





May 4, 2023

MEMORANDUM

TO: Krystal Oriadha, Chair
Health, Human Services and Public Safety (HHSPS) Committee

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

FROM: Cassandra Fields 
Budget and Policy Analyst

RE: Police Accountability Board (PAB)
Fiscal Year 2024 Budget Review

It is important to note that this agency is still in transition. The agency spent the majority of FY 2023 preparing to meet the administrative needs of the PAB, to include the hiring of the staff necessary to support the Board's functions, orienting of the newly appointed Board members, preparing processes, as well as office space. The members were selected by the County Executive and County Council, and most were sworn in on November 2, 2022. The first formal meeting of the PAB was held on November 14, 2022. The Administrative Charging Committee (ACC) and Administrative Hearing Board (AHB) had not begun their work until February of this year. As such, data regarding workload and performance measures is somewhat limited for reporting purposes.

Budget Overview

- The FY 2024 Proposed Budget for the Police Accountability Board is \$612,500. This reflects a 5.7% increase over the FY 2023 approved budget.
- The creation of the Police Accountability Board (PAB) was a mandate imposed by the Maryland Police Accountability Act of 2021. The PAB was charged with reviewing decisions of the ACC and AHB to identify trends, develop strategies, and propose recommendations to improve matters of policing particularly in regard to best practices and transparency. The PAB's expenditures are funded entirely by the General Fund.
- Effective July 1, 2023, beginning Fiscal Year 2024, the proposed budgets of both the PAB and ACC will be equal to at least one percent (1%) of the Police Department's general fund budget

to include staff costs, independent legal counsel, and compensation for the members of all three boards/committees.

Budget Comparison - General Fund

Approved Fiscal Year 2023 to Proposed FY 2024

Category	FY 2023 Approved	FY 2024 Proposed	Change Amount	Percentage Change
Compensation	\$ 251,500	\$ 305,900	\$ 54,400	21.6%
Fringe Benefits	90,300	100,300	10,000	11.1%
Operating Expenses	237,800	206,300	(31,500)	-13.2%
Total	\$ 579,600	\$ 612,500	\$ 32,900	5.7%

Staffing Changes and Compensation

Authorized Staffing Count - General Fund

	FY 2023 Approved	FY 2024 Proposed	Change Amount	Percentage Change
Full-Time	3	3	0	0%
Total	3	3	0	0%

- The General Fund provides funding for three (3) full-time positions:
 - Administrative Specialist 1G
 - Administrative Aide 1G
 - Community Developer 1G

The Administrative Specialist and Administrative Aide positions were transferred from the Citizens Complaint Oversight Panel (CCOP) budget in FY 2023. All the positions are filled.

- The FY 2024 General Fund compensation is proposed at \$305,900 which represents a 21.6% increase over the FY 2023 budget. This includes \$12,200 for annualization of FY 2023-2024 merits and \$31,200, which is an adjustment to base compensation based on the current incumbents.

Fringe Benefits

- Fringe Benefit expenditures are proposed at \$100,300. This reflects an 11.1% increase over the FY 2023 budget and a 32.8% rate of compensation.

Operating Expenses

- The budget includes funding for \$132,800 for stipends for all board members, budgeted at \$60/hour. There is no maximum each member can earn.

- The total operating expenses are proposed at \$206,300 and are comprised of the following:

Operating Objects	FY 2023 Budget	FY 2024 Proposed	FY 2023 - FY 2024	
			\$ Change	% Change
Office Automation	\$ 54,700	\$ 31,900	\$ (22,800)	-41.7%
General & Administrative Contracts	150,000	132,800	(17,200)	-11.5%
Professional Contracts - Legal	20,000	30,000	10,000	50.0%
Office/Building Rental/Lease	-	-	-	
Equipment Lease	-	-	-	
Printing	1,600	1,600	-	0.0%
Building Repair/Maintenance	-	-	-	
Allowances	-	-	-	
Other Operating Equipment Repair/Maintenance	-	-	-	
Training	5,000	5,000	-	0.0%
Mileage Reimbursement	-	-	-	
Gas & Oil	-	-	-	
General Office Supplies	3,000	3,000	-	0.0%
Telephone	3,000	1,500	(1,500)	-50.0%
Vehicle Equipment Repair/Maintenance	-	-	-	
Membership	500	500	-	
Office and Operating Equipment Non-Capital	-	-	-	0.0%
Miscellaneous	-	-	-	0.0%
TOTAL	\$ 237,800	\$ 206,300	\$ (31,500)	-13.2%

