

AGENDA
Police Community Advisory Board
Regular Meeting Agenda
Tuesday, September 17, 2024 – 6:00 pm
81 Main St., Essex Junction, VT 05452

This meeting will be in person and online. Available options to watch or join the meeting:

- [Join online: Microsoft Teams ID: 267 751 285 914; Passcode: H7ukvs](#)
- [Join calling: \(toll free audio only\): 1-802-377-3784; Phone Conference ID: 213 057 884#](#)

Welcome –

- 1. CALL TO ORDER**
- 2. AGENDA ADDITIONS/CHANGES**
- 3. APPROVE AGENDA**
- 4. PUBLIC TO BE HEARD**
 - a. Comments from the public on items not on the agenda.
- 5. CONSENT ITEMS**
 - a. PCAB Draft Minutes 08202024
- 6. BUSINESS ITEMS**
 - a. Latest EPD overview by Chief Hoague
 - b. Quarter 1 Board Schedule – Develop/review work plans for the fiscal year
 - c. Confirm attendance to City of Essex Junction Council for brief overview of last 12 months
 - d. Public Safety Survey task list
 - e. Community Engagement discussion – Explore Essex 9/21/24
- 7. READING FILE**
 - a. 2020 Essex Public Safety & Racial Justice data summary
- 8. ADJOURN**

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POLICE COMMUNITY ADVISORY BOARD

August 20, 2024

POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING - DRAFT August 20, 2024

POLICE COMMUNITY ADVISORY BOARD: Christina Hagestad, Gwendolyn Evans (remote), Dan Maguire and Vince Cuciti

Absent: Jody Kamon (Advisor)

STAFF: Michele Hodgson, Administrative Assistant, Essex Police Department

ADMINISTRATION: Ron Hoague (EPD Chief)

OTHERS PRESENT: None

1. CALL TO ORDER

Co-Chair Christina Hagestad called the meeting to order at 6:07pm.

2. AGENDA ADDITIONS/CHANGES

See below: #6b adding election of Secretary.

3. AGENDA APPROVAL

Agenda was approved.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. CONSENT ITEMS

a. The Board approved the Minutes for both the June and July meetings.

6. BUSINESS ITEMS

Note: The Chief advised Anthony Jackson-Miller has left his position as Community Affairs Liaison with EPD. The vacancy has already been posted. Anthony had worked with the PCAB since its inception. The Chief invited board members to participate in the hiring process for his replacement.

a. The board welcomed back Gwendolyn who was re-appointed to serve another term on the PCAB.

b. The board voted and elevated Co-Chair Christina Hagestad to the position of Chair and Gwendolyn Evans was elected Co-Chair. Chair Hagestad made a motion to add to the Agenda – adding the election of Secretary to the Agenda. The motion passed and Dan Maguire was elected Secretary for another term.

c. The board reviewed the Public Safety Survey template provided by the Chief. He explained the survey originated from the Department of Justice. The board discussed ways to extend the reach of the survey beyond the 600 respondents in the original survey conducted several years ago. Vince proposed that we consider ways to incentivize people to take the survey. Chair Hagestad proposed and the board agreed to revisit the survey at the next meeting with a goal to have a definitive date for distribution of the survey,

to consider forming a sub-committee to assist with editing the survey to broaden its reach. Dan Maguire suggested advisor Jody Kamon sit with that sub-committee. The board was receptive to these proposals.

d. Michele Hodgson, Administrative Assistant, Essex Police Department offered a quick overview regarding National Night Out. She advised there was a great turnout this year – about 600+ people – and great activities.

e. Work Plan.















- Vince proposed that we sponsor a Community Service Project at Essex High School.*
- The board revisited getting our website up; and*
- The board will accept the invitation from the Essex Reporter for an interview about the PCAB.*

7. ADJOURN

A motion to adjourn was made after Vince had to leave the meeting (6:51pm) and Gwendolyn (7:00pm). The motion was seconded and approved by the Board. The meeting adjourned at 6:58pm.

Respectfully submitted,

Dan Maguire
CAB Secretary

#	Tasks	Roadblocks	Task Champion(s)	Due Date	Status
1	Clarify Desired Survey Outcome		Chief Hogue		
2	Define Survey Target Audience		PCAB		
3	Draft Survey Questions				
4	Draft Survey Introduction				
5	Determine Survey Languages Required				
6	Verify Survey Translation Readiness				
7	Have Survey Translated				
8	Develop Advertisement/Distribution Plan				
9	Determine Survey Start and End Dates				
10	Distribute Survey				
11	Complie and Analyze Survey Data				
12	Pubilsh Survey Results				
					
					

14 Survey Tips

1. Define the purpose of the survey

Before you even think about your survey questions, you need to define their purpose.

The survey's purpose should be a clear, attainable, and relevant goal. For example, you might want to understand why customer engagement is dropping off during the middle of the sales process.

Your goal could then be something like: "I want to understand the key factors that cause engagement to dip at the middle of the sales process, including both internal and external elements."

Or maybe you want to understand customer satisfaction post-sale. If so, the goal of your survey could be: "I want to understand how customer satisfaction is influenced by customer service and support post-sale, including through online and offline channels."

The idea is to come up with a specific, measurable, and relevant goal for your survey. This way you ensure that your questions are tailored to what you want to achieve and that the data captured can be compared against your goal.

2. Make every question count

You're building your survey questionnaire to obtain important insights, so every question should play a direct role in hitting that target.

Make sure each question adds value and drives survey responses that relate directly to your research goals. For example, if your participant's precise age or home state is relevant to your results, go ahead and ask. If not, save yourself and your respondents some time and skip it.

It's best to plan your survey by first identifying the data you need to collect and then writing your questions.

You can also incorporate multiple-choice questions to get a range of responses that provide more detail than a solid yes or no. It's not always black and white.

3. Keep it short and simple

Although you may be deeply committed to your survey, the chances are that your respondents... aren't.

As a survey designer, a big part of your job is keeping their attention and making sure they stay focused until the end of the survey.

Respondents are less likely to complete long surveys or surveys that bounce around haphazardly from topic to topic. Make sure your survey follows a logical order and takes a reasonable amount of time to complete.

Although they don't need to know everything about your research project, it can help to let respondents know why you're asking about a certain topic. Knowing the basics about who you are and what you're researching means they're more likely to keep their responses focused and in scope.

4. Ask direct questions

Vaguely worded survey questions confuse respondents and make your resulting data less useful. Be as specific as possible, and strive for clear and precise language that will make your survey questions easy to answer.

It can be helpful to mention a specific situation or behavior rather than a general tendency. That way you focus the respondent on the facts of their life rather than asking them to consider abstract beliefs or ideas.

Different question types will also allow for a variety of clear answers that help to uncover deeper insights.

Good survey design isn't just about getting the information you need, but also encouraging respondents to think in different ways.

5. Ask one question at a time

Although it's important to keep your survey as short and sweet as possible, that doesn't mean doubling up on questions. Trying to pack too much into a single question can lead to confusion and inaccuracies in the responses.

Take a closer look at questions in your survey that contain the word "and" – it can be a red flag that your question has two parts. For example: "Which of these cell phone service providers has the best customer support and reliability?" This is problematic because a respondent may feel that one service is more reliable, but another has better customer support.

6. Avoid leading and biased questions

Although you don't intend them to, certain words and phrases can introduce bias into your questions or point the respondent in the direction of a particular answer.

As a rule of thumb, when you conduct a survey it's best to provide only as much wording as a respondent needs to give an informed answer. Keep your question wording focused on the respondent and their opinions, rather than introducing anything that could be construed as a point of view of your own.

In particular, scrutinize adjectives and adverbs in your questions. If they're not needed, take them out.

7. Speak your respondent's language

This tip goes hand in hand with many others in this guide – it's about making language only as complex or as detailed as it needs to be when conducting great surveys.

Create surveys that use language and terminology that your respondents will understand. Keep the language as plain as possible, avoid technical jargon and keep sentences short. However, beware of oversimplifying a question to the point that its meaning changes.

8. Use response scales whenever possible

Response scales capture the direction and intensity of attitudes, providing rich data. In contrast, categorical or binary response options, such as true/false or yes/no response options, generally produce less informative data.

If you're in the position of choosing between the two, the response scale is likely to be the better option.

Avoid using scales that ask your target audience to agree or disagree with statements, however. Some people are biased toward agreeing with statements, and this can result in invalid and unreliable data.

