



PRINCE GEORGE'S COUNTY GOVERNMENT

Police Accountability Board

OPEN MEETING MINUTES

November 8, 2023

Location: 9200 Basil Court, Suite 400, Largo, Maryland 20774

6:40p.m. – 7:59 p.m.

Board Members Present: Chair Kelvin Davall, Vice Chair Carlo Sanchez, Dr. Andrea Coleman, Keenon James, Daniel Armando Jones, Lafayette Melton, Earl O'Neal, Tamika Springs

Board Members Present Virtually: Shelia Bryant

Member(s) Absent: Marsha Ridley, Daniel Vergamini

Staff Present: Denise Hall, Program Administrator; Tangi Allen, Program Associate; Ashley Ritter, Administrative Aide

Consultant Present: Marva Jo Camp, Esq., Legal Counsel

Guest(s): N/A

CALL TO ORDER

Chair Davall called the meeting to order at 6:40p.m. Roll Call was taken.

APPROVAL OF MINUTES

The Minutes from October 25, 2023, were tabled. Chair Davall requested that Minutes from October 25, 2023, should be emailed to the Board Members tomorrow, November 9, 2023.

PUBLIC COMMENT

N/A

OLD BUSINESS

Update AHB Selection Process

The draft of the proposed Administrative Hearing Board Selection process is being finalized. Dr. Coleman's goal is to send the draft to Board Members by Friday, November 10, 2023.

Status of Action Items (See Attached)

The Board reviewed and updated Action Items. See Attachment



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Here is the status of all pending assignments:

- **Matrix Review by Subcommittee** – Keenon James and Lafayette Melton provided updates regarding the Matrix. The due date has been extended until January 31, 2024 to ensure a thorough review of cases can be completed.
- **Rules of Procedure** – the Board will continue their review of the Rules of Procedure and be prepared to discuss and decide the date to vote on the Procedures during the next meeting on November 29, 2023.
- **Recommend Uniform System or Form for Police Misconduct Investigations by LEAs** – this recommendation was removed from Board consideration.
- **Develop & Launch a Comments/Feedback Outreach Form** – the Board will review the form and be prepared to discuss at the next meeting on November 29, 2023.
- **Strategic Plan** – will be discussed later in the meeting.
- **Committee Member Sections of the Annual Report** – Committee Members will submit their designated sections of the Annual Report to Denise Hall by November 15, 2023.
- **Review & Provide Comments Regarding ACC Recommendations** – Board Members with comments will be prepared to share during the next meeting on November 29, 2023. Vice Chair Sanchez categorized questions distinguishing which should be sent to LEAs and which should be sent to the ACC. Vice Chair Sanchez will email a copy of the document to the Board by Friday, November 10, 2023.
- **Determine Status of School Security Personnel Covered by Legislation** – Marva Jo Camp advised that, in response to PAB request, Inspector General Anthony Bennett responded advised that PGCPs School Security is not covered by the legislation. Keenon James requested a copy of the response. Denise Hall advised that the Board was provided with the IG's response but will resend his response to the Board.
- **Develop Draft Community Outreach Power Point Presentation** – Chair Davall and Shelia Bryant will meet on Monday November 13th at 10:30a.m. to finalize the Presentation. The Presentation will be sent to the Board for review prior to the next meeting on November 29, 2023.
- **Create Community Outreach Schedule** – Vice Chair advised that the schedule will be discussed at the first meeting in December. (*Tentatively December 12, 2023*)
- **Review AHB Civilian Applications and Recommend Ten (10) Applicants** – PAB member will discuss during the next meeting on November 29, 2023.
- **Provide Formatting Directives to Legal Counsel** – The Chair and Vice Chair will meet next week to discuss formatting the Annual Report. Any directives will be sent out prior to the next meeting on November 29, 2023. It was noted that this information should be sent to the PAB and staff, not just the General Counsel.
- **Establish Policy Subcommittee and Draft Letter Requesting LEA Policy & Procedures** – the Subcommittee has been established. Daniel Armando Jones will provide a finalized repository letter requesting LEA policies and procedures for the Board's review and potential vote by the next meeting on November 29, 2023.



