

# Brattleboro Citizens Police Communications Committee

## Minutes of Special Meeting September 26, 2016

Present: Christine Linn, Ken McCaffrey, Ben Coplan, Darah Kehnemuyi  
Guest: Chief Michael Fitzgerald

Meeting convened by Chair, Christine Linn. (Quorum present.)

Discussion: Does the Committee need to review all Brattleboro Police Department (BPD) policies? Chief Fitzgerald indicated that there are ten to 12 policies which are critical to the Committee's work, and the Committee should be familiar with them. These policies include use of force policies, use of vehicles, the 4<sup>th</sup> Amendment, U.S. Constitution, and the processing of complaints.

Discussion: What are the procedures the CPCC should use for processing complaints? What is the appropriate protocol for the CPCC to use? Chief Fitzgerald agreed to Committee's request to look for a new method to make copies of complaints available to the Committee more quickly than the process currently in use. It was suggested complaints be scanned and e-mailed so that they are available to Committee all members prior to each monthly meeting. Question was raised as to the impact, if any, of the Open Meetings laws. This issue will be explored. All agreed it would be worthwhile to make complaints available to Committee prior to its monthly meeting if at all possible. It was also agreed that more detailed contact information for complainants would be provided on the BPD intake form.

Discussion: What should and what can the CPCC do with the Complaints? It was noted that the Selectboard's charge to the CPCC is to facilitate respectful communication between the citizens of Brattleboro and the BPD. It was suggested that the process to use when a Complainant is not satisfied with the BPD response to their complaint would be for the Complainant to meet with the CPCC as a first step. If Complainant remains unsatisfied, they would next meet with the Town Manager, and if still not satisfied, then they would meet with the Selectboard.

It was agreed that the Town Manager Secretary be asked to be the point of contact for information to be forwarded to the CPCC.

The Meeting Minutes of June, July, August, and September 12 (Special Meeting) were all approved.

Meeting adjourned at 6:45

Respectfully submitted,  
Darah Kehnemuyi  
Recording Clerk