



Police Commission

Tuesday, November 25, 2025, 6:00 PM, Zoom/Contois Auditorum City Hall

When: Nov 25, 2025 06:00 PM Eastern Time (US and Canada)

Topic: Police Commission 11.25.2025

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82417405314>

Phone one-tap:

+13017158592,,82417405314# US (Washington DC)

+13052241968,,82417405314# US

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

Webinar ID: 824 1740 5314

International numbers available: <https://us02web.zoom.us/j/82417405314>

[IGNORE_INDENT]

1. Agenda

1.1. Call to Order

1.2. Roll Call and Determination of Quorum

1.3. Additions or Modifications to Agenda

2. Adopt Minutes

2.1. Motion to adopt previous meeting's minutes

3. Public Comment (Time Limited 10 Minutes)

3.1. The public is invited to address the Commission

4. Police Department Business (Time Limited: 20 Minutes)

4.1. Chief's Report

5. Commission Business (Time Limited 60 Minutes)

5.1. Committee Reports from All Committees

-Complaints Committee

-General Info

5.2. DD11 - Victim Witness Assistance

5.3. DD44 - Community Service Officers

5.4. Commission Community Meetings Planning Discussion

5.5. December Meeting Planning

5.6. Discussion of Retreat Themes / Next Steps

6. Commendations (Time Limited 15 Minutes)

7. Announcement of Next Meeting Date - 12/23/2025

8. Adjournment

8.1. Motion to Adjourn

9. Informational and Non-Discrimination Statements

Subject	9.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	November 25, 2025 - Police Commission Meeting - Tuesday, November 25, 2025, 6:00 PM, Zoom/Contois Auditorum City Hall
Category	9. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

Police Commission
Tuesday, October 28, 2025
Remote via Zoom and In-person in Contois Auditorium, City Hall
Burlington, Vermont
DRAFT MINUTES

Members Present: Commissioner Depper and Commissioner Ginorio

Members Online: Commissioner Cox, Commissioner Paul, Commissioner Finneran, and Commissioner Fast

Staff Present: Chief Burke and Deputy Chief Young
Command Staff Assistant Shibe Couchman online

1. Agenda

1.1. Call to Order

Meeting called to order at 6:00pm by Commissioner Depper.

1.2. Roll Call and Determination of Quorum

All Commissioners present except Commissioner Comerford

1.6. Motions for Additions or Modifications to Agenda (Time Limited: 15 Minutes)

Motioned, seconded, approved unanimously.

2. Adopt Minutes

2.1. Motion to Adopt Draft Minutes from August 26th, 2025

Moved, seconded, approved unanimously.

3. Public Forum (Time Limited: 10 Minutes)

3.1. The Public is Invited to Address the Commission

No participants in public forum.

4. Commission Business (Time Limited: 30 Minutes)

4.1. Committee Reports from All Committees

Complaints Committee

General Info

Retreat Update

Commissioner Paul touched briefly on the upcoming Police Commission Retreat.

Commissioner Cox talked about the possibility of holding Commission meetings around the City of Burlington in various community locations, as well as Commissioners attending NPA meetings.

Commissioners brought up the idea of their own education and training.

5. Police Department Business (Time Limited: 30 Minutes)

5.1. September 2025 Chief's Report

Interim Chief Burke goes through extensive data regarding different topics and areas of policing and Department initiatives.

6. Commendations (Time Limited: 15 Minutes)

6.1. Officer Commendations

No commendations.

7. Announcement of Next Meeting Date

November 25th, 2025 unless otherwise changed by the Commission due to the holidays.

8. Proposed Executive Session

The Commission proposes to move to an Executive Session to finalize disciplinary matters that involves personal and sensitive information.

9. Adjournment

8.1. Motion to Adjourn

The Commission adjourned the public meeting.

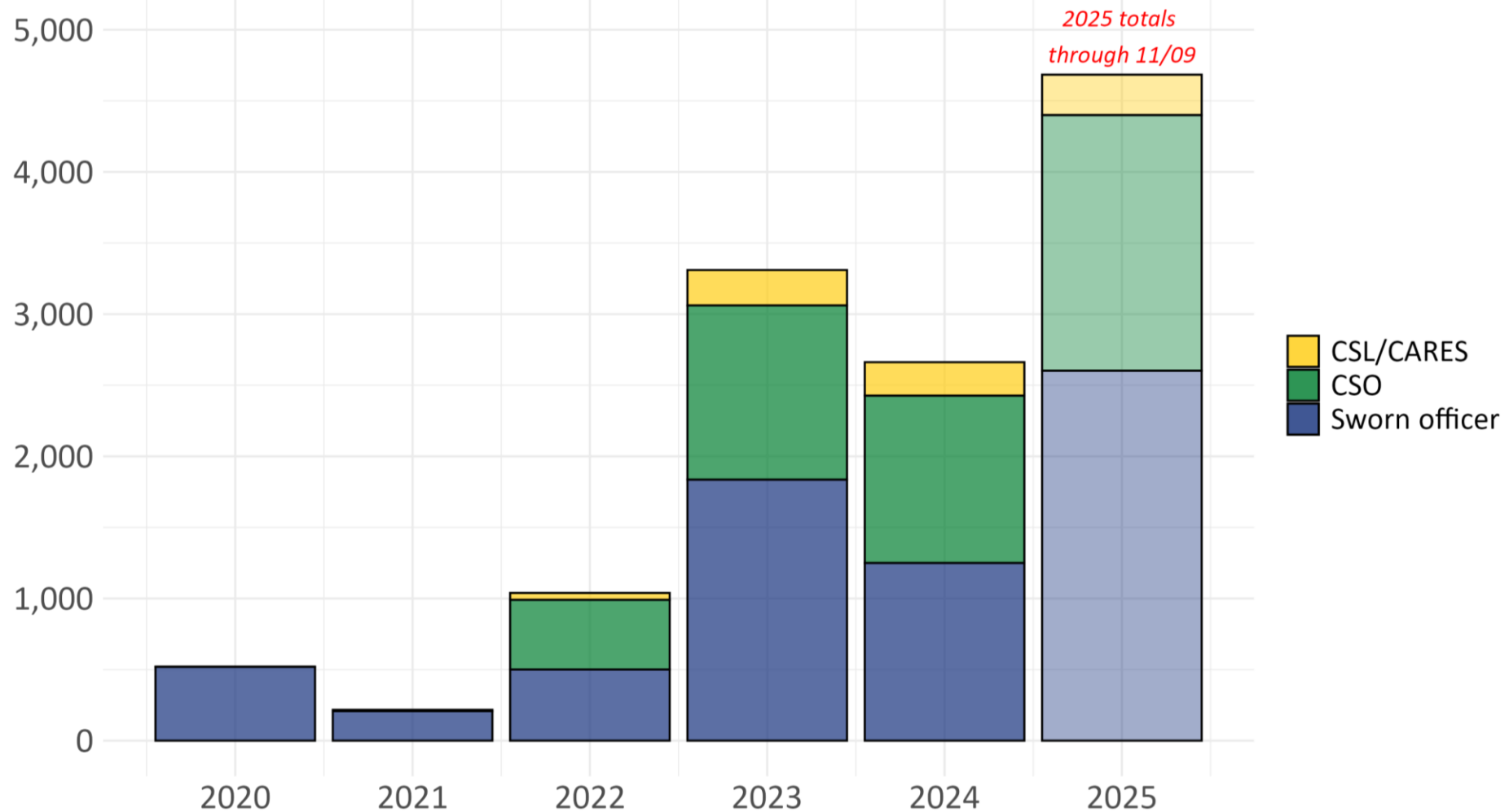
Police Commission
Presentation

November 25th, 2025



Downtown Foot/Directed Patrols

Downtown foot patrols & directed patrols have surpassed the totals of any in the previous five years