9. Avoid using grids or matrices for responses

Grids or matrices of answers demand a lot more thinking from your respondent than a scale or multiple choice question. They need to understand and weigh up multiple items at once, and oftentimes they don't fill in grids accurately or according to their true feelings.

Another pitfall to be aware of is that grid question types aren't mobile-friendly. It's better to separate questions with grid responses into multiple questions in your survey with a different structure such as a response scale.

10. Rephrase yes/no questions if possible

Yes/no questions provide less detailed data than a response scale or multiple-choice, since they only yield one of two possible answers.

Many yes/no questions can be reworked by including phrases such as "How much," "How often," or "How likely." Make this change whenever possible and include a response scale for richer data.

By rephrasing your questions in this way, your survey results will be far more comprehensive and representative of how your respondents feel.

11. Start with the straightforward stuff

Ease your respondent into the survey by asking easy questions at the start of your questionnaire, then moving on to more complex or thought-provoking elements once they're engaged in the process.

This is especially valuable if you need to cover any potentially sensitive topics in your survey. Never put sensitive questions at the start of the questionnaire where they're more likely to feel off-putting.

Your respondent will probably become more prone to fatigue and distraction towards the end of the survey, so keep your most complex or contentious questions in the middle of the survey flow rather than saving them until last.

12. Use unbalanced scales with care

Unbalanced response scales and poorly worded questions can mislead respondents.

For example, if you've asked them to rate a product or service and you provide a scale that includes "poor", "satisfactory", "good" and "excellent", they could be swayed towards the "excellent" end of the scale because there are more positive options available.

Make sure your response scales have a definitive, neutral midpoint (aim for odd numbers of possible responses) and that they cover the whole range of possible reactions to the question.

13. Consider adding incentives

To increase the number of responses, incentives — discounts, offers, gift cards, or sweepstakes — can prove helpful.

Of course, while the benefits of offering incentives sound appealing (more respondents), there's the possibility of attracting the opinions of the wrong audiences, such as those who are only in it for the incentive.

With this in mind, make sure you limit your surveys to your target population and carefully assess which incentives would be most valuable to them.

14. Take your survey for a test drive

Want to know how to make a survey a potential disaster? Send it out before you pre-test.

However short or straightforward your questionnaire is, it's always a good idea to pre-test your survey before you roll it out fully so that you can catch any possible errors before they have a chance to mess up your survey results.

Share your survey with at least five people, so that they can test your survey to help you catch and correct problems before you distribute it.



PUBLIC SAFETY & RACIAL
JUSTICE IN ESSEX:
A DATA SUMMARY

OVERVIEW

INITIAL SURVEY

Prior to engaging in any data collection process, the Essex community was surveyed asking people to **weigh in on how to proceed**. Respondents prioritized a survey, listening sessions, affinity space for BIPOC, and a collaborative planning process.

LISTENING SESSIONS

Five listening sessions were held, including an affinity group for BIPOC residents and one for members of the Nepali community and two general sessions. Each session had a facilitator and a scribe. Sessions were 2-hours long.

PUBLIC SAFETY SURVEY

A **public safety survey** designed to capture similar information was designed and disseminated electronically. The survey remained open for three weeks.



OVERVIEW

Key Questions

Listening sessions and Public Safety Survey were designed to answer the following key questions:

How do people envision public safety (what does it mean and what does it include)?



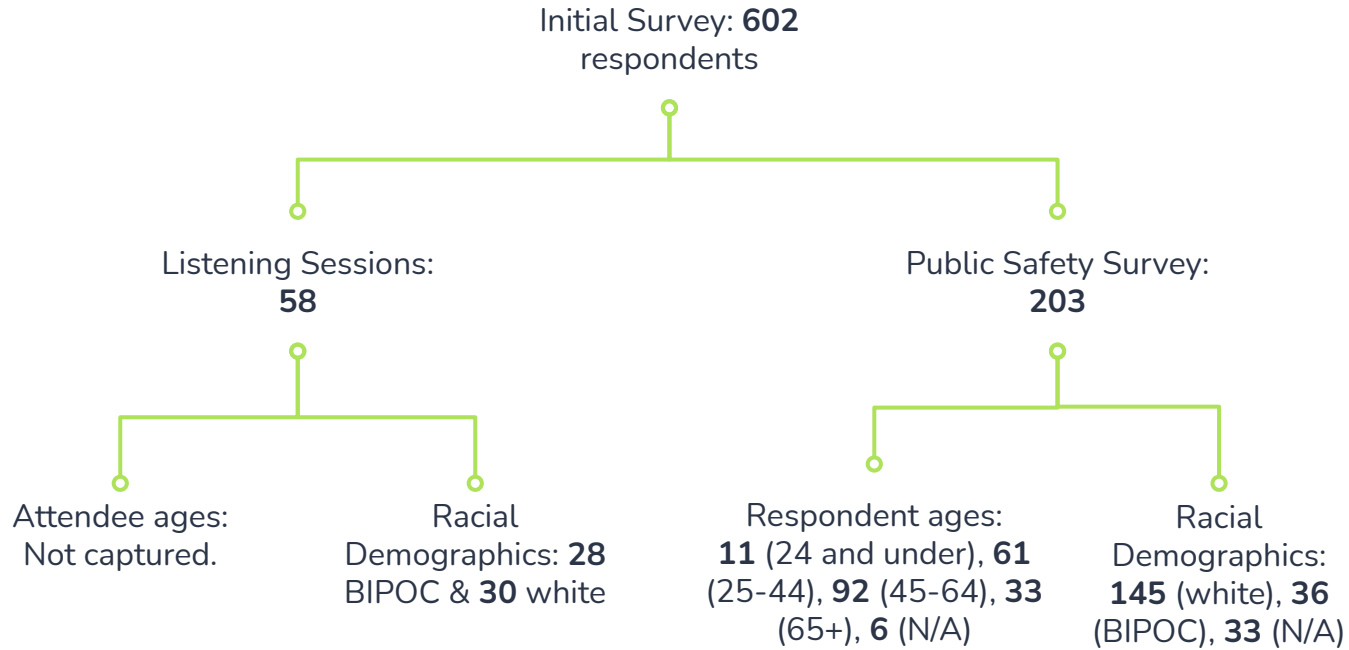
What are people's experiences with public safety and policing in Essex?




How do people want to make Essex a safer place to live and work?



DEMOGRAPHICS





261

TOTAL NUMBER OF PARTICIPANTS IN LISTENING
SESSIONS & SAFETY SURVEY



64-175-33

DISAGGREGATED RACIAL DEMOGRAPHICS OF ALL
PARTICIPANTS

8.6-91.6-0

RACIAL DEMOGRAPHICS OF THE ESSEX COMMUNITY
AS PERCENTAGE

22.3-65.4-12.3

RACIAL DEMOGRAPHICS OF THE PARTICIPANTS AS
PERCENTAGE



1

ENVISIONING PUBLIC SAFETY

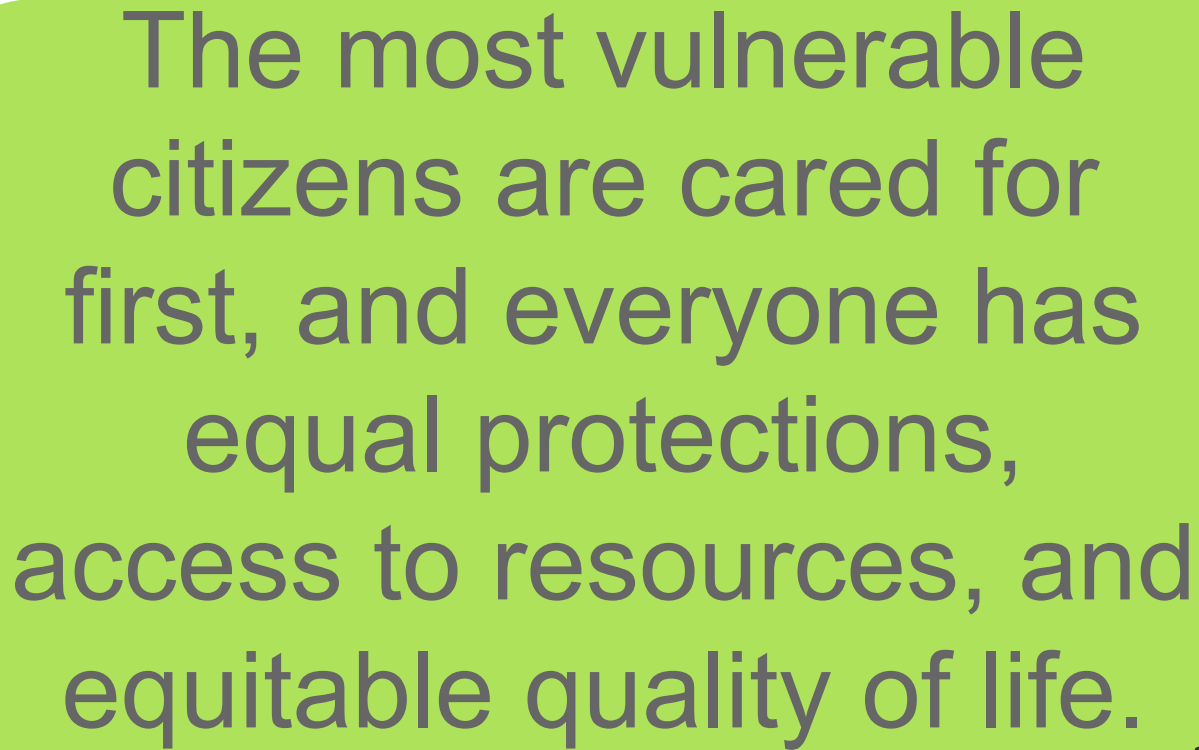
WHAT IS PUBLIC SAFETY?



