

Police Advisory Commission
Asian Arts Initiative
1219 Vine Street
Proposed Agenda, May 16, 2011

Excused Absence:

1. **Review of Minutes of April 18, 2011 (Posted May 9, 2011)**
2. **Sunshine Act Certifications** (Anderson)
Minutes from March 21, 2011 posted on Commission web site _____
Agenda for May 16, 2011, posted on Commission web site _____
3. **Secretarial Report** (Volz) (5 minutes)
(1) Acceptance of Resignation letter sent to Commission Abdul-Aleem May 6. Copies to Mayor and Deputy Mayor Gillison. Abdul-Aleem was Alternate so no advancement of Alternates into permanent Commissioner status. (2) Letterhead for Commissioner use.
4. **Report of Chair** (Islam) (10 minutes)
5. **Report of Executive Director** (Johnson) (5 minutes)
Postponement of Abrams Panel
6. **Report of Bey Hearing Panel** (Branson) (10 minutes)
7. **Report of Banks Hearing Panel** (Crumlish) (10 minutes)
8. **Report of Counsel** (Hayes) (5 minutes)
Subpoenas in Nizah Morris
9. **Report of Standing and Ad Hoc Committees:**
 - A. **Operating Procedures Committee** (Volz) (Waived) no meeting (Addendum 4-3 to Internal Operating Procedures attached.)
 - B. **Public Relations Committee** (Goldfein) (10 minutes)
 - C. **Investigatory Review Committee** (Cavanaugh) (10 minutes)
 - D. **Personnel Committee** (Kung) (Waived) no meeting
 - E. **Mediation Committee** (James) **no attachment**
 - F. **Annual Report Committee** (Islam)
10. **Old Business**
11. **New Business**

12. Public Comment

Adjournment

Addendum 4-3 to Internal Operating Procedures
Commission Meetings, Set-up, Decorum, Staff requirements,

The following are directives for proper and functional room set-up for Commission meetings:

1. Tables should be set up in an appropriate elongated "U" format facing the audience where possible.
2. Name plates should be set up in the following manner prior to the seating of Commissioners:
 - a) the Chair at the center
 - b) two executive board members (2 Vice Chairs, Parliamentarian, Secretary) on either side of the Chair
 - c) the balance of commissioners equally on either side
 - d) the staff at one end and the attorneys at the other, if possible
3. Previous minutes reproduced and distributed to each position
4. Printed (detailed) Agenda and addenda reproduced and distributed to each position
5. The Police Advisory Banner should be displayed appropriately behind Chair
6. A 3x5 U.S. flag and a 3x5 Philadelphia flag (and Commonwealth of Pennsylvania flag is possible) each on a base, should be displayed somewhere behind the table. 18 Pa.C.S.A. §2101 makes it a summary offense to conduct a public meeting without the display of an American flag.
7. A Statement from Deputy Executive Director for the minutes that the location of the meeting had been posted in compliance with the Sunshine Act.
8. Statement from Deputy Executive for the minutes that the minutes approved at the previous meeting have been posted on our web page also in conformity with the Sunshine Act.
9. Adequate complaint forms and Miranda warning cards in both English and Spanish.
10. Public presentation and recording guidelines (both attached to our I.O.P.'s) should be posted in a visible location for those in attendance
11. Copies of the Executive Order should be maintained by Executive Director for distribution to anyone who requests a copy.
12. Visible exterior posting of Board Meeting and Agenda to comply with Sunshine Act.
13. Large index cards for written questions or follow-ups from those in attendance.
14. Executive Director and Deputy Executive Director are required to attend. The staff and inspectors are not required by the Commission to attend.
15. Executive Director, staff and Commissioners are not to wear phone earpieces.
16. All cell phones are to be turned off prior to the meeting, or set to silent or vibrate. This applies to everyone in attendance: Commissioners, Executive Director, staff, counsel, all in attendance

**Meeting Minutes from IRC Committee Meeting
5/11/11 - 6:00pm**

Joe Garcia - Absent
Ed James - Absent
Bob Cavanaugh - Absent
Jim Crumlish - Present
Ronda Goldfein - Present
Mu'min Islam - Present
Jamira Burley - Absent
Rachel Branson - Absent

The following was addressed at the meeting:

1. Ten oldest cases were provided at the Meeting. The IRC decided to review and evaluate for next meeting.
2. A review of April's docket was conducted.
3. The Panel hearing process is determined that there will remain 3 panels. However, these panels will be assigned on a rotating basis. Panels are as follows:
 - a. Panel 1 - Goldfein, Cavanaugh, Castillo-Perez Alternate - Meade
 - b. Panel 2 - Crumlish, Garcia, Bishop Branson Alternate - Chaudry
 - c. Panel 3- Volz, James, Branson Alternate - Kung
4. Secretary Volz will send out an invitation to Commissioners to serve on Panels.
5. It was agreed that once the IRC selects a case to go to Panel, the Panel is responsible for scheduling the date. After the date is selected, the ED & Counsel shall secure the courtroom and subpoena witnesses as needed.

6. Nizah Morris we have some movement as the DA may be able to meet with the IRC to discuss the subpoena. The current subpoena expires in June, and once this expires we are able to file a motion to compel. A future date on this meeting with the District Attorney is to be determined.
7. Panel Hearing for Abrams is scheduled for June 15th and 16th.
8. Statistics was presented for complaints alleging racial profiling in the past 5 years. This information will be reviewed and assessed in June's meeting to schedule a potential hearing in July & August on these matters.
9. The letter requesting a Spanish speaking investigator was approved and will be sent to the Mayor and other elected officials.
10. The next meeting will be June 16, 2011 at 6pm at the PAC Headquarters.

IRC Key - **1** - Close investigation; **2** - Send it to Panel or Hearing; **3** - Send it back to the Staff for additional information (notes should include information sought); **4** - Discipline - send to Staff in order to recommend a penalty for Officer.

1. PAC# 082022 - **IRC = 1**; Allegations were unfounded.
2. PAC #082046 - **IRC = 1**; Allegations were unfounded.
3. PAC#082049 - **IRC = 1**; No participation by complainant.
4. PAC#082043 - **IRC = 1**; No participation by complainant.
5. PAC #081967 - **IRC = 1**; Allegations were unfounded.
6. PAC #082016 - **IRC = 1**; Allegations were unfounded.
7. PAC #102500 - **IRC = 3**; Sent back to staff for more information on the discipline of the Officer in question.
8. PAC #102505 - **IRC = 3**; Sent back to Staff for more information on the Officer's counseling and other intermediary options for anger.

Meeting adjourned at approximately 7:45pm.

