

**City of Portland
Police Citizen Review Subcommittee**

**AGENDA
December 10, 2025
6:00 PM**

1. Zoom information

a On Wednesday, December 10, 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: Dec 10, 2025 06:00 PM Eastern Time (US and Canada)

Dec 10, 2025 06:00 PM

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

Monthly: https://portlandmaine-gov.zoom.us/webinar/tZ0vceuvqTIqE9HKOIWkciIwYZ-fhrAkpHxx/ics?icsToken=DO_iJDe3bz0_HeTvAQAALAAAABGVZXU6gFoPWf_u_T_qoME8uS_IFeWZvqccjstOL5dDywIFolkWmvmkKwyTTJ3E8SrelyxVDM6RTQ9oHTAwMDAwMQ

Topic: Police Citizen Review Subcommittee

Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/89262779095?pwd=aw06dPv2xDaD6bbrbG3TNSqhNiJbCK.1>

Passcode:167916

Phone one-tap:

+19292056099,,89262779095# US (New York)

+13017158592,,89262779095# US (Washington DC)

2. Call to Order

3. Approval of the November 12, 2025 meeting minutes

a. November 12, 2025 draft meeting minutes

4. Election of new Chair/Vice Chair

5. Update on the new Civilian Police Review Board ordinance
6. Training check-in (Rachel S.)
7. Update of the citizen complaint form accessibility/availability questions submitted to the city (Joey & Walter)
8. Discussion of final draft of meeting procedures, public comment & vote (Randall)
 - a. Attachment
9. Report back re: data sharing needs, concerns and recommendations (Rachel S. & Joey)
 - a. Attachment
10. Discussion of the Annual Report - decisions for who will draft it, when they'll do it, and what data is needed for the report
11. Discussion of recommendations re: Professionalism SOP (Randall)
12. Report back re: Behavioral Health Unit & Major King (Xavier)
13. Discussion of possible improvements to the post-review complainant letter (Randall, Rachel S.)
 - a. Attachment
14. Public comment on agenda items
15. Next meeting's date and agenda topics
16. Adjourn

MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE
November 12, 2025
(Via Zoom meeting)

Members present: Joey Brunelle, Vice-Chair; Rachel Schlein; Xavier Botana; Walter Bihumugani; and Randall Kilty

Members absent: none
Kaylin Kerina resigned from the subcommittee.

Staff present: Chief Mark Dubois; Major Dan Hondo; Lieutenant Jacob Titcomb; and Tracy Boyd

6:02 Call to order and introductions.

Motion was made by Xavier and seconded by Rachel S. to approve October 8, 2025 meeting minutes. Passage 5-0.

Update on the new Civilian Police Review Board ordinance:

Rachel M. was unable to attend and update the subcommittee.

Rachel S. and Joey attended the HHS & Public Safety Committee meeting and shared that the committee discussed eligibility requirements during that meeting. Next steps seemed unclear, both Rachel S. and Joey were both unsure as to whether the committee will meet again to discuss the new ordinance, or if the ordinance is going to the full council.

Randall asked about the process of replacing the chair and vice chair and whether the subcommittee needs to wait until new members are appointed before commencing the process. Joey suggested waiting until Rachel S. is available to counsel as to the process.

Update of the citizen complaint/commendation process

Walter and Joey sent a list of questions to Rachel M. and the City Manager's office, their responses are pending.

Discussion of final version of procedures for IA case presentation, and voting process, public comment & vote:

Discussion revolved around fair and objective examples. The group edited the document.

Motion was made by Joey and seconded by Randall to approve the document with amendments. Passage 5-0.

Discussion of final draft of meeting procedures, public comment & vote:

To be discussed at the next meeting. Randall requested that this and the voting process SOP be added to the training guide once both are approved.

Report back re: data sharing needs, concerns and recommendations:

Rachel S. submitted a letter to the city and is awaiting feedback.

Discussion of the Annual Report:

Rachel S. and Joey met and discussed what to include and not to include in the Annual Report. Some suggestions included: shortening the introduction, adding the tenure of members, and including the subcommittee conclusions around case dispositions. Discussion expanded to the subcommittee sending out a survey to constituents, this may be a matter for the new committee to explore. Randall volunteered to work on the data analysis portion of the annual report, Rachel S. volunteered to work on the structure and narrative portion of the annual report, and Joey offered to help as well. Randall suggested that the subcommittee identify what data they will need for the annual report and that they create a template for city staff to fill out with that data.

Discussion of recommendations re: Professionalism SOP:

Randall will present a draft at the next meeting to forward to the city as a recommendation to update the definition of professionalism in the SOP.

Report back re: Behavioral Health Unit & Major King:

Xavier will present his findings at the next meeting.

No public comment was offered.