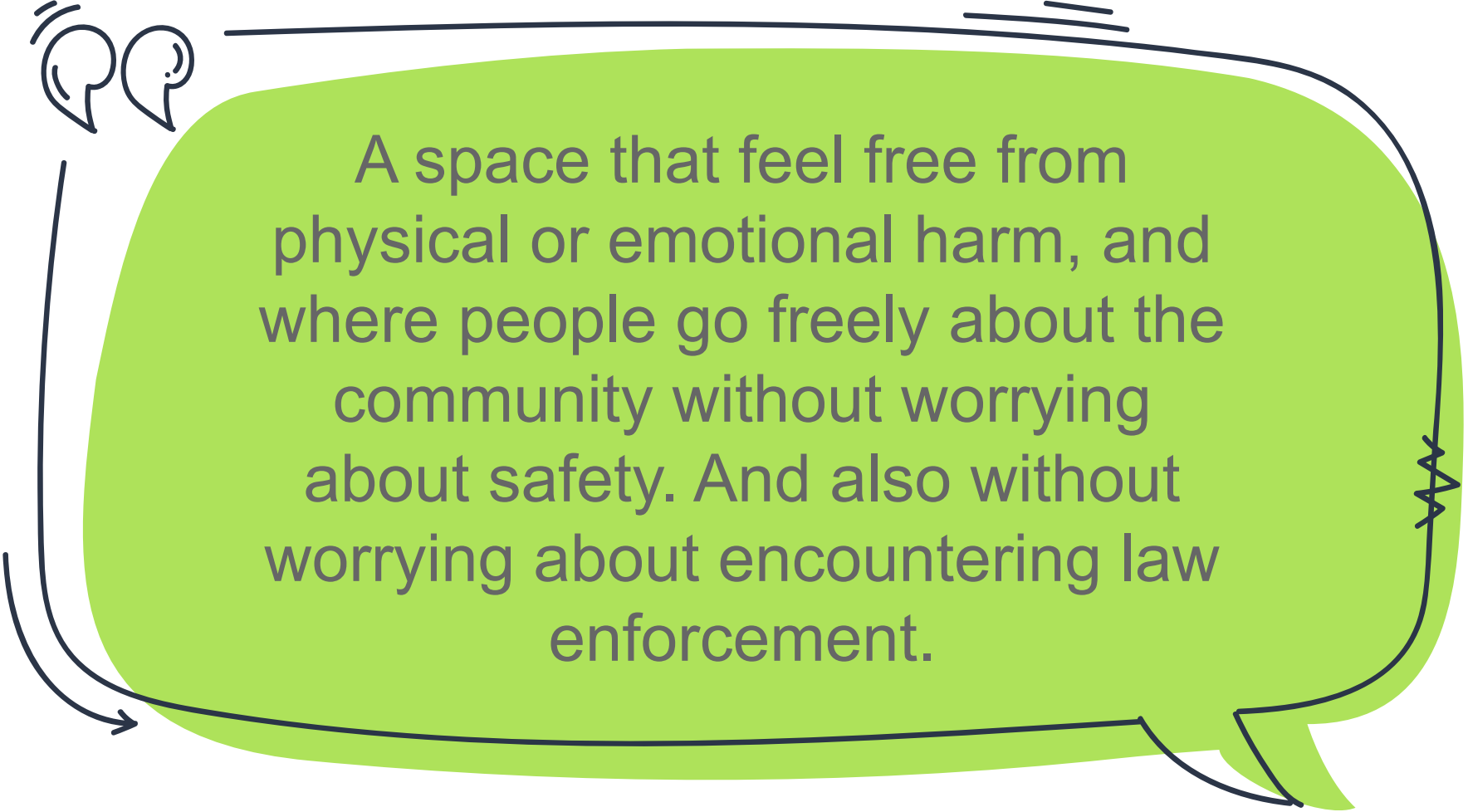
It's a collective commitment
and obligation we have to
care for each other.



People's basic needs are getting met (including housing, food, transportation, child care)



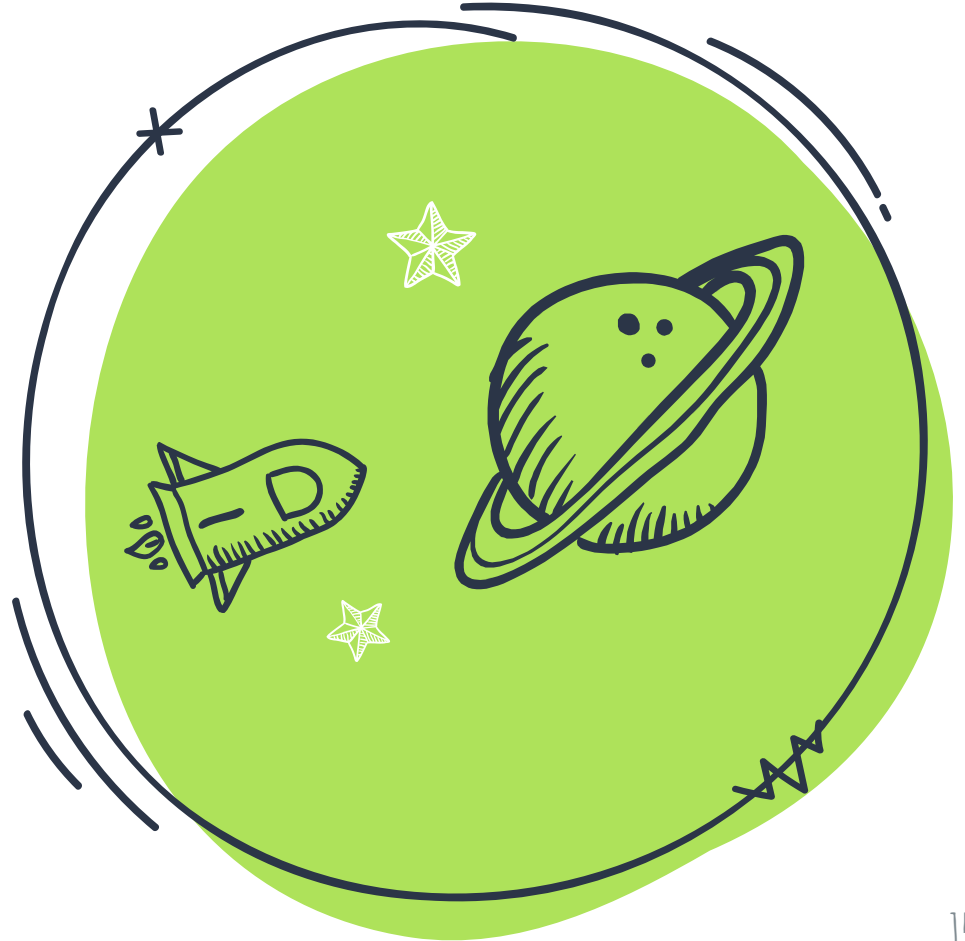
The most vulnerable citizens are cared for first, and everyone has equal protections, access to resources, and equitable quality of life.



A space that feel free from physical or emotional harm, and where people go freely about the community without worrying about safety. And also without worrying about encountering law enforcement.

BIG CONCEPTS

- X Public safety is everyone's responsibility.
- X It includes responsive services, well-maintained roadways and public spaces.
- X Public safety means that all people feel comfortable in every public space.





