

Members Present:

Trinna Kirkland (Chair), Jansen Robinson (ACC Member), Roy Mitchell (ACC Member), Terry Hunt (ACC and PAB Member), and Frankie Hunter (Administrative Assistant)

Others Present: N/A

Call to Order: Trinna Kirkland (Chair), the meeting was called to order at 6:30 p.m. EST.

Agenda Approval: A motion was made to accept the agenda as written, seconded, and carried out without objection.

Review/Approve Minutes: The meeting minutes were approved from the January 6th meeting.

Closed Session Vote: A motion was made to close the meeting, seconded, and carried out without objection. The meeting was closed at 6:31 p.m. and re-opened at 7:42 p.m. (See Closed Session Summary)

Case Reflection/ Lessons Learned/:

- N/A

Case Review and Deliberation

- The committee did not complete its review of Case #26-002 from the Aberdeen Police Department (APD). Requested additional information for deliberation.
- The committee completed its review of Case #26-003 from the Aberdeen Police Department (APD).
- The committee did not complete its review of Case #26-004 from the Havre de Grace Department (HdGPD).
- The committee completed its review of Case #26-005 from the Havre de Grace Police Department (HdGPD).
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Follow-Up Items:

- Frankie - complete minutes, closed session, and final determination drafts.
- All Members – review and provide feedback for minutes, closed session statement, and final determination drafts by Thursday.
- Trinna/Frankie – Send Final Determination letters
- Roy was following up with APD for BWC footage.

Other Committee Business:

- N/A

Future Meetings Schedule:

The committee will hold a meeting on 2/3/2026 at 6:30 pm EST to continue its case review and deliberations.

Adjourn:

The meeting was adjourned at 7:43 pm EST.

**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON

1/6/2026

1. *Statement of the time, place, and purpose of the closed session:*

Time of closed session: 6:31 pm EST

Place (location) of closed session: Via Microsoft Teams.

Purpose of the closed session: Case deliberation, evidence review, and determining administrative charges.

Record of the vote of each member as to closing the session:

Names of members voting aye: (4) Trinna (Chair), Jansen (member), Roy (member) and Terry (member)

Members opposed: None Abstaining: None

2. *Statutory authority to close session:*

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

- **Topic #1: § 3-305(b) (1) Topic #2: § 3-305(b) (1) Topic #3: § 3-305(b) (1) Topic #4: § 3-305(b) (1) (add others as needed)**

Listing of each topic actually discussed, persons

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Administrative review and deliberations for case #26-002(APD).	All (Trinna, Jansen, Roy, Terry, and Frankie)	The Committee did not vote on the matter in this review. 002-Allegation #1 for Courtesy- ()

		<p>002-Allegation #2 for Search of Premises-() The Committee did not vote on the matter in this review.</p> <p>002-Allegation #3 for Conformance to Law- () The Committee did not vote on the matter in this review.</p> <p>002-Allegation #4 for Abuse of Process/Withholding Evidence-() The Committee did not vote on the matter in this review.</p>
#2: Administrative review and deliberations for case #26-003(APD).	All (Trinna, Jansen, Roy, Terry, and Frankie)	<p>The Committee voted on the matter in this review.</p> <p>003-Allegation #1 for Discourteous (4-0-Unfounded)</p>
#3: Administrative review and deliberations for case #26-004(HdGPD).	All (Trinna, Jansen, Roy, Terry, and Frankie)	<p>The Committee did not vote on the matter in this review.</p> <p>004-Allegation #1 for Conduct Unbecoming -()</p> <p>004-Allegation #2 for De-escalation -()</p>
#4: Administrative review and deliberations for case #26-005(HdGPD).	All (Trinna, Jansen, Roy, Terry, and Frankie)	<p>The Committee voted on the matter in this review.</p> <p>005-Allegation #1 for Biased Based Policing-(4-0-Unfounded)</p> <p>005-Allegation #2 for Conduct Unbecoming-(4-0-Sustained)2 days Suspension</p> <p>005-Allegation #3 for Body Worn Camera- (4-0-Sustained) Formal written counseling</p>