- The breakout for FY 2024 Contracts is as follows:

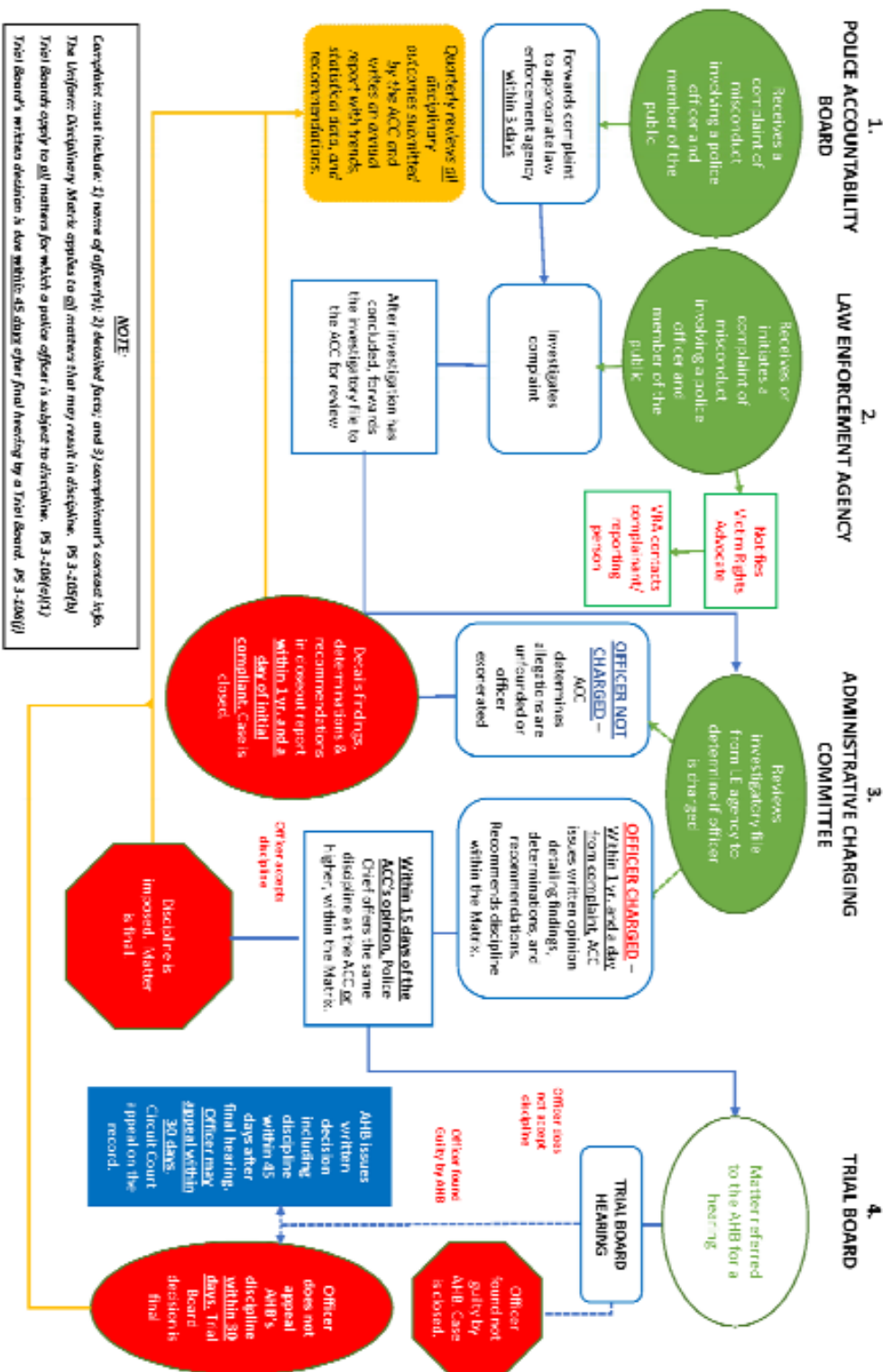
Service Category	Term	FY 2023 Budget	FY 2024 Budget	FY 2023-2024 \$ Change	FY 2023-2024 % Change
Legal Services	7/1/23-6/30/24	\$20,000	\$30,000	\$10,000	50%
PAB Stipends	FY 24	\$150,000	\$132,800	\$17,200	(11.5%)
Totals		\$170,000	\$162,800	\$7,200	(4.2%)

