



## POLICE ADVISORY BOARD MEETING

The Police Advisory Board (PAB) Meeting was held on June 26, 2025 at 7:00 p.m. at the Dover Police Department in the James L. Hutchison Public Assembly Room with Chairperson Dr. Chanda Jackson presiding. Members of the PAB in attendance were Rev. Dr. Carol Boggerty, Mrs. Courtney Ford, Dr. Charlisa Holloway-Edelin, Mr. Arqum Rashid, Mr. Robby Sheehan & Mr. Waverly Debraux.

Ex-Officio Members in attendance Chief Thomas A. Johnson, & Sgt. Jennifer Lynch (Dover Police Department) & Chief Donald Baynard (Delaware State University).

### **PUBLIC COMMENT PERIOD**

No Public Comment.

### **ADOPTION OF AGENDA**

Chairperson Jackson asked that the agenda be amended to allow for a brief recess to take a picture of the full board in attendance, moved by Dr. Holloway-Edelin seconded by Mr. Sheehan and unanimously carried.

### **BY-LAWS DISCUSSION**

After a brief discussion, including confirmation that the By-Laws are available to the public, Mrs. Ford moved to accept the revised By-Laws as written (attachment #1), seconded by Mr. Waverly and unanimously carried (this will constitute the first reading).

Brief Recess for Photo

### **MEMBERSHIP DISCUSSION**

It was determined that due to the cancellation of recent meetings due to lack of quorum, the current members would remain the same until the 2<sup>nd</sup> reading of the by laws. The membership discussion will reconvene during the August Workshop Meeting and the potential members will be invited to the September Board Meeting. In the meantime, Rebecca McNamara, Office Administrator and Assistant to the Chief of Police would resend the two (2) pending membership applications on file to members of the Board.

### **ADOPTION OF MINUTES – MARCH 20, 2025 POLICE ADVISORY BOARD MEETING**

Dr. Holloway-Edelin moved to approve the minutes of the March 20, 2025 Police Advisory Board Meeting, seconded by Mrs. Ford and unanimously carried.

### **COMMUNITY ENGAGEMENT/RESEARCH - BROCHURES, ADVERTISEMENT, ETC. & SUGGESTIONS TO PROMOTE AND EDUCATE THE PUBLIC ON THE POLICE ADVISORY BOARD – COURTNEY FORD**

The previously approved survey drafted by Mr. Sheehan was once again confirmed with regards to content with the exception of adding "are you a Dover resident". It was discussed that the Board represents Delaware State University as well and perhaps, at some point, a survey could be done for them as well. It was determined that QR codes and a printed option will be available to serve those that might not be interested in an online format. After a brief discussion it was determined that there would be two brochures, one for recruitment for Board members and one for recruitment for the survey. Chief Johnson mentioned that Mrs. Ford and the Dover Police Department, PIO, MCpl. Ryan Schmid could work together on the time frame and social media push. With regards to printing of the brochures, it was suggested that perhaps the DSU Marketing Department could assist. The survey, brochures, QR codes, timelines and potential event participation will be presented for final approval at the July meeting.

## **ANNOUNCEMENTS**

Dr. Holloway-Edelin invited the Board to the Police Soiree Dinner & Awards to celebrate 25 years of the Delaware State University Police Department to be held on June 27, 2025 at 6:00 PM. Dr. Holloway-Edelin further mentioned that DSU is working on an updated Code of Conduct for the students in an effort to encourage students to be better neighbors and have respect for the City of Dover. The University is also committed to having more activities to alleviate the students from having parties outside of the campus. Dr. Holloway-Edelin expressed gratitude to the Dover Police Department for the way Ptlm. Jacob DiAntonio handled a student in distress at a local fast food restaurant.

Rev. Dr. Boggerty applauded the Dover Police Department for the way they pulled together and supported the residents of the men's shelter after a fire; she went on to praise Ms. Watara Heath, Dover Police Department's Clinical Field Partner for her advice and availability to the shelter staff.

Chief Johnson thanked both Dr. Holloway-Edelin and Rev. Dr. Boggerty for sharing their appreciation, he further mentioned that in the last two days he has received a lot of positive feedback and went on to mention Sgt. Jennifer Lynch and how much the local stakeholders miss her since her transfer out of Community Policing. Chief Johnson commented that the manikins and tourniquets in the back of the room are being utilized for first aid training by Dover Police Department's Municipal Police Academy recruits. He further mentioned that the focus of the training is more trauma based as Officers deal with car accidents, shootings, involving blunt and/penetrating distress and this instruction enables them to place chest seals, direct pressure on wounds, hold c spines, etc. to set the table for arriving paramedics.

