



## Site Visit

# Logistics Package

### Planning Team:

Commander Holmes	Pittsburgh Bureau of Police	(412) 901 1103
Leigh Halverson	Office of the Mayor	(503) 320 2384
Erin Dalton	Department of Human Services	(412) 812 6919

The goal of the initial, two-day site visit is to begin creating the foundation for our work over the next three years. Representatives from all of the principal partnering institutions (the Department of Justice, the National Network for Safe Communities at John Jay College of Criminal Justice, the Yale Law School Justice Collaboratory, the Center for Policing Equity, and the Urban Institute) will meet with essential partners from the each site to discuss the National Initiative in greater detail. These meetings will be informative for both the NI team and the local partners. The NI team will discuss the planned interventions and the larger research agenda, and will seek to clarify misunderstandings related to the role and mission of the National Initiative. Meanwhile, city and community partners will help orient the NI team to their perspectives, challenges, and opportunities, and initiate introductions to other local partners who could help inform the work of the project. The NI team hopes to leave with a solid understanding of how to proceed with tailoring its research, data-gathering, and policy recommendations for the site.

**National Initiative Site Visit**  
**City of Pittsburgh- May 21<sup>st</sup> & 22<sup>nd</sup>**

**Thursday May 21, 2015**

Vans pick up full NI Team from Hotel Monaco at 8:30am.

Location: Police Headquarters, 1203 Western Avenue, Pittsburgh PA 15233

9:00am – 11:00am Chief of Police, Command Staff and all NI partners  
(Homicide Conf. Rm)

11:00am – 12:00pm Fraternal Order of Police and all NI partners  
(Homicide Conf. Rm)

12:00pm – 12:30pm Lunch ordered in  
\* Tracie Keesee, DOJ, Urban Institute travel to Mayor's office  
(Break room)

**Police Operations:**

1:00pm – 2:00pm	IT and Crime Analysis (Intel Conference room)	CPE
	Special Units -CRO's, SWAT, EOD, SRO's (Break room)	NNSC
2:00pm – 3:00pm	Policy/Accreditation Managers (Chief's Conference room)	CPE, YLS
3:00pm – 4:00pm	Internal Affairs (Chief's Conference room)	CPE, YLS
	Investigations -Sex Assault, DV, Homicide (Homicide Conference room)	NNSC
4:00pm – 5:00pm	Training and Recruitment (Homicide Conference room)	CPE, YLS
5:00pm – 6:00pm	Travel to Kingsley Association 6435 Frankstown Ave, Pittsburgh, PA 15206	

## **Community Stakeholders**

1:00pm – 2:00pm ACLU (Sara Rose, Staff Attorney)/B-Pep (Tim Stevens)/Alliance for Police Accountability (Brandi Fisher), Urban League (Ms. Monique McIntosh, V.P. of Programs & Services, Ms. Tracey McCants-Lewis, Board of Directors) & NAACP & Duquesne Law (Tracy McCants-Lewis) Tracie Keese, DOJ, Urban Institute (Mayor's Conference Room)

2:00pm – 3:00pm Community Advisory Board to the Chief Tracie Keese, DOJ, Urban Institute (Mayor's Conference Room)

3:00pm – 4:00pm Pittsburgh Interfaith Impact Network (Jonathan Mayo +5) Tracie Keese, DOJ, Urban Institute (Mayor's Conference Room)

4:00pm – 5:00pm Citizens Police Review Board (Beth Pittinger) and Human Relations Commission (Sarah Kinter and Commissioner Winford Craig) Tracie Keese, DOJ, Urban Institute (Mayor's Conference Room)

5:00pm – 6:00pm Travel to Kingsley Association  
6435 Frankstown Ave, Pittsburgh, PA 15206

## **Public Community Convening:**

Kingsley Association- 6435 Frankstown Ave, Pittsburgh, PA 15206

Community sign in sheet

Press release to announce the meeting

6:00pm – 6:45pm NI Overview (Tracie Keese and DOJ)

