastle, Chair; Kaylin Kerina; and Xavier Botana

Staff present: Associate Corporation Counsel Rachel Millette; Major Dan Hondo; Lt. Jacob Titcomb; Tracy Boyd

6:03 Meeting began to be broadcast and recorded while waiting for quorum.

6:06 Call to order.

Motion was made by Joey and seconded by Gino to approve the December 11, 2024 amended meeting minutes. Passage 3-0, 1 abstention.

Motion was made by Joey and seconded by Gino to approve the January 8, 2025 meeting minutes. Passage 3-0, 1 abstention.

6:08 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-001 by Gino and seconded by Joey. Passage 4-0.

6:30 Out of Executive Session.

Motion was made by Gino to find that IA2025-001 was thorough; seconded by Joey. Passage: 2-1, 1 abstention, IA2025-001 was found to be thorough.

Motion was made by Gino to find that IA2025-001 was objective; seconded by Joey. Passage: 2-1, 1 abstention, IA2025-001 was found to be objective.

Motion was made by Gino to find that IA2025-001 was fair; seconded by Joey. Passage: 2-1, 1 abstention, IA2025-001 was found to be fair.

Motion was made by Gino to find that IA2025-001 was timely; seconded by Joey. Passage: 2-1, 1 abstention, IA2025-001 was found to be timely.

Update re: new ordinance. Rachel presented a synopsis of the background of the new ordinance to bring Keith up to date. The February 10, 2025 City Council workshop was postponed by the City Council until the next workshop on March 10, 2025 – no action was taken. If the City Council has an ordinance ready to put to vote after the March 10, 2025 workshop, the new ordinance could be in effect at the earliest in mid-May. If the City Council does not put forward an ordinance after the March 10, 2025 workshop, it may be months before the new board is in

place. The next PCRS meeting is scheduled for March 12, 2025, and Rachel should have an update during that meeting.

Reverend Lewis explained that he joined the meeting so that the subcommittee could complete its case review and that he needed to leave the meeting, which, in turn, negated the required number for a quorum.

No public comment was offered.

Gino announced that he will not be seeking a second term on the subcommittee when his three-year term ends in March of 2025.

Reverend Lewis also announced that after two three-year terms on the subcommittee, he is not renewing for a third term.

6:40 Motion was made by Gino and seconded by Joey to adjourn. Passage 4-0.

DRAFT

Subject: Notification of Case Review by the Police Citizen Review Subcommittee

Dear [Complainant's Name],

I hope this message finds you well. I am writing to inform you that your case has been referred to the Police Citizen Review Subcommittee (“PCRS”) for review.

The PCRS is an independent body comprised of city residents dedicated to promoting accountability, fairness, and transparency in the review of police investigations into citizen complaints. The subcommittee’s primary duties include:

- Reviewing the process of police investigations of citizen complaints to ensure they are thorough, objective, fair, and timely.
- Reporting to the City Manager on the results of its reviews.
- Offering recommendations for improving police investigation processes, policies, and training, and enhancing public confidence in the complaint investigation system.
- Holding public hearings to receive community input on the police citizen complaint process.

The PCRS will conduct a comprehensive review of your case and follow up with you once their review is complete. Additionally, as part of its commitment to transparency, the subcommittee holds monthly public meetings to discuss relevant matters. You are welcome to attend these meetings. Details about upcoming meetings, including dates, times, and locations, are posted on the City of Portland website at [insert correct link here].

Thank you for bringing your concerns to our attention and for trusting the PCRS with this process. Should you have any immediate questions or require assistance, please don’t hesitate to reach out.

Sincerely,
