



MEMORANDUM

TO: Board of Police Commissioners

FROM: Victoria Camille, Chairperson Ad Hoc Committee for the Review of BOPC Bylaws and Standard Operating Procedures

DATE: June 16, 2026

RE: Ad Hoc Committee for the Review of BOPC Bylaws and Standard Operating Procedures Meeting Summary

Dear Colleagues,

On behalf of the Board of Police Commissioners (BOPC) Ad Hoc Committee for the Review of BOPC Bylaws and Standard Operating Procedures, please find a summary of key updates from the Committee meeting on June 16, 2026:

Board Attendees: Committee Chairperson Victoria Camille, Commissioner Darius Morris, Commissioner Beverly Watts, Commissioner Robert Jones and Vice Chair Darryl Woods

BOPC Staff/DPD Staff: BOPC Secretary to the Board Lydia Garnier, BOPC Civilian Analyst Mary Barber, BOPC Administrative Assistant Armani Arnold and Parliamentarian Dr. Francis Jackson

Community/Committee Attendees: None

Committee Actions and Recommendations:

- Motion passed to amend June 16, 2026, agenda to include under “Unfinished Business,” Article 3: Section 3 and Section 4 for further deliberation.
- Updates were provided under the Chairperson’s Report regarding the outstanding question, “Why aren’t Assistant Chiefs included?” under Article 2: Section 2, Item D, on the approval of promotions within the Department through the rank of Lieutenants and above. The clarification sought was regarding Deputy Chiefs, which is interpreted as all the Chiefs under the Chief of Police. It was clarified by Corporation Counsel in response that, “as stated in the Charter, this has been interpreted to apply to all Chiefs under Chief of Police, which would include Assistant Chiefs as well.”
 - Motion passed to include a note under Article 2: Section 2 to provide a clarifying note on Deputy Chiefs, which is interpreted to include all Chiefs under the Chief of Police in the Bylaws.
 - The language in the Charter regarding the approval of administrative leave without pay, but with medical benefits, reads and is interpreted, as clarified by Corporation Counsel,

as “upon the occurrence of two-thirds majority of members of the Board.”. This language is reflected in our Bylaws proposed at this time, and no further amendments are needed.

- Motion passed (Article 4, Section 2: Election of Officers and Terms) to adopt the language, “In the event that the Vice Chair fills the vacancy of the Chair and serves for 8 months or more, that would be considered a full term served and they would not be eligible to run as Chair,” to be inserted after the sentence ending in “terms”.
- Motion passed (Article 4, Section 7: Removal) for amended language in Article 4, Section 2: Election of Officers and Terms to be reiterated to the amended language in Article 4, Section 7; Removal for clarification.
- Motion passed (Article 4, Section 8: Orientation and Training; Item A-K) to adopt a recommendation to designate each of the items as mandatory or optional, as follows: Item A is labeled as mandatory; Item B is labeled as optional; Item C is labeled as mandatory; Item D is labeled as mandatory for the overview of the City Government, and the Police Department will be labeled as mandatory; Item E is labeled as mandatory; Item F is labeled as mandatory; Item G is labeled as optional; Item H is labeled as mandatory; Item I is labeled as mandatory; Item J is labeled as mandatory; and Item K is labeled as mandatory.
 - Motion passed under Item E to remove “Officers” and replace it with “DPD Members”.
 - Motion passed under Item J to add the language “handling of HR matters,” after “Procedures” and before “etc.”
- Motion passed (Article 4, Section 9: Board Staff) to reference OIG report (2023-0005-INV) to be recommended to add the language after Item D: “The organizational chart for the Board Staff shall be maintained in Standard Operating Procedures; changes approved by the Board in a public meeting; and shall remain in compliance with the Charter.”
- Motion passed (Article 4, Section 10: Functions of the Secretary to the Board) to change the title of this section from “Functions of the Secretary to the Board” to “Clarification of Staff Functions”
 - Motion passed (Article 4, Section 10: Functions of the Secretary to the Board; Item A) where it says, “The Secretary to the Board is responsible for coordinating and managing the day-to-day operations” to insert the word “generally” between “is” and “responsible”. Additionally, where it states, “serving as the liaison” to indicate serving as the “default” liaison between “various city and Police Department officials, State agencies, unions and the public.”
 - Motion passed (Article 4, Section 10: Functions of the Secretary to the Board; Item B) to add Item B and accept the language proposed as follows: “The supervisory duties of the staff are allocated as follows: 1) Board Chair; 2) BOPC Personnel and Training Committee (with recommendations to the full Board for approval); and 3) Board Secretary.” **Note:** Committee members will deliberate which duties fall under each of these 3 categories at the next meeting.
 - Motion passed (Article 4, Section 10: Functions of the Secretary to the Board; Item C) to add Item C and accept the proposed language as follows: “Other staff may be assigned, as outlined in the Standard Operating Procedures, to liaison between city and Police Department officials, State agencies, unions, and the public for the purpose of fulfilling and within the scope of their specialized job.”

- Recommendation for review of a confidential draft document sent to Commissioners on June 4, 2026 based on the interpretation of the Charter specifying the functions of the Board Secretary for consideration in the Bylaws.
- Recommendation made for the review by Corporation Counsel before the committee approves adoption of the new language and removal of the the proposed deleted language, including the addition of Item A and Item B to Article 4, Section 11: Board Subpoena Power.
 - The proposed language states, “The Board may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. To enforce a subpoena or order for the production of evidence or to impose any penalty prescribed for failure to obey a subpoena or order, the Board shall apply to the appropriate court. The Board may delegate in writing to a member of its staff the powers to administer oaths and take testimony. A delegation is revocable to the will of the Board and does not prevent exercise of any power by the Board. A) At the time that the Board approves a subpoena, order for the production of evidence, or imposition of a penalty, the Board shall also designate a member of its staff to facilitate the administrative steps to fulfill the action(s); B) The Board delegates to the Chief Investigator and all investigators the powers to administer oaths and take testimony as necessary to complete OCI investigations. Said delegation is revocable at the will of the Board.”
- The next Ad Hoc Committee meeting is scheduled to review the current BOPC Bylaws, with a continued focus on further deliberations on Article 3, Sections 4-5 and Article 4, Sections 10-11 as unfinished business. Under new business, Articles 5-11 and a new proposed Article on Committees will be reviewed.

Next Meeting: Wednesday, July 1, 2026, at 8:30 a.m., Location TBD

Respectfully,

Victoria Camille

Chairperson, Ad Hoc Committee for the Review of BOPC Bylaws and Standard Operating Procedures
Board of Police Commissioners