



POLICE ADVISORY BOARD MEETING

The Police Advisory Board (PAB) Meeting was held on September 17, 2026 at 7:06 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, Mr. Jordan Davis, Mr. Waverly DeBrau, Ms. Dominique Dixon & Ms. Melynda Cameron. Dr. Charlisa Holloway-Edelin, Miss LillyRose Granger, Miss Ayru Lin & Dr. Katera Moore were absent.

Ex Officio Members in attendance - Chief Thomas A. Johnson, Jr. (Dover Police Department) & Chief Donald Baynard (Delaware State University). Sergeant Ian Thompson (Dover Police Department) also attended.

PUBLIC COMMENT PERIOD – No Public Comments

ADOPTION OF AGENDA

Mr. Waverly DeBrau moved to accept the Agenda, seconded by Dr. Carol Boggerty and unanimously carried.

ADOPTION OF JULY 18, 2026 WORKSHOP MEETING MINUTES

Ms. Melynda Cameron moved to accept the July 18, 2026 Meeting Minutes, seconded by Ms. Dominique Dixon and unanimously carried.

Discussion was held regarding when workshop meeting minutes should be presented for approval. It was discussed that approving minutes at the next meeting, in chronological order, would help prevent delays and avoid having to recall discussions or make corrections several months after a meeting. This approach would also provide greater continuity between meetings and reduce confusion regarding the timeline of discussions and actions.

Further discussion addressed whether the bylaws specify a particular timeframe for approving meeting minutes. It was noted that the bylaws require minutes to be approved but may not specify when approval must occur. The bylaws will be reviewed to confirm the requirements and ensure the process remains in compliance.

Discussion also noted that the bylaws defer to the current edition of Robert's Rules of Order when additional procedural guidance is needed. Approving minutes as chronologically as practical was discussed as a way to maintain continuity, particularly when matters progress through multiple meetings. It was also noted that more than one set of minutes may be approved at a meeting when necessary, such as following a canceled meeting or a meeting where a quorum was not present. The discussion generally supported maintaining a chronological process for approval of minutes, subject to confirmation of the applicable bylaw requirements.

CITIZEN COMPLAINTS – No Complaints

COMMUNITY CONCERNS REGARDING POLICING/COMMUNITY MEETING UPDATES (BOARD MEMBER UPDATES ON COMMUNITY MEETINGS THEY HAVE ATTENDED)

Discussion was held regarding recent gun violence involving young people and the impact these incidents have on the community. Concern was expressed following the recent death of a young Dover High School graduate, and discussion focused on what additional steps could be taken through community partnerships, schools, law enforcement, and youth-focused programs to address violence and support young people.

Discussion included the role of Gun Violence Intervention (GVI) and its coordination with law enforcement and community-based partners. It was explained that GVI partners work alongside criminal investigators following

qualifying incidents, including efforts intended to prevent retaliatory violence. These interventions may involve direct and discreet outreach within the community. It was also shared that law enforcement and GVI partners have reviewed the program's progress, identified successful strategies and areas for improvement, and continue to use a combination of traditional policing and community-based intervention strategies to address gun violence.

The discussion expanded to concerns regarding the safety and well-being of students, particularly as gun violence increasingly affects younger individuals. Emphasis was placed on the importance of helping students feel safe both inside and outside of school. Existing school safety measures were discussed, including School Resource Officers, constables, annually reviewed school safety plans, and communication with students. The importance of conversations regarding situational awareness, coping skills, conflict resolution, and social-emotional well-being was also discussed.

Discussion continued regarding opportunities to bring outside speakers and individuals with lived experiences into schools to speak with students about gun violence and its consequences. Previous collaborations between schools and GVI were noted, along with efforts to connect state agencies and community resources with the needs of teens and pre-teens. It was also emphasized that school staff frequently become trusted resources for students and may become aware of community incidents and concerns occurring outside of school.

Additional discussion focused on the need to help young people develop future goals, meaningful connections, and positive outlets. Concerns were raised regarding instant gratification and the need to strengthen critical thinking, decision-making, mentorship, and opportunities for young people to envision positive futures. The importance of meeting youth where they are and providing activities that encourage meaningful interaction with trusted adults was emphasized.

