

**CIVILIAN POLICE REVIEW
BOARD**

Wednesday, September 9, 2026 at 5:00 PM
City Hall, Room 24

MEMBERS

Ryan Schmitz, TJ Boisclair, Cody Austin Sims,
Chiara Liberatore, Emily Finley, Walter Biha,
Diane Herrmann, Rachel Schlein (Vice Chair, Non-Voting),
Joey Brunelle (Chair, Non-Voting)

REMOTE ACCESS INFORMATION:

Join with Google Meet (Video)
meet.google.com/hca-zjub-qcw

Join by phone
(US) +1 512-856-4738
PIN: 949 096 133#

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 neighborhood or legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

Upcoming Meetings:

October Meeting: October 14, 2026, 5:00 - 7:00 PM, City Hall (Room 209)
November Meeting: TBA

AGENDA:

1. Introductions

2. Approval of Meeting Minutes

- i. 6-12-2026 CPRB Meeting
- ii. 7-15-2026 CPRB Meeting

3. Public Comment re: Agenda Items

4. Case Presentation & Review Standards & Process

- Review of Case Presentation & Review Standards SOP from PCRS

5. Prioritization of CPRB Tasks and Goals

Items for consideration include:

- Notification and receipt of complaints from Police Department
- Review of Meeting Procedures SOP from PCRS
- Review of Training SOP from PCRS
- Timeline re: Preparation of the Annual Report
- Funding Requests
- Data Sharing, Retention, and Preservation
- Public Education/Engagement

6. Scheduling of Meetings (September through December 2026)

7. Public Comment

8. Executive Session and Discussion of Case for Review

9. Adjourn

August 2026

Proposed CPRB Tasks and Timeline

PROPOSED TASKS:

- 1. Form a "Receiving Complaints" subcommittee.**
 - **TIMELINE:** Discuss at **August** meeting, form committee/schedule at **September** meeting.
- 2. Implement a system for Community Liaison to update members on PPD's current IA status.**
 - **TIMELINE:** Review and vote on process/spreadsheet at **September** meeting
- 3. Develop and vote on a "Training SOP" for orientation and ongoing training expectations for CPRB members.**
 - **TIMELINE:** Review first draft at **October** meeting; target passage at **November** meeting
- 4. Discuss whether or not members would like to institute "Meeting Procedure Guidelines," and if yes, develop and approve a document.**
 - **TIMELINE:** Start discussion in **November**.
- 5. Consider developing standardized guidelines for CPRB annual reports.**
 - **TIMELINE:** Discuss and decide/develop while completing 2026 annual report in the **January - March** timeframe.
- 6. Develop CPRB "Case Presentation Guidelines."**
 - **TIMELINE:** Review draft guidelines at **September** meeting; approve at **October** meeting.
- 7. Submit funding requests to the city, if needed.**
 - **TIMELINE:** Draft requests at **October** meeting, and finalize at **November** meeting.
- 8. Establish data and privacy practice guidelines in coordination with the city.**
 - **TIMELINE:** Request **monthly** updates from city staff at meetings until guidelines have been established.
- 9. Form a "Public Engagement and Education" subcommittee.**
 - **TIMELINE:** Discuss at **August** meeting, form committee/schedule at **September** meeting.
- 10. Develop CPRB "Case Review Criteria Guidelines."**
 - **TIMELINE:** Review draft guidelines at **September** meeting; approve at **October** meeting.