7:08 Motion was made to enter into Executive Session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-012 by Randall and seconded by Xavier. Passage 5-0.

7:32 Out of Executive Session.

Motion was made by Randall to find that IA2025-012 was timely; seconded by Rachel S. Passage: 5-0. IA2025-012 was found to be timely.

Motion was made by Xavier to find that IA2025-012 was objective; seconded by Walter. Passage: 5-0. IA2025-012 was found to be objective.

Motion was made by Randall to find that IA2025-012 was fair; seconded by Joey. Passage: 5-0, IA2025-012 was found to be fair.

Motion was made by Xavier to find that IA2025-012 was thorough; seconded by Rachel. Passage 5-0. IA2025-012 was found to be thorough.

No public comment was offered.

Next meeting's date and agenda topics:

- Election of new Chair/Vice Chair
- Update on the new Civilian Police Review Board ordinance
- Training check-in (Rachel S.)
- Update of the citizen complaint form accessibility/availability questions submitted to the city (Joey & Walter)
- Discussion of final draft of meeting procedures, public comment & vote (Randall)
- Report back re: data sharing needs, concerns and recommendations (Rachel S. & Joey)
- Discussion of the Annual Report - decisions for who will draft it, when they'll do it, and what data is needed for the report
- Discussion of recommendations re: Professionalism SOP (Randall)
- Report back re: Behavioral Health Unit & Major King (Xavier)
- Discussion of possible improvements to the post-review complainant letter (Randall & Rachel S.)
- (Possible) Executive session pursuant to 1 M.R.S. Sec. 405(6)(F) to discuss IA2025-_____

7:41 Motion was made by Randall and seconded by Xavier to adjourn. Passage 5-0.

	Standard Operating Procedure	Doc #: N/A
		Rev #: 0
		Effective Date: TBD
Title: PCRS Meeting Process		

1.0 INTRODUCTION

The purpose of this procedure is to outline the process for holding and participating in Police Citizen Review Subcommittee (PCRS) meetings per ordinance Chapter 2 Article IV Div. 2. PCRS members are encouraged to behave in a respectful, open-minded, and thoughtful manner during the meeting. The PCRS meetings should ultimately serve to deepen public trust in the Portland Police Department (PPD) and the PCRS.

2.0 SCOPE

This document applies to all PCRS meetings both executive and public.

3.0 RESPONSIBILITIES

Role	Description of Responsibilities
Chair	<ul style="list-style-type: none"> Leads meeting discussions Assigns or delegates tasks as appropriate
Vice-Chair	<ul style="list-style-type: none"> Provides gentle reminders to keep discussions on topic and/or on time Fills in for Chair's responsibilities when Chair is absent
PCRS Members	<ul style="list-style-type: none"> Attend meetings and participate in discussions Solicit or vote on motions as applicable

4.0 DEFINITIONS AND ABBREVIATIONS

Term	Definition
Sensitive Information	As defined in state statute Title 1 MRS section 402 and Title 30A MRS section 2702 Note: there are also rules around criminal confidentiality that should be followed
Meeting Attendees	All members of the PCRS and all members of supporting city staff (including police department) who are attending the current PCRS meeting
Guest Attendees	Any attendees that are not members of PCRS, city staff, or Police Department
Public Session	Public meeting instance where Meeting Attendees and Guest Attendees both attend

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Term	Definition
Executive Session	Private meeting instance where no Guest Attendees do not attend due to discussion of private or sensitive information
PPD	Portland, ME Police Department
IA	Internal Affairs (of the Portland, ME Police Department)
PCRS	Police Citizen Review Subcommittee

5.0 PROCEDURE

5.1 General Etiquette

- 5.1.1 All Meeting Attendees and Guest Attendees will adhere to Robert’s Rules of Order to the best of their abilities (see Section 6: Resources for link).

5.2 Meeting Preparation

- 5.2.1 City Staff should send out the meeting agenda and relevant meeting attachments approximately one week in advance of the scheduled PCRS meeting.
- 5.2.2 Meeting Attendees should review all agenda items and attachments prior to attending the PCRS meeting.
- 5.2.3 PCRS members who are assigned to an IA investigation case should prepare to present and discuss said IA investigation prior to attending the PCRS meeting.

5.3 Public Meetings

- 5.3.1 If a quorum is present (4 voting members), the Chair or designee will start the meeting (ideally no later than 5 minutes past the scheduled start time of the meeting).
- 5.3.2 The Chair will confirm that the Vice Chair is present and is willing to keep the discussions on topic and/or on time.
 - 5.3.2.1 If the Chair is absent, the Vice Chair will temporarily assume responsibilities of the Chair.
 - 5.3.2.2 If the Vice Chair is absent, the Chair will delegate someone to temporarily assume their responsibilities for the meeting.