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- **Review and Discuss the need for Administrative Hearing Board Policy Regarding Ethics, Disclosures and Conflicts of Interest** – Chair Davall provided the Board with an update regarding the meeting he and Attorney Camp with the Office of Ethics and Accountability as it relates to emails, confidentiality and the Open Meetings Act. Marva Jo Camp shared that the Ethics Director suggested including Financial Disclosure and Conflicts of Interest requirements for Administrative Hearing Board Civilians that mirror the process Police Accountability Board Members and ACC board members had to follow and complete prior to being appointed.
- **Email Meetings and Events Spreadsheet to Board** – This assignment is completed. Board Members were emailed the spreadsheet by the due date of September 28, 2023.
- **Edit Letter to Chief Aziz** – The Board's comments and edits from Marsha Ridley from the previous meeting were incorporated into the letter to Chief Aziz. Copies of the letter was distributed to Board Members during the meeting for a vote.
- **Revise AHB Selection Questions** – Dr. Andrea Coleman advised that the Subcommittee completed Administrative Hearing Board Interview Questions. Dr. Coleman will send Board Members the questions by the due date of November 8, 2023.
- **Develop Assignment Calendar** – Beginning January 2024, the Attorney Camp will replace the Action Items document with an assignment calendar.
- **Identifying 10 Sampling Cases** – Vice Chair Sanchez will provide 10 cases for Board Members to review by tomorrow, November 9, 2023. The Board will review cases during the next meeting on November 29, 2023.
- **Provide Comments Regarding the PAB Website** – Denise Hall advised that she received comments from Keenon James.

Action Items Discussion

Lafayette Melton suggested that Board Members provide updates to assignments via email due to the limited time remaining in the year for meetings. The Vice Chair advised that the calendar will be used to provide updates.

Earl O'Neal inquired about the due date for the Annual Report. The Annual Report is due by December 31st of each year. Mr. O'Neal and inquired about the remaining meeting dates for the year.

Tamika Springs requested a synopsis/list of documents, assignments, comments, due dates for each upcoming meeting. Marva Jo Camp will update the Action Items document. Denise Hall and Marva Jo Camp will meet tomorrow to further discuss calendar assignments and documents.

Marva Jo Camp announced that the new FBI Headquarters will be located in Greenbelt, Maryland (Prince George's County).

Strategic Plan



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Marva Jo Camp, Dr. Andrea Coleman and Lafayette Melton met to finalize the Strategic Plan. The Strategic Plan is 80% completed. They will meet again during the NACOLE Conference to complete and finalize the Strategic Plan draft.

Case Review Process

Vice Chair Sanchez will send 10 cases to the Board for review. Chair Davall requested that Board Member review the cases and be prepared to discuss the cases during the next meeting on November 29, 2023.

LaFayette Melton asked if any Board Members experienced issues accessing WiFi from their laptops. Denise Hall will request for an Office of Information Technology (OIT) staffer to attend the first part of PAB Meetings to address any OIT challenges until the remainder of the year. Tangi Allen also asked Board Members to let her know if they experience any technical difficulties between meeting dates. Chair Davall will email the PAB OIT Liaison regarding ongoing IT issues experienced by Board Members.

Letter to Chief Aziz (Copy Attached)

Daniel Armando Jones highlighted updates made to the letter to Chief Malik Aziz, Prince George's County Police Department. The Board discussed the letter and editing process.

Earl O'Neal made a motion to adopt the letter to Chief Malik Aziz, PGPD. The motion was seconded by Daniel Armando Jones.

Discussion: Lafayette Melton suggested amending the wording cited in #5 of the letter to Chief Aziz.

The motion to adopt the letter, as amended, to Chief Aziz, passed by a unanimous vote. Ayes: 9; Opposed: 0; Abstain: 0; Absent: 2

Daniel Armando Jones will amend and send the finalized letter to Denise Hall. Chair Davall and Ms. Hall will have a follow-up discussion on the parties who should be cc'd on the correspondence prior to sending the letter to Chief Aziz.

