

**FINAL**



# **Pennsylvania**

## **Citizen Law Enforcement Advisory & Review Commission**

### **The Pennsylvania Citizen Law Enforcement Advisory and Review (CLEAR) Commission Quarterly Meeting Minutes**

**Monday, March 24, at 10:00 a.m.**

(In person and at The Pennsylvania Commission on Crime and Delinquency and  
Virtually via Microsoft Teams Platform)

#### **At 9:00 a.m. Administrative Session**

Christa Caceres, Commission Chairwoman, called to order the Administrative Session which included discussion of various administrative items and a review of the Commission's meeting Agenda. A pre-roll call was administered by Secretary Amy Zapp. Administrative and procedural matters were discussed.

**At 9:35 a.m.** The Administrative session was adjourned.

#### **At 10:03 a.m. Public Meeting Started and Recording Began**

Chairwoman Caceres opened the meeting stating the date, time and made the audience aware that the meeting was being recorded.

#### **At 10:04 a.m. Introduction of, and Roll Call by, Secretary Commissioner Amy Zapp**

Secretary Commissioner Amy Zapp, Esq read the names of all Commission voting members aloud and those present whether in person or virtually responded by announcing their presence. 9 voting members (**Commissioner Leon Ford was absent**) were in attendance and a quorum of the Commission's voting members was met. A copy of the Roll Call and Attendance Form is attached [**see Attachment 1**]. Chair Caceres ascertained a quorum and moved the meeting forward.

#### **At 10:05 a.m. Introduction of Ex-Officio Members and Designees:**

**Representing the Office of Governor:** Deputy Chief of Staff Michael Pipe

**Representing the Office of General Counsel:** General Counsel Jennifer Selber

**General Counsel Designees:** Executive Deputy General Counsel Kelly Sekula and Deputy General Counsel Anne Gingrich Cornick

**Representing the Pennsylvania State Police (PSP):** Colonel Christopher L. Paris

**PSP Designees:** Major Jonathon Rush and Major Peter Gutowski

**Representing the PA Department of Conservation and Natural Resources (DCNR):** Secretary Cindy Adams Dunn

**DCNR Designee:** Deputy Secretary John Norbeck

**Representing the Pennsylvania Commission on Crime and Delinquency (PCCD):** Executive Director Michael Pennington

**Representing the Pennsylvania Department of Corrections (DOC):** Secretary Dr. Laurel Harry

**DOC Designee:** Deputy Secretary for Parole Field Services Deborah Carpenter

**and Representing the Capitol Police:** Chief Joseph Jacob

**At 10:06 a.m. Adoption of December 16, 2024, meeting minutes**

Chair Caceres asked for a motion to adopt and accept the meeting minutes from the December 16<sup>th</sup> meeting minutes. A unanimous vote was taken to adopt the meeting minutes, which were accepted as the official record.

**At 10:07 a.m. Presentation and Voting of Preliminary Reports from Bias-Based, Use of Force and Critical Incident Committees**

Chair Caceres announced that the CLEAR Commission completed the second round of case reviews in accordance with Governor's Executive Order 2023-21, Section 4 (1) (a–c), which authorizes review of completed internal investigative findings by covered agencies for the three designated committees', Critical Incident, Bias-Based and Use of Force, completed case reviews, as outlined in our Executive Order and Bylaws. The Commission's bylaws provide for the process by which the CLEAR Commission will follow under Sections 8.3 and 8.5:

**Section 8.3 Presentation of Preliminary Report to the Commission**

The Commission's Chair and/or the Review Committee's Chair will present the Preliminary Report including recommendations for corrective actions, if any, to the Commission for a vote during the next general, specific, or rescheduled Commission meeting. Before a report is final, the preliminary report and any recommendations within the preliminary report must be approved by a majority of the voting members of the Commission, and the Covered Agency must have had an opportunity (up to 60 days) to respond to the report.

**Section 8.5 Issuance and Publication of Final Report**

Once adopted and ratified by the Commission following consultation and review with the Office of State Inspector General Office of Chief Counsel, copies of all Final Reports (including written responses of Covered Agencies) will be posted publicly on the OSIG's website. The ratified documents will be made public for review by week's end.

## 1. Bias Based Policing Committee

Charged with reviewing investigations of racial, ethnic, or other bias-based discrimination.

- **Committee Members:** Commission Chair Christa Caceres, Commission Vice-chair David Sonenshein, Commissioner Bailey
  - **Report delivered by:** Chair Kevin Mahoney who read a summary of facts of the PSP case for the record.
    - **Stated Preliminary Findings and Conclusions:** The Review Committee determined the investigation process was fair, impartial, and complete. All available evidence was thoroughly reviewed by the IAD investigator, and all necessary interviews were conducted. Additionally, the investigative findings were reasonable and in accordance with applicable protocol. The Review Committee found no evidence warranting recommendations for corrective action. After thoroughly reviewing the facts and circumstances of this case, it was determined that all actions were consistent with established policies, procedures, and expectations.
    - **Commissioner Comments:** None offered.
    - **Public and Covered Agency Comments:** None offered.
    - **Vote on Preliminary Case Review:** All Commissioners voted in favor of acceptance.
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## 2. Use of Force Committee

Charged with reviewing a representative sample of lower-level use-of-force incidents resulting in injury or death.

