**Meeting Date & Time**: Thursday Dec. 12, 2024 10:00 AM – 12:00 PM

**Meeting Location**: This meeting was via Microsoft Teams

**Voting Members Present**: Trevor Whipple, Jennifer Frank, Karim Chapman

**Voting Members Absent:** Karen Trondsgaard Scott, Shawn Pratt

**Others in attendance**: Kim McManus, Christopher Brickell, Vegar Boe

**Note:** Meeting started in Public Session, no members of the public present

**Call to Order**: Meeting called to order at 10:05 AM by Trevor Whipple.

**Addition / Deletions to Agenda**: None

**Meeting Minutes**: Meeting minutes of **11/7/24** review of minutes held until next session for attendance of those present at the meeting.

**Executive Session**: 10:08 AM (re: confidential Act 56 complaints and investigations, and to seek legal advice, with premature public knowledge would put the subject officer at a substantial disadvantage). Motion made by Jenn Frank to include staff Kim McManus and Christopher Brickell, and Vegar Boe. Second by Karim Chapman, all in favor.

**Executive Session:**  10:11 AM – 11:04 AM

**Public Session**: 11:04 AM

**2020UQA:** Motion by Trevor Whipple of no finding, second by Karim Chapman. Members Whipple, Frank, Chapman in favor.

**20248U5W:** Continued until additional information has been collected.

**2020H14:** Motion by Trevor Whipple of no finding, second by Jennifer Frank. Members Whipple, Frank, Chapman in favor.

**2020YNJ:** Hold until criminal court case concluded.

**Review of PRS procedures** Attorney Kim McManus, had provided copy of suggested changes to PRS procedures, discussion surrounding PRS action on 1st offense vs. agency issued discipline. Two questions, 1. When do exception occur beyond what agency decides? 2. Clarify on duty vs off duty?

Discussion around what action PRS would take that was outside of what agency already decided, statue is “unreasonable”. PRS will keep it simple and reference the statue, PRS could reach out to agency head to point out any discrepancies in a supportive way, not in written procedure but in a more informal way.

2. Each agency head in their policies and procedures should define what is on duty versus off duty, and when does an officer become on duty if acting outside of on duty status. Will keep the current definition. Agency heads should check the box to make it clear if it was on or off duty conduct. VLCT will remind that off duty actions are not covered by them in regards to civil liability.

Attorney McManus will make adjustments, bring forward at next meeting so it can then go to the full council.

Discussion surrounding the language of reporting requirement being 10 days, should it be calendar days, days or business days, who defines what each is. Statue has 10 business days as the requirement. Clarify that a business days is Monday through Friday, excluding state or federal holidays.

Chief Frank was asking if language changes to 5.2.1 regarding officer employed by more than one agency, and the sharing of an IA investigation between agencies. The agency conducting IA “may” share with other agencies if employed by multiple agencies. Attorney McManus is going to look at the language.

Trevor Whipple asked about training coming from the academy in regards to professional regulation, code of conduct. Director Brickell is seeking to get input from chiefs and sheriffs about what specifically they need training on. But training will be developed.

**Public Comment**: No members of the public attended.

**Public Discussion:** None.

**Motion to Adjourn**: Motion to adjourn by Karim Chapman, second by Jennifer Frank. Meeting adjourned at 11:38 AM