~BREAK~

NEW BUSINESS

The Board discussed the date options for the next PAB meeting. Due to the Thanksgiving holiday, the next meeting will be held on November 29, 2023, at 6:30p.m.

Denise Hall reminded Board Members that their respective sections of the Annual Report are due on November 15, 2023. Ms. Hall also shared the expectations for a written narrative for sections of the Annual Report.

ANNOUNCEMENTS



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David Morris, Chief of Cheverly Police Department, introduced himself to the Board and offered brief remarks to Board.

ADJOURNMENT

Carlo Sanchez made a motion to adjourn; seconded by Tamika Springs. The motion to adjourn passed by a unanimous vote. Ayes: 9; Opposed: 0; Abstain: 0; Absent: 2

NEXT MEETING

November 29, 2023 – In Person

Attachments: Action Items Update and Letter to Chief Aziz

PAB Website: [PAB Website](#)

Meeting Recordings are available on PAB website: [YouTube - Police Accountability Board Playlist](#)

MARVA JO CAMP, ESQ.

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301.943.0255

ACTION ITEMS

As of 11.29.23

Action Item	Date Initiated	Responsible Person	Due Date	Status
Create template for Board Members to complete within five (5) days after meeting with community or LEAs	4/26/23	Daniel Armando Jones	5/10/23	Completed 8/2/23
Draft Prologue/Historical Section for Strategic	4/26/23	Daniel Vergamini	7/12/23	Completed
Legislative Recommendations	4/26/23	Board Members	7/28/23	Completed (date)
Request for copy of AG Opinion regarding meaning of "and/or" for police conduct	4/26/23	Counsel/Staff	7/28/23	Completed (date)
Provide Board with copy of Summary Data of Complaints submitted to PAB	4/26/23	Staff	7/28/23	Completed (date)
Provide Board with copy of FY 23 Budget	4/26/23	Staff	7/28/23	Completed (date)
Research whether a mandated timeframe to contact Complainants after Final Disposition of Complaints	5/10/23	IG Bennett	N/A	Completed (date)
Verify whether Complainants are notified if an Officer requests a Trial Board Hearing	5/10/23	IG Bennett	N/A	Completed (date)
Provide PSB Members with nine (9)	5/10/23	Staff	N/A	Completed 7/26/23

categories of police misconduct utilized by CCOP				
Subcommittee Review Matrix and provide feedback to PAB members	5/10/23	Lafayette Melton Keenen James Sheila Bryant	9/13/23 1/31/24	9/16/23 & 10/25/23 Staff provided Subcommittee with Matrix Video & Commission Training Book
Research how MPTSC processes recommendations and provide appropriate contacts for the County & MPTSC	5/10/23	IG Bennett	N/A	Completed 7/28/23
Hold Chief's Coffee Chat	5/10/23	PAB Board Counsel & Staff	June 2023	Completed 6/12/23
Provide five (5) cases in Teams	5/10/23	Staff	5/15/23	Completed May 2023
Provide feedback regarding Rules of Procedure	5/10/23 9/13/23	PAB Board members – Send comments or indicate “No Comment)	5/5/23 5/19/23 8/11/23	Pending If have not received comments by 8/11/23, Leadership & Staff will complete for a PAB member vote on 8/23/23 Vote on 9/27/23 Delayed 11/29/23
Create list of Complaint Data Points	6/14/23	Andrea Coleman Tangi Allen	(date)	Completed 7/29/23
Recommend Uniform System or Form for Police Misconduct Investigations by LEAs	6/14/23 9/13/23	Staff		Further Discussion Required
Develop PAB Member Outreach Report Form		Daniel J.		Completed 9/27/23
Provide Information about NACOLE	6/14/23	Kelvin DaVall	N/A	Completed

