



May 1, 2025

MEMORANDUM

TO: Wala Blegay, Chair
Health, Human Services and Public Safety (HHSPS) Committee

THRU: Joseph R. Hamlin *JRH*
Director of Budget and Policy Analysis

FROM: Malcolm Moody - *MM*
Legislative Budget and Policy Analyst

RE: Administrative Charging Committee (ACC)
Fiscal Year 2026 Budget Review

Budget Overview

The FY 2026 Proposed Budget for the Administrative Charging Committee (ACC) is \$1,385,400. This reflects a \$257,700 or 15.7% decrease from the FY 2025 approved budget. The ACC serves to improve the disciplinary process of law enforcement officers to include independent assessments of citizen-driven police misconduct-related complaints. The goal of the ACC and the trial boards is to develop uniformity, fairness, and transparency in discipline sanctions against officers found guilty of misconduct, thereby increasing overall accountability and the community's trust in the process.

Budget - General Fund and Grants

Fund Types	FY 2024 Actual		FY 2025 Budget		FY 2025 Estimate		FY 2026 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$927,344	100.0%	\$1,293,100	78.7%	\$1,166,800	88.1%	\$1,228,400	88.7%
Grant Funds	—	0.0%	\$350,000	21.3%	157,000	11.9%	157,000	11.3%
Total	\$927,344	100.0%	\$1,643,100	100.0%	\$1,323,800	100.0%	\$1,385,400	100.0%

Actual Fiscal Year 2024 through Proposed Fiscal Year 2026

Category	FY 2024 Actual	FY 2025 Approved	FY 2025 Estimated	FY 2026 Proposed	Change Amount	% Change
Compensation	\$ 532,531	\$ 653,900	\$ 664,600	\$ 704,000	\$ 50,100	7.7%
Fringe Benefits	145,624	215,800	190,100	219,300	3,500	1.6%
Operating Expenses	249,189	423,400	312,100	305,100	(118,300)	-27.9%
Subtotal	\$ 927,344	\$ 1,293,100	\$ 1,166,800	\$ 1,228,400	\$ (64,700)	-5.0%

Staffing and Compensation

Authorized Staffing Count - General Fund

	FY 2025 Approved	FY 2026 Proposed	Change Amount	Percentage Change
Full-Time	8	8	0	N/A
Total	8	8	0	N/A

- The General Fund provides funding for eight (8) full-time positions as follows:
 - Administrative Specialist 1G
 - Compliance Specialist 2G
 - Administrative Aide 2G
 - Three (3) Paralegal 2G
 - Two (2) Investigator 2G
- There are currently no vacancies.
- The FY 2026 General Fund compensation is proposed at \$704,000, which reflects an increase of 7.7% over the approved FY 2025 budget.
- The Grant Fund is used solely for Operating expenditures, which is primarily sourced from the Governor’s Office of Crime Prevention and Policy (GOCPP).

Fringe Benefits

- Fringe Benefit expenditures are proposed at \$219,300, which reflects an increase of 1.6% over the approved FY 2025 budget.

Operating Expenses

- The total General Fund operating expenditures for FY 2026 are \$305,100, which reflects a decrease of 27.9% from the approved FY 2025 budget.
- The total Grant Fund operating expenditures for FY 2026 are \$157,000, which reflects a decrease of \$193,000 or 55.1% from the approved FY 2025 budget.
 - Administrative Charging Committee, Community, and Transparency Grant (PACT) - \$150,000, intended to increase safety and training for law enforcement and promote safe communities and encourage community engagement between law enforcement and the communities they serve.
 - Community Program Grant Fund (CPGF) - \$7,000, intended to focus on improving relations between citizens and law enforcement. Aligns with the priority of the ACC to build trust and positive relationships between community members.
- The Committee and Board Members’ stipends are budgeted within the operating (General and Administrative Contracts) line item.
 - This includes \$110,000 for Committee stipends. Each ACC (5) member will be paid \$60/hour, not to exceed \$28,750/yr.