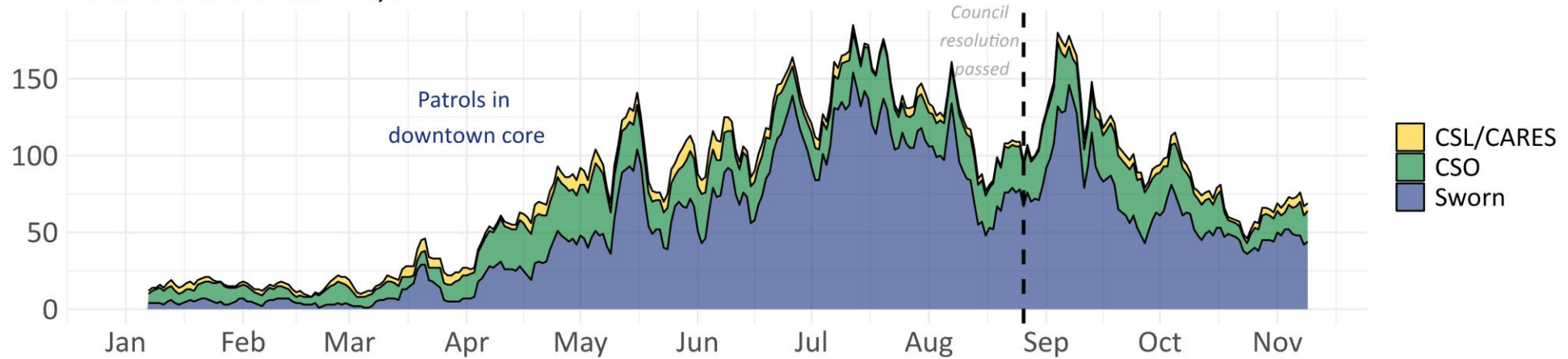
Data
1/1/2020 –
11/9/2025

City Hall Park Incidents, 2025 Rolling Counts

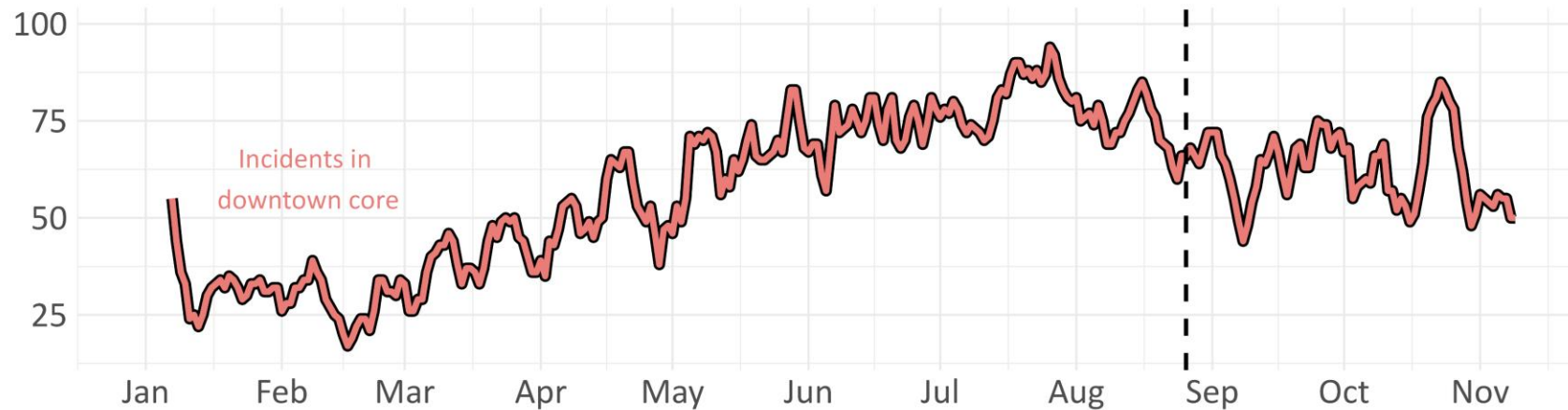
To what extent are patrols and calls for service correlated?

BPD Incidents, 2025

Incidents over the Past 7 Days



(note the differing Y-axes)



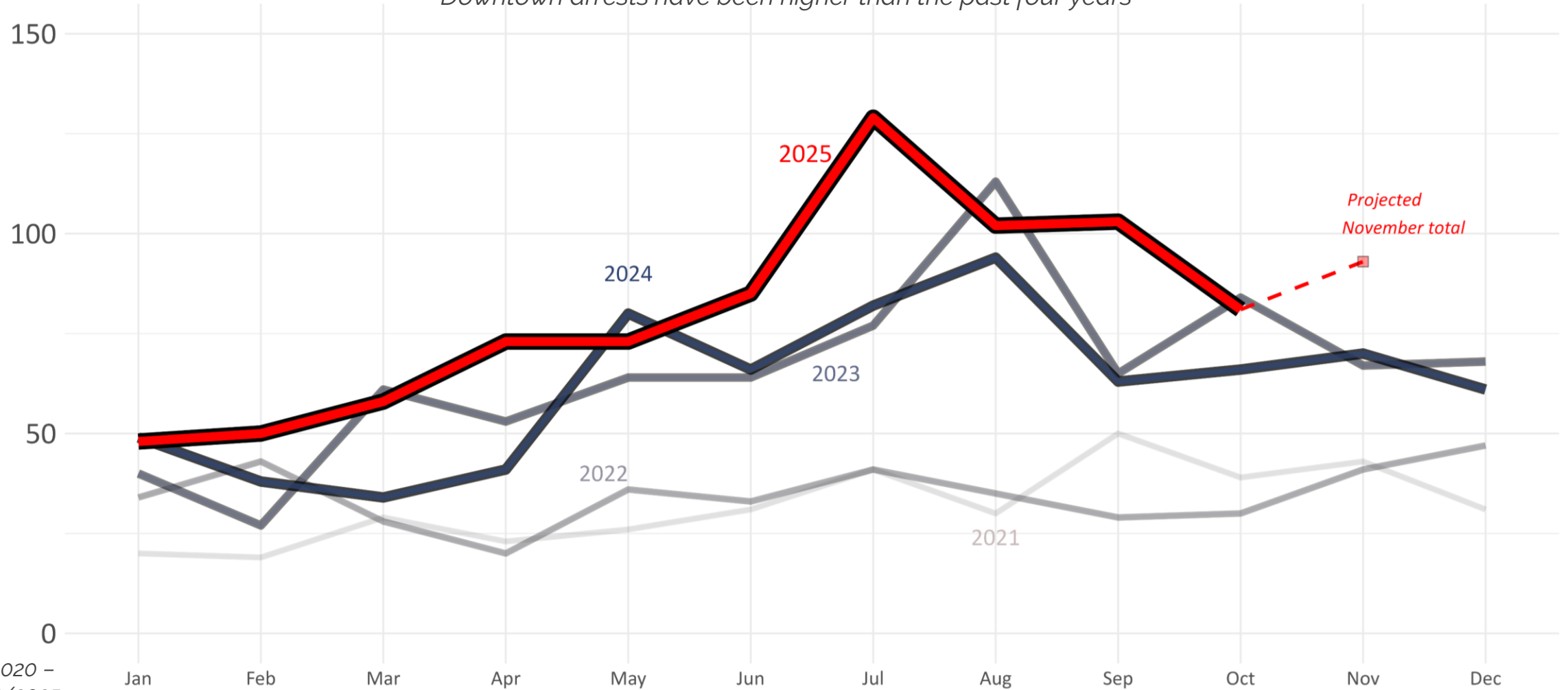
Officer-initiated incidents removed

'Downtown core' defined as Pine & Main to Bank & S. Winooski

Data
12/25/2024-
11/9/2025

Downtown Arrests

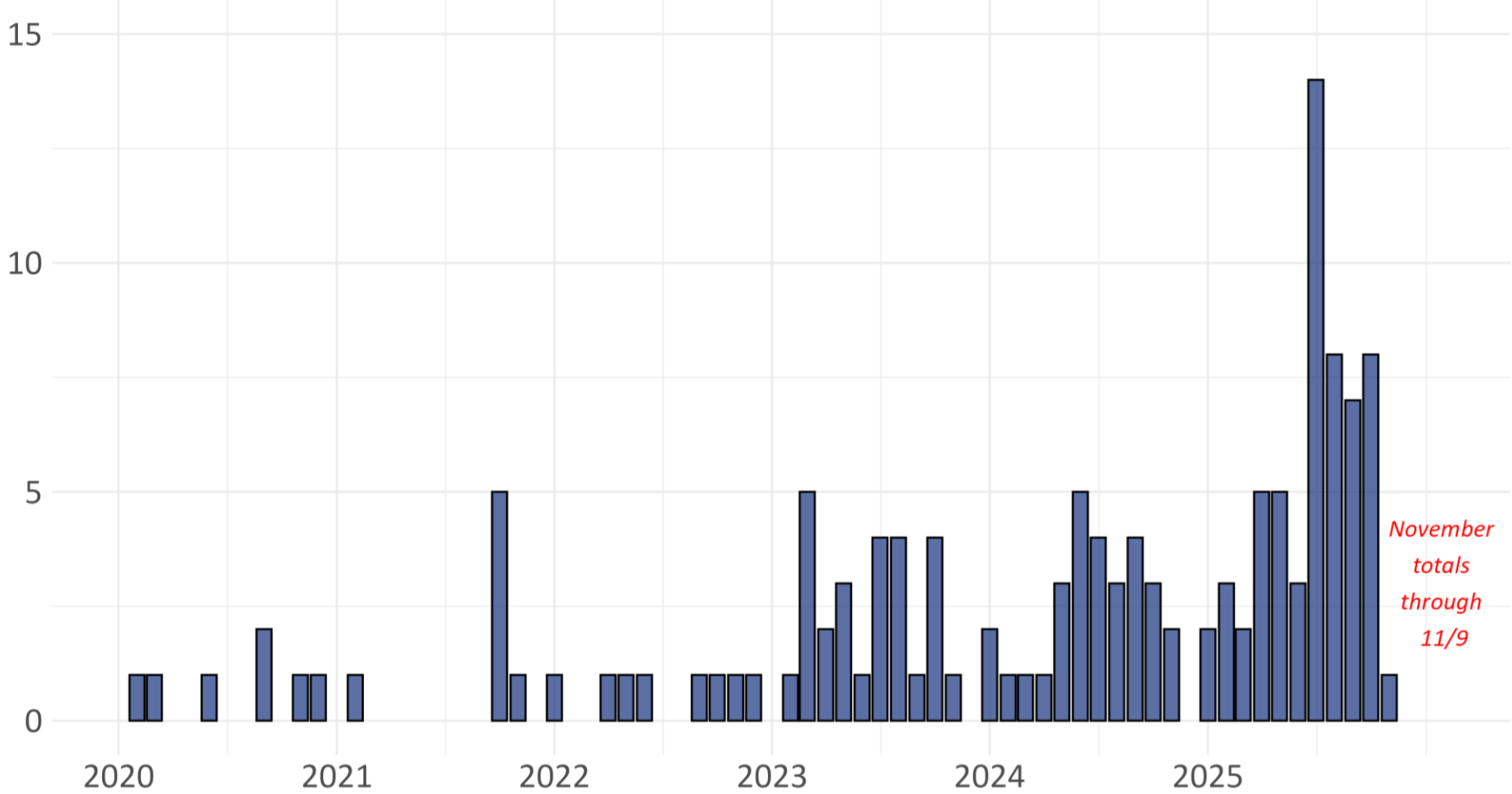
Downtown arrests have been higher than the past four years



Data
1/1/2020 -
10/15/2025

Downtown Drug Arrests by Month

July - October all had higher downtown drug arrest totals than any month in the last five years