2

EXPERIENCES LIVING IN ESSEX

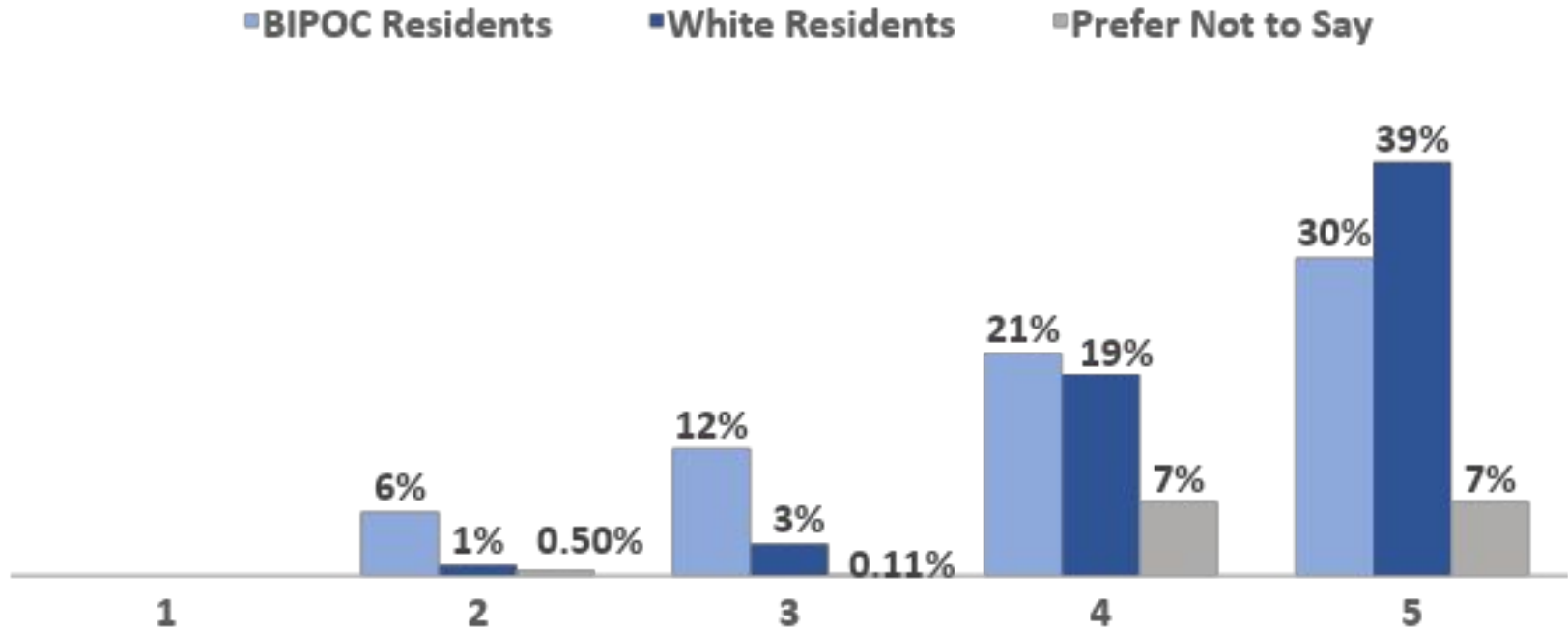
RELATED TO PUBLIC SAFETY



I love living in Essex. It's not perfect, but the community feels welcoming and safe. We just have to keep the conversation going and recognize and fix where we fall down.

HOW SAFE DO YOU FEEL LIVING IN ESSEX?

(1 feeling the least safe and 5 feeling extremely safe)

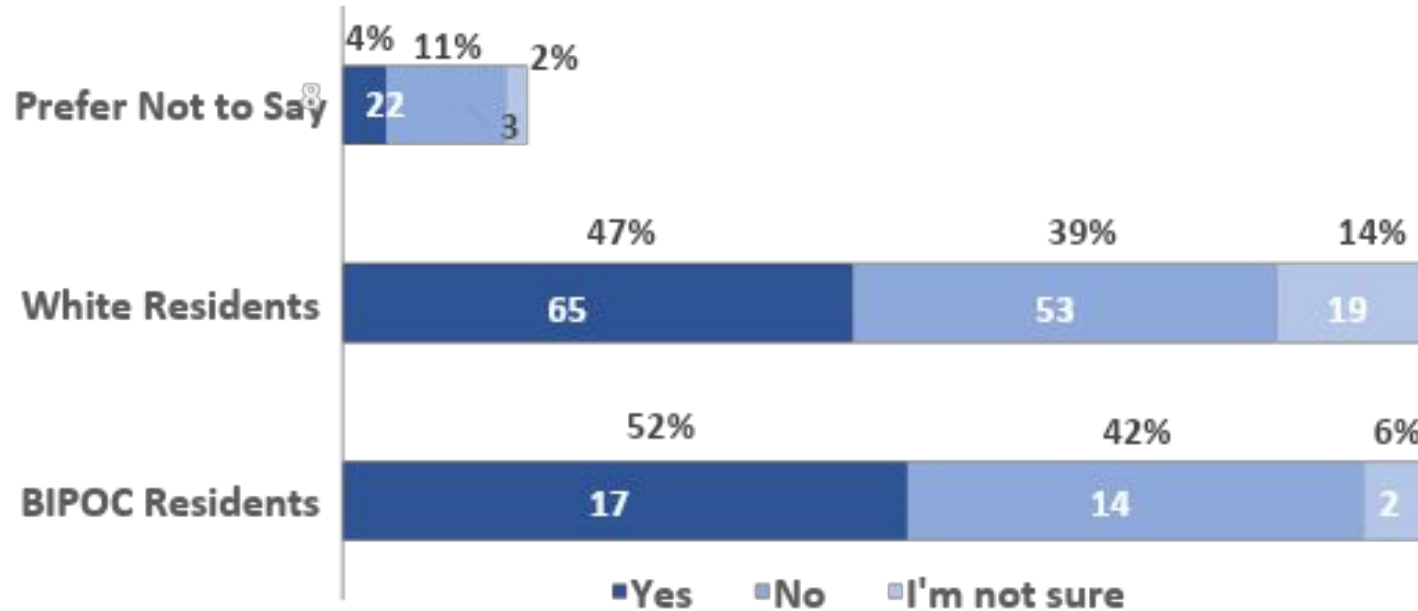




I feel safe as a white member of the Essex society, which I am unsure if my black and brown neighbors feel similarly about. I do not however, feel there are enough establishments that allow me, as a woman to feel safe and without harassment.

HAVE YOU EXPERIENCED OR OBSERVED RACISM IN ESSEX?