Review May 26, 2023 Video & contact OIT regarding missing footage	7/12/23	Staff	7/13/23	Completed 7/13/23 Full footage sent by PAB to OIT Footage was edited by OIT
Develop & Launch a Comments/Feedback/ & Outreach Form on PAB webpage to . Include QR link on	7/12/23	Staff	11/29/23	Staff sent information to PAB Members for review and comments. Melton, James, & Jones provided comments on 9/27/23 Pending
Provide Name & Vote Count for AHB selections	7/12/23 9/13/23	Staff	N/A	Completed Staff sent information to Chair Added Information to 9/13/23 Minutes
Attend District II & III Coffee Circles	7/26/23	Sheila Bryant	7/28/23	Completed
Provide Final Draft of Strategic Plan	8/9/23 9/13/23		Target Date 8/14/23 Vote 9/27/23	Draft completion by 9/17/23 PAB Member Comments due 11/1/23 by 11/8/23
Transmittal of Recommendations to the County Council and County Executive	8/9/23		8/29/23	Completed
Committee Members to complete their appointed sections of the Annual Report	8/9/23	Prologue – Danny Vergamini. Exec Summary & Message from Chair- - Kelvin DaVall & Carlo Sanchez Highlights – Keenen James, Sheila Bryant, Earl O’Neil Case Review & Analysis – Tamika	11/15/23	

		Spring, Andrea Coleman Resources – Marsha Ridley Recommendations- Lafayette Melton & Daniel J.		
Review and Provide Comments regarding ACC 6/15/23 Recommendations Determine which PAB Questions should be sent to Agencies and which should be sent to ACC for clarity Also categorize Documents	9/13/23	PAB Carlo Sanchez	9/25/23 11/10/23	Response Received. Melton & James provided questions on 9/27/23 Additional PAB Member comments pending
Inquire with County about preferred AHB Vetting Process	9/13/23	Staff	9/15/23	Completed
Determine status of School Security Personnel Covered by Legislation	9/13/23	Staff/IG	9/27/23	Completed Not Covered by Legislation
Develop Draft Community Outreach Power Point Kelvin Davall & Sheila Bryant Meeting	9/13/23 11/8/23	Sheila Bryant 11/13/23	9/18/23 11/29/23	Anticipate Providing by 9/22/23 Presented 9/27/23 PAB Member Comments Pending
Create Community Outreach Schedule	9/13/23 11/8/23	PAB/Staff Carlo Sanchez & Tangi Allen	TBD 12/13/23	Chair/Vice Chair & James provided List from OCR Staff will provide Options 9/27/23 Received List from Allen & Staff 10/11/23 - Vice Chair will provide Outline of

				Organizations, Dates, Times, and Groups Pending
Review AHB Civilian applications and recommend ten (10) Applicants to full Board	9/27/23	Andrea Coleman – Chair, Tamika Springs, Daniel Armando Jones	11/8/23 11/29/23	
Provide Formatting Directives to Legal Counsel for Annual Report	9/27/23	Chair/Vice Chair	10/7/23 11/29/23	Pending
Establish Policy Subcommittee and draft letter requesting Law Enforcement Agency Policy and Procedures	9/27/23	Carlo Sanchez, Daniel Armando Jones, Keenon James	10/9/23	Pending
Review and discuss need for AHB policy regarding ethics, disclosures and conflicts of interest	9/27/23	Board Chair & Legal Counsel	10/11/23	Completed Met with Office of Ethics Director Todd Turner
Email Meetings and Events Spreadsheet to Board	9/27/23	Tangi Allen	9/28/23	
Edit Letter to Chief Aziz Transmit Letter	10/25/23	Daniel Armando Jones	11/8/28 12/15/23	
Revise AHB Selection Questions	10/25/23	Andrea Coleman	11/8/23	
Develop Assignment Calendar	10/25/23	Marva Jo Camp Staff	12/31/23	
Identify 10 Sampling Cases	10/25/23	Carlo Sanchez	11/8/23	
Complete Review of 10 Cases based on draft Case Review Form	10/25/23	PAB Members	11/10/23 11/28/23	
Provide Access to Complaints filed with PAB	10/25/23	Staff	10/26/23	Completed
Provide Comments regarding PAB Website	10/25/23	PAB Members	11/8/23	Completed

