



TOWN OF ARLINGTON

Civilian Police Advisory Commission

TO: Town Meeting Members

FROM: Susan Ryan-Vollmar, Chair
Melissa Jacobo, Vice Chair

DATE: April 22, 2024

RE: Annual Report 2024

On behalf of the Arlington Civilian Police Advisory Commission, we are pleased to submit this report to Town Meeting members.

Town Meeting established the Arlington Civilian Police Advisory Commission (ACPAC) in 2022. This new Commission is expected to provide multiple services to those who live, work, learn and travel through Arlington.

The Purpose of this new Commission can be found in Section 2 of the [Commission's By Laws](#); and our Duties and Responsibilities can be summarized this way:

Section 5. Duties and Responsibilities

A. General Duty

It shall be the duty of the Arlington Civil Police Advisory Commission to serve as qualified advisors to the general public, the Arlington Police Department, and the other Town Staff with respect to policing in Arlington from a civilian perspective.

The By Laws also establish the Composition, Eligibility, Qualifications and Terms of ACPAC members. Pursuant to those mandates, these Arlington residents have been selected to serve as Commissioners:

Appointee	Nominating Body	Initial Term Length
Kari Sasportas	Disability Commission	1 year
Susan Ryan-Vollmar	Rainbow Commission	3 years
Zach Dumay	Board of Youth Services	1 year
Unfilled	Council on Aging	1 year
Melissa Jacobo	Human Rights Commission	2 years

Jennifer Davidson -Hernandez	Menotomy Manor Tenants Association	3 years
Erica Richmond	Diversity Task Group	2 years
Sanjay Newton	Select Board	3 years
Kathy Rogers	Select Board	2 years

Town Manager, Jim Feeney, convened the first meeting of the ACPAC on February 21 2024. The Commission’s second meeting was March 27, 2024. In our first two meetings, we have begun the process of building our infrastructure.

For example, we have selected our Chair (Susan Ryan-Vollmar), Vice Chair (Melissa Jacobo), and Clerk (Rev. Erica Richmond). We have agreed to meet on the last Wednesday of every month at 6:00 p.m. in a hybrid format; and we agreed that our duties and responsibilities would benefit from creating small working groups to consider how ACPAC will operate and be structured.

We believe that these four sub-groups will facilitate our early development and we will add others, as needed, in the future:

1. **Community Reporting:** Review current options available to the public for making complaints and commendations to Arlington Police Department; develop a process by which complaints and commendations can be made via the Commission; coordinate this work with the town’s Human Rights Commission, Disability Commission, and LGBTQIA+ Rainbow Commission; with the Arlington Police Department and Office of Diversity Equity, and Inclusion; and provide opportunities for members of the public to participate in this work.
2. **Infrastructure and Information:** Educate the Arlington community about the work of the Commission; track budget-related needs (e.g. Commissioner training, communication, etc.); ensure that Commission is meeting responsibilities outline in By Law; keep town entities (Town Meeting, Select Board, Town Administration) informed of Commission work; and periodically review By Law for any needed updates.
3. **Commissioner Training & Development:** Locate, arrange and schedule the various training that the By Laws require of all CPAC Commissioners.
4. **Data Collection & Reporting:** Work with the Arlington Police Department to publish and analyze data which can offer insight into the quality and effectiveness of the department, and particularly in its interactions with the public.

Our hope is that our monthly meetings and working groups will help us reach our short-term and long-term goals:

- To create effective processes for complaints and commendations to fulfill our duties and responsibilities.
- To build strong relationships with each other; with members of the Arlington Police Department; and with the community groups that voiced a need for this Commission.
- To build community awareness of what CPAC does; how it operates; and how it can assist community members.
- To ensure that we remove language and other barriers to engagement with the ACPAC and the assistance it can provide individuals.