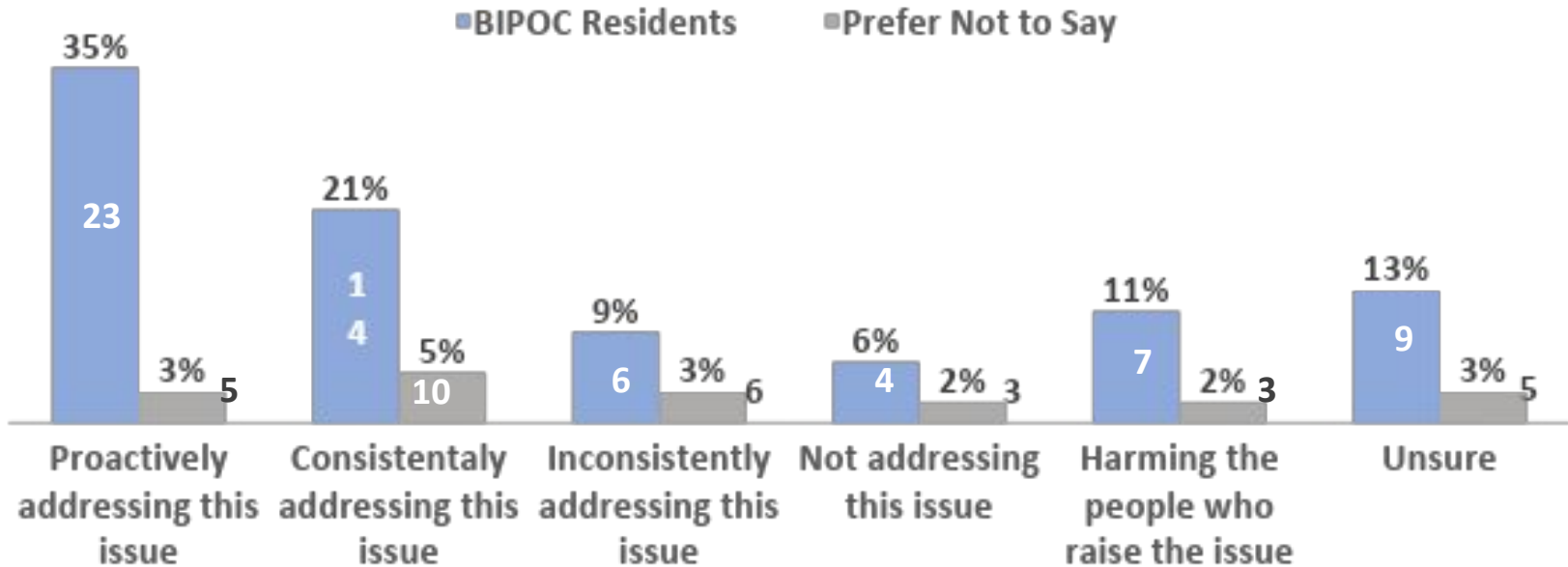
By Race





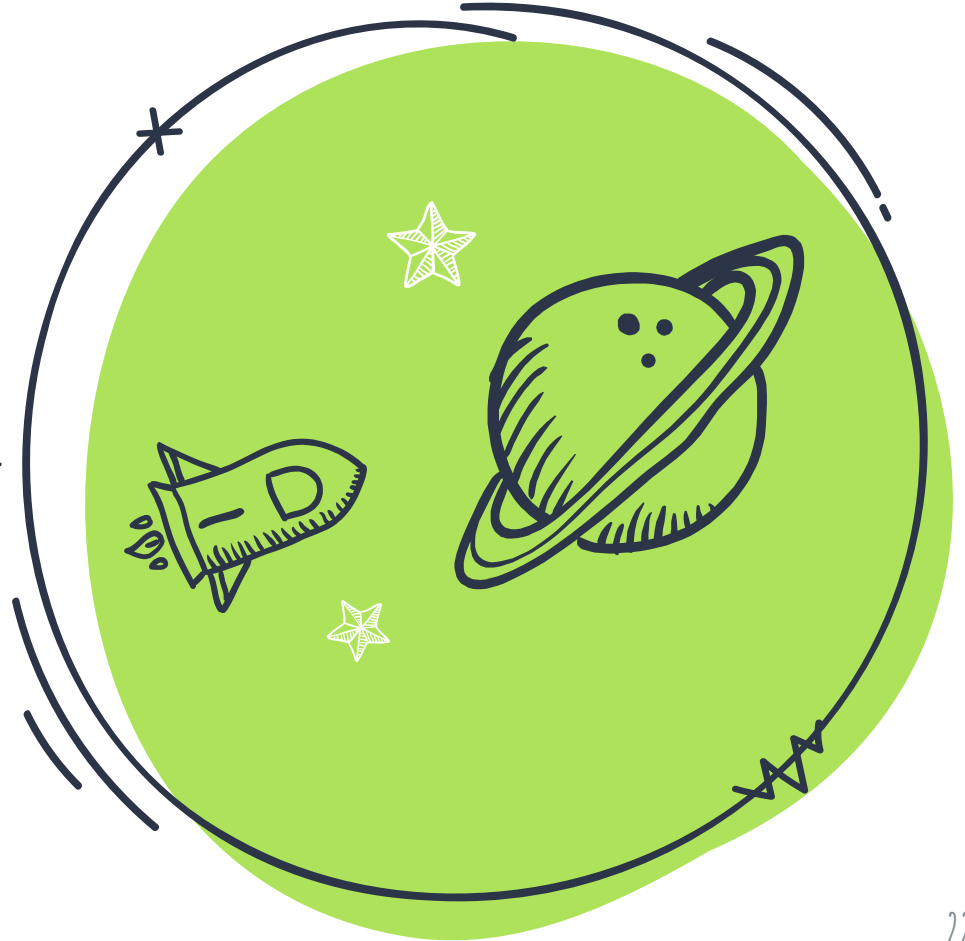
There is a false ideal about Essex being a great place to live that any instance of issues being brought up is seen as bringing in issues that aren't there

HOW WELL ARE LOCAL LEADERS ADDRESSING RACISM?



BIG CONCEPTS

- x While white and BIPOC people feel that Essex is a safe place to live overall, BIPOC have experiences that make them feel less safe in Essex.
- x Experiences of racial harassment/inequity pervade many areas of community including policing, education, municipal government, and other public spaces.