Review Community Outreach Feedback Form	11/8/23	PAB Board	11/29/23	
Submit Sections of Annual Report	11/8/23	PAB Board Members	11/15/23	
Categorize ACC Recommendations	11/8/23	Carlo Sanchez	11/10/23	
Discuss ACC Recommendations		PAB Board	11/29/23	
Update Community Outreach PowerPoint Presentation	11/8/23	Kelvin Davall & Sheila Bryant	11/13/23	
Review PowerPoint		PAB Board	11/29/23	
Create Community Outreach Schedule	11/8/23	Carlo Sanchez	12/12/23	
Review & Recommend 10 AHB Applications	11/8/23	Andrea Coleman PAB Board Members	11/29/23	
Provide Formatting Guidance for Annual Report	11/8/23	Kelvin Davall & Carlos Sanchez	11/29/23	
Finalize & Approve Repository Letter regarding LEA Policies & Procedures	11/8/23	Daniel Armando Jones PAB Board Members	11/29/23	
Revise AHB Questions & Approve AHB Questions	11/8/23	Andrea Coleman PAB Board Members	11/29/23	
Provide 10 Sampling Cases for Review & Review Cases	11/8/23	Carlo Sanchez & PAB Board Members	11/29/23	
Provide Synopsis of Documents & Assignments	11/8/23	Marva Jo Camp	11/29/23	Completed

DOCUMENT SUMMARY

- Rules of Procedure
- Community Outreach Feedback Form
- ACC Recommendation Categorization
- Community Outreach PowerPoint
- Community Outreach Schedule
- AHB Proposed 10 Applicants

- Annual Report Formatting
- Letter regarding LEA Policies & Procedures
- 10 Sampling Cases

Malik Aziz
Chief of Police
Prince George's County
8801 Police Plaza
Upper Marlboro, MD 20772

Dear Chief Malik Aziz:

In April 2021, the Maryland General Assembly passed legislation titled the **Maryland Police Accountability Act**. This legislation, among other things, established Police Accountability Boards in each county. The Board is responsible for meeting with the heads of local law enforcement agencies, providing recommendations to improve policing practices and policies, and to facilitate greater transparency and accountability of law enforcement officers in their county.

The Prince George's County Police Accountability Board would like to learn more about your department's current policies and practices as they relate to certain aspects of your disciplinary procedures. Your insight on the policies and the context that surrounds them are a crucial part of the Board's ability to make recommendations and can only be achieved through close collaboration and communication with you and the department. Specifically, the Board would like to know:

1. What are the current policies regarding the determination for suspension of an officer?
2. How does the department handle officers who have been disciplined or suspended multiple times?
3. How does an officer's history of discipline impact their presence on patrol and interactions with community members/civilians?
4. Are current policies and procedures regarding discipline effective in deterring negative actions/behaviors by officers? Are there any specific policies in place that directly led to a marked decrease in such behavior?
5. In what way does the department actively work to deter negative behaviors by officers which may be dangerous to the safety of the community?
6. Does agency policy encourage and/or incentivize whistleblowers/officers coming forth to report the misconduct of their peers? If so, what are the specific policies, and have you been able to gauge their effectiveness?
7. What policies and practices are currently in place to protect whistleblowers from retaliation? If any, have these policies led to measurable changes in the number or frequency of officers coming forward to report misconduct?

The Board requests written responses to the questions above, along with any additional relevant documents, by December 15th, 2023, and an in-person meeting during the month of January, based on schedule availability. During the meeting we will discuss these questions as well as hear from you on matters related to the Board's oversight. Please contact Ms. Denise Hall, Program Administrator, at ldhall@co.pg.md.us or 301- 883-6535, to coordinate the meeting date. We look forward to the opportunity to work closely with your department to serve the residents of the county.

Respectfully,

Police Accountability Board
Prince George's County