Workload

- The PAB is responsible for ensuring public accountability and transparency over the powers exercised by law enforcement agencies. To accomplish this, the PAB is responsible for evaluating law enforcement agencies' disciplinary processes regarding complaints of police misconduct that involve a law enforcement officer and member of the public. There are approximately twenty-eight (28) law enforcement agencies within the County that are governed by State and County legislation. The PAB serves to identify any trends within policing, and recommend the creation of new, or modification of existing policies and procedures that will bolster relationships between law enforcement and the community.



Tracking a Complaint Through The PAB Process



PRINCE GEORGE'S COUNTY POLICE ACCOUNTABILITY BOARD COMPLAINT OF POLICE MISCONDUCT PROCESS

Who May File a Complaint

- ✓ An alleged victim of police misconduct
- ✓ Any individual having personal knowledge of alleged police misconduct
- ✓ Any person filing the complaint on behalf of either person described above
- ✓ A person who is in possession of or has access to a video or audio recording that captures the alleged police misconduct.

Information to be Included in the Complaint *(In accordance with PG § 3-302(c)(1))*

- ✓ The name of the officer(s) accused of alleged misconduct
- ✓ A description of the facts on which the complaint is based
- ✓ Contact information of the complainant or a person filing on behalf of the complainant for investigative follow-up
- ✓ Any documentation, video or audio recordings, or other materials that may constitute potential evidence related to the complaint should be kept and preserved by the complainant or reporting person and subsequently provided to the appropriate law enforcement agency upon commencement of the investigation

NOTE: If the complainant omits significant information that may impede the ability of the law enforcement agency to conduct an appropriate investigation, such as the name of the reporting person or sufficient facts to ascertain the specific officer(s) subject to the complaint, the PAB staff should possess the incomplete complaint and input it into the database as such, notify the appropriate law enforcement agency of the deficiency, and forward it to the agency for any further action.

Where to File the Complaint

- ✓ IN-PERSON or MAIL to: Police Accountability Board, 9200 Basil Court, Suite 406, Largo, MD 20774
- ✓ COUNTY WEBSITE: www.princegeorgescountymd.gov (under the Government tab, Boards and Commission link)
- ✓ EMAIL: pgpub@co.pg.md.us
- ✓ FAX: 301-883-2655

In addition, if a complaint form is requested by telephone or other means, the PAB may send the form electronically, refer the requester to the PAB's webpage, or send a complaint form and a return envelope to the requester's address.