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- 5.3.3 The Chair will read off the meeting agenda and propose an appropriate priority for each topic along with a target meeting end time.
 - 5.3.3.1 If there are major additions to or disagreements with the agenda, Meeting Attendees should discuss and reach a consensus before proceeding.
 - 5.3.3.2 Agenda topics may be moved to an ad-hoc meeting or moved to another scheduled meeting as appropriate.
- 5.3.4 The Chair will lead the meeting discussions using the agenda topics.
 - 5.3.4.1 If there are agenda topics that involve discussion of sensitive and/or private information (e.g. an IA investigation), the Chair will solicit a motion to move the Meeting Attendees to an executive session.
- 5.3.5 Follow SOP “PCRS IA Investigation Presentation and Voting” for any activities involving IA investigation review, presentation, or voting.
- 5.3.6 Before entering executive session and at the end of the meeting, the Chair will give opportunity for public comment by announcing the following expectations:
 - 5.3.6.1 Speakers will be called upon one at a time to give public comment.
 - 5.3.6.2 Speakers will be allowed 3 minutes to talk with the ability to request 3-minute extensions.
 - 5.3.6.3 If there is a need for any accessibility assistance, the speaker may have more time granted as needed.
 - 5.3.6.4 PCRS members will acknowledge the public comments, but best practice is to not engage directly in discussion.
- 5.3.7 If any topics require voting, PCRS members will vote on the motions with a simple majority winning the vote.
- 5.3.8 After all agenda topics have been discussed or the meeting end time has been reached, PCRS members will summarize the discussions, actions and next steps.

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5.3.8.1 If there are any tasks or actions without volunteers, the Chair may assign the tasks or actions.

5.3.9 Meeting Attendees will agree on agenda topics and time/location for the next PCRS meeting

5.3.9.1 Ad-hoc meetings can be also scheduled as warranted

5.3.10 The Chair will solicit a motion to adjourn the meeting and if approved the meeting ends

5.4 Executive Session Meetings

5.4.1 After all meeting attendees have voted to enter executive session, meeting attendees will leave the public meeting and enter the executive session.

5.4.2 The Chair will guide the discussion of all agenda topics that contain sensitive information (e.g. IA investigations).

5.4.3 The Chair may solicit a motion to move the Meeting Attendees back to the public meeting session after all sensitive and/or private topics have been discussed.

6.0 REFERENCES

Title	Link/Location
Robert's Rules of Order	https://robertsrules.org/index.html
PCRS IA Investigation Presentation and Voting	TBF

7.0 ATTACHMENTS

N/A

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8.0 APPROVALS

Contributor (Authored/Approved by)	Signature	Date
Author [Randall Kilty]		
Reviewer [Insert Resource Name]		

9.0 REVISION HISTORY

Revision	Description of Change	Date
0	New Document	04Dec2025

City of Portland - PCRS Data Handling and Security Guidelines (Draft)

Version: 1.0

Date:

Owner: Department of Information Technology (with input from Police Department and Corporation Counsel)

1. Purpose

These guidelines establish secure handling practices for sensitive Police Department Internal Affairs (IA) investigation materials shared with the Police Citizen Review Subcommittee (PCRS). They are intended to protect Criminal Justice Information (CJI), personally identifiable information (PII), and other confidential data while enabling PCRS to perform its oversight duties.

2. Scope

This guidance applies to:

- City of Portland Police Department (PD) and Legal Department staff who prepare and share IA files with PCRS members.
 - PCRS members who receive, access, or review such files through Google Drive.
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3. Background

PCRS is a civilian oversight body established under the City's Civil Service Commission. PCRS members are *not City employees* and currently do not have City-managed Google Workspace accounts. Due to funding limitations, IA investigation files are temporarily shared with members' **personal Gmail accounts** via the City's Google Drive. These guidelines govern how that

sharing and subsequent data handling must occur until a more secure technical solution is implemented.

4. Data Classification

The information shared with PCRS typically includes:

- Police reports, complaint summaries, and investigative notes
- Witness statements and interview recordings
- Body-worn camera footage
- Officer disciplinary history and related records

This material is classified as **Confidential – Criminal Justice Information (CJI)** under CJIS and City data-protection standards. Unauthorized access, storage, or disclosure of this information is strictly prohibited.

5. Responsibilities

5.1 Police Department and Legal Department (Data Providers)

1. Authorized Sharing Only:

- Only designated PD or Legal staff may share IA materials with PCRS.
- Data owners remain responsible for ensuring appropriate access controls.

2. Use of City Google Drive:

- Files must be uploaded to a secure, access-restricted City Google Drive folder dedicated to PCRS review.
- “Viewer” access should be granted whenever possible; “Editor” access only if essential.

3. Recipient Limitation:

- Files may only be shared to verified personal Gmail addresses belonging to active PCRS members.
- Access lists must be reviewed and updated whenever membership changes.