Chief Baynard stated that Delaware State University is moving in a different direction and becoming more sympathetic on student issues, including mental health, to include providing them with resources to get well and do better in school and praised Dr. Holloway-Edelin for her efforts with the challenges in locating said resources.

## **ADJOURNMENT**

The meeting adjourned at 7:57 p.m.

## **BY-LAWS OF THE POLICE ADVISORY BOARD CITY OF DOVER, DELAWARE**

### **ARTICLE I – OFFICES AND MEETINGS**

- Section 1. The registered office of the **Police Advisory Board** (hereafter referred to as the “Board”), for the City of Dover, in the State of Delaware, shall be at the City of Dover Police Department, 400 South Queen Street, Dover, DE 19904. This shall be the primary meeting location of the Board. In most instances, the James L. Hutchinson Public Assembly Room.
- Section 2. The Board may also have offices, or meetings, at such other places as the members may, from time to time direct, or the business of the Board may require. In all cases, meetings will be properly advertised, conducted and documented in compliance with the adopted standards of the City of Dover and as directed by any applicable law of the State of Delaware.
- Section 3. The Board will conduct a regular business meeting on the third Thursday of each odd-numbered month. A workshop meeting will occur on the third Thursday of each even-numbered month. Workshop meetings are held to discuss issues facing the community and the respective police agencies. Board-related business can be discussed and recommendations can be crafted for consideration at the next full business meeting.
- Business meetings provide a second opportunity to consider any recommendations coming from the previous workshop meeting and to take formal action on matters concerning the Board. Complaints can be addressed and topical presentations can be made at either meeting.

## **ARTICLE II – GOVERNANCE**

- Section 1. The activities of the Board will be governed:
- a. first by the applicable laws of the State of Delaware;
  - b. second, by the applicable regulations of the Police Officer Standards and Training (POST) Commission;
  - c. third, by the Charter and applicable Ordinances of the City of Dover;
  - d. fourth, by the appropriately adopted By-Laws of the Board;
  - e. and lastly, by *Roberts Rules* of parliamentary procedure in the event no other guidance is available for governance.

- Section 2. The Board is available to any law enforcement agency, other than agencies functioning in the direct interest of the government of the State of Delaware, so long as the following factors are true:
- a. The agency is authorized to function in the State of Delaware, and;
  - b. The agency is required to adhere to the regulations of the POST, and;
  - c. The agency has their main headquarters established within the corporate limits of the City of Dover.

Newly created agencies must request the services of the Board, in writing, before any official consideration can occur.

## **ARTICLE III – MEMBERS**

- Section 1. The business of this Board shall be managed by its members, the number of which shall be determined by the Board and approved by the Mayor. The number shall not be less than nine (9), nor more than thirteen (13), at any given time. The Mayor and a two-thirds majority of the Board must concur on any new member.

The Board has the authority to designate any of the seats on the Board to a specific stakeholder interest [Example: A staff or student representative from Delaware State University] until such time the Board deems it is no longer indicated.

Section 2. Members need not be residents of the City of Dover, but must be residents of the State of Delaware. Members that do not reside in the City must have a full time interest in the success of the City. They shall be approved by the Mayor upon the completion of a standard vetting process. Individuals holding an elected office in Municipal, County, State or Federal government **are not** eligible to be members. Individuals holding an elected office on a public Board or Commission **are eligible to** ~~can~~ serve as a member.

Section 3. Each member shall serve for a term of three (3) years or until their earlier resignation or removal. The Board will accept applications for service on the Board at all times. Members shall be replaced as soon as practical from the file of pending applications. Emphasis will be placed on applicants that represent the voice of stakeholder groups not currently on the Board.

The term of the members shall be staggered so that a number closest to one-third of the total number of members shall be up for reconsideration each year. Should no vacancies occur during the mid-term windows, the Members shall consider whether any changes are in the best interest of the Board. The criteria for consideration will include the strength of the candidate(s) reaching expiration, their attendance record, their continued willingness to serve, and the strength(s) of the pending applicants. Typically, this assessment process will occur each year during the May meeting.

Section 4. Ex-Officio members: The Chief of the City of Dover Police Department is a permanent consulting member of the Board and will designate an alternate,

Executive Staff Officer, to be available as a proxy, on command-level concerns, in the event of an unavoidable absence.

The Dover PD Chief will assign a frontline Supervisor, and designated alternate, as a second consulting member of the Board to represent the perspective of operational Police Officers. One sworn member, either the Chief, or a designee, of the Delaware State University Police Department will also have a consulting voice on the Board as long as the agency is in existence.

There is no mandatory attendance requirement for consulting members, but the Dover PD Chief shall make every effort to ensure that an Executive-level Officer is in attendance at each meeting.