PROPOSED TIMELINE:

AUGUST

- Discuss "Community Engagement and Education" and "Receiving Complaints" subcommittees
- Check in with city staff on data and privacy updates

- Discuss scheduling additional meeting(s) in September and/or October to complete administrative tasks

SEPTEMBER

- Decide on members and initial goals of 2 above subcommittees
- Review and vote on process of Community Liaison updating board of PD IAs
- Review "Case Presentation Guidelines"
- Check in with city staff on data and privacy updates
- Review "Case Review Criteria Guidelines"

OCTOBER

- Review first draft of "Training SOP"
- Approve "Case Presentation Guidelines"
- Draft funding request
- Check in with city staff on data and privacy updates
- Approve "Case Review Guidelines"

NOVEMBER

- Approve "Training and Orientation SOP"
- Discuss "Meeting Procedures" guidelines
- Finalize funding request
- Check in with city staff on data and privacy updates

DECEMBER

- Check in with city staff on data and privacy updates

JANUARY

- Begin "Annual Report" and "Annual Report Guidelines"

FEBRUARY

- Review "Annual Report" and "Annual Report Guidelines"

MARCH

- Approve "Annual Report" and "Annual Report Guidelines"

	Standard Operating Procedure	Doc #: N/A
		Rev #: 0
		Effective Date: 15-Jan-2026
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	- Leads meeting discussions - Assigns or delegates tasks as appropriate
Vice-Chair	- Provides gentle reminders to keep discussions on topic and/or on time - Fills in for Chair's responsibilities when Chair is absent
PCRS Members	- 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 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 Follow SOP "PCRS IA Investigation Presentation and Voting" for any activities involving IA investigation review, presentation, or voting.

5.3 Meeting Preparation

- 5.3.1 City Staff should send out the meeting agenda and relevant meeting attachments approximately one week in advance of the scheduled PCRS meeting.
- 5.3.2 Meeting Attendees should review all agenda items and attachments prior to attending the PCRS meeting.

5.4 Public Meetings

- 5.4.1 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).
- 5.4.2 The Chair will confirm that the Vice Chair is present and is willing to keep the discussions on topic and/or on time.
 - 5.4.2.1 If the Chair is absent, the Vice Chair will temporarily assume responsibilities of the Chair.
 - 5.4.2.2 If the Vice Chair is absent, the Chair will delegate someone to temporarily assume their responsibilities for the meeting.

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- 5.4.3 The Chair will read off the meeting agenda and propose an appropriate priority for each topic along with a target meeting end time.
 - 5.4.3.1 If there are major additions to or disagreements with the agenda, Meeting Attendees should discuss and reach a consensus before proceeding.
 - 5.4.3.2 Agenda topics may be moved to an ad-hoc meeting or moved to another scheduled meeting as appropriate.
- 5.4.4 The Chair will lead the meeting discussion using the agenda topics.
 - 5.4.4.1 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 per Section 5.5.
- 5.4.5 At the start of the meeting (after announcement of the agenda) and at the end of the meeting before executive session, the Chair will give opportunity for public comment by announcing the following expectations:
 - 5.4.5.1 Speakers will be called upon or volunteer one at a time to give public comment.
 - 5.4.5.2 Speakers will be allowed 3 minutes to talk with the ability to request 3-minute extensions.
 - 5.4.5.3 If there is a need for any accessibility assistance, the speaker may have more time granted as needed.
 - 5.4.5.4 PCRS members will acknowledge the public comments, but best practice is to not engage directly in discussion.
- 5.4.6 If any topics require voting, PCRS members will vote on the motions with a simple majority winning the vote.
- 5.4.7 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.
 - 5.4.7.1 If there are any tasks or actions without volunteers, the Chair may assign the tasks or actions.

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

5.4.8.1 In-person meetings can be scheduled on a quarterly basis as agreed to by meeting attendees.

5.4.8.2 Ad-hoc meetings can be also scheduled as warranted

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

5.5 Executive Session Meetings

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

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

5.5.3 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]	<u>Randall Kilty</u> Randall Kilty (Jan 15, 2026 18:12:16 EST)	15/Jan/26
Reviewer [Joey Brunelle]	<u>Joey Brunelle</u> Joey Brunelle (Jan 17, 2026 11:26:42 PST)	17/Jan/26

9.0 REVISION HISTORY

Revision	Description of Change	Date
0	New Document	15Jan2026

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		Rev #: 0
		Effective Date: 15-Jan-2026
Title: PCRS IA Investigation Presentation and Voting		

1.0 INTRODUCTION

The purpose of this procedure is to describe a process for reviewing, presenting, and voting on Portland, ME Police Department (PPD) Internal Affairs (IA) investigations. Police Citizen Review Subcommittee (PCRS) members are encouraged to do their best to review IA investigations impartially and to find ways the Portland, ME Police Department (PPD) can improve the investigation process to better serve the residents of Portland, ME. PCRS members should work cooperatively with PPD and city staffers to continue to build trust between the community, PCRS, and PPD.

