



**PARK CITY POLICE COMPLAINT REVIEW COMMITTEE
SUMMIT COUNTY, UTAH
JUNE 30, 2025**

The Police Complaint Review Committee of Park City, Utah, will hold its regular meeting in person at City Hall – Executive Conference Room, 445 Marsac Avenue, Park City, Utah 84060 on June 30, 2025. Meetings will also be available online and may have options to listen, watch, or participate virtually.

Zoom link: <https://us02web.zoom.us/j/84693825842>

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM BOARD AND STAFF

III. PUBLIC INPUT (ANY MATTER OF COMMITTEE BUSINESS NOT SCHEDULED ON THE AGENDA)

IV. CONSIDERATION OF MINUTES

1. Consideration to Approve the Police Complaint Review Committee Minutes from 08/19/2024

V. NEW BUSINESS

1. Annual Policies and Procedures Review
2. Open Meetings Act Training
3. Vote in Chair Pro-tem

VI. CLOSED SESSION

VII. ADJOURNMENT

A majority of Police Complaint Review Committee members may meet socially after the meeting. If so, the location will be announced by the Chair. Committee business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Executive Assistant to the Chief of Police at 435-615-5505 at least 24 hours prior to the meeting.

PCRC Meeting Minutes

Park City, UT

August 19, 2024

Regular Meeting

1. **Roll Call**-Michelle Downard, Chief Wade Carpenter, Sharon Serpico Hanson, Lee Gerstein, Jeremy Rubell, Luke Henry, Chelsea Jones, Zoom: Emma Zevallos. Not present, Austin Lau, Amir Vonsover
2. **Communications and Disclosures** – None
3. **Public Input** – No public in chambers or online. No input received.
4. **Review Meeting Minutes**- Lee Gerstein motioned to adopt the minutes from the January 9, 2023 meeting. The motion was seconded by Sharon Serpico Hansen, and then fully adopted by the rest of the committee members.
5. **Open Meetings Act Training**- All present members of the meeting completed the online course Open and Public Meetings Act Training 2024 provided by the Office of the State Auditor prior to the meeting. There were no questions regarding the training.
6. **General Committee Questions**- Lee asked if any of the benefits that are extended to committee could be donated to any person or group that does not currently receive the benefits. Michelle Downard indicated there are none presently.
7. **Polices and Procedures Review**- The group discussed the “life-cycle” of a complaint.
 - a. A complaint is made.
 - b. A Sergeant reviews the complaint to determine whether a policy was violated.
 - i. Most often, the complaint is handled at this level.
 - ii. If a policy was violated, the complaint is referred to Lt. Vai Lealaitafor review.
 - c. If the complainant is still unsatisfied after the review, an Internal Affairs investigation is initiated. The complaint can either be founded, unfounded, sustained or exonerated.
 - d. If the complaint is sustained, the complainant can request the complaint be reviewed by the Police Complaint Review Committee.
 - e. Once the complaint is reviewed, the committee makes a recommendation to the Chief for how to address resolving the complaint.
 - i. The Chief is not required to follow the recommendation of the Committee but takes its recommendation very seriously when deciding how to address and resolve the complaint.

Chief Carpenter indicated that if there is a department or City policy violation, those are handled internally. If there is a criminal violation, those complaints must be submitted to POST Council through the state. POST Council will hear the violation, if founded, the officer can receive anything from a warning letter to removal of POST certification.

Sharon Serpico Hansen asked why Park City Police Department does not get many complaints. Chief indicated that some years ago, there were more complaints. However, Park City Police Department has gone through a culture change and accountability has been a huge part of the process.

Chief Carpenter expressed that Park City Police Department is very selective on who they hire, ensuring that the department only hires the best of the best.

Michelle Downard discussed the last Committee Policy update, which was that all 5 voting seats were given to community members. None of the Park City staff are voting members. Staff members' role is to provide information to the Committee so that the Committee can act appropriately as an advisory board.

Emma Zevallos inquired as to whether complaint forms are available in Spanish. Chief indicated that, yes, the Police Complaint forms are available in Spanish and that the City will provide translation services for Spanish or any other language if the situation arises.

8. **Elect a Chair Pro-Tem-** Lee Gerstein was nominated by Sharon Serpico Hansen to be the Chair Pro-Tem. The motion was seconded by Emma Zevallos. Lee Gerstein will be the new Chair Pro-Tem.
9. **Adjournment –** Michelle Downard adjourned the meeting.

Police Complaint Review Committee –

[Policies and Procedures:](#)