



**PARK CITY POLICE COMPLAINT REVIEW COMMITTEE MINUTES
JUNE 30, 2025**

I. ROLL CALL

Present: Michelle Downard, Sharon Serpico Hansen, Austin Lau, Amir Vonsover, Lee Gerstein, Rory Murphy (non-voting), Alison Walding (non-voting; via zoom), Luke Henry, Lt. Vaifoa Lealaitafea, Chief Wade Carpenter, Chelsea Jones, Council Member Jeremy Rubell
Absent: Emma Zevallos

II. COMMUNICATIONS AND DISCLOSURES FROM BOARD AND STAFF

Rory Murphy inquired as to term ends and beginnings of new Committee members. Michelle Downard indicated that the official Committee member turnover would take place on the following day, July 1, 2025.

Michelle Downard presented Lee Gerstein with a token of appreciation for his service on the Committee.

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

No public in the meeting room. No one online. No public input.

IV. CONSIDERATION OF MINUTES

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

Lee Gerstein motioned to approve the minutes from the 08/19/2024 meeting. Austin Lau seconded the motion. All current and present voting members voted in favor.

V. NEW BUSINESS

- Annual Policies and Procedures Review

Michelle Downard explained that since the last meeting, the City consolidated all Boards and Commissions into a single Code Chapter to improve public transparency, including the Police Complaint Review Committee.

Luke provided further explanation as to the changes in the Code, indicating policies such as appointment of members, terms, vacancies, etc. will be universally applied to all Boards and Commissions. Specific rules for the Police Complaint Review Committee are found in Municipal Code 2-8-20. Most of the policies were pulled over from prior Police Complaint Review Committee policy.

Luke pointed out the portions of the old Police Complaint Review policies that were not carried forward. These included:

- Providing the agenda and all related materials at least ten business days prior to a Committee meeting
 - Lee Gerstein and Sharon Serpico Hansen indicated that the deadline must be realistic and 'doable', and that if the ten-day policy is kept in writing, staff will be required to meet that deadline
 - The Committee inquired as to whether ten days is realistic. Chief Carpenter indicated that staff ran into some issues regarding time with the video redaction related to the most recent complaint, due to the amount of video involved. Chief Carpenter also reiterated that it is important to him that the Committee has the materials in a timely manner, as it is required for the Committee to complete a fair review.
 - Amir Vonsover suggested "best effort" or "as soon as practicable"
 - The Committee agreed to a change in language along the lines of "best effort" or "as soon as reasonable"
- All protected material provided to the Committee shall not be removed from the meeting room
 - Luke explained this was removed because materials are now provided electronically, so the policy is not applicable
 - The Committee agreed to language along the lines of "The Committee will dispose of electronic and other materials within a reasonable time after the meeting"
- The policy requiring the removal of names, addresses, or identifying information of the individuals involved in a complaint
 - Names, addresses, and other identifying information will continue to be removed from all complaint materials; however, it does not need to be in the policy
- Policy requiring an official report within thirty days of the meeting
 - Reports will still likely be compiled within thirty days, unless the Committee asks for additional investigation regarding a complaint because scheduling an additional meeting within thirty days of the first meeting can be challenging. Policy will use "reasonable time" language rather than "thirty days" language.
- Policy regarding the production of an internal report that is distributed to the Committee and City Council
 - The Committee will decide what the report will say. Staff will prepare the report internally, then circulate it to the Committee prior to finalization for additional Committee approval and input.
- Community requests for Committee review
 - Fifteen days is a reasonable timeframe for complaint review request to be submitted and includes flexibility upon City Manager discretion

- Modify language regarding information to be provided to request Committee review from “The request must include...” to “The request should include...”
- Open Meetings Act Training
 - Michelle Downard sent the link to Committee members to complete annual OPMA training prior to the meeting. All completed.
 - Sharon Serpico Hansen noted that the training is well done and informative
- Vote in Chair Pro-tem
 - Committee voted unanimously for Amir Vonsover

VI. CLOSED SESSION

- Amir Vonsover motioned to close the meeting to discuss a citizen complaint regarding the character, professional competence, or physical or mental health of a Park City Police department employee. Austin Lau seconded the motion. All in favor.

VII. ADJOURNMENT