2.0 SCOPE

This document applies to PCRS IA investigation review, presentation, and voting. PCRS members should focus their reviewing and voting on the IA investigation process (not on PPD disciplinary actions, etc.).

3.0 RESPONSIBILITIES

Role	Description of Responsibilities
Chair	- Delegates IA cases to PCRS members as appropriate - Informs PCRS members that they are assigned to present an IA case
Vice-Chair	Fills in for Chair's responsibilities when Chair is absent
PCRS Members	- Participate in discussions and vote on IA investigations - Present IA case investigations when volunteered or assigned

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 PPD) who are attending the current PCRS meeting

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Term	Definition
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
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 use and adhere to Robert's Rules of Order to the best of their ability (see Section 7: Resources for link).

5.2 Assigning and Preparing for IA Investigation Presentations

- 5.2.1 If an IA investigation is sent to PCRS for review in between PCRS meetings, the Chair will assign a PCRS member to be responsible for presenting the IA investigation at the next meeting.
 - 5.2.1.1 The Chair can use a list of PCRS members to rotate through who will be assigned (e.g. the member list published online). See Section 6.0 References.
 - 5.2.1.2 The list of PCRS members should have newer members at the bottom of the list.
 - 5.2.1.3 It is recommended that new members should not present an IA investigation until they have experienced at least one IA investigation presentation from another PCRS member
 - 5.2.1.4 When possible, a PCRS member will volunteer or be assigned to act as a backup presenter for the IA investigation.

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5.3 When a PCRS member is assigned to present an IA investigation, they will prepare a presentation with the following information before the next scheduled PCRS meeting:

- IA Investigation Summary:
 - Timeline: date of incident, date of complaint, date of categorization, date disposition was completed, date sent to command for review, and date disposition notification was sent to complainant and applicable officer/staff
 - Summary of incident (body cam footage, cruiser footage, audio recordings, etc.):
 - Summary of complaint (interview footage, body cam footage, phone recordings, etc.):
 - Summary of supporting documents (Incident reports, Intake statements, relevant PPD standard operating procedures, etc.)
 - Summary of IA disposition (from disposition sheet):
- Questions for PPD (any clarifying questions about the investigation or incident):
- PPD and/or IA Investigation Recommendations (any improvements to IA process that could be made to yield better results in the future):
- Considerations for Complainant satisfaction (any actions that PCRS or PPD can take to improve public relations):

5.4 Presenting IA investigations

- 5.4.1 While still in the Public Session, the Chair will set the agenda for which IA investigations will be presented and discussed in an Executive Session.
- 5.4.2 After Meeting Attendees have entered the Executive Session, the Chair will guide the meeting through the agenda of IA investigation presentations and resulting discussions.
- 5.4.3 PCRS members will present the IA investigation summary information that they prepared (per section 5.3) while remaining as neutral as possible, using people-first language, and avoiding trigger words where possible.
- 5.4.4 If there are questions or recommendations for the PPD that contain private or sensitive information, these should be discussed while PPD is present.

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- 5.4.5 PCRS members should discuss their thoughts on the Timeliness, Thoroughness, Fairness, and Objectivity of the IA investigation.
- 5.4.6 The PCRS member presenting the IA investigation will take note of questions/concerns/comments or any follow-up actions discussed.
- 5.4.7 If there are follow-up actions, PCRS members may volunteer to take responsibility for them. If there are no volunteers, the IA investigation presenter will take responsibility for the actions.
- 5.4.8 If needed, PCRS members can ask for a period of 'no-staff' discussion time to better align their ideas. During the 'no-staff' discussion, PPD will be asked to leave the call.
- 5.4.9 After all IA investigations on the agenda have been presented and discussed to satisfaction, the Chair can move the meeting back to Public Session.

