

# Harford County Maryland Administrative Charging Committee (ACC)

## Meeting Minutes

Thursday, January 19, 2023

### **Members Present:**

Trinna Kirkland (Chair), Lance Griffin (Vice Chair), John Lanbeck (PAB Chair), Charles Robbins (Member), Jansen Robinson (Member)

**Others Present:** See Sign-In Sheet

### **Call to Order:**

Trinna Kirkland (Chair), the meeting was called to order at 5 pm EST.

### **Welcome/Introductions**

The representative from the office of the County Executive, Jeff Blomquist provided an opening statement and we continued with introductions (ACC members, County representatives, law enforcement members, Technical Support Staff, and other law enforcement representatives).

### **Open Discussion:**

- Overview of ACC duties
- Evidence Submission Procedures
- Technical Procedures: Email account information was received by the committee for ACC Chair. There was further discussion about generating county email addresses for all ACC members. Mr. Kuba is following up (Open Item)
- Procedures for Evidence Review: A laptop with login information was provided for the committee to use on-site at Ady Rd. EOC for evidence review. Additional discussion about technical support during the ACC meetings. We also discussed the option of getting permission for the ACC members to view evidence remotely. Mr. Kuba is following up on credentialing procedures for committee members for off-site evidence review. (Open Item)
- Equipment and Supplies: The committee requested additional laptops for its members and was assured that there is financial means in the budget to support this equipment expense. The county representative is following up. (Open Item)
- Confidentiality Agreements: ACC members signed Confidentiality Agreements which were handed off to the county representative.
- Building and Meeting Space Request: ACC Chair was given a document with the contact information for reserving meeting space at the EOC for ACC meetings.

### **Open Meeting Requirements and Training:**

There was a discussion about the Open Meeting Requirements and the ACC. Per the document distributed, Harford County bill NO. 22-018, the ACC is not subject to the Open Meetings Act, however, this is in contrast to Title 12 DEPARTMENT OF PUBLIC SAFETY AND

Harford County Maryland Administrative Charging Committee (ACC)

Meeting Minutes

Thursday, January 19, 2023

CORRECTIONAL SERVICES, Subtitle 04 POLICE TRAINING AND STANDARDS COMMISSION *Chapter 09 Police Accountability Boards and Administrative Charging Committees*, and thus remains an open item question as we await clarification. Since the committee plans to review evidence, deliberate, and discuss personnel matters in its upcoming meetings, these meetings will be held in closed session as allowed per the Open Meetings Act. Two ACC members acknowledged completing the Open Meetings training.

**Walk Through of Evidence File:**

Major Simpson walked the ACC members through a presentation of the files that Law Enforcement submits to the committee and the flow of the document contents.

**Future Meeting Schedule:**

The committee voted unanimously to hold its next meetings on Thursday, 1/24/2023, and Tuesday, 2/7/2023 at the EOC. These sessions will be closed for evidence review, deliberation, and review of personnel information.

**Adjourn:**

The meeting was adjourned at 6:48 pm EST.