



Civilian Police Advisory Commission Meeting Minutes

Date: Wednesday, September 25, 2024

Time: 7:00 pm

Location: Conducted by Hybrid Participation -Arlington Community Center HHS Conference Room and via Zoom

Present: Sanjay Newton (SN) and Susan Ryan-Vollmar (SRV)

Present via Zoom: Zach Dumay (ZD), Melissa Jacobo (MJ), and Erica Richmond (ER)

Absent: Jen Hernandez (JH), Kathy Rogers (KR)

Town liaisons: Teresa Marzilli (TM) and Jillian Harvery (JH)

Guests: Chief Julie Flaherty

Meeting called to order at 7:18 pm.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Further, members of the public who wish to participate without providing their name may still do so by registering to receive the meeting info and using the telephone dial in information provided.

Minutes

1. Remote Participation Statement and Guidelines
 - a. SRV read the remote participation statement and guidelines. Per policy, all present Commissioners introduced themselves.
2. Land Acknowledgement
 - a. Read by SRV
3. Review and approval of August 2024 Minutes
 - a. SN made the motion to approve the minutes and SRV seconded. It was unanimously approved.
4. Debrief of APD training on August 17th
 - a. ER began with a summary of the day- we heard presentations from Captain Flynn and Captains Sean and Brendan Kiernan. We learned a lot about policing personnel structures, office scheduling, as well as the joys and challenges of policing in Arlington.
 - b. Captains reported to Chief that it was a worthwhile endeavor

5. Update from Chair on ACPAC collaboration with other Town Commissions
 - a. SRV shared that she and the ACPAC vice chair are invited to two monthly meetings, one is for chairs and co-chairs of Human Rights Commission, Rainbow Commission, and Disability Commission. And the second is a monthly meeting with Chief Flaherty and the chairs of the Human Rights Commission. At the latter meeting, they learn from the Chief of any relevant incidents that have occurred within APD jurisdiction and share with the Chief any complaints or commendations they themselves have heard.
6. Update on word to develop guidelines for Commission
 - a. SN and ER shared they have nothing to report at this time but know there is a hope that guidelines are reviewed and updated by the end of the year.
7. Update on Commission budget, followed by discussion of proposed budget and next steps needed to get budget approved
 - a. SRV shared details of other Commission's budgets and the draft budget she has put together for ACPAC budget.
 - i. The Rainbow Commission has a \$4000 annual budget, in addition to a gift fund from donations.
 - ii. The Human Rights Commission has an annual budget of \$7500
 - iii. The Disability Commission has an annual budget of \$20,000
 - b. SRV is suggesting we submit for an annual budget of \$4000
 - i. \$2500 for required training
 - ii. \$500 for national membership in the National Association for Civilian Oversight of Law Enforcement (NACOLE)
 - iii. \$1000 for materials for community engagement, for events like Town Day.
 - iv. MJ asked that funds for Commissioner participation in NACOLE's annual conference - approximately \$2000 – be included in the budget
8. Update on ACPAC bylaw amendment process, followed by discussion of next steps
 - a. SRV shared KR's memo reporting on KR's meeting with the Town Counsel, Jaclyn Munson
 - b. We will ask KR and Helene Newburg about working on this with SRV
 - c. If they say yes, we will vote in the October meeting to form a bylaw amendment working group.
9. Working Group Updates
 - a. SRV asked ER to report out on the work she and KR have been doing on the APD complaint form. We then had a discussion about initial feedback from relevant stakeholders as well as the Commission's impression on this process.
 - b. Some questions were raised:
 - i. Who receives the form? How do we collaborate with other Commissions and APD? Where will the form live? Which websites? Who receives submissions?
 - c. Chief shared the draft with police union leadership and reported back the following feedback:

- i. The Cambridge Police Department asks people filling out complaint/commendation forms to sign them- should Arlington do that too?
 - ii. The Union wants to add a line about submissions being done under “pain and plenty of perjury”
 - iii. The Union suggested we make clear the consequences of submitting a false police report
 - iv. Making sure all avenues of communication remain open and well known for the public
 - v. See what NACOLE and International Association of Police Chiefs recommend for such forms
- d. Next steps:
- i. ER will report back to KR
 - ii. ER and KR will talk to JH and TM
 - 1. ER and KR will follow up with additional stakeholders per JH and TM recommendations
 - a. This is anticipated to include co-chairs of HRC and all co-chairs of DEI Commissions.
 - b. The Commission as a whole will return to the question of workflow and process around who receives submissions that come through this form.
 - c. ER will send the current draft to all ACPAC Commissioners.

10. We voted to adjourn the meeting at 8:57 pm.

11. Next Meeting. Wednesday, October 23, 2024 7 pm, Hybrid.