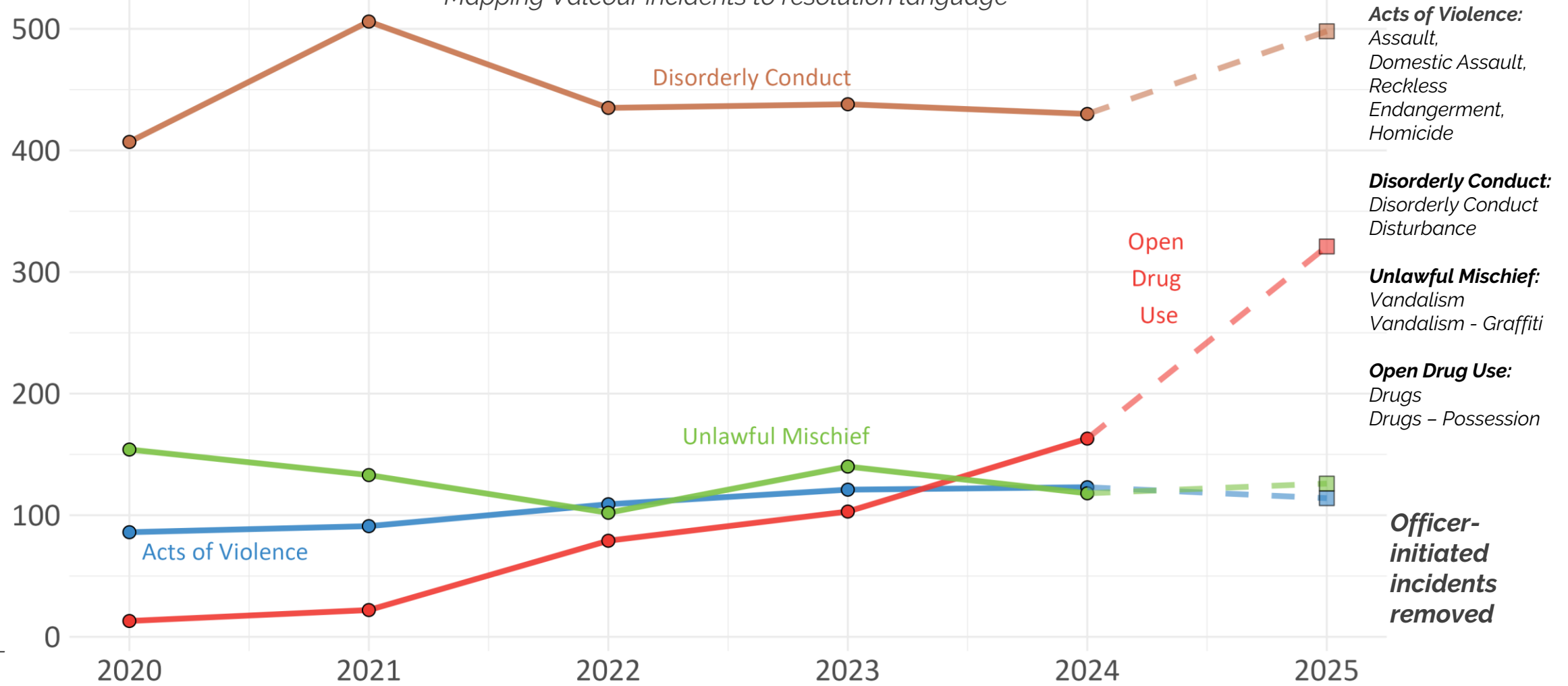
November totals through 11/9

Includes all arrests that have at least one drug-related charge

Data 1/1/2020 - 11/9/2025

Downtown Calls For Service

Mapping Valcour incidents to resolution language



Acts of Violence:
Assault,
Domestic Assault,
Reckless
Endangerment,
Homicide

Disorderly Conduct:
Disorderly Conduct
Disturbance

Unlawful Mischief:
Vandalism
Vandalism - Graffiti

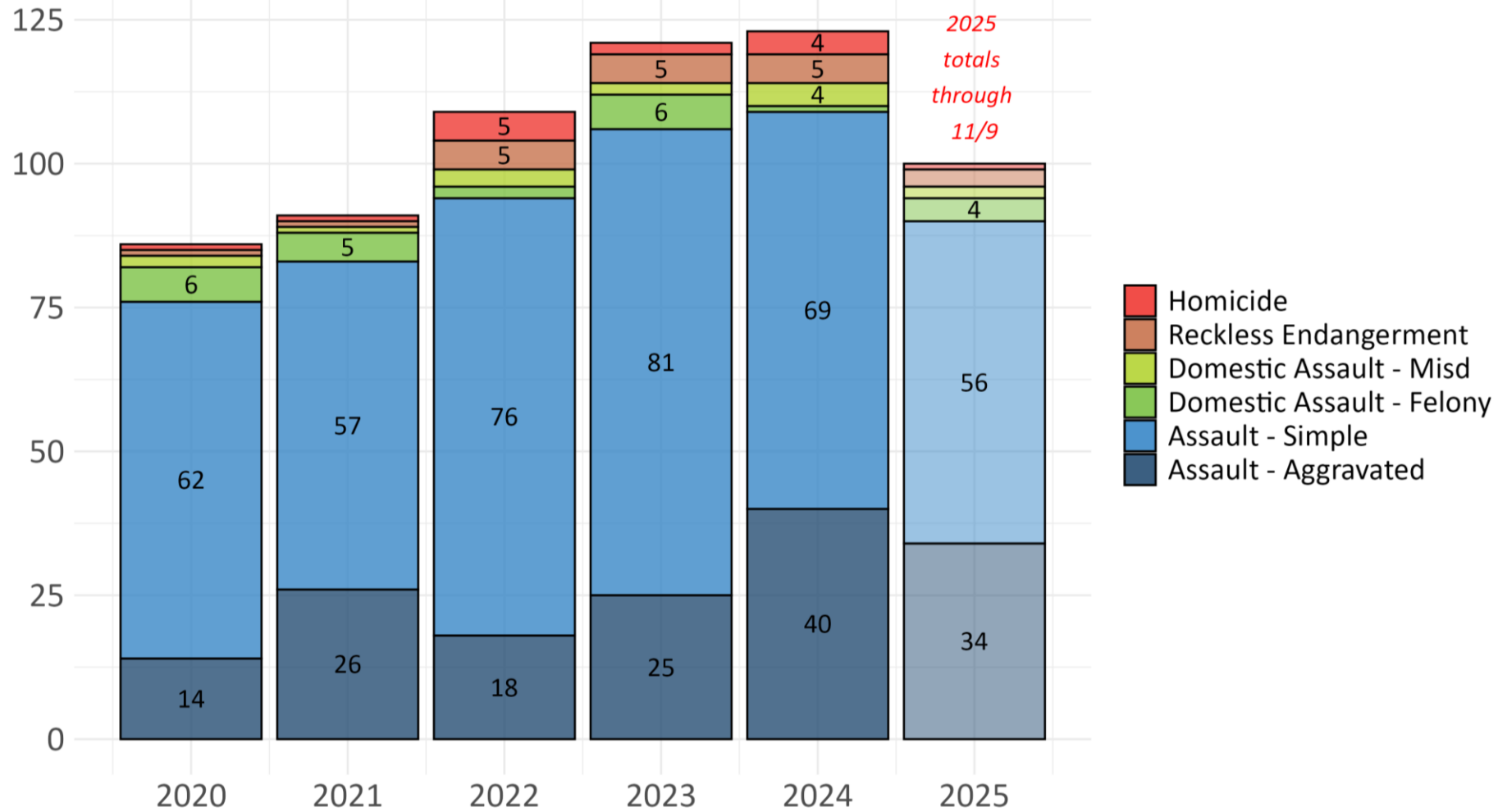
Open Drug Use:
Drugs
Drugs - Possession

**Officer-
initiated
incidents
removed**

Data
1/1/2020 -
11/9/2025

Downtown Acts of Violence

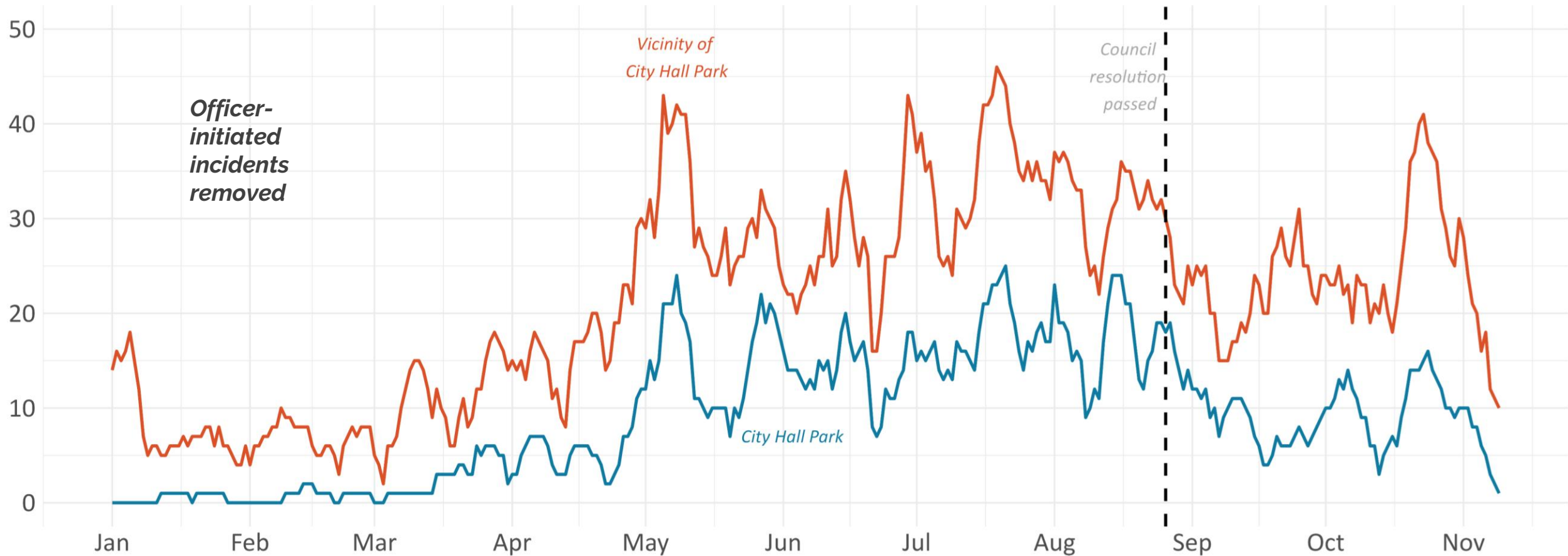
Downtown acts of violence have remained steady since 2023 – though Aggravated Assaults have increased



