

# POLICE COMMISSION WORKING SESSION #1

## MINUTES

MARCH 23RD, 2023 @ 2:00 PM

COUNCIL CHAMBERS – CITY HALL

### CALL TO ORDER:

Mayor Williams called the meeting to order at 2:00pm.

Present were Mayor Peggy Williams, Steven Boyer, John Bebee and Karen Dinkins.

### New Business:

**Mayor Williams** communicated the need to determine the term of appointment for each commissioner. John Bebee volunteered to take the one-year term. Mayor Williams appointed each term as follows:

- John Bebee – one-year term expires August 2024
- Steven Boyer – two-year term expires August 2025
- Karen Dinkins – three-year term expires August 2026

### **Selection of Commission Assignment**

John Bebee made a motion to appoint Steven Boyer as the Chairman. Karen Dinkins seconded. **Motion passed.**

Karen Dinkins made a motion to appoint John Bebee as the Vice Chairman. Steven Boyer seconded. **Motion passed.**

Steven Boyer made a motion to appoint Karen Dinkins as the Secretary. John Bebee seconded. **Motion passed.**

### **Purpose and duties of police commission (per handbook)**

Mayor Williams restated the importance of the commission to stay within the duty and scope of the position. No commissioner shall be involved in the day to day operation of the police department, nor should they insert themselves into any investigation.

John commented on the documents sent to each of the commissioners by the City Administrator. Questions related to the documents are as follows:

- Rule 35 – Unilateral Activity Prohibited
  - The commission meeting must be held in the public view. In some circumstances, there may be a need to meet 1:1 with the mayor or the chief of police. One such instance could be in the case of a personnel matter and not for public
- The Police Commission web page will need to be updated.
  - Yes, this will be updated
- Should the POST Handbook be used as the guide for the commission.
  - Yes
- Is there a policy & procedure in place to make complaints?

- Currently any member of the public can make a complaint to a member of the commission or the mayor. It was recommended to develop a form which would include the necessary information for a formal complaint. Anyone can make a complaint about any officer or the chief of police.
- Is the current Police Department manual available for review?
  - Yes, this can be reviewed at the mayor's office. Any changes to this manual must go through the mayor's office.
- Will the commission begin to review police officer applications?
  - This process is currently in limbo. The process starts with the chief reviewing applications and then are reviewed by the commissioners.

The next Police Commission meeting will be held on April 11<sup>th</sup> at 6:00 pm. The commission, in advance will review the Libby Police Commission Authority with corrections document and the rules and orders with the expectation of adopting these documents. A draft form will also be presented to adopt for formal complaints.

**ADJOURNMENT:**

Karen Dinkins made a motion to adjourn. Steve Boyer seconded. **Motion passed.**

The meeting was adjourned at 2:44 pm.

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Steve Boyer, Police Commission Chairman

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Karen Dinkins, Police Commission Secretary