4. **Access Duration:**

- Default access window: **one week before** the scheduled meeting unless extended by PD or Legal for specific review needs.
- Access must be revoked immediately after meetings or upon case closure.
- **Drive expiration and permission settings should be used whenever possible** - Google Drive allows sharing with an **expiration date** for specific individuals with “Viewer” or “Commenter” permissions.
- PD or Legal staff should apply an expiration date corresponding to the review period when granting access to each PCRS member.

5. **Prohibited Practices:**

- Do not enable link-based sharing (“Anyone with the link”).
- Do not use email attachments or external file-transfer services for IA materials.

6. **Audit and Oversight:**

- PD or Legal will maintain a log documenting who was granted access, to whom, for what purpose or case, for what duration, and when the access was revoked.
- Any suspected data exposure must be reported to IT Security immediately.

5.2 PCRS Members (Data Recipients)

1. **Confidentiality Obligation:**

- All materials provided are confidential and may not be disclosed, copied, quoted, or discussed outside authorized PCRS proceedings.

- Members must comply with City confidentiality and ethics requirements.

2. **Access Method:**

- Files are accessed only through the Google Drive link shared by PD or Legal.
- Members must log in using the personal Gmail address that was granted access.

3. **Handling Restrictions:**

- Do **not** download, print, copy, or forward any file unless explicitly authorized in writing by PD or Legal.
- Do **not** sync Drive folders to personal devices.
- Do **not** share the Drive link with any other person.

4. **Local Storage:**

- If temporary downloads are explicitly authorized, files must be deleted immediately after the authorized review period.
- No IA materials may be stored long-term on personal devices or cloud storage.

5. **Device Security:**

- Devices used to access the files must have a passcode or screen lock enabled.
- Members are strongly encouraged to enable two-factor authentication (2FA) on their Gmail accounts.

6. **Access Retention:**

- Members' access will expire automatically based on PD/Legal's defined review period.
- If more time is needed for complex or annual case reviews, **PCRS members may request an access extension by email to PD or Legal**, explaining the reason and desired timeframe.

7. **Reporting Incidents:**

- Any suspected loss, unauthorized disclosure, or technical issue must be immediately reported to PD/Legal (pcrs@portlandmaine.gov)

8. Confidentiality Agreement:

- Before receiving access to any Internal Affairs materials, each PCRS member must review and sign a **Confidentiality Agreement** acknowledging their responsibility to protect sensitive law-enforcement information. Signed copies will be retained by the Legal Department and referenced during member onboarding and re-appointment.
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6. Privacy and Compliance

- These materials contain sensitive law-enforcement information and may include data protected under CJIS, Maine laws, and applicable privacy statutes.
 - **All PCRS members must maintain a signed Confidentiality Agreement on file with the Legal Department as a condition of data access.**
 - Violations of these guidelines may result in removal from the subcommittee, disciplinary review, or legal action depending on severity.
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7. Future Considerations

The City intends to transition to a more secure platform or provide managed accounts when funding permits.



CITY OF PORTLAND
POLICE CITIZEN REVIEW SUBCOMMITTEE

November 18, 2025

VIA EMAIL ONLY: [REDACTED]

RE: Police Citizen Complaint
IA-2025-[REDACTED]

Dear [REDACTED]:

The City of Portland has a Police Citizen Review Subcommittee (PCRS) that reviews all of the Police Department's Internal Affairs (IA) investigations into citizen complaints about the Police Department. The PCRS reviews the IA investigations to ensure that they are thorough, objective, fair, and timely. Although the Subcommittee cannot change the Police Department's decision on an investigation, or impose discipline, it ensures that the IA division is conducting its investigations appropriately. The PCRS reports its findings directly to the City Manager so that she can address any issues that the Subcommittee might identify with the IA process.

The PCRS reviewed the IA investigation into your complaint and found that the investigation was thorough, objective, fair, and timely.

If you have any questions about the PCRS or its process, or would like to provide feedback, the PCRS meets regularly throughout the year, and welcomes public comment at each meeting. Meetings are posted on the City website at <https://www.portlandmaine.gov/602/Agendas-Minutes>. You are also welcome to reach out by email at pcrs@portlandmaine.gov, or by mail or phone through the City's Corporation Counsel's Office, whose contact information is at the bottom of this letter. Any comments or questions you provide will be shared with the PCRS.

The PCRS takes its role seriously in ensuring that the review of citizen complaints about the Portland Police Department is fair and effective, and appreciates you bringing forward your concerns.

Sincerely,
/s/ Joey Brunelle
Joey Brunelle, Vice Chair

cc: Police Citizen Review Subcommittee
Danielle P. West, City Manager
Mark Dubois, Portland Police Chief
Michael I. Goldman, Corporation Counsel

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