5.5 Voting on IA Investigations

- 5.5.1 Once Meeting Attendees are back in Public Session, the Chair will solicit voting on the Timeliness, Thoroughness, Fairness, and Objectivity of IA investigations that were presented.
 - 5.5.1.1 If there are any IA investigations that were not presented or discussed to a satisfactory state, voting on these IA investigations can be postponed as warranted.
- 5.5.2 Members of PCRS will vote on the Timeliness, Thoroughness, Fairness, and Objectivity of the IA investigation and may use Attachment 1 for additional guidance.
 - 5.5.2.1 Though there is potential overlap in the 4 voting categories, please keep voting focused on that category only. Examples below:
 - 5.5.2.2 Timely –was the investigation completed within ~45 business days or were affected parties notified of disposition within ~60 business days?
 - 5.5.2.3 Thorough – did the IA investigation follow all the normal steps according to police procedures (see attachment 1)?
 - 5.5.2.4 Fairness – are the facts fully presented in the IA investigation to support whether or not a PPD policy was violated?

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5.5.2.5 Objectivity — do the facts presented in the IA investigation show that there was no bias in the IA investigation?

5.5.3 If there are any PCRS members that vote 'no' to the Timeliness, Thoroughness, Fairness, and Objectivity of an IA investigation, it is recommended that they give rationale for why they are voting that way.

NOTE: If the rationale(s) for voting and/or recommendation(s) to PPD include sensitive and/or private information, these should be discussed in an executive session and not in a public session

5.5.4 If there are any recommendations for the PPD that do not contain private or sensitive information, these should also be presented in the Public Session.

5.5.4.1 For any official recommendations to PPD, PCRS should draft a written recommendation that can then be voted on by the PCRS.

6.0 REFERENCES

Title	Link/Location
Robert's Rules of Order	https://robertsrules.org/index.html
List of PCRS members	https://onboard.portlandmaine.gov/board/4371

7.0 ATTACHMENTS

Attachment 1: Additional guidance for voting on Timely, Thorough, Fair, and Objective

Timely (per PPPD SOP Policy # 90):

1. For in-person complaints, Supervisor must meet with complaint within 30min of arrival at department (if resources allow)
2. Shift commander shall contact complainant within 24 hours or forward to Major for follow-up
3. Investigation by lieutenant completed within 3 days or referred to IA,

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4. Investigations completed with professional standard review within 45 days,
5. Notification to PPD employee of investigation/rights/duties within 5 business days, unless, in the opinion of the Chief of Police, the release of this information could impede the investigation.
6. Command review within 10 days (of receipt of investigation?),
7. PPD employee advised of outcome of investigation within 60 business days,
8. Professional standards lieutenant to notify PPD employee status/delay within 15 days of completion of investigation and submission to staff for review,
9. Determination whether a complaint can be mediated or if it will require an investigation is required within 7 days (cooperative resolution)

Thorough (per PPPD SOP Policy # 90):

1. Shift commander will meet and interview all complainants unless no merit, then proceed as inquiry instead of a complaint
2. Review option of formal complaint or cooperative resolution (and forwarded appropriate form)
3. Shift commander classification is utilized as follows:
 1. Category 1: conduct has negative impact on operations or image (investigated by officer lieutenant OR IA)
 2. Category 2: conduct involves serious abuse or misuse of authority, unethical behavior, or serious adverse impact on officer/public safety (investigated by IA)
 3. Category U: unfounded or within PPD policy
4. After complaint is logged, Professional standards lieutenant will:
 1. Verify the Allegation Category assigned by the receiving shift commander;
 2. Review the subject officer's IA history;
 3. Notify the chain of command, to include the Chief of Police;
 4. Notify, in writing, within five (5) business days, any employee who is the subject of an internal investigation and provide them with a copy of their rights and duties. The notice will include the name of the complainant and the nature of the allegations unless, in the opinion of the Chief of Police, the release of this information could impede the investigation.

