



Board

Present Janet E. Jackson, Chair
Present Brooke Burns, Vice Chair
Absent Gambit Aragon
Absent Mark Fluharty
Absent Dr. Chenelle Jones
Present Willard McIntosh, Jr.
Present Pastor Richard Nathan
Present Kyle Strickland
Present Rev. Charles Tatum
Present Aaron Thomas
Absent Mary Younger

Guests

Present Richard Blunt
Present Logon Contos
Present Al Crawford
Present Colleen Dunne
Present Jacqueline Hendricks
Present Scott Hurler
Present Alicia Pyfrom
Present Tiara Ross
Present Robert Tobias
Present Enoch White
Present Timothy Williams

MEETING MINUTES

WELCOME

At 2:03pm, Chair Janet Jackson welcomed the Columbus Civilian Police Review Board ("CPRB") to the meeting. Gambit Aragon, Mark Fluharty, Dr. Chenelle Jones, and Mary Younger have excused absences.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Kyle Strickland moved to approve the May meeting minutes, and Rev. Charles Tatum seconded. The minutes were approved unanimously, with the Chair abstaining.

INSPECTOR GENERAL STATUS REPORT

Chair Jackson invited Inspector General Hendricks to share her updates. The Inspector General (IG) thanked the Chair for inviting her staff to the meeting and asked the Investigators to introduce themselves to the Board and review their backgrounds/qualifications.

Introduction of Investigative Staff

Alicia Pyfrom: Bachelor's and Master's degrees in Criminal Justice as well as a Trauma Informed certification. She has 4 years' experience as a commissioned police officer, field training experience, call center and dispatch experience, and time in the Baltimore Inspector General's office. Under the Association of Inspectors General she achieved her certified Inspector General Investigator (CIGI) certification.



Scott Hurler: Military background in counterintelligence and human intelligence. Bachelor's degree from Capital in Interdisciplinary Studies with concentrations in Homeland Security and Intelligence. Spent 7 years with Norfolk police department, mostly working investigations but with additional experience in community outreach. Licensed as a private investigator.

Logon Contos: Bachelor's degree in Criminology and Psychology from OSU and is about to finish her Master's in Criminal Justice with a concentration in Criminal Behavior. Interned with the CPD in crimes against persons. Worked in criminal and drug divisions at Franklin Co. prosecutor's office and most recently worked the in Columbus City Attorney's Office (CAO). Interviewed victims using trauma informed care tactics, gathered evidence, and has experience with the case management system which IG Hendricks has selected.

Enoch White (also known as Skip): Criminology degree from OSU. Worked for the CPD for almost 33 years, retired in 2018 but was recruited as the Security Manager at Urbana University, and then went on to be Security Manager of Franklin University. His investigative background has been mainly in narcotics, doing interviews and casework at the state and local level.

Al Crawford: Majored in Criminology at Capital University, has a paralegal certification, an interview and interrogation certification, an investigator and inspector certification, and almost 20 total years of administrative law and investigative experience. Al has 4 years' experience at Franklin County Municipal Courts, 12 years with the Ohio Department of Education, 7 years with Franklin Co. Jobs Family Services, and 6 months with Ohio Civil Rights Commission.

Departmental Updates

IG Hendricks advised the Board that she is still working to fill the positions of Executive Secretary and Community Relations Coordinator. Interviews are currently underway for the Executive Secretary, and the Community Relations Coordinator job is still posted and accepting applications.

Staff Training has been scheduled for most topics over the upcoming weeks. Training still outstanding includes ABC's of Policing, Implicit Bias and Cultural Competency, and Civilian Response to Active Shooter Events (CRASE). These will be scheduled as soon as time and schedules permit.

The IG informed the Board that renovations on her office started on June 6th, and the team is currently in their temporary location (150 S. Front St) which is NOT open to the public. At the July CPRB meeting more instructions will be given for the public to access the office once the Department of the Inspector General (DIG) is officially open and accepting complaints.

The main phone line, hotline, and email for complaints are all functional, and will be shared with the public in July when the DIG opens officially to the public.





Chair Jackson informed the Board that their next meeting is scheduled for July 5th, which is right around the 4th of July holiday. She asked Colleen Dunne to poll the Board members and ascertain if they are available to attend on that date.