Section 5. Removal: Any member can be removed from the Board, with cause, by a two-thirds majority recommendation of the members and the concurrence of the Mayor. The Mayor also has the discretion to call for the removal a member without cause should there be a real, or perceived, conflict of interest or significant verifiable community concern. The same two-thirds majority of the Board will need to concur with the Mayor's recommendation for the removal of a member.

A position will be declared vacant, and the member removed by default, should any member have three consecutive unexcused absences. The same two-thirds majority will be required to establish that the three consecutive absences lacked reasonable explanation. The Board will list the vacancy issue on the agenda following the third absence for its consideration and possible action.

#### **ARTICLE IV – OFFICERS**

Section 1. The members of the Board shall chose a Chairperson and Vice-Chairperson. A simple verbal consensus shall be sufficient unless a member wishes that a paper

ballot be created and utilized. The Dover PD Chief, or their designee, will facilitate the election process and tabulate the results. The longest and shortest serving members will witness the tabulation so long as they are not named on the ballot. In such circumstance, the next appropriate, eligible, senior or junior member will serve as a witness. In the unlikely event of a tie, the Mayor will break the tie. Both positions will be chosen during the September meeting each year.

Section 2. Salaries: No member shall receive any salary for their services. However, they may be reimbursed by the City for authorized expenses.

Section 3. Additional Officers: The Board may create additional titles when necessary for members to serve in specified roles only until the completion of the specified task or project. The Dover PD Chief will assign staff support to ensure that the Board is in compliance with all laws, regulations and rules.

Section 4. Chairperson: The Chairperson (Chair) shall preside at all meetings. The Chair shall have general management responsibilities and serve as the point of contact for the Board. The Chair will see that all decisions of the Board are carried into effect, subject, however, to the right of the Chair to delegate any specific powers to the Vice Chairperson or other member in good standing. The Chair shall be an Ex-Officio member of all sub-committees, and shall have the general power and duties of supervision and management usually vested in the Chairperson of a private entity.

Section 5. Vice-Chairperson: The Vice-Chairperson shall assist the Chair as requested and shall perform the functions of Chair when the Chairperson is absent or on leave.

## **ARTICLE V – FUNCTIONS**

Section 1. Policy: The Board will engage concerns related to Police Department policy and procedure when necessary. Discussions and recommendations may arise from items brought to the Board by any stakeholder or from the Office of the Chief of Police of any participating agency. The Board serves in an advisory capacity.

Section 2. Training: The Board will engage concerns related to the Police Department training programs when necessary. Discussions and recommendations may arise from items brought to the Board by any stakeholder or from the Office of the Chief of Police of any participating agency. The Board serves in an advisory capacity.

Section 3. Administration: The Board will engage certain concerns related to the administrative decisions of the participating Police Departments when appropriate. Allegations of criminal conduct will be referred to the Delaware Department of Justice – Office of Civil Rights and Public Trust for investigation. Items related to disciplinary decisions will be referred to the Office of the Mayor in the event of a case involving a DPD Officer.

Cases related to a DSUPD Officer will be referred to the DSU Vice President in charge of Public Safety for the University. The next higher link of the chain of command will be the referral point for any other agency. Discussions and recommendations may arise from items brought to the Board by a stakeholder or from the Office of the Chief of Police of any participating agency. The Board serves in an advisory capacity.

Section 4. Research: The Board may, at its own discretion, participate in research activity in furtherance of its recommendations to the Police Chiefs so that



evidence-based decisions can be made on strategic issues. Research can be either a scan for existing literature or a proactive survey for information.

Section 5. Resource: The Board may, at its own discretion, individually, or as a group, but always with the consent of the majority, or the Chair, serve as a community resource for independent information related to the activities of the participating police agencies. This role would be limited to areas where the member or members have direct knowledge of the topic at hand.

Section 6. Sub-Committees: The Board has the authority to establish and maintain the number of sub-committees as might be deemed necessary to function more effectively in service to the City. Sub-committees can support both the research and resource functions as well as serving as a pathway of communication to specified, and often underrepresented, stakeholders within the City.

## **ARTICLE VI – POST COMMISSION MATTERS**

Section 1. Complaints: Administrative complaints will be accepted and listed on the next available agenda so long as they meet the established criteria for consideration. A complaint form will be developed, and revised as necessary over time, to accurately and effectively document any complaints. A member of the community is not obligated to use the official form and has the option to use alternate means. Board members will receive a copy of the form complaint for review prior to the hearing.

Named complainants will be directed to the complaint process established by the applicable police agency before any action is taken. This is in the interest of time as the agency might be able to resolve the complaint, or at the very least, gather enough information about the concern so that the Board can make a proper determination assessment when the agenda item is being considered. If a named party refuses to engage the police agency complaint process, the complaint can

still be considered. If the issue can be immediately addressed by an appropriate command staff officer, the Chair can allow dialogue in an attempt to resolve the complaint. If it becomes clear that research or ~~but will most likely require~~ investigation by the respective agency is necessary, dialogue will be suspended and the complaint will be ~~a second listing~~ listed on a subsequent agenda.

