



Criminal Justice Services Board (CJSB) Executive Committee

October 13, 2022, at 2:00 p.m.

*The meeting took place at DCJS, 1100 Bank Street, Richmond, Virginia
in the 12th floor Conference Room*

Members Present

Sheriff C. O. Balderson
Chief Maggie DeBoard
Chief Craig Branch, Chair
Mr. Timothy Coyne Proxy for Ms. Maria Jankowski
Mr. Jagdish Katyal
Chief Jeffrey Katz
Lt. Col. Kirk Marlowe, Proxy for Colonel Gary Settle
The Hon. Bryan Porter, Vice-Chair

I. Call to Order

Chairman Craig Branch called the meeting of the Executive Committee of the Criminal Justice Services Board (CJSB) to order at 2:00 p.m. A quorum was present.

II. Approval of Minutes

Chief Jeffrey Katz made the motion, seconded by Mr. Bryan Porter, to accept the minutes of the September 22-23, 2022, meetings of the Executive Committee. The motion passed unanimously.

III. Old Business

There was no old business to discuss.

IV. New Business

Decertification – Mr. Claudio Saa - Herndon Police Department

Chief Maggie DeBoard recused herself from this portion of the Executive Committee meeting.

Chairman Branch called on Ms. Cathie Hutchins of the Office of the Attorney General, to give a summary of Mr. Saa's certification status and to present the facts resulting in his decertification as a law-enforcement officer from the Herndon Police Department. Mr. Saa was decertified pursuant to clause (B)(vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from an investigator of the Herndon Police Department who was not able to make the September meeting in which Mr. Saa's case was initially presented.

Mr. Porter made a motion, seconded by Chief Katz that the Executive Committee meet in closed session for the purpose of discussing the decertification of Mr. Saa with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Mr. Porter made a motion, seconded by Sheriff C. O. Balderson, that the Executive Committee re-open the meeting to the public. The motion passed unanimously. All members of the Executive Committee certified that only matters involving legal advice from counsel were discussed during the closed session.

Mr. Porter made the motion, seconded by LTC Kirk Marlowe, that the Executive Committee uphold the decertification of Mr. Saa as a law-enforcement officer. The motion passed.

Decertification – Mr. Jason Helmlinger, Ashland Police Department

Chairman Branch called on Ms. Hutchins to give a summary of Mr. Helmlinger's certification status and to present the facts resulting in his decertification as a law-enforcement officer from the Ashland Police Department. Mr. Helmlinger was decertified pursuant to clause (B)(vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from Mr. Helmlinger and his counsel.

Mr. Porter made a motion, seconded by Chief DeBoard that the Executive Committee meet in closed session for the purpose of discussing the decertification of Mr. Helmlinger with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Mr. Porter made a motion, seconded by Chief Katz, that the Executive Committee re-open the meeting to the public. The motion passed unanimously. All members of the Executive Committee certified that only matters involving legal advice from counsel were discussed during the closed session.

Chief Katz made the motion, seconded by Chief DeBoard, that the Executive Committee overturn the decertification of Mr. Helmlinger as a law-enforcement officer. The motion passed unanimously.

Decertification – Mr. Omar Higazi, Chesapeake Police Department

Chairman Branch called on Ms. Hutchins to give a summary of Mr. Higazi's certification status and to present the facts resulting in his decertification as a law-enforcement officer from the Chesapeake Police Department. Mr. Higazi was decertified pursuant to clause (B)(iii) and (vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from Mr. Higazi and his counsel.

Mr. Porter made a motion, seconded by Chief Katz, that the Executive Committee meet in closed session for the purpose of discussing the decertification of Mr. Higazi with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Mr. Porter made a motion, seconded by LTC Marlowe, that the Executive Committee re-open the meeting to the public. The motion passed unanimously. All members of the Executive Committee certified that only matters involving legal advice from counsel were discussed during the closed session.

Mr. Porter made the motion, seconded by LTC Marlowe, that the Executive Committee uphold the decertification of Mr. Higazi as a law-enforcement officer. The motion passed unanimously.

V. Public Comment

There was no public comment.

VI. Next Meetings

The next meeting date of the Executive Committee is scheduled for November 17 and November 18, 2022, at 10:00 a.m.

VII. Adjournment

The meeting adjourned at 4:00 p.m.