



**PARK CITY POLICE COMPLAINT REVIEW COMMITTEE
SUMMIT COUNTY, UTAH
AUGUST 25, 2025 – 3:00 PM**

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 August 25, 2025. Meetings will also be available online and may have options to listen, watch, or participate virtually.

Zoom link: <https://us02web.zoom.us/j/88225875931>

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 06/30/2025

V. NEW BUSINESS

VI. OLD BUSINESS

Policies and Procedures – PCRC Resolution 2025-01

VII. CLOSED SESSION

VIII. 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.

RESOLUTION NO. 2025-01

**A RESOLUTION OF THE PARK CITY POLICE COMPLAINT REVIEW COMMITTEE ADOPTING
POLICIES AND PROCEDURES**

WHEREAS, the Police Complaint Review Committee values policies and procedures to promote the timely, efficient, and thorough review of complaints.

WHEREAS, the Committee desires to resolve complaints as quickly as possible but wishes to allow flexibility to accomplish that goal.

THEREFORE, BE IT RESOLVED BY THE POLICE COMPLAINT REVIEW COMMITTEE OF PARK CITY, UTAH, THAT:

The Policies and Procedures outlined in Exhibit A are hereby adopted.

PASSED AND ADOPTED this _____ day of _____, 2025.

Michelle Downard
Chair

Exhibit A

Police Complaint Review Committee Policies and Procedures

1. **Meetings.** Meetings will be held in accordance with Park City Code § 2-8-20.
 - a. Materials. As soon as practicable before each meeting, an agenda and any materials for review will be provided to each member of the Committee.
 - b. Disposal of protected material. The Committee members will dispose of all protected material in their possession related to a particular matter within a reasonable time after the Committee makes a recommendation regarding the matter.
2. **Reports.** After each Committee complaint review meeting, a report will be prepared highlighting the Committee's findings, conclusions, and recommendations regarding the closed agenda items discussed and acted upon. This report shall be completed within a reasonable time after the Committee meeting.
3. **Community Requested Review of Proposed Complaint Dispositions.**
 - a. A request for Committee review of a "Letter of Proposed Disposition" must be filed within 15 calendar days after the person's receipt of the Letter of Proposed Disposition from the Police Department. The City Manager, in their sole discretion, may modify this time period based on extraordinary circumstances.
 - b. The request for review should include: (1) the name, address and telephone number of the person requesting the review; (1A) the name, address, and telephone number of the complainant, if different from the requestor; (2) the approximate date the complaint was filed (if known); (3) the substance of the complaint and any supporting documents, and (4) the reason or reasons the complainant is dissatisfied with the Police Department's proposed disposition.