- \$57,000 is budgeted for the Administrative Law Judges (5) serving on the trial boards (Administrative Hearing Board), and \$23,000 for the citizens (5) serving in the other positions on the three (3) member panel for the Administrative Hearing Board.
- The FY 2026, operating expenses are proposed at \$305,100, a decrease of \$118,300 from the FY 2025 approved level, or -27.9%. Some of the major line items in the operating budget include:
 - General & Administrative Contracts - \$250,000
 - Office Automation- \$31,800
 - Training - \$9,000
 - Vehicle Equipment Repair/Maintenance - \$9,000
 - Telephone - \$2,500
- *See Appendix A for full list of Operating Expenses and Reasons for Budget changes.*

Operating Objects	FY 2025 Budget	FY 2026 Proposed	FY 2025 - FY 2026	
			\$ Change	% Change
Telephone	\$ 1,900	\$ 2,500	\$ 600	31.6%
Printing	1,300	800	(500)	-38.5%
Office Automation	32,800	31,800	(1,000)	-3.0%
Training	5,000	9,000	4,000	80.0%
Membership Fees	1,000	500	(500)	-50.0%
General & Administrative Contracts	370,000	250,000	(120,000)	-32.4%
General Office Supplies	1,400	1,000	(400)	-28.6%
Office and Operating Equipment Non-Capital	1,000	500	(500)	-50.0%
Vehicle Equipment Repair/Maintenance	9,000	9,000	-	0.0%
TOTAL	\$ 423,400	\$ 305,100	\$ (118,300)	-27.9%

- The breakdown for the General and Administrative Contracts is as follows:

Contracts, FY 2026				
Vendor/Contractor Name	1 = MBE 2 = CBB 3 = CBSB 4 = CLB Unknown	Summary of Contract Services	Contract Amount	
			FY 2026 Proposed Contract Amount	Funding Source: General Fund (GF), Grants (GR), Other Fund (OF)
Stipend	N/A	ACC Charging Committee (5 members)	\$110,000	GF
Stipend	N/A	Trial Board Judges	\$57,000	GF
Stipend	N/A	ACC Hearing Board Civilian Members	\$23,000	GF
LexisNexis Annual Subscription	N/A	Legal Research Software	\$6,000	GF
Roger Thomas	N/A	Attorney Services	\$50,000	GF
Digital Copier Associates	N/A	Copier Lease	\$4,000	GF
Total			\$ 250,000	

Workload

- The ACC provides civilian independent review of investigations of complaints brought against a law enforcement officer involving a member of the public, whether filed by a citizen or initiated by a law enforcement agency. There are approximately twenty-eight (28) law enforcement agencies within the County that are governed by State and County legislation. Upon completion of an investigation, the law enforcement agency shall forward the file to the ACC. The Committee will be responsible for reviewing the file to determine if the imposition of administrative charges and discipline (as applicable) are appropriate. The ACC will use the uniform statewide disciplinary matrix developed by the Maryland Police Training and Standards Commission as the guide. The ACC’s written findings and recommendations for discipline shall be forwarded to the head of the law enforcement agency in question. The head of the agency may impose the discipline recommended by the ACC or a more severe one, based within the range of the uniform state matrix.

Case submissions by County and municipal law enforcement agencies

Agency	CY 2022 Cases	CY 2023 Cases	CY 2024 Cases	Change (CY 23 - CY 24)
PGPD	6	128	306	178
PGC Sheriff	0	24	46	22
Berwyn Heights	0	0	0	0
Bladensburg	0	7	8	1
Bowie	10	12	19	7
Capitol Heights	0	1	1	0
Cheverly	0	1	1	0
Cottage City (Brentwood)	1	1	1	0
District Heights	0	0	0	0
Edmonston	0	0	0	0
Fairmount Heights	0	0	0	0
Forest Heights	0	0	12	12
Glenarden	1	2	8	6
Greenbelt	7	19	22	3
Hyattsville	2	13	30	17
Landover	0	0	0	0
Laurel City	7	16	31	15
Morningside	0	0	0	0
Mount Rainer	0	1	4	3
New Carrollton	1	0	0	0
Riverdale	0	0	0	0
Seat Pleasant	1	4	9	5
University Park Town Police	0	0	1	1
Totals	36	229	499	270

- See *Appendix B* for chart displaying the frequency of specific allegations.
- See *Appendix C* for chart displaying the Disposition data.