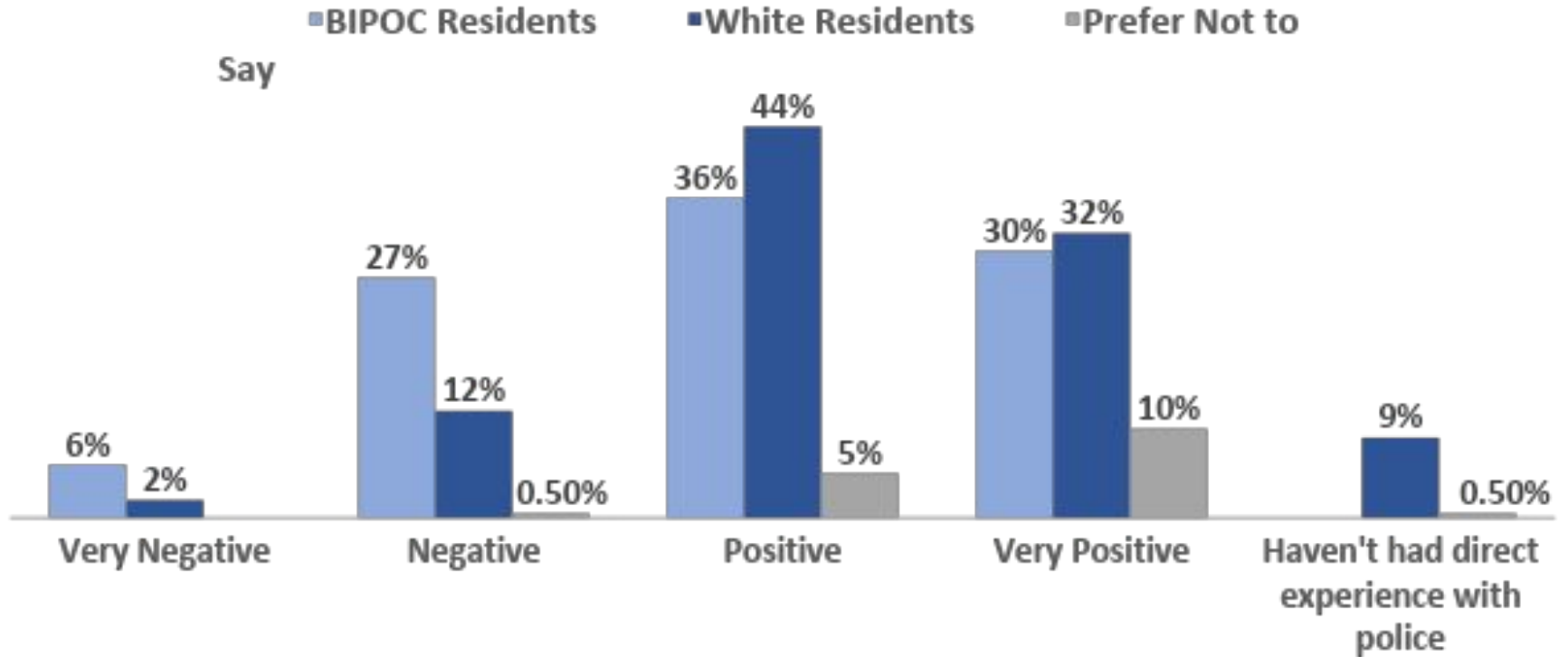


2A

EXPERIENCES WITH POLICE

WHAT PEOPLE WERE WILLING TO SHARE

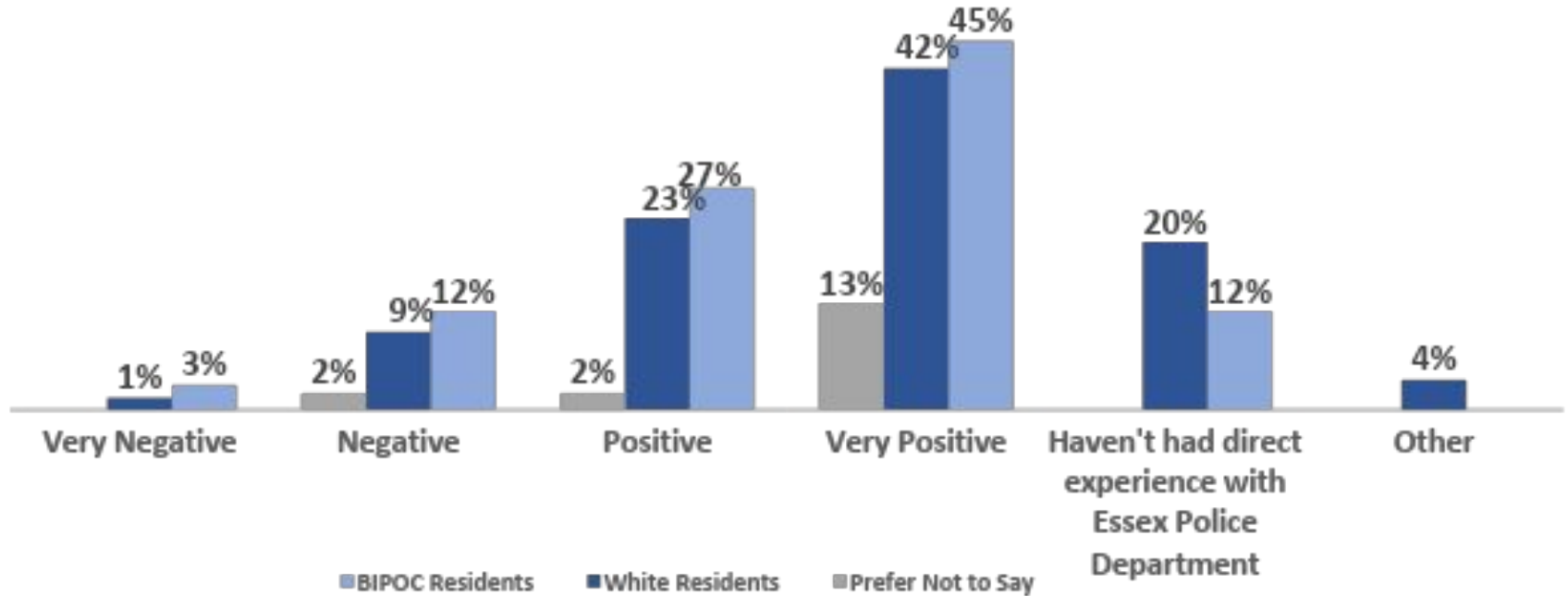
OVERALL EXPERIENCE WITH POLICE

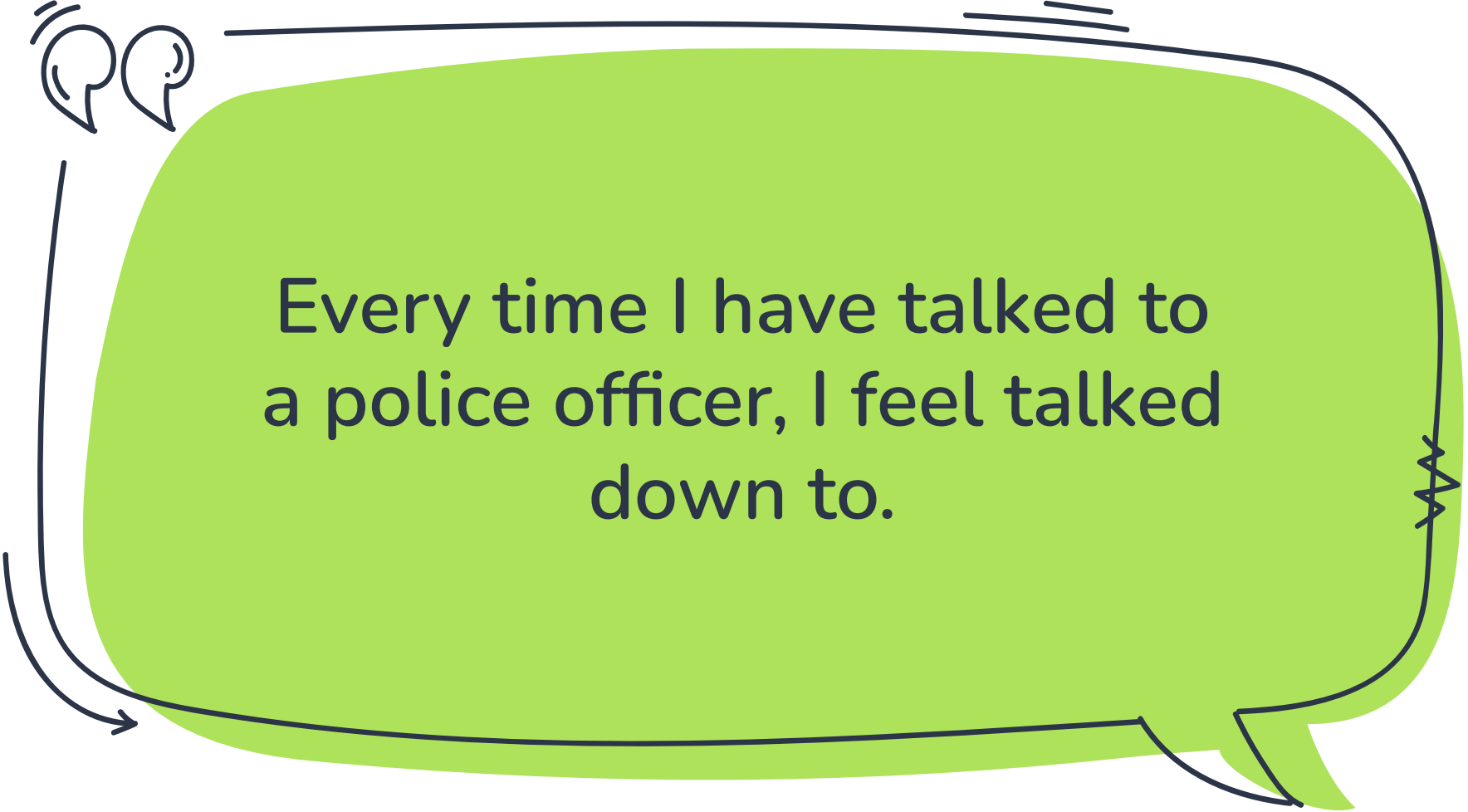




We are lucky to have a police department like Essex. They are professional and dedicated public servants.

