

CIVILIAN POLICE REVIEW BOARD

Thursday, June 11, 2026 at 6:00 PM
City Hall, Room 209



MEMBERS

Ryan Schmitz, TJ Boisclair, Cody Austin Sims,
Chiara Liberatore, Emily Finely, Walter Biha,
Diane Herman, Rachel Schlein (Non-Voting),
Joey Brunelle (Non-Voting)

REMOTE ACCESS INFORMATION:

PUBLIC COMMENT INFORMATION:

To submit written public comment on an agenda item, email cprb@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the 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).

AGENDA:

1. **Introductions**
2. **Appointment of chairperson and vice chairperson**
3. **Adoption of Remote Meeting Policy**
 - i. Attachment
4. **Training:**
 - i. Freedom of Access Act (FOAA)
 - ii. Internal Affairs (IA) process
5. **Public comment on agenda items**
6. **Adjourn**

REMOTE PARTICIPATION POLICY
OF THE
CITIZEN POLICE REVIEW BOARD

Adopted on June 11, 2026

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Citizen Police Review Subcommittee (hereinafter referred to as “CPRB”) hereby adopts the following policy to govern remote methods of participation in public proceedings or meetings (collectively, “meetings”).

In addition to conducting meetings with in-person participation, the CPRB conducts meetings with two other types of participation: remote and hybrid.

Remote meetings allow CPRB members and the public to participate only by telephonic or video technology allowing simultaneous reception of information but may include other means necessary to accommodate disabled persons (referred to herein as “remote methods of participation”). Remote meetings will not be by text-only means such as e-mail, text messages, or chat functions.

Hybrid meetings allow CPRB members and the public to participate in-person or by remote methods of participation. Members of the CPRB are encouraged to participate in-person for hybrid meetings.

Prior to each meeting, the Chair or other presiding officer, in consultation with other members of the CPRB if appropriate and possible, will determine whether participation at a meeting will be in-person, remote, or hybrid in as timely a manner as possible under the circumstances. Any CPRB member who is unable to attend a meeting in-person will notify the Chair or other presiding officer as far in advance as possible.

The public, City staff and applicants before the CPRB will be provided a meaningful opportunity to attend a meeting via remote methods of participation when any member of the CPRB participates via remote methods or when remote methods are available and operational at a given CPRB meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the CPRB and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent situation that requires the entire CPRB to meet only by remote methods.

Notice of all CPRB meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. The notice will also identify the location where the public may attend the meeting in person. The CPRB will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The CPRB will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a CPRB meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the CPRB and the public. A member of the CPRB who participates remotely will be considered present for purposes of establishing a quorum and voting.

This policy will remain in force indefinitely unless amended by the CPRB.