Board Membership

- Pursuant to Sec. 2-536 of the County Code entitled, *Composition of ACC*, the Administrative Charging Committee shall consist of five (5) members: the Chair of the Police Accountability Board (PAB) or another member of the Board as designated by the Chair; two (2) civilian members who are not members of the Board, nominated by the County Executive and confirmed by the County Council; and two additional civilians who are not members of the Board but are appointed by the Board. The appointments shall be for three (3) year terms, except that the terms of the initial ACC members shall be staggered. No member shall be appointed for more than two (2) consecutive full terms.
- Prior to serving, all members of the ACC must complete the training required by the Maryland Police Training and Standards Commission. Members must also complete any other training as may be required to include law enforcement agency trainings and relevant local, regional, and national trainings, subject to County’s approval and payment process.

Chair – Kelvin Davall	Expires 6/30/2026
(Also serves as Police Accountability Board Chair)	
Vice Chair – Cardell Montague	Expires 6/30/2026
Member – Serenity Garnette	Expires 6/30/2026
Member – Natalie Stephenson	Expires 6/30/2026
Member – William (Bill) Scott	Expires 6/30/2026

- See *Appendix D* for info on Intake process, through the Triage Process, ACC Meeting Prep Process, ACC Meeting, Disposition, Transmittal and finally Closure.

Agency Goals for FY 2026

- Improve turnaround times for findings.
- Streamline the review process to enhance efficiency.
- Strengthen collaboration with key stakeholders.
- Increase training and outreach on police accountability.

See *Appendix E* for additional info on Performance Measures.

Agency Identified Issues

- There continues to be hesitation from the municipal law enforcement agencies to forward cases to the ACC. An example of this issue is with New Carrollton and Cheverly Police Departments, both who have voiced the most opposition to the ACC misconduct review process. Additionally, New Carrollton, Riverdale Park, and Cheverly Police Departments have not submitted any cases for the ACC to review since August 29, 2022. Cheverly was court ordered to allow the ACC to review an investigation and did not submit any information to the ACC, which was in violation of the court order.
- While investigatory standards have improved, there is still no uniformity when it comes to investigations. The ACC has met with the County's LEAs to discuss what information is pertinent for a full evaluation. The quality of investigations has improved.
- The ACC would need additional personnel to meet the statutory review periods outlined by HB670¹ and CB-21-2022².

Background/Highlights

- The Administrative Charging Committee (ACC) was created by legislation CB-021-2022 as required by the Maryland Police Accountability Act of 2021.
- The ACC did not start hearing cases until March 1, 2023, due to mandatory training not being complete until February 2023.
- This evaluation will include reviewing body camera footage that may be relevant to the matters covered in the complaint of misconduct. Additionally, the ACC will issue a written opinion that describes in detail its findings, determinations, and recommendations and forward it to the chief of the law enforcement agency, the police officer, and the complainant.

¹ [Maryland Police Accountability Act of 2021 - Police Discipline and Law Enforcement Programs and Procedures](#)

² [CB-21-2022 - Prince George's County Council](#)