EXPERIENCE WITH THE ESSEX POLICE DEPARTMENT

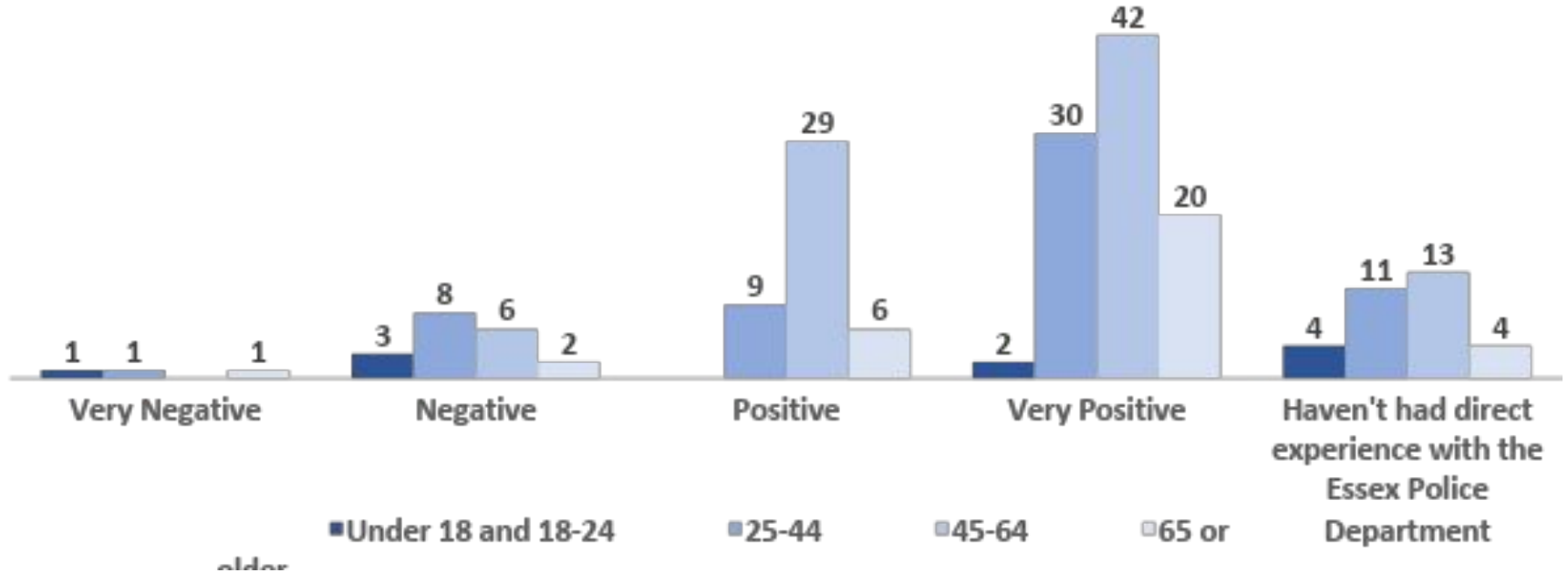


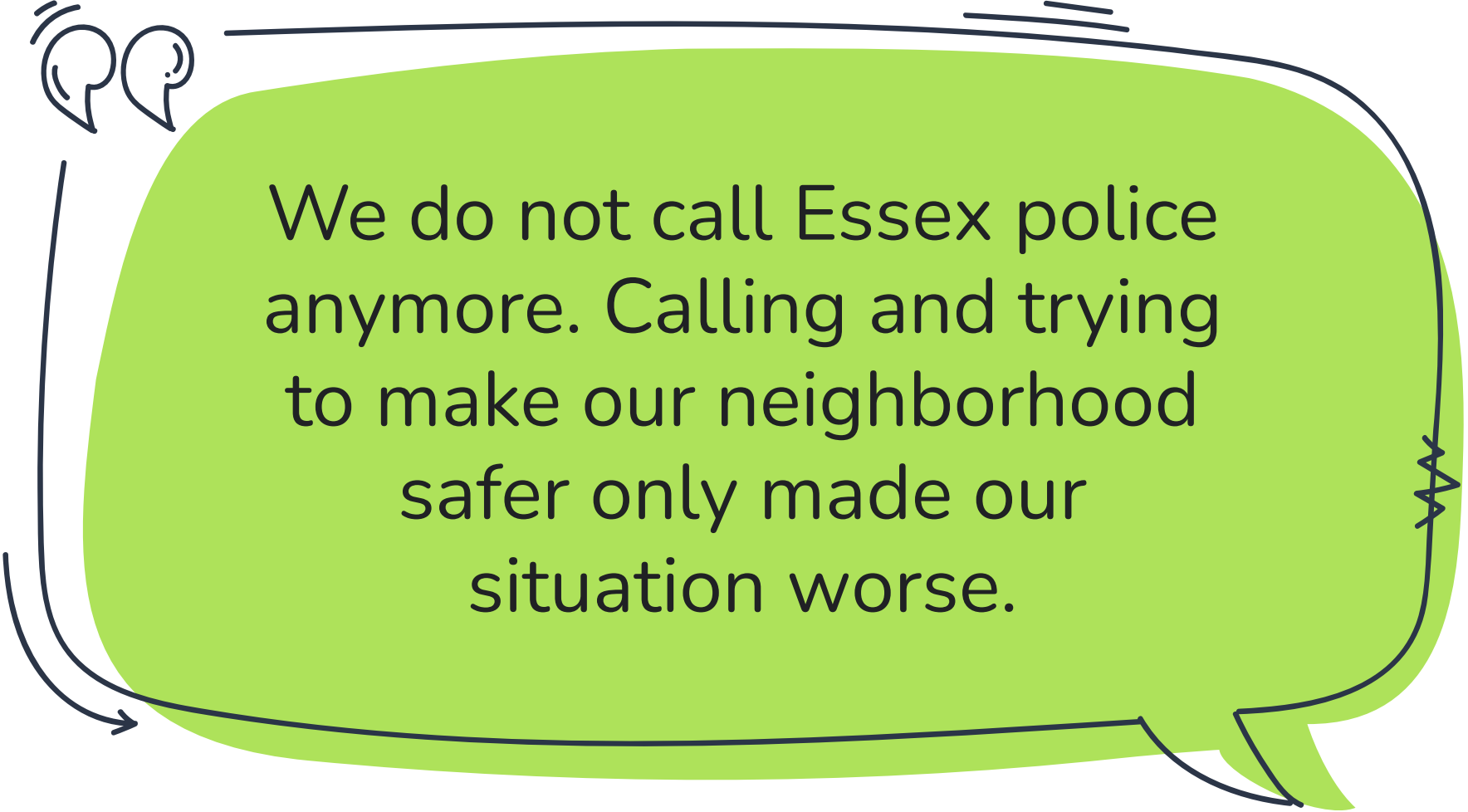


Every time I have talked to
a police officer, I feel talked
down to.

EXPERIENCE WITH THE ESSEX POLICE DEPARTMENT

By Age

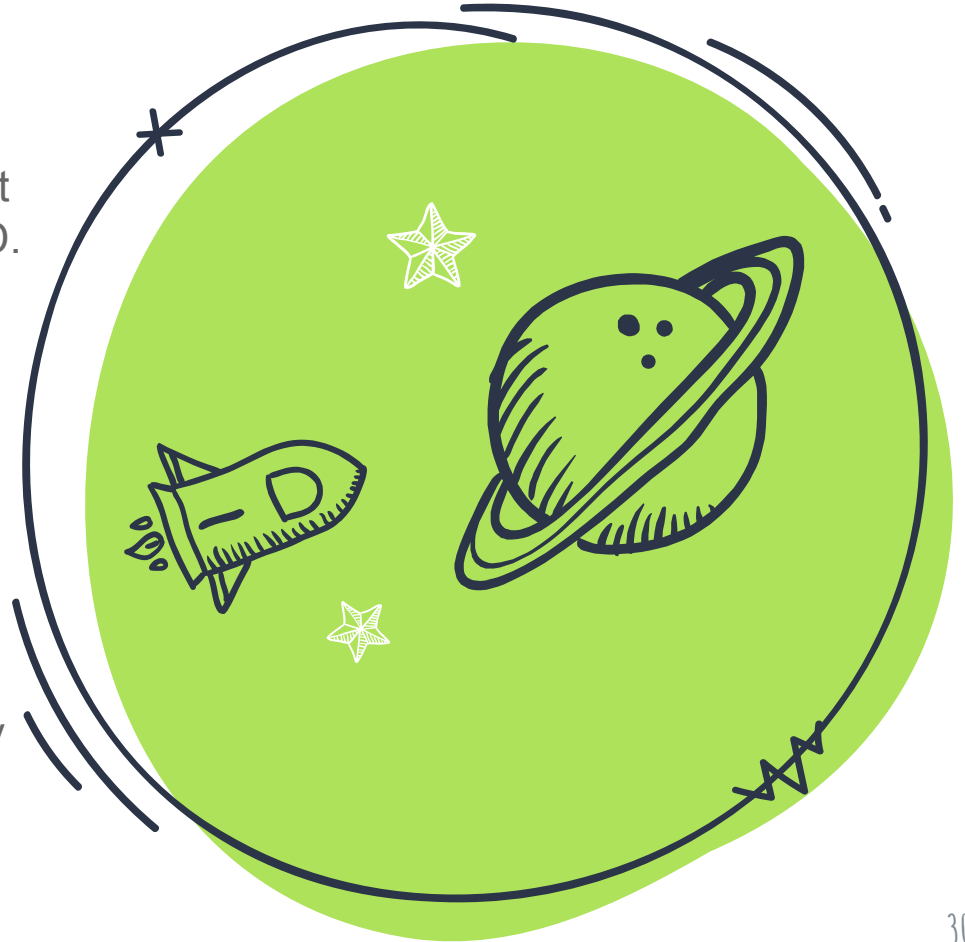




We do not call Essex police anymore. Calling and trying to make our neighborhood safer only made our situation worse.

BIG CONCEPTS

- X More than 70% of total participants report positive/very positive experiences of EPD. This changes based on race, but the majority of BIPOC participants still report positive experiences AND negative.
- X BIPOC respondents were more likely to report negative experiences with EPD.
- X Police have been weaponized against BIPOC community members.
- X Racial targeting by police and community members happens in Essex.



3

ACTIONS & IDEAS

CREATING A SAFER, MORE JUST ESSEX



Listen to community members, believe their stories & respond. Add more mental health and addiction treatment for repeat troubled households. A community board of some sort so police aren't policing themselves.