The IG showed a preview of the website which is currently in progress. There will be a form for residents to submit with complaints, FAQ's about the office and its processes, and information about the staff. A Public Relations group and the city's IT staff have been consulting and assisting with the development of this site. This site will also link to the CPRB site.

The Matrix Investigator Case Management System will house all case documents and track all complaints/investigations. The installation process is due to begin on 6/16 and staff training will be on 7/8 and 7/9. The IG expressed enthusiasm for the features of this tool and how it will assist her in her work.

IG Hendricks has connected with representatives from a variety of organizations and groups in the city, as well as Franklin County Commissioners Boyce and Crawly and the Chief's Advisory Panel. The Community Outreach Campaign is being developed in conjunction with the CPRB Community Outreach committee, Saunders PR Group, and the Department of Neighborhoods. Chair Jackson asked if there will be a formal plan in place before the July CPRB meeting, and IG assured her that will be the case, and engagement will have begun by that time. Chair Jackson reminded the IG that Board members would like to have the opportunity to participate in those community events and meetings, and asked the IG to provide the plan/schedule in advance so that Board members may sign up. There are 21 area commissions, and the Chair would like at least one Board member present at each meeting. The IG agreed to comply with that request.

Citizen Complaint Intake Process

The IG introduced her draft process for handling complaints from the community. Mr. Thomas reminded the IG about the conversation at the previous meeting regarding complaints being received by members of the Board, and asked someone to remind him what decisions had been made. Brooke Burns clarified that as stated in the rules and regulations, a complaint can only be submitted via the Board through a motion and a vote, or a resident attending a CPRB meeting and submitting their complaint to a representative of the DIG. An individual CPRB member may only submit complaints on behalf of him or herself. Chair Jackson suggested that all Board members should be prepared to provide information on how to file complaints. Mr. Tobias advised that all complaints must be filed with the IG directly, and the Board can only initiate complaints via a motion, a second, and a vote to refer an incident to the IG for further investigation.

All complaints will be logged in the Matrix Case Management System (CMS) with a unique ID number. This allows the IG's team to track all complaints and information. Evaluations of all cases will result in one of three outcomes: Closed (generally for insufficient information), Forwarded to another agency (the IG's office doesn't have the authority to investigate), or Update the complaint to a case in the CMS.





Ms. Burns asked if there could be an instance in which, during the course of the investigation, there might be overlapping or concurrent issues which co-exist, and one part of the investigation must be forwarded to the Prosecutor's office or other agency. The IG explained that if they find criminality, they stop. Based on the Fraternal Order of Police (FOP) contract, the IG's office only has 90 days to investigate, but that that clock would stop upon discovery of criminal action. If the criminality was disproven or unfounded, the investigation would resume and the clock would resume. If a complaint is updated to a case, it is assigned an additional unique ID number for tracking purposes.

Rev. Tatum asked about complaints with insufficient information or evidence to upgrade to a case. How are complainants informed? The IG explained that the person would be contacted for more information, and if the person doesn't respond or cannot supply the necessary information, the investigation would be closed. That would be notated in the CMS, for full visibility to the Board. Mr. Thomas asked if there will be a mechanism to catch complaints submitted anonymously out of fear of retaliation. The IG assured him that the complaint form will include an option to submit the complaint anonymously, but ultimately complainants will need to be consulted during the course of the investigation. The IG suggested they may develop a whistleblower policy to protect those individuals in conjunction with the CAO. This would also apply for officers who may want to come forward and report incidents. The desire for anonymity is understood, but the IG's office cannot conduct full and thorough investigations without input from the complainants.

Mr. Strickland asked about the potential for backlog, and what kind of timeline the IG expects from outset to completion. The IG agreed that the team has considered the possibility of a backlog, and she has already reached out to the Police Chief to establish the need for cooperation from the CPD when police records or evidence are needed to aid investigations. The timeline and investigators are aggressive, and they will do their best to complete investigations in less than 90 days while maintaining a thorough process. If needed, the IG can always request an extension from the FOP. Mr. Strickland asked about multiple complaints against a single individual, and how the CMS will track those. The IG envisions a single investigator assigned to the individual including any and all cases against them.