The Police Athletic League (PAL) and other youth engagement initiatives were discussed as potential avenues for strengthening community connections. It was confirmed that PAL remains active through school and summer programming, community events, and youth activities. Discussion identified an opportunity to increase awareness of existing programs and expand programming for youth ages approximately 12–17, particularly activities beyond traditional athletics. Suggestions included gaming, STEM activities, mentoring, and other programs that could engage teenagers, youth who are not athletically inclined, and youth with disabilities. It was noted that these ideas would be considered as PAL plans future fall, winter, and upcoming programming.

Discussion also addressed potential partnerships with community organizations involved in violence prevention and youth development. The Our Roots Foundation and Community Violence Intervention (CVI) efforts were identified as additional community resources, and further outreach regarding available programs and opportunities for collaboration was discussed.

Finally, discussion focused on improving communication regarding police and PAL community activities. While information is currently distributed through social media and event flyers, concern was expressed that upcoming activities can be difficult to locate in advance. Suggestions included developing a community policing activity calendar, monthly PDF calendar, or organized collection of event flyers that would allow the public to view upcoming opportunities in one location. Police representatives indicated that options for improving notifications and access to event information would be explored.

FAQ FLYER – MOTOR VEHICLE CRASHES

Discussion was held regarding the development of an informational resource for individuals involved in motor vehicle accidents. The resource was created in response to a matter previously brought before the Board and is intended to provide frequently asked questions and helpful guidance following an accident. It was explained that the information would be available digitally on the Police Department's website.

Discussion included additional ways to make the information readily accessible to the community. A suggestion was made to develop a smaller informational card that could be distributed at community events and conveniently stored in a vehicle with insurance and registration documents. It was also suggested that similar informational materials could be developed periodically based on topics and concerns raised during Board meetings, providing an ongoing opportunity to share useful information with the community.

The Board discussed using a QR code as a central location for multiple public information resources and increasing distribution through the City website, Police Department website, social media, meeting minutes, and other communication channels. It was noted that the informational flyer would be included with the published meeting materials and could receive additional promotion through the Police Department's public information and social media platforms.

Further discussion clarified information contained in the flyer regarding the role of law enforcement in determining fault in motor vehicle accidents. It was explained that police reports generally document the circumstances of an accident and any observed motor vehicle violations but do not constitute a comprehensive determination of fault. Fault is generally determined through the insurance process using the police report and other information collected by insurance companies. A full accident reconstruction, which may include conclusions based on the available evidence, is generally reserved for incidents involving fatalities, serious bodily injury, potential criminal negligence, or significant civil matters.

The discussion supported making the accident information easily accessible to the public and exploring additional informational materials that address commonly misunderstood police procedures and other topics of community interest.

DISCUSSION ON POTENTIAL COMMUNITY MEETING

Discussion was held regarding plans for a potential community meeting intended to increase awareness of the Police Advisory Board, explain the Board's role and responsibilities, and provide an opportunity for dialogue with the community on matters within the Board's purview. The possibility of designating a regularly scheduled workshop meeting as a community meeting was discussed as a way to encourage participation without adding an additional meeting date.

Discussion focused on the timing of the meeting, including October, the winter months, and early spring. Concerns were raised regarding the short timeframe for planning and promoting an October meeting, scheduling challenges surrounding the holidays, and the potential impact of winter weather on community attendance. It was suggested that the final months of the year could instead be used to promote and prepare for a community meeting early the following year or in the spring.

The Board also discussed incorporating Police Advisory Board training into a workshop/community meeting. The training would provide required information for newer Board participants while serving as a refresher regarding the Board's purpose, processes, responsibilities, and limitations. An October workshop/community meeting was considered as a possible opportunity to combine the training with public education about the Board.

However, it was noted that sufficient outreach and promotion would be necessary to encourage meaningful community participation.

The possibility of holding more than one community-focused meeting was also discussed, including an initial meeting followed by another opportunity in the spring. After further discussion regarding scheduling conflicts, available planning time, and community outreach, the Board determined that additional planning was needed. The matter will be discussed further at an upcoming workshop meeting, with consideration given to holding the community meeting in the spring.

POTENTIAL BUDGET POSSIBILITIES

Discussion was held regarding the possibility of establishing a small budget for the Police Advisory Board to support community outreach and engagement activities. The need for funding was identified following participation in National Night Out and other community events. Potential expenses discussed included informational materials, flyers or cards, a branded tablecloth, pens, and other reusable materials that would assist the Board in maintaining a professional presence and providing information to the community.