MUNICIPAL

- X Ensure that community leadership is representative of the population
- X Improvements to Education system (i.e. curriculum changes)

COMMUNITY

- X Build shared agreement and commitment to an inclusive, equitable future through ongoing **community conversations, education and training**

POLICING

- X Consider a range of strategies to improve policing,

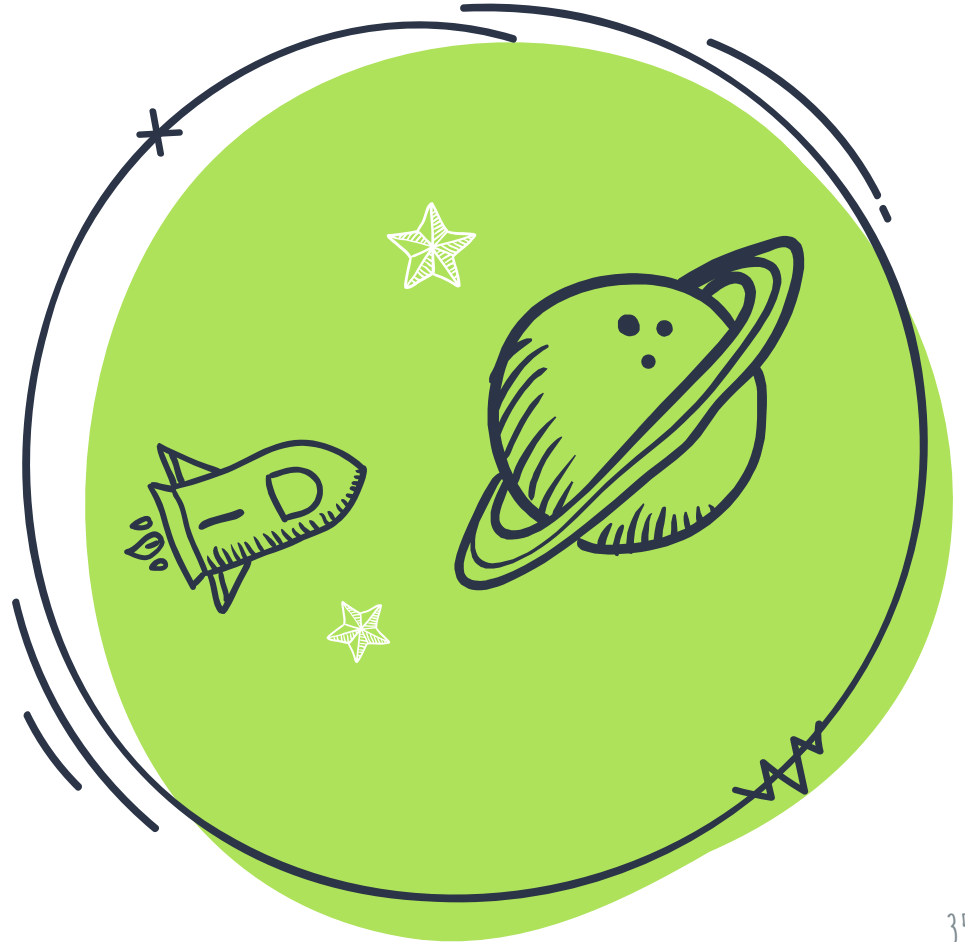


There should be some sort of way that the Black community can connect with the police department. Many people of color do not trust the police and they should be feel that their safety matters in our community and that they too can call the police and not feel that harm will come to them in doing so.

BIG CONCEPTS

The four most popular ideas for improving policing and public safety in Essex are:

- X Community Policing/Relationship Building
- X Citizen Oversight of Police
- X Training
- X Reforms





Citizen oversight board - Much deeper transparent data gathering - Sexism is gravely missing from discussion - Regular rigorous de-escalation training - Require college degrees for police - Help police by allocating certain calls to mental health experts hired by our town



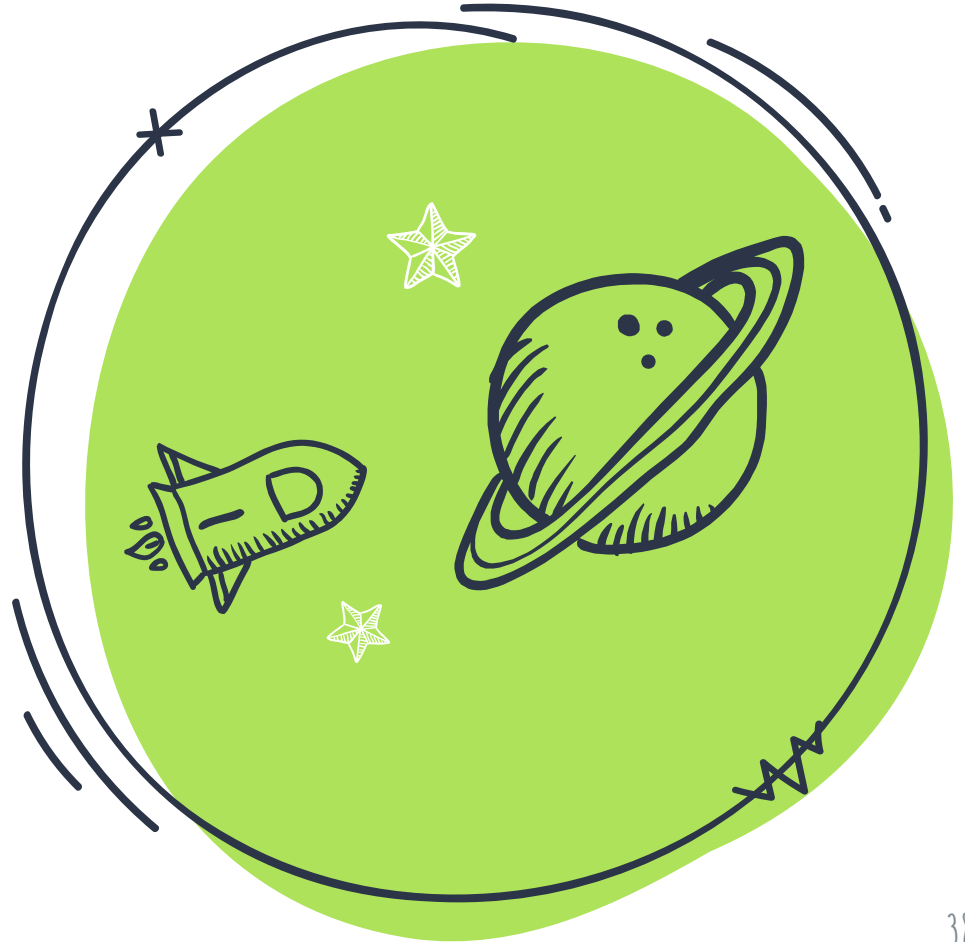
Community policing so residents feel confident and comfortable calling for help. Social worker backup to assist the police with mental health calls/emergencies. They can't do it all.

BIG CONCEPTS

There were major differences in whether people had negative/positive experiences with police and whether people thought we need to make changes.

These differences fall clearly along the lines of race

REWORD





We do need social services to continue to support communities who are victims of social imbalance/inequality. Defunding social services and underpaying its employees only hurts the community, not the town's fiscal bottom line.



Analyze police call data & redirect police funding to more appropriate services such as social/psychological/family support. Add this support number to 911 & keep it separate just as fire & ambulance are separate physically & organizationally from police. Increase the number of people of color & women in law enforcement & provide a welcoming environment for them.

FORWARD TOGETHER

GATHER DATA & PREPARE LEADERS

Identify details to discuss issues of race, public safety, and policing.

Prepare public leaders/EPD for process.

Hold listening sessions/Disseminate survey

Summarize data from listening sessions and surveys

DEVELOP CORE TEAM

Convene a group of volunteers that includes:

Community members
Public officials
Law enforcement
Youth

They will review the data and make recommendations for next steps

ESTABLISH WORK PLAN

Based on data review, the core team will:

Rank proposed actions based on the community responses

Identify resources needed

Develop goals and timeline for action plan



CREATIVE DISCOURSE THANKS

- ✕ All the Essex community members who participated in the listening sessions and responded to the surveys.
- ✕ The core planning team of municipal staff who helped to support and implement this work: *Greg Duggan, Jill Evans, Ron Hoague, Erin Maguire, Owiso Makuko, Evan Tiech*

Presentation template by [SlidesCarnival](#)



THANKS FOR
LISTENING!

Any questions?