Pastor Rich Nathan asked for clarity about where the IG would forward cases if criminality were found. She explained that would go to the City or County Prosecutor's Office, the Attorney General's office, or whatever agency is appropriate in that specific instance. Another investigative office would take over at that point. Pastor Nathan asked what the purpose of the Board is, if not to examine these cases. Chair Jackson gave the example of police shootings that result in death. These would go to the Attorney General's office – the CPRB has no jurisdiction. Lesser charges, such as excessive use of force, could be seen as a felony assault. Ms. Burns explained that those scenarios are extremely rare, and where there is prosecutorial discretion, the officer is rarely charged. Pastor Nathan asked if prosecutors decide not to file charges, does the case go back to the IG? When does a case reach the Board? Chair Jackson assured him that excessive use of force will be common. She agreed that Pastor Nathan raised a valid issue, and that effective communication with the County Prosecutor and other agencies will be needed. She suggested that she and the IG might need to meet with those individuals and their offices to share



concerns and create processes. Pastor Nathan asked for further clarification regarding the cases which will come in front of the CPRB. Chair Jackson asked the IG to prepare for a future meeting the statistics from past years' IAB cases. Ms. Burns asked for stats on how many of those cases turned into criminal filings. The IG shared that in her previous office, complaints filtered to other agencies were still monitored by the IG's office. This allowed the IG to reclaim the case quickly in the instance that the prosecutors choose not to file charges. Rev. Tatum reiterated that the reason this Board was formed was due to the number of cases that do fall through the cracks.

Mr. Tobias added that even if a complaint is referred to another agency, under the Code 235.05(a)(5) the IG still has the purview to make recommendations to the Board regarding departmental procedures regarding the matter and treatment of the officer in question. Pastor Nathan requested a flow chart or similar visual explanation of when and how the Board will be involved in cases. Chair Jackson assured him that these answers will come in time, as the Board and the processes are still being formed, and Pastor Nathan agreed, but requested a hypothetical or draft plan for now.

Mr. Thomas asked the IG about incidents regarding minors or individuals under guardianships, and how those will be filed. The IG encouraged the Board to review the IG's policies and procedures which outlines that information. Mr. Thomas asked her to clarify verbally. The IG assured him that the person who files the complaint does not have to be the complainant. It can be a parent or other party who files on the complainant's behalf. Mr. Thomas asked if minors can file on their own behalf, and the IG assured him they can. The IG's office will reach out to the complainant and their guardians in those situations. Ms. Ross explained that the process for minors submitting their own complaints will need to be fleshed out, but that the process for adults filing on minors' behalf is already in place.

The IG promised the Board that she will be providing flow chart of the full review process once she has the chance to solidify things.

The IG reviewed a draft citizen complaint form. The website will have something similar which will allow residents to submit complaints online. Mr. Strickland asked about parties reluctant to put their names or witness names on these forms due to fear of retaliation, and at what point confidentiality is broken for public records. The IG explained that due to the Ohio Sunshine Act and the FOP contract, everything is subject to public record requests. The IG's office will have to discuss this with the City Attorney regarding how they can provide investigative reports without including complainant or witness information. She assured the Board that all information will be present during the investigation and presentation to the Board in order to support their findings. Chair Jackson expressed a hope that the creation of this Board and the office of the IG will abate citizen resistance to filing these complaints. Trust will have to be built, and how these Board Members and Investigators interact with the public will go far in gaining public trust. Mr. Tobias explained that in his time at the Prosecutor's Office, it was very difficult to get witnesses and corroborative documents due to the lack of anonymity. The DIG will have the same issues and will have to do the same community building. Mr. Strickland asked what structures are in place to prevent retaliation. Mr. Tobias explained that names and phone numbers cannot be





redacted. Mr. Thomas expressed that he finds the FOP having access to this information frightening. The Police and the FOP need to step up and assure the public that people who bring these complaints forward will be protected.

Ms. Burns asked the City Attorneys to remember that children can be charged with crimes in juvenile court regardless of guardianships, and suggested minors should be able to file complaints without an adult signing off. She also requested the minor's information should be protected from public records, and Mr. Tobias assured her they only use initials and ages. Ms. Burns asked the City Attorneys to check whether future contracts will need to be changed to allow anonymous complaints. Ms. Ross explained that the FOP does allow anonymous complaints, but that the timeline for investigations typically requires assistance from the complainants in order to conduct the investigation fast enough.