Anonymous and third-party complaints can be reviewed and archived by the Board, but there is no obligation to take any specific action. If the agency Chief is not already aware of an anonymous complaint, a copy will be forwarded to their office for administrative review.

Section 2. Hearing of Complaints: A standard format will be adopted that can be updated or improved, over time, with the approval of the Board. Until the POST Commission provides specific direction on Complaints coming from the community, the issue will be addressed as an agenda item during a workshop meeting. ~~While not a court of law, there shall be structure that represents generally accepted due process principles and the rights of all parties to be heard. While not typically a setting where an attorney would represent a complainant, if a lawyer did appear as the voice of the complainant, the request of the police agency for a continuance of the hearing shall be granted so that the agency attorney can be present for the next listing of the complaint.~~

~~The Chair, or member designee, will preside over the hearing and follow the established format. The Chair has the option to pause a hearing at any time in order to obtain advice on process from an appropriate authority. In every circumstance, the complainant and the agency will receive equal time to outline their positions and respond to new assertions or information. The adopted format will guide the Board through discussion, deliberation and disposition.~~

~~Presuming that there is no reason to table the matter, the complainant will receive a verbal decision at the end of the hearing process. A written summary will be~~

~~drafted~~ Once the complaint has been vetted, if indicated, a recommendation can be offered by way of a standard floor motion. Should a recommendation be offered, it will be listed on the agenda ~~and approved~~ at the next Board business meeting. Should the complainant appeal to the full POST Commission, the ~~record~~ minutes of the ~~Dover hearing~~ applicable PAB meetings will be forwarded upon request.

## **ARTICLE VII – AMENDMENTS**

- Section 1. These By-Laws may be amended, or repealed, in whole or in part, by a two-thirds vote of the members. Any alteration shall be considered and passed in two consecutive business meetings before it is considered valid. One of the two consecutive meetings may be a special session, or a workshop meeting, but at least one meeting will be a regularly scheduled business meeting ~~one~~.
- Section 2. Should any section of the By-Laws be recognized as unlawful, that section alone will become invalid upon the recognition of the deficiency and an update to the By-Laws will be prepared as soon as practical. A simple majority vote of members present will be enough to adopt a temporary resolution at the time the defect is recognized. Once a temporary resolution is adopted, the Chair will ensure that a draft of a permanent solution is prepared for consideration at the next regularly scheduled meeting. The process outlined in Section 1 of this Article will then be followed.

## **ARTICLE VIII – MISCELLANEOUS PROVISIONS**

- Section 1. Definitions: The following definitions will be assigned to terms found in the preceding Articles. If a term is not defined in this Section, the legally acceptable default definition will prevail.

“Termination for Cause”: As described in Section II, Article 5, *Termination for Cause* includes, but is not limited to, gross negligence, fraud, criminal behavior, or behavior of ill-repute that shines a negative light on Dover and/or the Dover Police Advisory Board.

“Full Time Interest”: As described in Article III, Section 2, *Full Time Interest* includes, but is not limited to, full time employment, student, business interest or fiduciary duty that involves the City of Dover.

“Standard Vetting Process”: As described in Article III, Section 2, *Standard Vetting Process* includes a **background investigation** to determine the validity of a member’s “Full Time Interest”, potentially disqualifying criminal history, potential evidence of pre-existing behavior of ill-repute, or any other assessment that the Member’s deem necessary. Note: Not all criminal behavior is disqualifying, but certain behaviors are not compatible with service on the Board. As there exists the potential of juvenile-aged Members, their protection will be a paramount concern of the Board.

“Ex-Officio members”: As described in Article III, Section 4, *Ex-Officio member(s)* means **non-voting** members.

“POST” is the standard core meaning abbreviation for the Delaware **Police Officers Standards and Training** Commission

Section 2. Leave: As described in Article IV, Section 5, refers to an approved leave of absence. Members of the Board, at their collective discretion, may grant a leave of absence to an individual member. The member will request any leave of absence in writing. Such leave will have justification that is consistent with professional workplace practices. Acceptable reasons will include, but will not be limited to, health challenges, military deployment, caretaking of an ill immediate family member, temporary work assignment, and/or any temporary situation that could be perceived as a conflict of interest.

The request should provide the reason and an estimated duration of the leave but personally protected or confidential information is not required. The Mayor must also approve a leave of absence that would exceed 6 months, which is the equivalent of three consecutive meetings.

First Reading – June 26, 2025