

**City of Portland
Police Citizen Review Subcommittee**

**AGENDA
January 14, 2026
6:00 PM**

This meeting will take place in person at City Hall in room 209 at 6:00 p.m. To submit written public comment on an agenda item, email pcrs@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Police Citizen Review Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

1. This meeting will take place in person at City Hall in room 209 at 6:00 p.m. To submit written public comment on an agenda item, email pcrs@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Police Citizen Review Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).
2. Call to Order
3. Introduction of new member: Sam Tracy
4. Approval of the December 10, 2025 meeting minutes
 - a. Attachment
5. Public comment on agenda items
6. Update on the new Civilian Police Review Board ordinance
7. PCRS training check-in
8. Update of the citizen complaint/commendation process (Joey & Walter)
9. Report back re: data sharing needs, concerns and recommendations questions
10. Annual Report - Randall and Rachel S. will draft an outline which will include what data is needed from PD and legal
 - a. Attachment
11. Discussion of recommendations re: Professionalism SOP (Randall)

12. Portland Police Department Behavioral Health Unit for PCRS Training (Xavier)
 - a. Attachment
13. Public comment on agenda items
14. Next meeting's date and agenda topics
15. Adjourn

MINUTES
POLICE CITIZEN REVIEW SUBCOMMITTEE
December 10, 2025
(Via Zoom meeting)

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

Members absent: none

Staff present: Chief Mark Dubois; Major Dan Hondo; Attorney Rachel Millette; and Tracy Boyd

6:03 Call to order.

Approval of the November 12, 2025 meeting minutes:

Motion was made by Xavier and seconded by Randall to approve November 12, 2025 meeting minutes. Passage 5-0.

Election of new Chair/Vice Chair:

Xavier announced that his term is expiring and he will not seek another term on the subcommittee.

Joey volunteered to be chair. Randall nominated Joey for chair, Xavier seconded. Passed 4-0, Joey abstained.

Randall nominated Rachel S. for vice-chair, Xavier seconded. Passed 4-0. Rachel S. abstained.

Update on the new Civilian Police Review Board ordinance:

The Health & Human Services and Public Safety Committee voted to send the proposed ordinance to the full City Council with some changes. The ordinance will require two reads in front of the City Council, possibly in January, and if the City Council votes to approve the ordinance there is a 30-day waiting period before it becomes effective. Once it becomes effective, the current subcommittee will be dissolved and applications for the new board, with preference for current PCRS members, will be accepted. There may be a lapse of time before the Legislative and Nominating Committee reviews applications and appoints members to the Citizen Police Review Board.

Training check-in:

Rachel S. checked in with each subcommittee member and will be available for any questions in the future.

Update of the citizen complaint form accessibility/availability questions submitted to the city:

Joey will forward the questions to Rachel M.

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

Randall made a few edits to the document and shared the changes with the group. Xavier moved to approve the SOP, Rachel S. seconded. Passed 5-0. Randall will sign the SOP and then send it to Joey for his signature before forwarding it to legal to be posted to the website. Later in the meeting, Randall made a motion to amend the timing of public comment in the Meeting Procedure SOP to include public comment at the beginning and end of the meeting. Joey made a motion to approve the amendment, Xavier seconded. Passed: 5-0

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

Joey received a response from IT regarding best practices in handling sensitive data. Subcommittee members asked some clarifying questions. Rachel S. would like to return to this subject, particularly the idea of using a different platform to share information, after the new board is in place. Randall spoke about needing to download certain files before viewing them and wondered if members still need to ask permission if they are being prompted to download files. Rachel M. will look into the members' questions.

Discussion of the Annual Report - decisions for who will draft it, when they'll do it, and what data is needed for the report:

Randall expressed concern regarding the timeline of drafting the Annual Report as it relates to the present subcommittee being dissolved and the initiation of the new board and suggested drafting an abbreviated version of the Annual Report. Randall will work on the data portion and Rachel S. will work on the narrative portion of the report. Joey and Xavier will be in an advisory role. The following timeline was proposed:

December: discuss content and volunteers

January: start draft report

February & March: draft and review

April: Approval of the Annual Report

Randall and Rachel S. will meet in early January to determine what data to request from the City and PD and then will prepare a draft outline for the January meeting. Discussion of the data needs included how the complaint was received and essentially the same data previously

requested though reducing the number of dates in the data to when the complaint was filed and the date of the Chief's decision.