Appendix A

General Fund						
Account	Operating Objects	FY 2025 Budget	FY 2026 Proposed	\$ Change	% Change	Explain reason for budgetary change for each object
5101	Telephone	\$ 1,900	\$ 2,500	600	31.6%	Increase to align with projected cost and additional cell phone lines withing the agency.
5103	Printing	\$ 1,300	\$ 800	(500)	-38.5%	Decrease to align with projected costs for printing .
5107	Office Automation	\$ 32,800	\$ 31,800	(1,000)	-3.0%	Decrease in OIT charges based on anticipated countywide costs for technology.
5108	Training	\$ 5,000	\$ 9,000	4,000	80.0%	Increase to align with additional training needs for FY 26.
5111	Membership Fees	\$ 1,000	\$ 500	(500)	-50.0%	Decrease reflects projected membership costs for FY 26.
5117	General & Administrative Contracts	\$ 370,000	\$ 250,000	(120,000)	-32.4%	Reduction reflects a more accurate projection of anticipated case hearings then the previous fiscal year.
5118	General Office Supplies	\$ 1,400	\$ 1,000	(400)	-28.6%	Decrease reflects fewer need for general office supplies in FY 26
5119	Office and Operating Equipment Non-Capital	\$ 1,000	\$ 500	(500)	-50.0%	Decrease reflects fewer need for general office equipment in FY 26.
5121	Vehicle Equipment Repair/Maintenance	\$ 9,000	\$ 9,000	-	0.0%	No change from FY 25.
TOTAL		\$ 423,400	\$ 305,100	\$ (118,300)	-27.9%	

Allegation Categories and Counts (Data as of 12/31/2024):

Allegation Category	Allegation Count
Abuse of Position	3
Violation of Law/Criminal Misconduct	11
Attention to/Neglect of Duty & Unsatisfactory Performance	52
Bias-Based Policing, Discrimination, & Selective Enforcement	8
BWC Violations	11
Conduct Towards the Public	4
Ethics Violations	5
Courtesy & Professionalism	21
Improper Discharge of Firearm	4
Disgraceful Conduct	1
Minor Traffic Violation/Unsafe Driving	9
Use of Force	27
Failure to Conduct a Proper Search	1
Failure to Properly Document an Incident	1
Failure to Provide Identification	1
Failure to Report a Use of Force Incident	3
False Statement	4
Geographical Restrictions	1
Handcuffing and Restraint Violations	1
Harassment	2
Procedure Violations	7
Integrity	1
Use of Language Violations	9
Use of Lethal Force	5
Protocol Violations	10
Unspecified	4
Secondary Employment Violations	1
Standards of Conduct Violations	2
Standards of Conduct-Efficiency	1
Vehicle Pursuit Violations	2
Unauthorized Search	1
Unbecoming Conduct	27
Unlawful Arrest	1
Unlawful Traffic Stop	5
Grand Total	246

Dispositions (Data as of 11/29/2024):