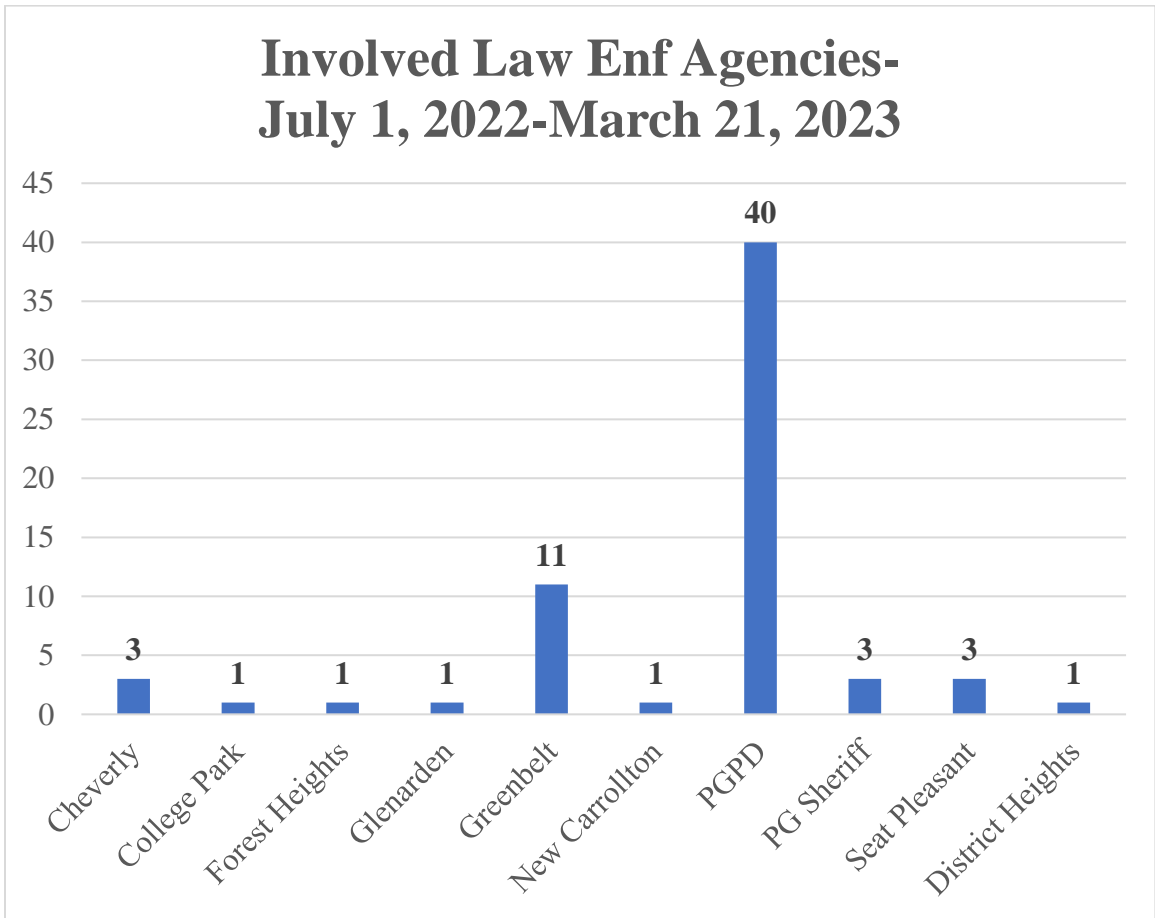
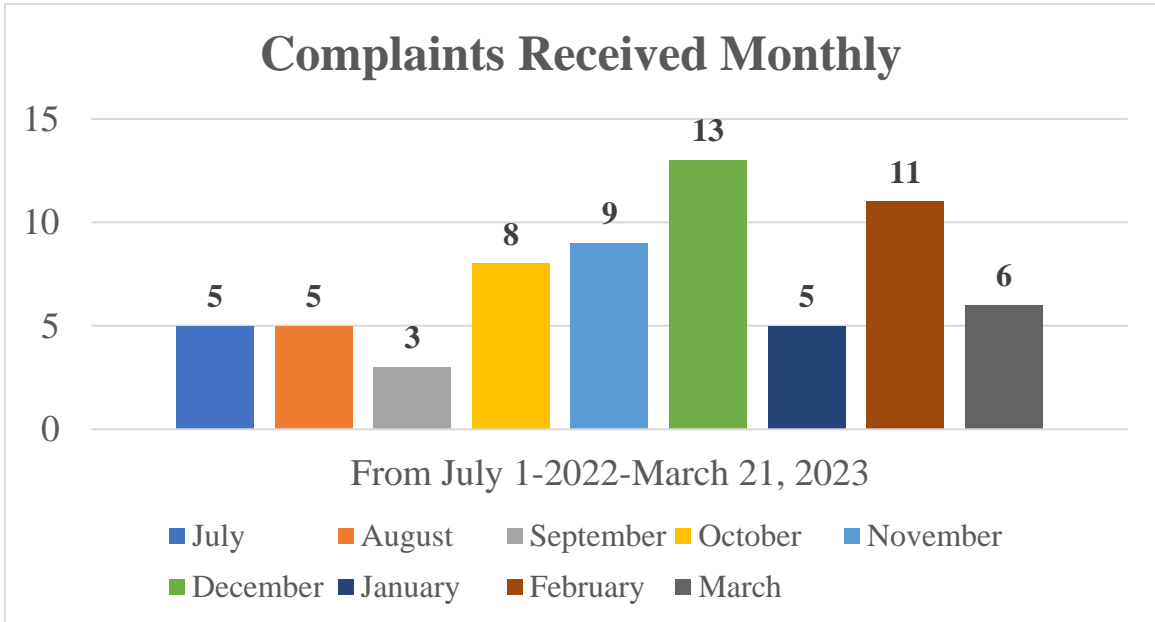
Withdrawing a Complaint

