

# Harford County Maryland Administrative Charging Committee (ACC)

## Meeting Minutes

Tuesday, March 7, 2023

### **Members Present:**

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

**Others Present:** None, Closed Session for evidence review and Committee Business related to evidence review and secure communication methods for committee use.

**Call to Order:** Trinna Kirkland (Chair), the meeting was called to order at 5 pm EST

**Agenda Approval:** The committee unanimously voted to approve the meeting agenda.

### **Review/Approve Minutes:**

- The committee unanimously voted to finalize the meeting minutes for 1/19 and 1/24.
- Draft minutes for 2/7 and 2/13 were presented to the committee. A vote was held, and the committee unanimously voted to accept the minutes as written.
- All approved minutes will be finalized as written, distributed to committee members prior to our next meeting, and added to our committee documents.

**Follow-Up Items:** The committee members reviewed follow-up items including agendas, minutes, case timing, closed session statements, and notification procedures.

**Closed Session Vote:** The committee chair moved to close the meeting, a vote was held, and the meeting was closed (see Closed Session Summary)

### **Case Reflection/Lessons Learned:**

- The committee reflected upon our review of Case (#002). Issues noted will be included in our report to the PAB. (Notification Procedures of Complainant and Subject Officer)
- The Committee determined that cases dated prior to the establishment of the PAB/ACC, July 1, 2022, will not be reviewed by the committee.

### **Case Review and Deliberation**

- Case #002 The Committee discussed the distribution of the report to the Complainant and Subject officer and was presented with procedural concerns related to how the report should be distributed to the said recipients. Several committee members are planning to attend the quarterly police commission meeting to discuss and collaborate with Law Enforcement on how this can best be accomplished. We will suggest that Law Enforcement include email contact information when submitting case files to the committee.

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**Other Committee Business:**

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**Future Meetings Schedule:**

The committee will hold a meeting on 3/20/2023 at 5 pm EST to continue its case review and deliberations.

**Adjourn:**

The meeting was adjourned at 6:44 pm EST.