Officer-initiated incidents removed

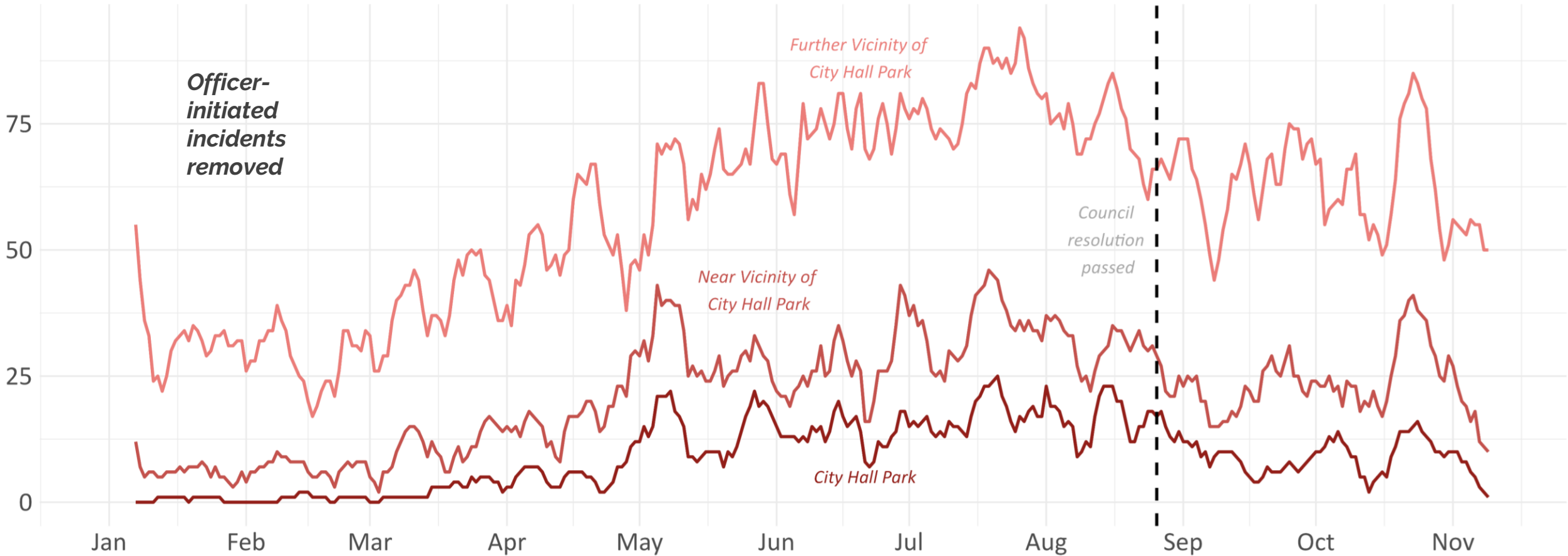
Data
1/1/2020 –
11/9/2025

City Hall Park Incidents, 2025 Rolling Counts



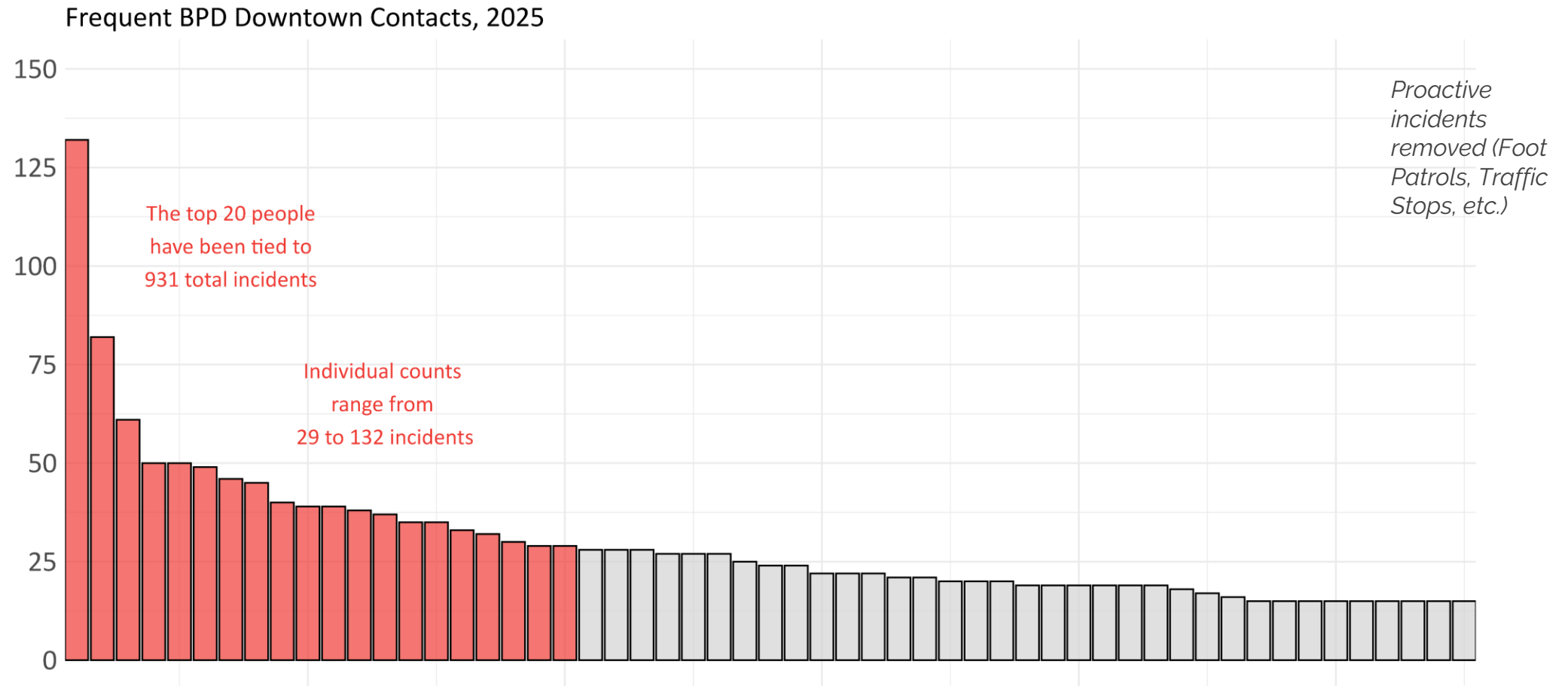
Data
12/25/2024-
11/9/2025

City Hall Park Incidents, 2025 Rolling Counts



Data
12/25/2024-
11/9/2025

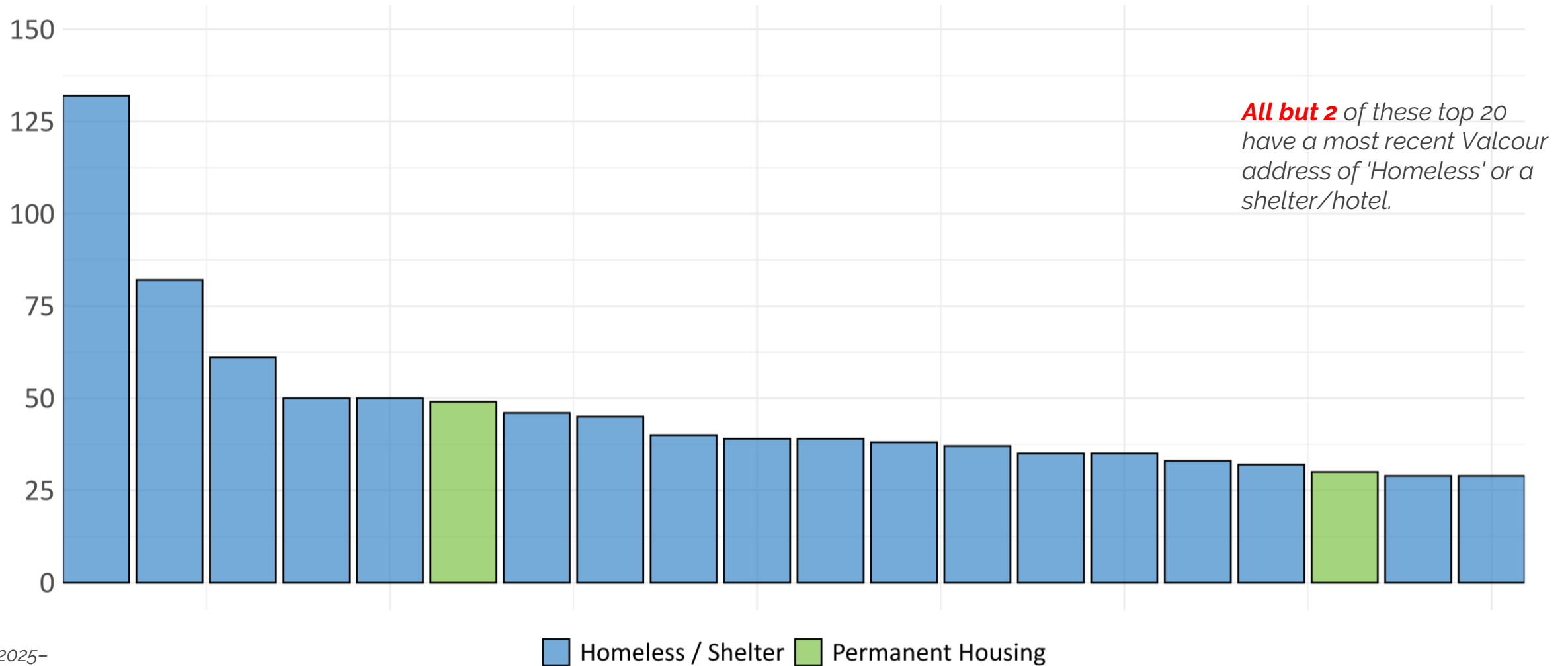
Top 20 People Downtown, 2025



Data
1/1/2025-
11/9/2025

Data through 11/9/2025
Only counting relevant involvement types ('Person of Interest', 'Arrestee', etc.)