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5. Notify the complainant, in writing, of the receipt of any complaint filed electronically or by mail.
6. Refer the complaint to the subject officer's Lieutenant or an Internal Affairs investigator in accordance with the guidelines below.
5. Allegations deemed Category U by the receiving shift commander will be handled as follows and the Professional Standards Lieutenant will:
 - a) A) Review the complaint form and Shift Commander's intake form and concur with the classification or recommend reclassification.
 - b) Forward the complaint and intake forms up the chain of command to the Chief of Police or designee for review.
 - c) If the chief or designee concurs that the complaint meets the definition of a Category U allegation, notify the complainant and subject officer.
 - d) If the chain of command determines the complaint has merit, reclassify the allegations and process the complaint in accordance with the new category.
6. Investigations by a Lieutenant are as follows
 1. At a minimum, a Lieutenant assigned to investigate a Category 1 Allegation should interview the complainant and the subject officer and review relevant reports, documents, and video.
 2. If a Lieutenant determines the incident is of greater complexity, or the investigation cannot be completed within 3 business days, he/she can refer the investigation back to Internal Affairs with the concurrence of the Major or higher authority.
 3. Upon completion of the investigation, the Lieutenant will summarize their findings and recommendations, in writing, and forward up the chain of command for review.
7. Investigations by Internal Affairs Investigators
 1. Review the initial complaint and compile all related reports and materials in the department's custody.
 2. Ascertain the specific allegations, note the member(s) involved and the date, time, and location of the incident. Identify any other witnesses to the incident, noting their name(s), address(es) and contact information.
 3. Compile all relevant reports, statements, and transcriptions for inclusion in the case file.
 4. Forward the transcription (if any) of each interview to the Professional Standards Lieutenant for review upon its completion.
 5. Maintain and update the Internal Affairs database for each assigned case.

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8. Command will review investigation and reach reviewer will provide written recommendation and justification for action
9. Chief of PPD will review all internal investigations and may request additional info
10. IA will maintain/index all complaints
11. IA will track and analyze complaints to identify training, improve policies, annual state audits, annual reports, notify chief of patterns

Fair:

1. Was the IA investigation process impartial and balanced?
 1. Did everyone who took part in the investigation have a proportional input?
2. Does the IA disposition match the facts of the investigation?
3. Examples of being NOT fair:
 1. Body camera footage shows PPD acting in a way that breaks PPD policy, but the IA disposition concludes that PPD did not break any PPD policy.
 2. Multiple PPD personnel performed interviews and investigations, but only the conclusions from one person are represented in the IA disposition.
 3. There is evidence of PPD acting in a way that matches the filed complaint, but the IA disposition categorizes the investigation as Cat U.

Objective:

1. Was the evidence viewed, analyzed, and balanced in an unbiased manner?
 4. Was there no evidence of bias during the IA investigation?
2. Examples of being NOT objective:
 - a. There is evidence that a complainant insulted the PPD or made their job difficult and the IA investigation reflects a bias against the credibility of the complainant.
 - b. There is evidence that a member of PPD has a personal connection with the complainant or a material witness in the IA investigation.
 - c. There is evidence that PPD profiled or discriminated against someone based on their skin color, faith, gender, sexuality, or any other personal identifier.

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8.0 APPROVALS

Contributor (Authored/Approved by)	Signature	Date
Author [Randall Kilty]	<u>Randall Kilty</u> Randall Kilty (Jan 15, 2026 22:48:05 EST)	15/Jan/26
Reviewer [Rachel Schlein]	<u>R.S.</u> Rachel Schlein (Jan 15, 2026 22:59:07 EST)	15/Jan/26

9.0 REVISION HISTORY

Revision	Description of Change	Date
0	New Document	15Jan2025