

Citizen Police Communications Committee Meeting
Monday, August 27, 2012, 5:30-6:30PM
Brooks Memorial Library Community Room
Minutes

Present at the Meeting:

Terry Carter
Stephanie Baker
Michael Fitzgerald
Gene Wrinn
HB Lozito*^
Alex Fischer*
Stan Wasilewsv*

* denotes CPCC Committee Member
^ notetaker

1. Public Participation
 - a. Terry Carter - gives a copy of her complaint to the CPCC
 - b. She would like a member of the CPCC to contact her regarding mediation
 - i. Tristan, HB, and Alex, as the experienced members of the committee, will coordinate following up with Terry.
 - ii. Terry sees this meeting as an organizational meeting and then perhaps next month, we can discuss the content of her new complaint.
2. New Business
 - . Catch up on 'new' committee action follow up from town-wide meeting. Reportback from Capt. Fitzgerald
 - . CPCC needs to:
 1. Elect a chair
 2. elect a secretary
 - a. who will draft an agenda
 - b. take minutes
 - c. send minutes within 5 business days to Town Secretary
 3. CPCC will reevaluate by-laws at the September meeting and make any logistic changes needed
 - . discuss potential attendance policy
 - a. Cheif Wrinn introduces two new forms:
 - . Citizen Complaint Intake form
 1. intended for officers to fill out
 - i. Citizen Complaint Report form
 1. intended for citizens to fill out
 - ii. Open for comments:
 1. CPCC would like to be notified earlier in the process that a complaint has been made. as forms/language are currently written, CPCC is only notified that a (non-criminal) complaint has been made when any investigation has been completed by the Brattleboro Police Department.
 - . Request that the CPCC is notified when complaints are made.

- i. If criminal in nature, we may not know the details of the complaint but should be notified that a complaint has been made.
 - 2. CPCC asks of BPD: Will the way verbal complaints are handled change with regard to these new forms?
 - . It isn't policy to record verbal complaints. Verbal complaints will not be recorded using this form. Chief Wrinn is evaluating that possibility.
 - a. Terry: it was a big eye-opener to go through making a phone call that she thought was a verbal complaint and then to realize that that wasn't a formal complaint. There is a common public understanding that calling the police and giving a verbal complaint constitutes a complaint.
 - . some more clarity/public education around the issue of what constitutes a formal complaint would be good.
 - i. Chief Wrinn: we need to be cautious about the issue of false reporting that happens over the phone. there is a need to maintain balance.
 - ii. CPCC request: Make it part of policy that a verbal complaint triggers a notification to the CPCC that a complaint has been made.
 - b. Chief Wrinn will talk with town attorney to find out what information CPCC can obtain.

3. Old Business

- . Terry asks about follow-up regarding the Humane Society training.
 - . Chief Wrinn: They have sent two officers over to the Humane Society and are waiting for the HS to put together a training; the ball is in their court.
- 4. Next Meeting (formal proposed agenda to follow these notes):
- . 45 minutes for training of new CPCC members by the BPD
 - a. 15 minutes for discussion of Terry Carter's complaint.
- 5. Meeting adjourned 6:40PM