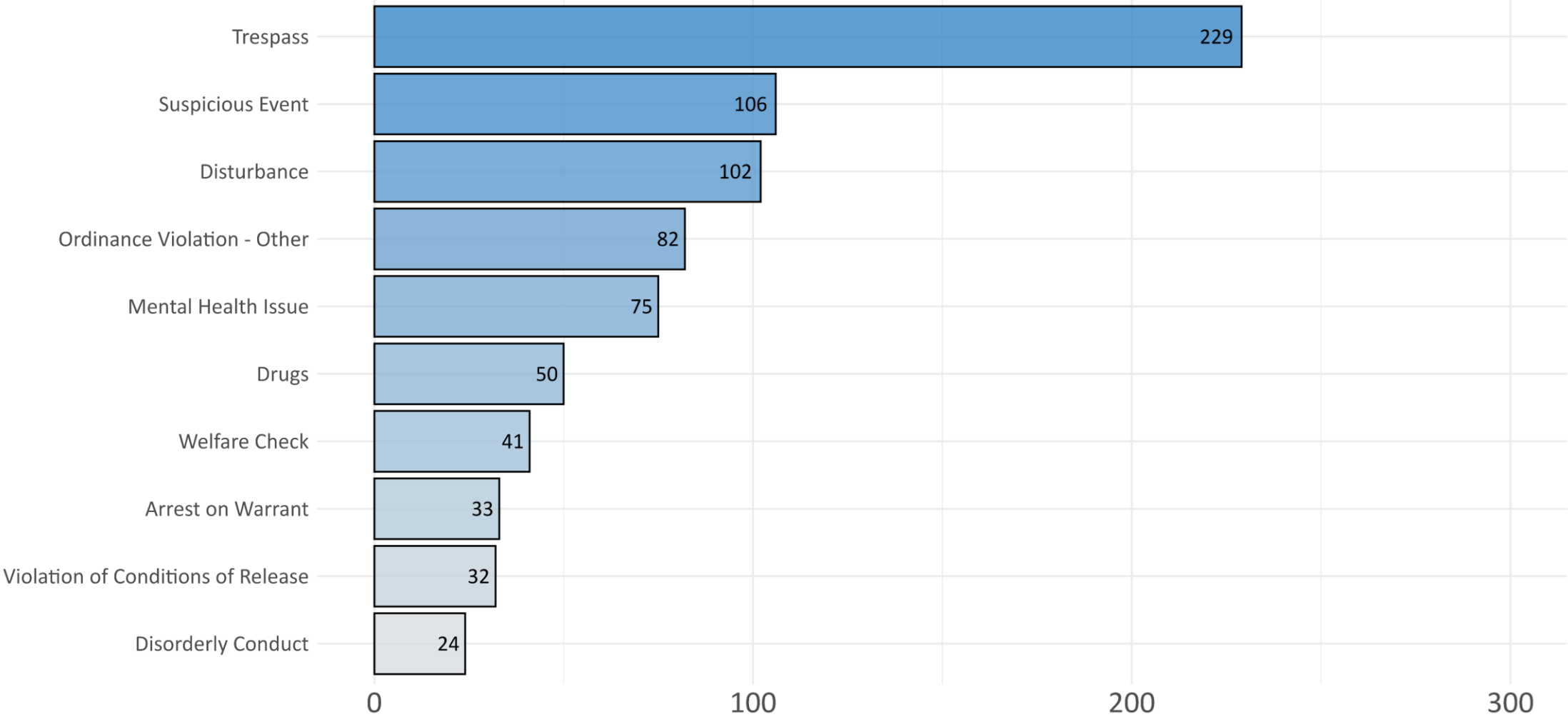
Top 20 Housing Status



Data
1/1/2025-
11/9/2025

Top 20 Top Incidents

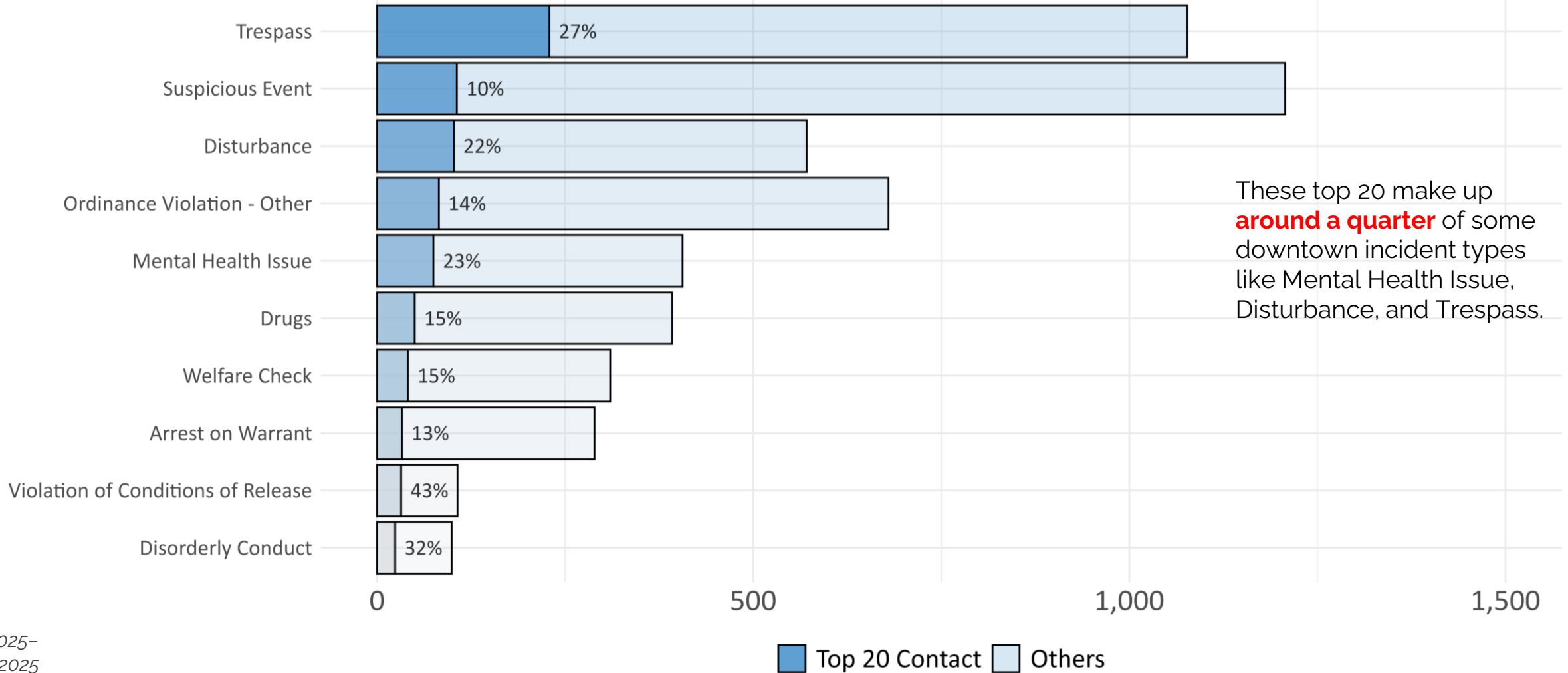
Top downtown incidents for the top 20 people



Data
1/1/2025-
11/9/2025

Top 20 Top Incidents

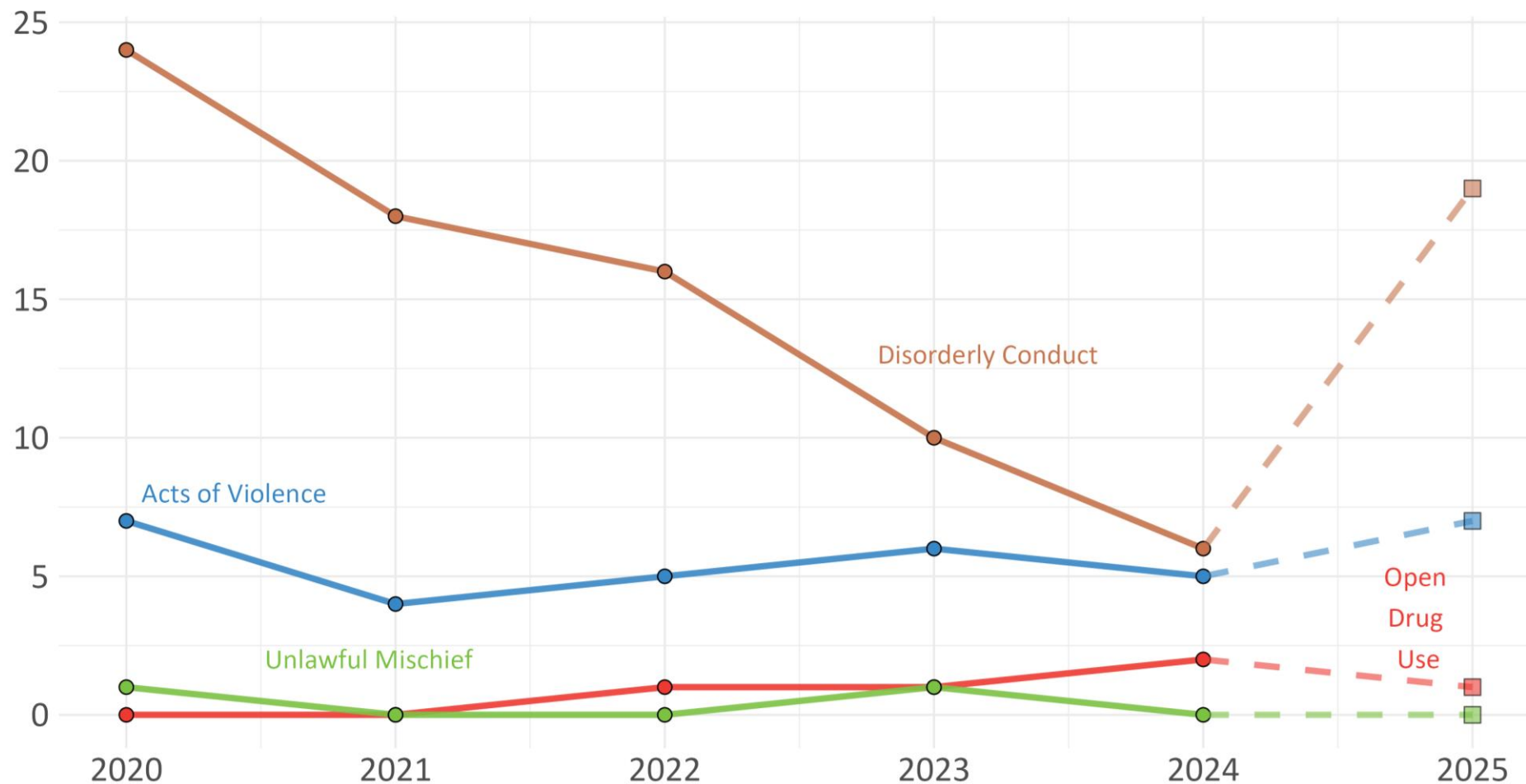
Top downtown incidents for the top 20 people & department-wide