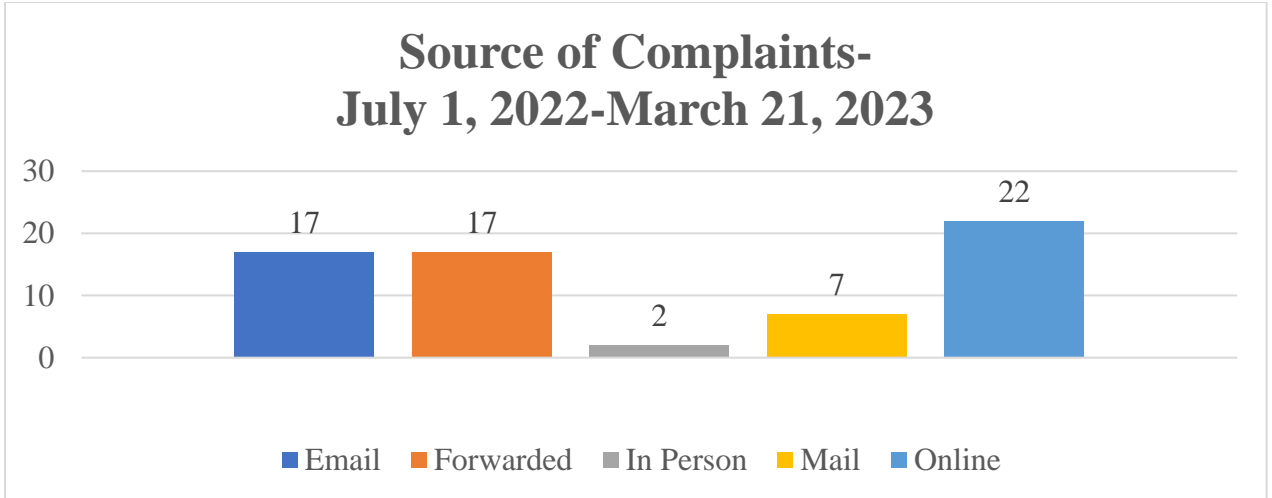
- ✓ Individuals who wish to withdraw a complaint of misconduct may only do so in writing, up to the time in which the case has been transferred to the appropriate police department for review. If a person wants to withdraw the complaint after it has been transferred, he or she must contact the subject police department and make such a request. Records of withdrawn complaints should be maintained by the PAB, and any unsuccessful attempt to withdraw a complaint should be documented and kept in the case file.



Angela D. Alshroeki
County Executive

Police Accountability Board
9200 Basil Court, Suite 406, Largo, Maryland 20774
(301) 883-5042 • Fax: (301) 883-2655 • pgpub@co.pg.md.us





Board Membership:

- Pursuant to Sec. 2-533 of the County Code entitled, *Composition of Board*, the PAB shall consist of eleven (11) members. They must be residents of the County, at least twenty-one (21) years of age, may not be employed with any law enforcement agency or Maryland State, County, or local government within the County, or be an elected official or candidate for any political office within State or local government. Six (6) members, including the Chair, shall be appointed by the County Executive, with confirmation by the County Council, and five (5) members shall be appointed directed by the County Council, with public input on each appointment. The members shall serve four (4) year staggered terms, a member cannot be appointed for more than two (2) consecutive terms.