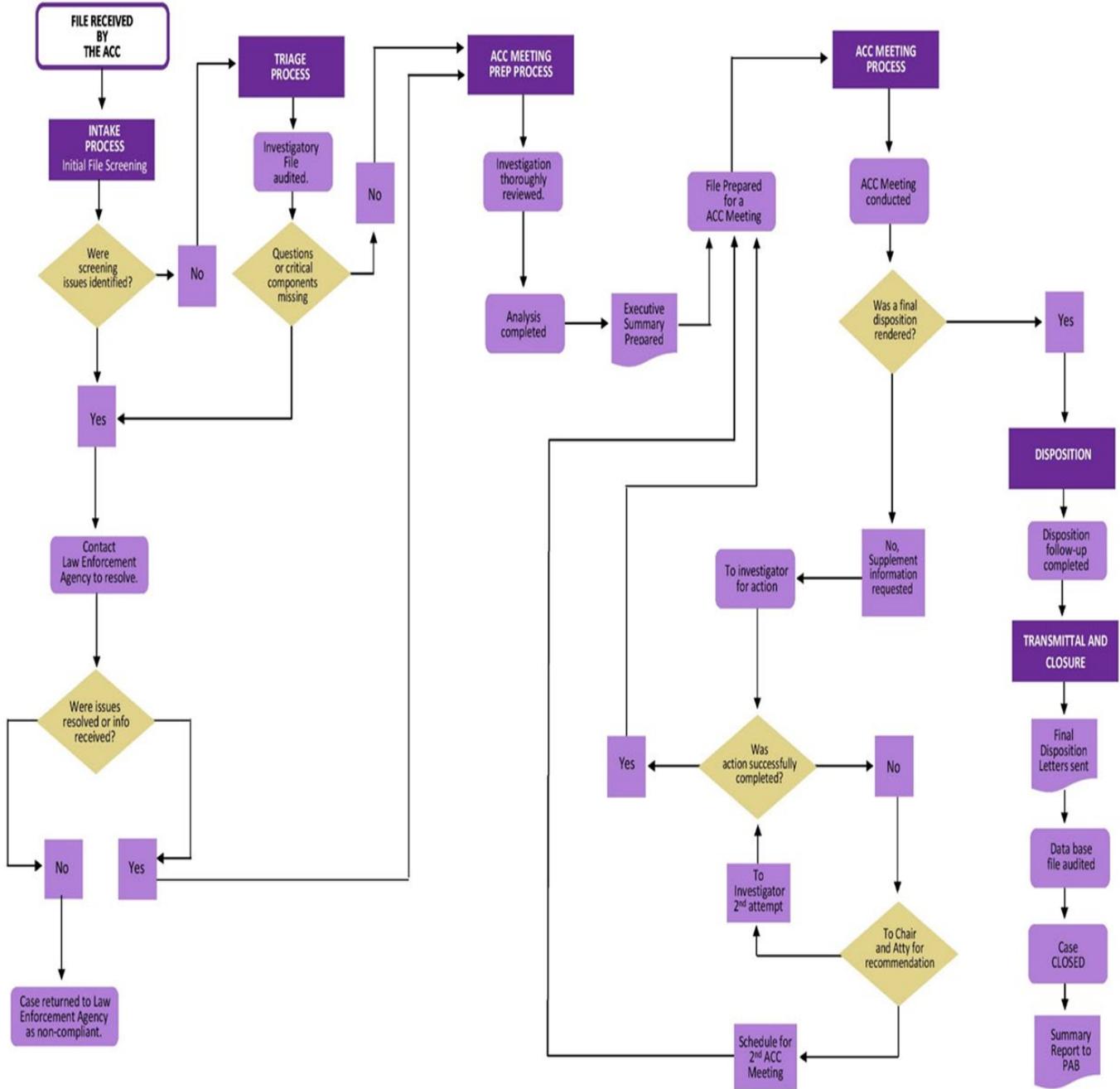
Disposition	Number of Cases (2023)	Number of Cases (2024)
Other - Non-ACC Case	45	14
Beyond 1 Year Day and 1 Day	0	7
Exonerated	57	62
Non-Sustained	46	48
Sustained	80	65
Unfounded	69	50
Total	297	246

Intake process, through the Triage Process, ACC Meeting Prep Process, ACC Meeting, Disposition, Transmittal and finally Closure:

The timeframe from the date the complaint of police misconduct is filed with either the law enforcement agency directly, or the PAB, until the ACC transmits its final disposition, and recommendation shall not exceed one (1) year and a day. This includes the period of time the law enforcement agency takes to conduct its investigation.

Workflow Processing Steps





Step One: Intake:

Upon completion of the investigation of a complaint, the law enforcement agency will forward the file to the ACC. Upon receipt, the ACC's Administrative Aide will:

1. Acknowledge and document receipt of the file.
2. Input information into the ACC's case database.
3. Screen files using an Intake Checklist to ensure completeness.
4. Create, enter, or update files in the database.
5. Assign the file to an Investigator AND Paralegal.
6. Advance the investigatory file to the 2nd step in the process: File Triage.

Step Two: File Triage:

This phase includes the systematic process of examining the files for completeness, and that the case has been thoroughly investigated and completed on the side of the law enforcement agency. It involves examining the contents of the file and addressing any outstanding issues prior to scheduling cases for a review meeting by the Committee.