Discussion of recommendations re: Professionalism SOP:

Discussion around the proposed language. Randall suggested the draft be added to the January agenda for further discussion and the vote to approve.

Report back re: Behavioral Health Unit & Major King:

Xavier spoke with Major King. Major King will get back to Xavier after speaking with the Chief regarding a BHU presentation to the group.

Discussion of possible improvements to the post-review complainant letter:

This discussion was postponed to a later date.

No public comment was offered.

Next meeting's date and agenda topics:

January 14, 2026 in person meeting.

- Update on the new Civilian Police Review Board ordinance
- PCRS training check-in
- Update of the citizen complaint/commendation process
- Data sharing questions
- Annual Report – Randall and Rachel S. will draft an outline which will include what data is needed from PD
- Discussion of recommendations re: Professionalism SOP
- Report back re: Behavioral Health Unit & Major King

7:45 Motion was made by Walter and seconded by Xavier to adjourn. Passage 5-0.

PCRS 2025 Annual Report Draft Outline

I. Background on PCRS

- A. History and model of PCRS (brief)
- B. Explanation of PCRS' 3 main duties (brief)
- C. Membership composition
 - 1. 2025 membership chart
 - 2. City employee support/participation

II. 2025 Overview

- A. Meetings
 - 1. Number of meetings, virtual and in-person
 - a) Links to meeting recordings
- B. Cases reviewed and findings
 - 1. Chart showing cases reviewed by PCRS in 2025
 - a) Including types of allegations
 - b) Including PCRS findings (4 criteria)
- C. Projects PCRS worked on in 2025
 - 1. Training/orientation, meeting procedures, case presentation/review
 - 2. Data guidelines
 - 3. Outreach to the public and public participation
 - 4. Strengthening communication with PPD

III. Data and Analysis

- A. Data (TBD)
- B. Analysis (TBD)
- C. Bigger picture take-aways from PCRS' assessment of PPD IA processes, and work with PCRS

IV. Future of PPD Civilian Oversight

- A. Overview of new ordinance process (brief)
 - 1. Anticipating dissolution of PCRS and start of new board in 2026
- B. Recommendations to new board, particularly in light of expanded scope
 - 1. Utilizing PCRS SOPs etc
 - 2. Collaborative approach with PPD

V. Appendices

- A. IA Investigation Presentation SOP
- B. Training SOP
- C. Meeting Process SOP

Fw: Reply

1 message

Xavier Botana <xebotana@yahoo.com>
To: Tracy Boyd <tboyd@portlandmaine.gov>
Cc: Joey Brunelle <joey.brunelle@gmail.com>

Tue, Dec 16, 2025 at 7:05 AM

Tracy,
Could you include the email below in our January agenda packet under the BHU follow-up agenda item?
Thanks,
Xavier

----- Forwarded Message -----

From: Xavier Botana <xebotana@yahoo.com>
To: Jason King <paulk@portlandmaine.gov>
Sent: Tuesday, December 16, 2025 at 07:03:44 AM EST
Subject: Re: Reply

Jason,
Thanks for getting back to me. I will pass this along to the PCRS at our January meeting and I will ask to see if there are any direct questions that we would like you to attempt to answer.
Best,
Xavier

On Friday, December 12, 2025 at 12:08:09 PM EST, Jason King <paulk@portlandmaine.gov> wrote:

Xavier,

I spoke with the Chief, and as I stated on our call, we are not going to have a member of BHU come to the PCRS to present. As you know, the purview of the PCRS is to review the Internal Affairs Investigation process. BHU does not fall under the PCRS, the same as Dispatch and our other civilian professional support staff.

If there are direct questions that the PCRS has, send them to me and I will try to answer them. Additionally, ride-alongs with patrol are a great way to see the interaction of BHU with officers and the day to day calls for service. Have a good weekend.

Jason

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Jason King
Major
Bureau of Operations
Portland Police Department
(207) 874-8547

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