It was explained that the Police Department does not currently have budget authority to expend funds on behalf of the Board for these purposes. Because the Board operates under the Office of the Mayor, discussion indicated that a request could be submitted to the Mayor's Office for consideration as part of the City's future budget process. It was noted that any funding request would be subject to the City's budget process and available resources.

Discussion also addressed whether the Board could conduct fundraising. Concerns were raised that accepting and managing funds independently could create additional requirements related to accounting, auditing, financial reporting, and organizational status. It was suggested that seeking funding through the established City budget process would provide a more appropriate and manageable approach. The possibility of cost sharing or other funding arrangements to support the Board's public outreach activities was also discussed.

The Board further discussed provisions allowing reimbursement for authorized expenses. It was explained that, under the current process, certain expenses may potentially be considered through the Mayor's discretionary funding, subject to approval and availability of funds. Establishing a designated amount within an approved annual budget was discussed as a more consistent long-term approach for handling Board-related expenses.

Discussion concluded with the understanding that communication should be submitted to the Mayor's Office regarding the Board's request for funding. It was noted that the communication could be initiated through a memorandum or an email submitted on behalf of the Board, and the Chair indicated that she would initiate the request.

The Board also discussed accepting non-monetary donations, such as a table or tablecloth. It was explained that certain donated items may be accepted under departmental policy when they support the mission and have an appropriate use. Monetary equivalents or items that could create ethical concerns would require different consideration.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Chairperson Jackson turned over control of the meeting to Chief Thomas Johnson for the purpose of conducting the annual election of the Chairperson and Vice Chairperson. The Board proceeded with its annual election of officers in accordance with the bylaws. The election process was reviewed, including that unopposed candidates could be confirmed by voice vote, while contested positions would require ballots.

The floor was opened for nominations for Chairperson. Dr. Jackson indicated her willingness to continue serving and was nominated for the position. No additional nominations were received. Dr. Carol Boggerty made a motion to close nominations for Chairperson, seconded by Ms. Dixon and was unanimously carried with no opposition and Dr. Jackson was declared elected to continue serving as Chairperson.

The floor was then opened for nominations for Vice Chairperson. Dr. Boggerty indicated her willingness to continue serving. Dr. Jackson made a motion to close nominations for Vice- Chairperson, seconded by Ms. Dixon and was unanimously carried with no opposition and Dr. Boggerty was declared elected to continue serving as Vice Chairperson.

With both positions uncontested, a ballot vote was not required. Following completion of the election process, Chief Johnson returned control of the meeting to Chairperson Jackson

ANNOUNCEMENTS

An announcement was made regarding the upcoming “Lights On Afterschool” event scheduled for October 22 from 6:30 p.m. to 8:30 p.m. at Dover High School. The event will highlight schools participating in the 21st Century after-school programming and provide an opportunity for community engagement. The Dover Police Department was invited to participate in the event, and coordination with the Community Policing Unit will occur to determine available support.

An additional announcement was made regarding an upcoming Capital School District Board meeting, on September 23 at 6:30 p.m. during which a presentation will be provided regarding the 21st Century program and the school’s receipt of grant funding for another year.

Chief Johnson announced that Deputy Chief Paul Kuntzi has submitted his retirement paperwork, with his final day of service anticipated in mid-December. The retirement will initiate a significant promotional process within the Dover Police Department, including promotions to the ranks of Major, Captain, Lieutenant, Sergeant, and Master Corporal. It was explained that the resulting promotions will also lead to departmental reorganization and transfers as positions are filled and personnel transition into new roles.

Chief Johnson provided an overview of the promotional process, noting that certain staff officer positions involve discretionary selection, while promotions to Sergeant and Master Corporal are determined through a competitive process that includes testing and other established requirements. The Board will receive additional information regarding the promotional process and organizational changes at upcoming meetings. It was anticipated that promotional decisions would be completed by the November meeting, at which time the Board could be introduced to the Department’s new leadership structure and receive an update on resulting organizational changes.

ADJOURNMENT

The Meeting adjourned at 8:35 p.m.

Exhibit 1 – Motor Vehicle Crash FAQ's

DRAFT