6:45pm - 7:30pm Urban Institute survey discussion

## **Friday May 22, 2015**

7:45am	Walk from Hotel Monaco US District Attorney's Office at 700 Grant St # 633, Pgh, PA 15219 (3min walk); Leigh Halverson to escort team from Hotel Monaco lobby.	
8:00am – 9:00am	US Attorney Dave Hickton (US Attorney's office)	All
9:30am – 10:30am	District Attorney Steve Zappala (District Attorney's office)	All
11:00am – 12:00pm	Public Defenders Office/Courts/Probation/Parole (Allegheny Courthouse, Frick Building 3rd Floor Room 2)	All
12:00pm – 1:00pm	Chief McLay and David Kennedy (Mayor's Office – lunch provided)	
12:00pm – 12:30pm	Lunch	
12:30pm – 1:00pm	City Council (Gilman, O'Connor, Rudiak, Burgess, Gross) (Mayor's Conference Room & Lobby Conference Room) *This meeting will be split into two sessions occurring at the same time in two different conference rooms to avoid violating Sunshine Act. No more than five voting members of council can be in a meeting together outside of Council Chambers or Executive session.	
1:00pm – 2:00pm	City Solicitor Lourdes Sanchez-Ridge (Mayor's Conference Room)	
2:00pm – 3:30pm	Mayor Peduto, Chief of Staff Kevin Acklin, Chief Urban Affairs Officer Valerie McDonald-Roberts, Public Safety Director Stephen Bucar, Deputy Chief LaTrenda Leonard and Manager of Special Initiatives Betty Cruz (Mayor's Conference Room)	

### **Additional Community Stakeholders**

10:00am – 11:00am	Immigrant Refugee community Tracie Keese, DOJ, Urban Institute (IKEA Conference Room)
11:00am – 12:00pm	Youth advocates Tracie Keese, DOJ, Urban Institute (IKEA Conference Room)
1:00pm – 2:00pm	LGBTQ/Women Affinity Groups Tracie Keese, DOJ, Urban Institute (IKEA Conference Room)

## Van Schedule

### Thursday May 21, 2015

#### Van 1:

**8:30am** Pick up National Initiative team (6 people) from Hotel Monaco 620 William Penn Pl, Pittsburgh, PA 15219

Drop off at Police Headquarters, 1203 Western Avenue, Pittsburgh PA 15233

**12:30pm:** Pick up Tracie Keese, DOJ, Urban Institute at Police Headquarters

Drop off at Mayor's Office, 414 Grant Street, 5<sup>th</sup> floor Pittsburgh PA 15219

**5:00pm** Pick up Tracie Keese, DOJ, Urban Institute at Mayor's Office

Drop off at Kingsley Association 6435 Frankstown Ave, Pittsburgh, PA 15206

**7:30pm** Pick up National Initiative team (6 people) at Kingsley Association

Drop off at Hotel Monaco 620 William Penn Pl, Pittsburgh, PA 15219

#### Van 2:

**5:00pm** Pick up CPE, YLS and NNSC at Police Headquarters, 1203 Western Avenue Drop off at Kingsley Association 6435 Frankstown Ave, Pittsburgh, PA 15206