Data
1/1/2025-
11/9/2025

Battery Park Incidents

Mapping Valcour incidents to resolution language



Acts of Violence:

Assault,
Domestic Assault,
Reckless
Endangerment,
Homicide

Disorderly Conduct:

Disorderly Conduct
Disturbance

Unlawful Mischief:

Vandalism
Vandalism - Graffiti

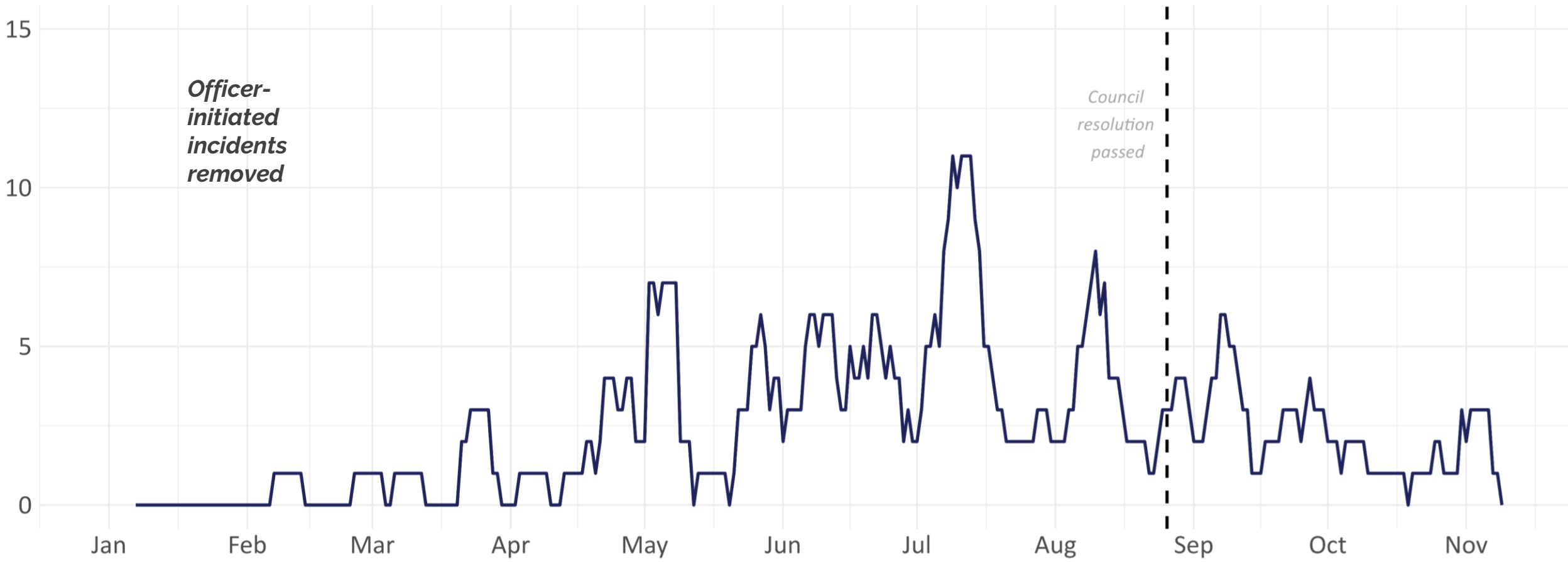
Open Drug Use:

Drugs
Drugs - Possession

**Officer-
initiated
incidents
included**

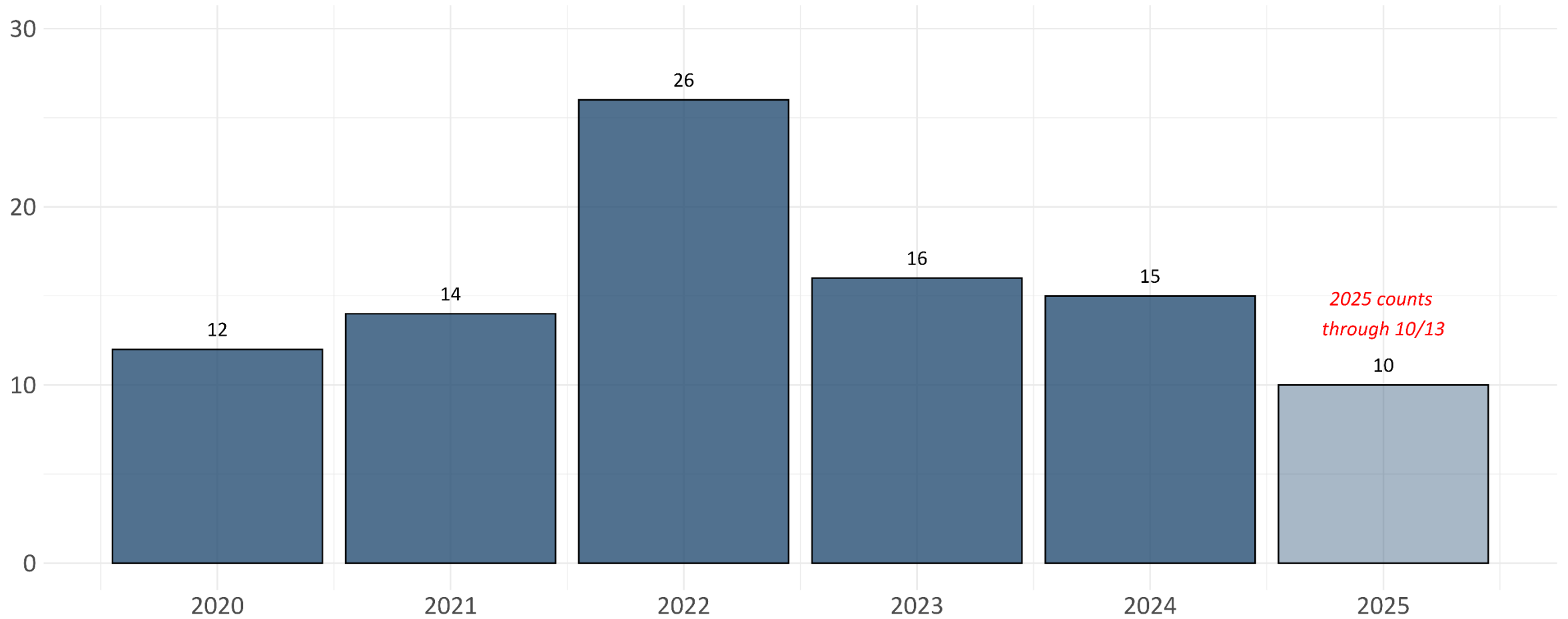
Data
1/1/2020 -
11/9/2025

Battery Park Incidents, 2025 Rolling Counts



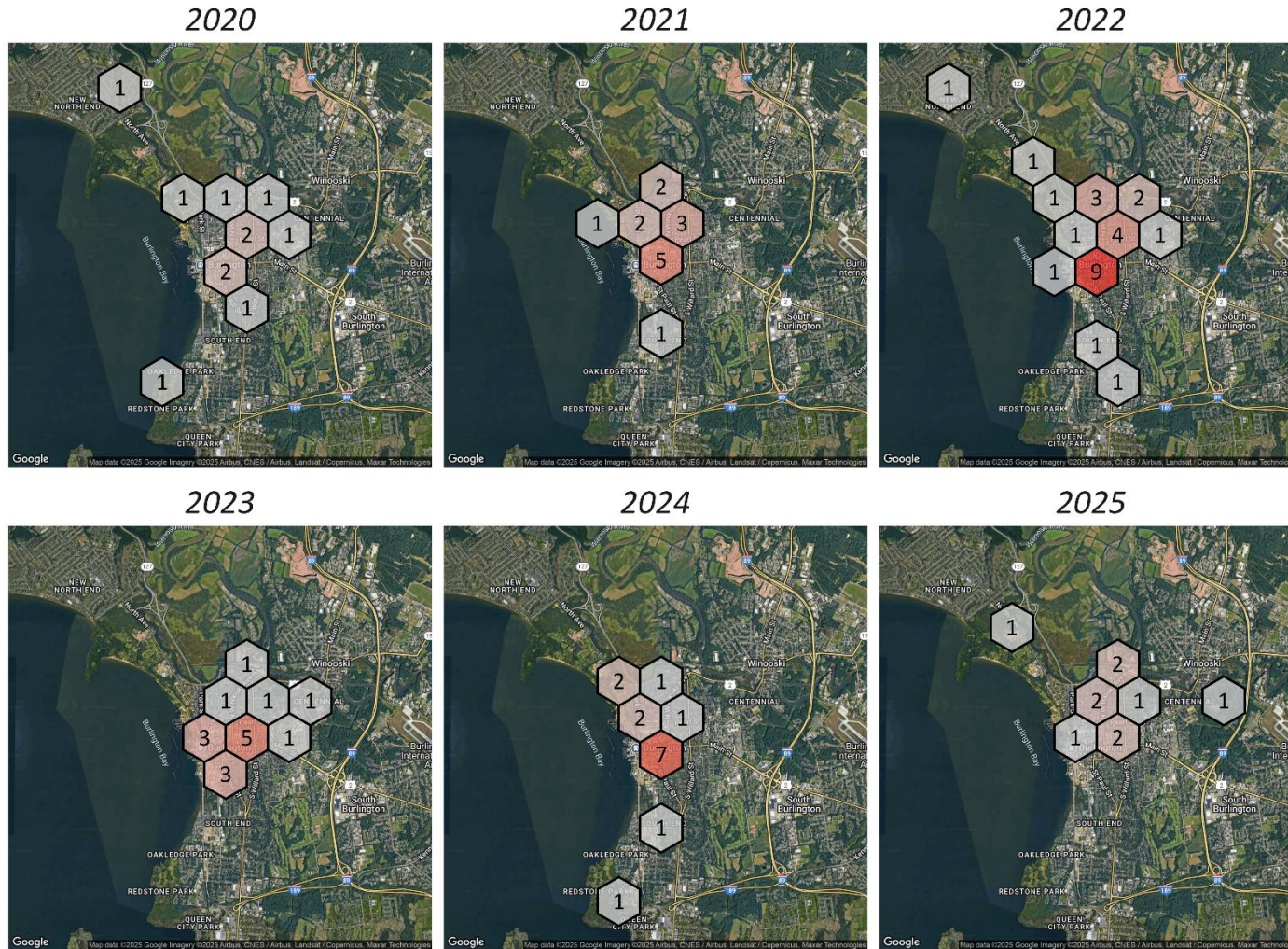
Data
12/25/2024-
11/9/2025

Gunfire Incidents, 2020 - 2025



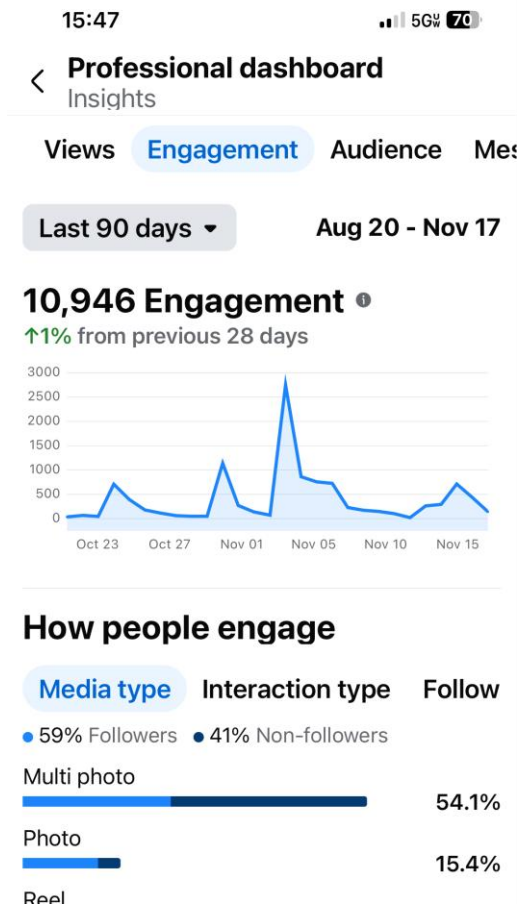
Data
1/1/2025-
10/13/2025

Gunfire Incidents, 2020 - 2025

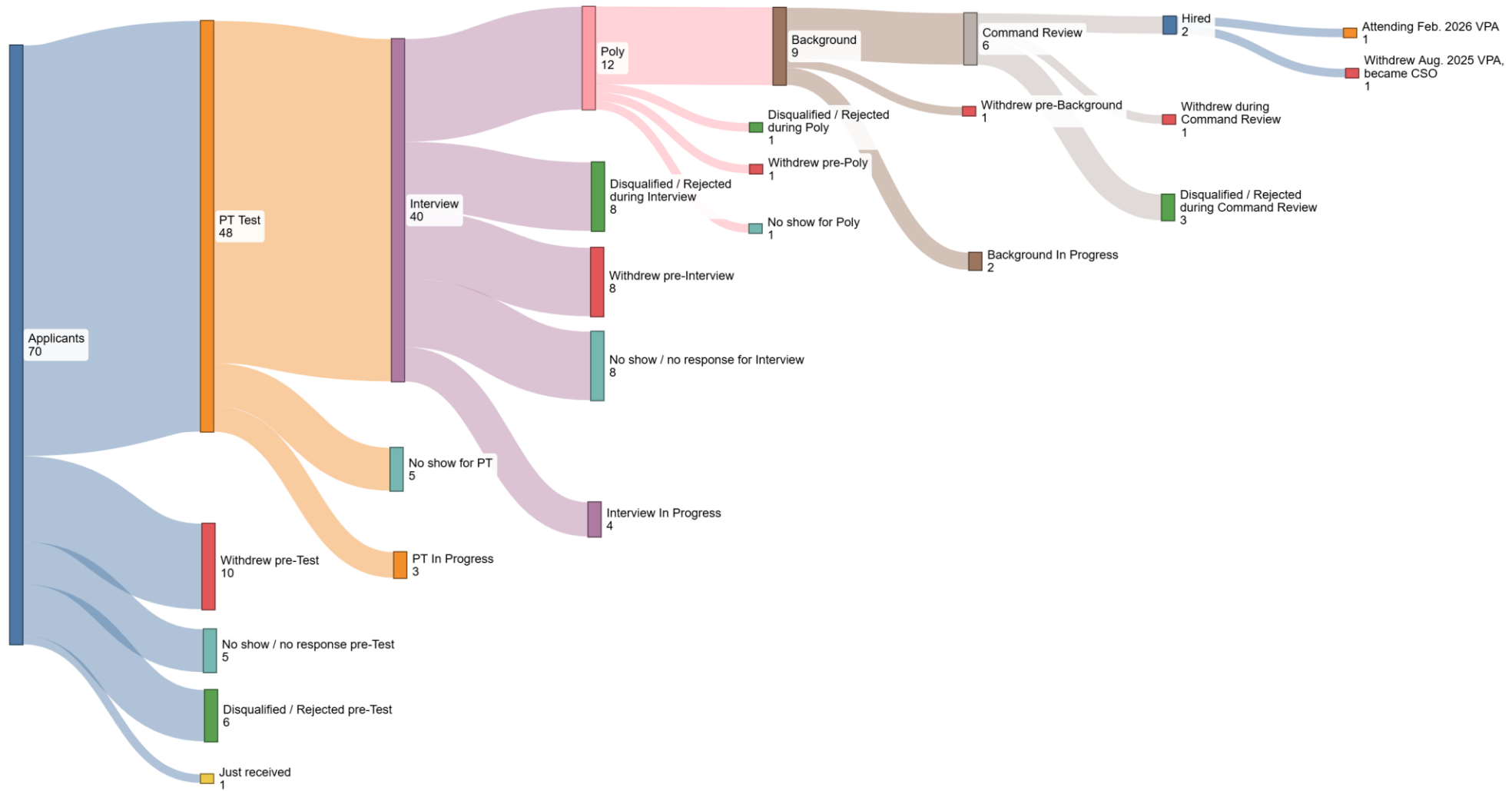


Data
1/1/2025-
10/13/2025

Social Media Data – 90 Day



2025 BPD Applicants



Data
1/1/2025-
10/29/2025



**BURLINGTON POLICE DEPARTMENT
DEPARTMENT DIRECTIVE
DD 11 Victim/Witness Assistance
Effective: XXXXXXXXXXXX**

PURPOSE: This agency recognizes that law enforcement is dependent upon the aid of crime victims and witnesses in order to hold criminals accountable for their actions. It is desirable to gain the cooperation of victims and witnesses, thereby enhancing the agency's ability to make arrests that will result in criminal prosecution.

POLICY: To provide sensitive, fair, and high-quality services to crime victims and witnesses.

CONTENTS:

- I. Victim & Witness Contact
- II. Analysis of Needs & Available Services
- III. Procedures for Victim/Witness Assistance
- IV. Assistance During Preliminary Investigation
- V. Assistance During Follow-Up Investigation
- VI. Notification of Victim Upon Arrest or Change in Custody
- VII. Death/Serious Injury Notifications
- VIII. Parallel Justice
- IX. Resources

I. VICTIM & WITNESS CONTACT

All victims and witnesses shall be treated with courtesy, sensitivity, and respect. Officers shall make reasonable efforts to inform victims of crime of available services. Victims and witnesses will be offered a safe and friendly location for providing statements or other investigatory processes. Officers shall ensure continued safety by reviewing safety planning with victim/witness when appropriate.

II. ANALYSIS OF NEEDS & AVAILABLE SERVICES

- A. All Burlington Police Officers are charged with providing high quality assistance to victims and witnesses consistent with Section I of this policy. Additionally, the department maintains a CAIP Unit that is made up of the Community Support Liaisons, or CSLs, as well as the Community Justice Victim's Service Specialist; the BPD's Domestic Violence Advocate; and the BPD's Domestic Violence Prevention Officer, or DVPO, who is the only sworn police officer on the team.
- B. The Burlington Police Officers and CAIP Unit shall defer to utilizing best practices when engaging with victims / witnesses. The CAIP Unit will maintain a close working relationship with all victim service agencies and community partners such as the Chittenden Alliance Against Sexual and Domestic Violence; VT Network Against Domestic and Sexual Violence; Chittenden Community Justice Center; Chittenden County State Attorney's Office and their victim advocates.