The Board took at a break at 3:30pm. The meeting resumed at 3:45pm.

Mr. Tobias suggested that a disclaimer could be added to the complaint form stating that all contents provided will be public record. The IG took a note to make that update. Mr. Tobias asked about a disclaimer regarding falsification of records, and the IG assured him they intended to include that language, if he would send it to them.

Mr. Strickland raised the issue of an undocumented immigrant or other non-citizen who might need to file a complaint, and whether a disclaimer for protection would need to be added, and Mr. Tobias agreed to look into that suggestion. The IG assured the Board that all complainants will be contacted by someone on her team regardless of their status.

Continuing in the investigation process:

Once a complaint is upgraded to a case, an Investigator is assigned. Complainants will be notified within 48 hours and asked for further information regarding the case. There will be an Action Plan Memo which Investigators will fill out and submit to the IG regarding allegations and steps to be taken during the investigation. This will serve as an outline for the Investigators to follow. Then they will conduct the investigation and submit a report to the IG for approval. The IG and Deputy will evaluate the investigations and send back to the Investigators as needed until ready for approval. Once approved, reports will be sent to the CPRB. The FOP doesn't consider an investigation closed until the report has been sent to the CPRB, so the Executive Secretary will be in charge of collecting and forwarding reports to the Board members reviewing them.

The IG showed an example of an Action Plan Memorandum and a Garrity Advisement form, which officers will have to sign before being interviewed.

The IG showed an example of the Investigation Memorandum which the IG's office would submit to the Board. This draft required signatures by the IG, the Chairperson of the CPRB Complaint Review Committee, and the Chair of the CPRB. These are negotiable, depending on the Board's preference. Mr.





Thomas asked about adding a line for the Board to indicate they are returning the report to the IG's office as not approved. The IG explained that if the Board sends a report back, there will be a standard form to include with any questions or follow up actions for the IG's office to complete. Mr. Strickland asked about instances in which the CPRB isn't meeting once per month, and how that would affect the timeline for cases. Ms. Burns explained that in the Rules and Regulations, the need for Review subcommittees is outlined. These can meet ad hoc and review reports at any time. The subcommittees can request additional full Board meetings be scheduled if needed, but Chair Jackson informed the Board that she does not plan to take the Board meetings to a quarterly schedule. Mr. Strickland reminded the Board that they are only required to meet 4 times per year and that future Boards may do so. Chair Jackson suggested the Board should have a full year of reviewing cases before making any decisions regarding this issue. Mr. Strickland expressed a concern about the Board becoming a bottleneck, and Chair Jackson promised him she would not allow that to happen.

IG Hendricks assured the Board that any disciplinary actions recommended by the DIG will be reviewed in a timely manner, at the IG's request. Her office will alert the subcommittee when those instances occur to ensure timely review. Pastor Nathan asked about adding a place on the memo to indicate whether or not the officer involved had been involved in other incidents, as a way to identify patterns. Chair Jackson expressed the need for further discussion and research into the FOP contract before this would be added to the IG's memo. She suggested this be an agenda item on the next Board meeting. Mr. Strickland reminded the Board about these reports being public record, and that outside groups will be collecting this information independently. Rev. Tatum reminded the Board that past incidents would be public record, and the Board could request that information from the IG. Chair Jackson asked to table this discussion until the next meeting.

The IG showed the Board a list of potential findings from the investigations of a case, and a draft confidentiality statement (which is still being reviewed by the CAO) for staff of the DIG to sign.

Goals for June:

Hiring additional staff (specifically an executive assistant), training staff, website construction, outreach campaign and materials for that campaign. Chair Jackson asked if the IG had specific materials in mind yet. The IG described a card which would have the contact information and a brief description of the Office, as well as business card sized hot cards for passing out to the public.

Goals for July

Be ready for the office to open to the public on July 11th.

Chair Jackson suggested that Board members would like to see final versions of the draft documents presented prior to them "going live" in July. She asked the IG to work with Colleen to send the slides from this meeting as well as final versions of those documents to the Board as soon as possible.