- **Committee Members:** Commissioner Wilson, Commissioner Chardo, Commissioner Mahoney, Commissioner Rozel
- **Report delivered by:** Chair and Commission Vice Chair David Sonenshein who read a summary of facts of the DOC case for the record.
  - **Stated Preliminary Findings and Conclusions:** The Review Committee finds that the DOC administrative investigation was prompt, complete, and in accordance with DOC Department Policies 04.03.08, Resistance and Control, and 12.2.07.01, Care, Custody, and Control of Commonwealth Property. Additionally, the investigative findings were fair, impartial, and reasonable in accordance with applicable protocol. The Review Committee found no evidence warranting recommendations for corrective action as it pertains to the DOC Department Policies or training curriculum under

review. Given the array of policies and procedures that affect DOC Parole Agents, the Review Committee recommends the DOC generate an index or catalogue of applicable policies for Parole Field Services.

- **Commissioner Comments:** None offered.
  - **Public Comments:** None offered.
  - **Vote on Preliminary Case Review:** All Commissioners voted in favor of acceptance.
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### **3. Critical Incident Committee**

Charged with reviewing all investigations involving police-involved shootings resulting in civilian injury or death.

- **Committee Members:** Commission Chair Christa Caceres Commissioner Lerner, Commissioner Zapp, Commissioner Bailey, Commissioner Chardo, Commissioner Ford
- **Report delivered by:** Chairwoman Christa Caceres
  - **Stated Preliminary Findings and Conclusions:** The Review Committee found this case to be prompt as outlined within PSP Administrative Regulation 4-25, PSP Field Regulation 1-5, and in accordance with the PSP Collective Bargaining Agreement. Based upon the PSP's comprehensive written summary and oral presentation, the Review Committee finds that this case was complete, as the IAD investigators collected all relevant facts reasonably obtainable and conducted all relevant interviews. The Review Committee found no concerns related to fairness and impartiality and the case was presented to be free of any conflict of interest based upon the summary and documentation submitted for review. The Review Committee also found that based upon the facts contained within the written summary and additional documents provided by the PSP, the investigative findings were reasonable and in accordance with PSP protocol. No recommendations for corrective actions based upon the full review and finding no policy or training deficiencies.
  - **Commissioner Comments:** None offered.
  - **Public Comments:** None offered.
  - **Vote on Preliminary Case Review:** All Commissioners voted in favor of acceptance.

#### **10:33 a.m. Chair Caceres Announced the Date of the Next Quarterly Meeting**

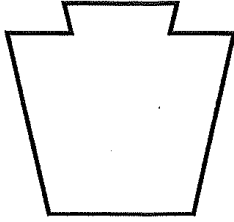
Tentative date of June 30<sup>th</sup>, 2025, in Harrisburg, with more details to be announced in the coming weeks.

#### **10:34 a.m. Public Comment**

Chair Caceres opened the floor for public comment – Participants were asked to use the “raise hand” feature and provide their name, city, and state. Comments were limited to two minutes each. No public comments were offered.

**10:35 a.m. Motion to Adjourn**

With no further business to consider, a motion to adjourn was made, seconded, and approved, Chair Caceres requested a motion to adjourn.



# Pennsylvania

## Citizen Law Enforcement Advisory & Review Commission

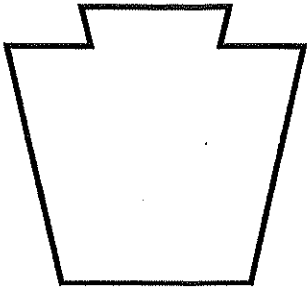
### Roll Call and Attendance Form *(Public Meeting)*

Type of Commission Meeting: ☒ Quarterly ☐ Special ☐ Rescheduled  
Date and Time of Commission Meeting: 3-24-25, 10:00 a.m.

Pursuant to Article 6, Sections 2 and 5 of the Pennsylvania Citizens Law Enforcement Advisory Commission's (CLEAR) Bylaws, I hereby attest to performing a Roll Call of Commission Membership at the above listed Commission meeting and recording attendance of Commission members as indicated below:

Name of Commission Member	Attendance		
	Present	Excused Absence	Absent
Christa Caceres	✓		
David A. Sonenshein	✓		
Jeffrey Wilson	✓		
Leon Ford			✓
Dr. John Rozel	✓		
Benjamin Lerner	✓		
Francis "Fran" Chardo	✓		
Amy Zapp	✓		
Charles T. Bailey	✓		
Kevin Mahoney	✓		

Signature of Amy Zapp, Esq.  
Secretary of The CLEAR Commission



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Secretary of The CLEAR Commission