Step Three: ACC Meeting Prep:

The assigned Paralegal will thoroughly review the investigatory file in accordance with applicable law and the specific law enforcement agency's policies, procedures, and general orders. The Reviewer will also review the applicability of the disciplinary actions included in the Disciplinary Matrix and obtain any additional information and/or documents to assist ACC members in their assessment. A Case File Package is prepared and distributed to all ACC members prior to the ACC meeting.

Step Four: ACC Case Review Meeting:

During the case review meetings, ACC members will discuss the investigatory file submitted by the law enforcement agency. In each case, the following determinations and actions shall be made:

1. Whether an officer shall be administratively charged or not charged;
2. If the charge(s) are warranted, recommend appropriate discipline in accordance with the uniform matrix. The recommendation(s) made by the agency should also be taken into consideration when making this determination;
3. If evidence does not lead to being administratively charged, make a determination that the allegations against the officer are:
 - a. Unfounded
 - b. The officer is exonerated
 - c. The allegations are not sustained
4. Review BWC footage relevant to the complaint;
5. Request the officer to appear before the ACC (to be accompanied by a representative);
6. Issue a written opinion outlining the Committee's findings, determinations and recommendations;
7. Issue in writing any failure of supervision that may have caused or contributed to the officer's misconduct;
8. Forward the formal opinion to the agency head, law enforcement officer, and complainant;

- The ACC may also request additional information or action from the law enforcement agency that conducted the investigation, including requiring an additional investigation; issuance of subpoena(s) to obtain physical evidence or to compel witnesses to be interviewed by the agency's investigator.

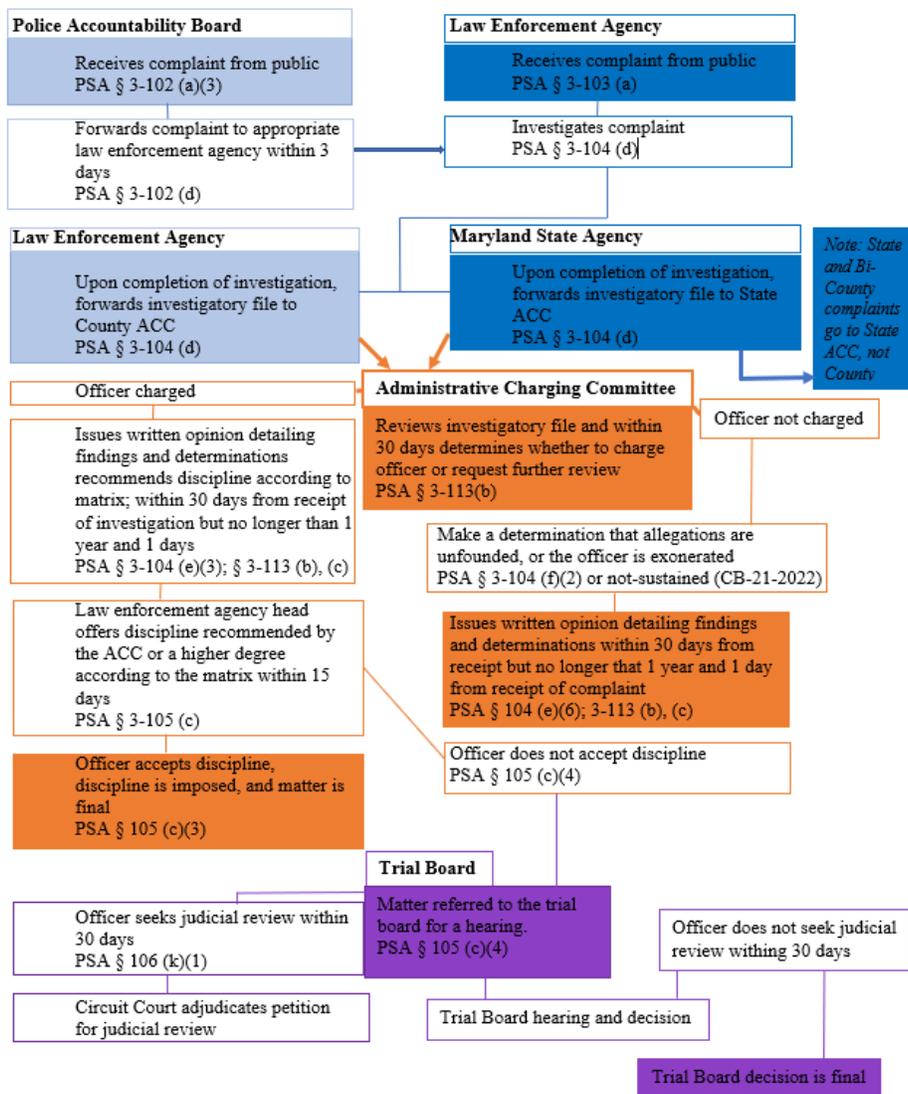
Step Five: Disposition:

The decision and recommended action from the ACC meeting are processed for completion.

Step Six: Transmittal and Closure:

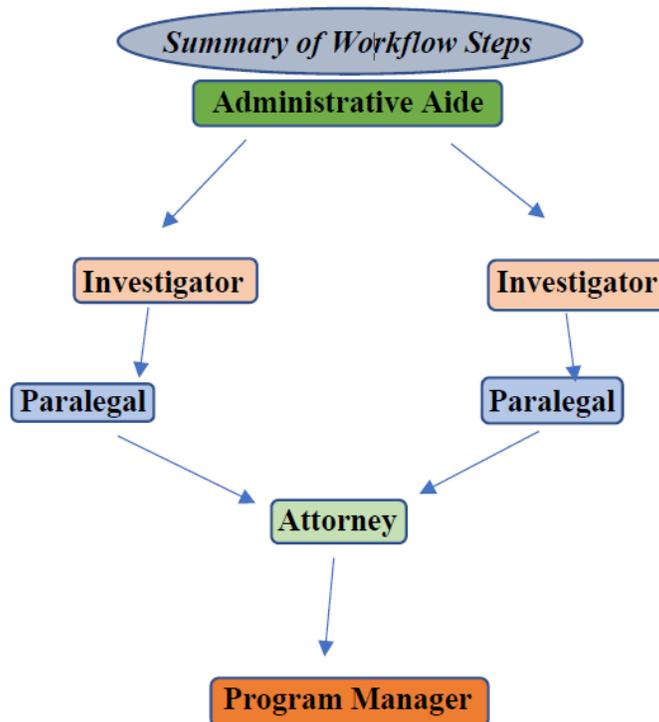
During this stage, ACC staff prepare the required documents and final disposition letter for transmittal to the law enforcement agency, complainant, officer, and the PAB.

Complaint process from initial report through final outcome at ACC and trial board levels:



Division of Duties

- Administrative Aide: Initial file review and triage
- Investigators: Full file review and preliminary determinations as to thoroughness of investigatory file from agency
- Paralegals: File identification of type of case and summarization of findings in writing with justification/explanation
- Attorneys: Legal analysis and written report on investigatory findings
- Program Manager: Final review and report compilation



Appendix E

Performance Measures as reported and projected by the agency:

Measure Type	Measure Name	Unit of Measure	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	FY 2026 Projected
Workload, Demand, and Production (output)	Body worn camera, Dashcam video, and video equipment violations	Number of	13	52	57	58
	Cases Returned to Public Safety Agencies during File Triage	Number of	92	393	432	446
	Alleged Discrimination and/or Harassment toward an Individual based on Racial, Religious, Ethnic, or other Protected Classes	Number of	5	18	20	21
	Alleged Violations of Federal, State, or Local Law	Number of	6	19	20	21
Quality	Days taken to investigate cases by public safety agencies	Average	69	242	235	222
	Days taken to Review Cases by ACC (case review Timeline)	Average	106	55	45	35