III. PROCEDURES FOR VICTIM/WITNESS ASSISTANCE

- A. The Burlington Police Department will ensure the confidentiality of victims and witnesses, and their role in case development, to the extent allowed by law.
- B. Victim/Witness assistance information shall be available to the public 24 hours a day through the department's Emergency Communications Center. Dispatchers shall provide callers with appropriate referrals from the list below:
 1. **Medical Attention** – an ambulance or referral to one of the local hospitals.
 2. **Counseling** – Howard Center for Human Services, HOPE Works, Steps to End Domestic Violence, 211, or other agencies.
 3. **Emergency Financial Assistance** – Steps to End Domestic Violence has an emergency assistance fund, Burlington Community Justice Center has a Victim's Fund or referral to the Department of Social Welfare or the Victim/Witness Advocate of the State's Attorney's Office, or the VT Center for Crime Victim Services (Victim Compensation).
 4. **Assisting Immigrant Victims/Witnesses** – To effectively serve immigrant communities and to ensure trust and cooperation of all victims/witnesses, Officers will not ask about, or investigate immigration status of crime victims/witnesses. Federal law does not require law enforcement Officers to ask about the immigration status of crime victims/witnesses. Officers will ensure that individual immigrants and immigrant communities understand that full victim services are available to documented and undocumented victims/witnesses. Officers should communicate that they are there to provide assistance and to ensure safety, and not to deport victims/witnesses, and that Officers do not ask victims/witnesses about their immigration status. All employees/officers will comply with the Statewide Fair and Impartial Policing Policy.
 5. **Victims' services and visas.** BPD employees will ensure that individual immigrants and immigrant communities understand that full victims' services are available to documented and undocumented victims/witnesses. BPD employees may, in appropriate situations, advise an individual that, if the individual is undocumented, the individual may be eligible for a temporary visa. For example, an individual might qualify for a U, S, or T visa if the individual is a victim or material witness to certain serious offenses.
 6. **Legal** – Referrals will be made when appropriate to individuals needing assistance in civil restraining orders to appropriate Community-based agencies. Immigration-related matter referrals shall be made to the Vermont Refugee Assistance.
 7. For all other requests, Dispatch shall refer people to CAIP, 211, HOPE Works, Steps, Pride Center of Vermont or other resources listed below in section **IV-RESOURCES**.

IV. ASSISTANCE DURING PRELIMINARY INVESTIGATION

- A. In addition to investigating alleged criminal incidents, officers should seek to provide assistance to the victims of crime and the persons who witness criminal behavior. During the preliminary investigation of any incident, the investigating officer shall seek to:
 1. Ensure victims'/witnesses' safety and to create a safety and/or care plan when appropriate.

2. Provide the victim/witness with the police report number and information regarding subsequent steps, if any, in the processing of the case.
 3. Provide the victim/witness with the appropriate number to call to report additional information or to receive information about the status of the case.
 4. Remind the victim/witness to immediately report any further threats or intimidation from the suspect or the suspect's friends or family.
 5. Victims/witnesses who express specific reasons for fearing future intimidation or victimization should be referred to either Family Court for a Relief from Abuse Order or State's Attorney's Office for Conditions of Release.
 6. Provide the victim/witness information regarding the status of their police complaint. If suspect arrested then provide victim with information on Vine Link jail notification website at www.vinelink.com.
 7. Notify crime victims of available services and refer them to Vermont Victim Services Resource Directory at [1-802-241-1250](tel:1-802-241-1250), as well as resources listed below in section **IV-RESOURCES**.
 8. Make referral to CAIP to assist with victim services, counseling, emergency housing, emergency assistance, protection order paperwork. Or if afterhours provide victim/witness with 211, victim resources services, or the after-hours RFA phone number.
- B. When appropriate, any reports received of further victimization or intimidation of victims/witnesses should be investigated as a separate incident.

V. ASSISTANCE DURING FOLLOW-UP INVESTIGATION

- A. A CSL or the departments Victim Advocate will provide assistance to victims/ witnesses, and will also do so when requested by officers in regards to any criminal complaint, in accordance with Title 13, Chapter 167 Crime Victims as well as 13 V.S.A. § 5358, which includes assisting victims with compensation services.
- B. Victims/ witnesses will be referred to the Chittenden County State Attorney Victim Advocates for questions concerning the prosecution of the criminal case.
- C. The investigating officer shall schedule necessary follow up interviews with the victim/witness. If needed the transportation can be arranged thru the Officer or through CAIP.
- D. Property taken as evidence from a victim or witness shall be returned as promptly as possible. CAIP frequently fields requests for return of property and is available to explain to victims and witnesses the evidentiary value of their property if it necessary to hold the item for trial.

VI. NOTIFICATION OF VICTIM UPON ARREST OR CHANGE IN CUSTODY

When a suspect is arrested for a violent crime or a burglary, the arresting officer should attempt to determine if the victim wants to be notified of any subsequent change in custody status. Officers shall make victims aware of the Vermont Automated Notification Service ("VANS") and provide them with referral cards. If the suspect's custody status changes at arraignment, the State's Attorney Victim Advocate is responsible for notifying the victim. If, at any time after incarceration, the custody status of an offender changes (escape, furlough, etc.), the Department of Corrections is responsible for notifying the victim via the VANS system.

The VAN Service is the Department of Correction's free and confidential Victim Notification and Information Service which is available to anyone. To find out the custody or supervision status of an offender or to register for notification call toll free 866-976-8267 (VANS) or register online at www.vinelink.com. For more information contact Victim Services at 888-810-1847

VII. DEATH/SERIOUS INJURY NOTIFICATIONS

- A. All requests for next of kin notifications of deceased, seriously injured or seriously ill persons shall be directed to the Officer in Charge (OIC). The OIC shall gather as much information as possible regarding the nature of the notification, the affected parties, and the appropriate person for the next of kin to contact for more information. In the event that the request for a notification comes directly from a family member, the death/injury and the circumstances surrounding it shall be verified by the law enforcement agency handling the incident. This information shall be given to the officers making the notification.
- B. Next of kin notifications shall be made by two officers. If a second officer is not available, the first officer will try to locate a neighbor, a member of the clergy, or a family friend to accompany them. If a serious medical condition is known prior to the notification, EMS may be called to stand by during the notification in the event of a medical emergency. The following guidelines are also suggested:
 - 1. Officers shall request entry into the residence to make the notification. It is impersonal to make a notification on a doorstep or front porch.
 - 2. The information shall be relayed in a direct, respectful and compassionate manner. Officers should use direct and clear language, and tell family members what information is available. If the loved one was killed in an accident or murdered and this information is verified, tell the loved ones in an appropriate manner.
 - 3. The officers shall offer to contact clergy, a counselor, or other person to help provide support.
 - 4. If requested, the notifying officer shall attempt to contact a friend or family member to attend to the next of kin.
 - 5. A CSL shall also be considered to accompany an officer during a notification or, may be suggested as a resource at a later time.

VIII. PARALLEL JUSTICE

The City of Burlington has adopted the program of Parallel Justice to better meet the needs of victims of crime. The Burlington Police Department supports this project by providing office

space and supervision for a Parallel Justice Victim Services Specialist. In addition, all department members will receive training on Parallel Justice in order to better assist crime victims. Employees shall make referrals to the Parallel Justice Victim Services Specialist whenever appropriate. More information can be found at <https://www.burlingtoncjc.org/parallel-justice>.

The Goals of the Parallel Justice Program are:

1. To create a system of response to victims of crime that meets their immediate needs, provides various levels of support, and offers an array of practical assistance as defined by the victim;
2. To educate the community regarding the needs of crime victims and the role community members can play in helping victims of crime recover and rebuild their lives; and
3. To build capacity within government agencies that historically have not served crime victims so that crime victims are treated as a priority population and can access services previously not available to them.

Parallel Justice Specialists are available at the Burlington Police Department and the Community Justice Center. Filing a police report is not required for accessing the Parallel Justice program.

IV. RESOURCES

The following are available support resources for survivors of crime, trauma, and abuse.

Domestic Violence Hotline (24/7)

Any victim of domestic abuse in Vermont can call the toll-free *Statewide Domestic Violence Hotline*: 1-800-228-7395 for help.

Have Justice – Will Travel (HJWT)

A legal and advocacy nonprofit assisting survivors of domestic violence in Vermont, especially in rural areas. Provides free legal representation in divorce/custody cases, court accompaniment, help with transportation and childcare for court, and counseling on next steps. <https://www.havejusticewilltravel.org/> | 1-877-496-8100.

HOPE Works

Burlington-based sexual violence crisis center serving Chittenden County. It is Vermont's, dedicated to ending all forms of sexual violence. Offers a 24/7 sexual assault hotline (802-863-1236), hospital/legal advocacy for survivors, short-term counseling, support groups, and prevention programs in schools.

www.hopeworksvt.org | 802-863-1236 (24/7)

SafeSpace Vermont (Pride Center)

Provides shelter, advocacy, and emotional support for LGBTQ+ survivors of domestic violence. www.pridecentervt.org/safespace/ | Email: info@safespacevt.org | Phone: 802-555-0000

Steps to End Domestic Violence

Chittenden County's domestic violence agency (formerly Women Helping Battered Women). Services include a 24/7 hotline (802-658-1996), emergency shelter for survivors and their children, legal advocacy (help obtaining relief-from-abuse orders), support groups, and prevention education. All services are free and confidential.
www.stepsvt.org | 802-658-1996 (24/7)

Vermont 2-1-1

Free 24/7 information and referral helpline for all types of human service's needs. Dial 2-1-1 to reach a specialist who can connect you to resources for housing, food, heating fuel, mental health, or any crisis. *Provides "personal assistance by telephone... through a searchable database of services, including... Crisis Services, Domestic and Sexual Violence Services, Food Shelves... Alcohol and Drug Programs, Legal Assistance, Youth and Family Services, and more!"**
www.vermont211.org | Call: 211

Vermont Center for Crime Victim Services

State office that administers the Victims Compensation Program and oversees statewide victim advocacy. Helps victims of violent crime with financial assistance for medical bills, counseling, lost wages, etc. Also supports Victim Advocates in state's attorneys' offices who guide victims through the criminal justice process.
www.ccvv.vermont.gov | 802-241-1250

Vermont Network

A statewide coalition working to end domestic and sexual violence. Provides advocacy, training, and resources for survivors, along with policy initiatives to promote safety and justice.
www.vtnetwork.org | Email: info@vtnetwork.org | 802-223-1302.

Victim Advocates (State's Attorney Office)

In each county, the State's Attorney's Office has Victim Advocates who assist victims of crimes through the criminal justice process (notification of court dates, victim impact statements, restitution claims). For Chittenden County: 802-863-2865 (Victim Advocate Unit).

Reviewed and approved by the Burlington Police Commission on_____.

Shawn Burke, Interim Chief of Police

Effective Date