<u>Appointment</u>	<u>Term End</u>
Orlando D. Barnes	6/30/2026
Shelia F. Bryant, Esq.	6/30/2025
Dr. Andrea Coleman	6/30/2024
Kelvin D. Davall, Chair	6/30/2026
Keenon James	6/30/2025
Daniel Jones	6/30/2024
Lafayette D. Melton	6/30/2025
Earl O’Neal	6/30/2024
Marsha A. Ridley	6/30/2025
Carlo Sanchez	6/30/2026
Tamika Springs, Esq.	6/30/2025
Daniel C. Vergamini	6/30/2024

Agency Identified Issues

- There is an ‘overwhelming’ need for a one-stop database and software system to consolidate information for all misconduct investigations, from complaint intake through PAB review, inclusive of any ACC review/AHB trials. The database should also allow complainants to check the status of their complaints too and be a tool that supports comprehensive analysis and reporting.
- A user-friendly data dashboard, with interactive capabilities that allows the public to easily view and understand data points, such as use-of-force statistics, traffic stop data, police incidents involving shootings or death, etc. Ideally the database would be maintained and hosted online for use and reporting by all law enforcement agencies.
- A main function of the PAB is to develop strategies and recommendations to improve matters of policing by analyzing trends and proffering recommendations for best practices. The PAB does not have an analyst position, currently. This position would assist with reviewing public safety policy, programs, legislation, and research studies; assist in obtaining and analyzing data documents, testimonies from all the various agencies; provide research and logistical support for oversight investigations and hearings; and develop and prepare reports, policy proposals, administrative rules, and legislation.
- The PAB (and ACC) does not have knowledge of the complaints that are filed by citizens to the various law enforcement agencies throughout the County. They only become aware of the

cases once received. They lack enforcement power to compel agencies to submit citizen complaints of police misconduct.

Background/Highlights

- The PAB was created by legislation (CB-0212022) as required by the Maryland Police Accountability Act of 2021¹.
- The former core functions of the Citizen Complaint Oversight Panel (CCOP) included:
 - Conducting reviews of investigations of police misconduct and making recommendations regarding dispositions;
 - Reviewing disciplinary actions;
 - Making policy, training, and best practice recommendations;
 - Possessed investigative and subpoena powers.
- The PAB assumed the following responsibilities:
 - Review investigation and disciplinary results;
 - Identify and analyze trends, and make recommendations for policy, training and best practices;
 - Issue subpoenas and conduct investigations that are subsequent to the ACC completing its review of cases.
- The Board shall consist of eleven (11) members. The County Executive and County Council share the responsibility of appointing members. CB-21-2022 also implemented a public engagement process for the appointments. Appointments to the Board shall be for four (4) year terms except that the terms of the initial Board members shall be staggered. No member shall be appointed for more than two (2) consecutive full terms.
- Ten (10) members were sworn in on November 2, 2022, and the Chair convened the first meeting of the Board on November 14, 2022. The last member was appointed by the County Executive on March 7, 2023.
- The proposed FY 2024 budget includes funding in the amount of \$132,800 in stipends for Board members. Each member is to be paid \$60 per hour.
- The Board's top priorities for the balance of FY 2023 and FY 2024 include:
 - Routine collaboration with law enforcement agencies to examine policing issues and develop recommendations for improvement.

¹ https://mgaleg.maryland.gov/2021RS/fnotes/bil_0000/hb0670.pdf

- Improving police responsiveness to public complaints of misconduct.
 - Improving overall police accountability.
 - Public transparency and keeping the public informed in regard to police conduct matters.
 - Develop a two (2) year strategic plan based on the mission and objectives of the PAB to engage stakeholders, conduct performance assessments, and establish effective processes for measuring and reporting progress (by June 30, 2023).
 - Participate in at least two (2) outreach events to advance the public's understanding of law enforcement oversight; encourage community engagement in the process, and bolster trust between the community and law enforcement (by June 30, 2023).
 - Provide quarterly, formalized training and guidance for PAB members and staff to reinforce skills necessary to perform civilian oversight in law enforcement and ensure consistent execution of the authority of the board.
 - Develop and build a diverse portfolio of communications to allow the widest possible open engagement with the public and law enforcement agencies. This includes web-based interactive tools; in-person events; press releases; toolkits; social media, and printed materials.
- The PAB is required to submit an annual report outlining summaries of complaints received, disciplinary trend analysis, and policy recommendations that would improve police accountability. The most recent version of the PAB's Annual Report is available online at <https://www.princegeorgescountymd.gov/ArchiveCenter/ViewFile/Item/3679> .