Chair Jackson asked the Board members present if they are available for the July 5th meeting. Rev. Tatum and Mr. Tobias are the only members of the extended Board team who are unavailable.





Ms. Burns reminded the Board that they have an annual report due to City Council in August, and suggested adding this to the next meeting agenda. She also suggested forming the Review subcommittees ASAP. Mr. Tobias asked Ms. Burns if she received clarification from Council on when that report is due, and Ms. Burns expressed uncertainty. Chair Jackson offered the opinion that a report in August would be premature, given that the IG won't be receiving complaints until July. She asked Mr. Tobias who she should speak to regarding this matter. Mr. Tobias read the statute and suggested there won't be enough information for a full report until December, but that the Board could prepare a "mini report" for August.

Chair Jackson asked the IG if she had anything further for the Board, and advised her that her priority should be getting her office fully prepared to start receiving and investigating complaints.

The Chair asked the Board members if they have any thoughts on the process of deciding which members will attend which community meetings as part of the outreach campaign. She expressed a desire for the Board to be represented at all meetings. Mr. Thomas expressed concern that the Board is expected to be content experts to the public, and asked for clarification of expectations of Board members. Chair Jackson expressed confidence that the questions would be posed to the IG, not the Board. She informed the Board that the area commissions have structured meetings, and there will only be mingling before and after. Mr. Thomas expressed a desire for Board members to meet expectations, and Chair Jackson assured him that they will not be expected to take on speaking roles. Rev. Tatum explained that Mary Younger, as chair of the Community Engagement committee, has expressed a desire for a committee member to be at each area commission meeting. Chair Jackson reminded the Board that they should not have 6 or more Board members at any one meeting. Mr. Tobias reminded the Board that no Board member should speak on behalf of the entire Board, and asked them to be mindful and cautious in any statements they may make.

OPEN DISCUSSION – FUTURE BOARD MEETINGS

Chair Jackson thanked the IG for her presentation and for introducing her team. The July agenda is fairly full already, and de-escalation training is still outstanding. She asked Ms. Dunne to reach out to Commander Lang to see if his team is available to conduct that training in July or August.

The Chair asked the Board if there are any other topics that they would like to see added to future agendas.

Mr. Thomas raised the topic of communities which are traditionally over policed and mentioned community action groups doing on-the-ground work that might be able to present to the Board. Chair Jackson asked for input from the other Board members. Rev. Tatum asked how that would fit into the call of the Board, especially given that the IG is already meeting with those groups and incorporating their input into her work. He expressed that he is already in touch with these communities, and asked how that would support the Board's charter. Mr. Thomas explained that the Board has heard from the police and experienced their training, and suggested that there is a need for balance by hearing from





'the other side'. Mr. Strickland agreed that community engagement is and will be ongoing, and supported the idea of inviting community members to attend Board members and engage directly with the Board. Rev. Tatum suggested that might be opening cans of worms, as there are members of the community who seek to cause trouble, and would come to the meetings with their own personal agendas. Mr. Strickland agreed, but asserted the Board is a public body. Chair Jackson clarified that they are public body whose work is highly specified. She explained that she is opposed to the idea, and would not put something of that nature on a meeting agenda without a full Board discussion and vote on the topic in advance. Mr. Strickland added that he is proposing this public engagement far in the future, when the work of the Board has become more routine. Mr. Thomas asked to clarify that his suggestion was to bring community groups in to train the board, and asked if that was the suggestion to which Chair Jackson is opposed. The Chair explained that the Board going to a community which has been overpoliced and bringing individuals into the Board meeting are very different suggestions. She suggested that Mr. Thomas identify the specific groups he wants to hear from so that the Board can discuss.

Mr. Tobias informed the Board that City Council adopted a resolution approving the Board's Rules and Regulations, and that he will work Ms. Dunne to publish those in the City Bulletin. Chair Jackson requested those documents be shared as they were not attached to the previous meeting minutes. Ms. Dunne will send these to the Board.

ADJOURNMENT

Chair Jackson asked for a motion to adjourn at 4:35pm. Ms. Burns moved, Mr. Strickland seconded. Unanimous vote to adjourn.