### Friday May 22, 2015

#### Van 1:

**9:00am** Pick up National Initiative team (6 people) at US District Attorney's Office

Drop of at Allegheny County Courthouse 436 Grant St #303, Pgh, PA 15219

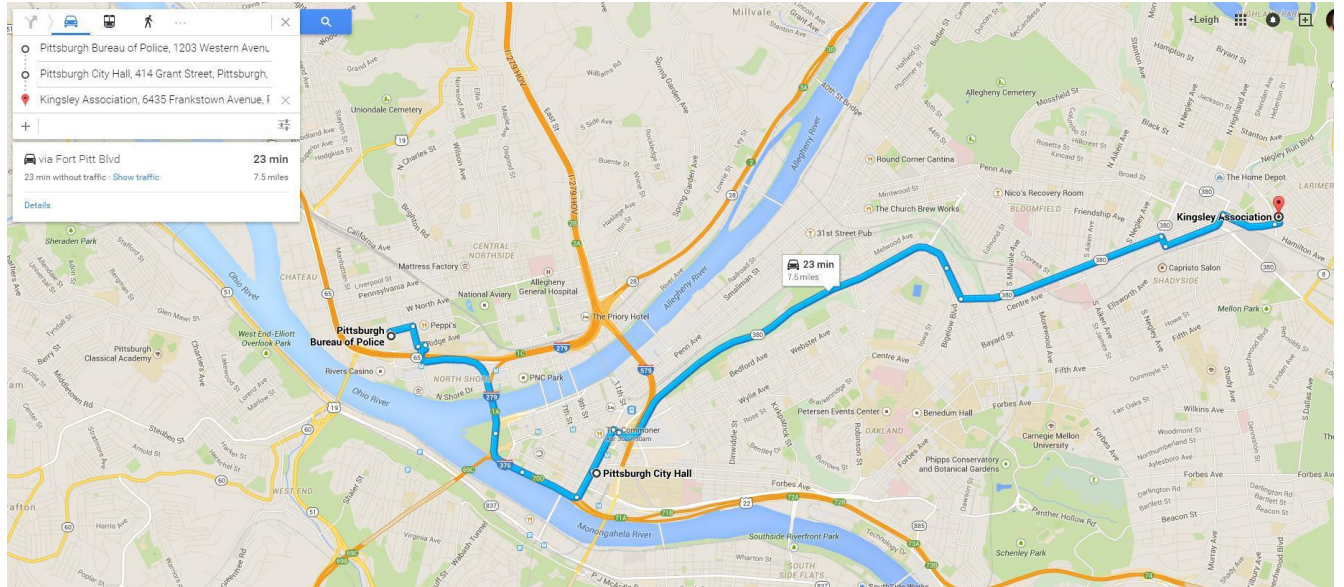
**3:30pm** Pick up National Initiative team (6 people) at Mayor's Office, 414 Grant St.

Drop off at Pittsburgh International Airport.

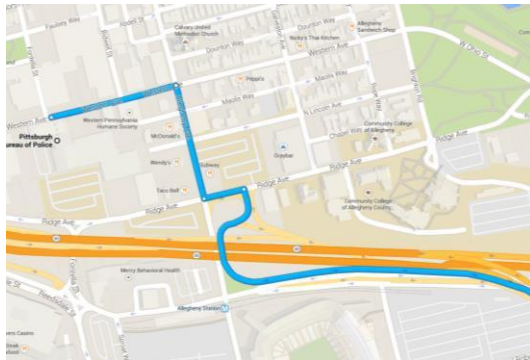
## Maps

Police Headquarters to City Hall – 6 min Driving

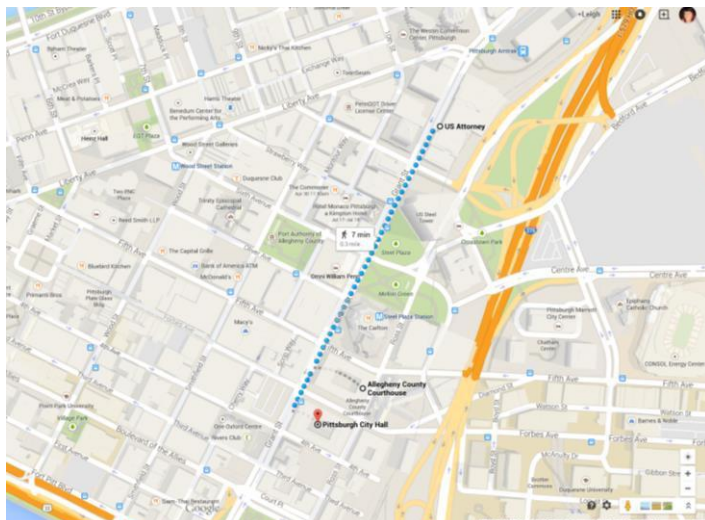
City Hall to Kingsley Association for community meeting – 23 min driving



Police Headquarters



US Attorney's Office to District Attorney's office to City Hall – 7 min walking



## Community Advisory Board

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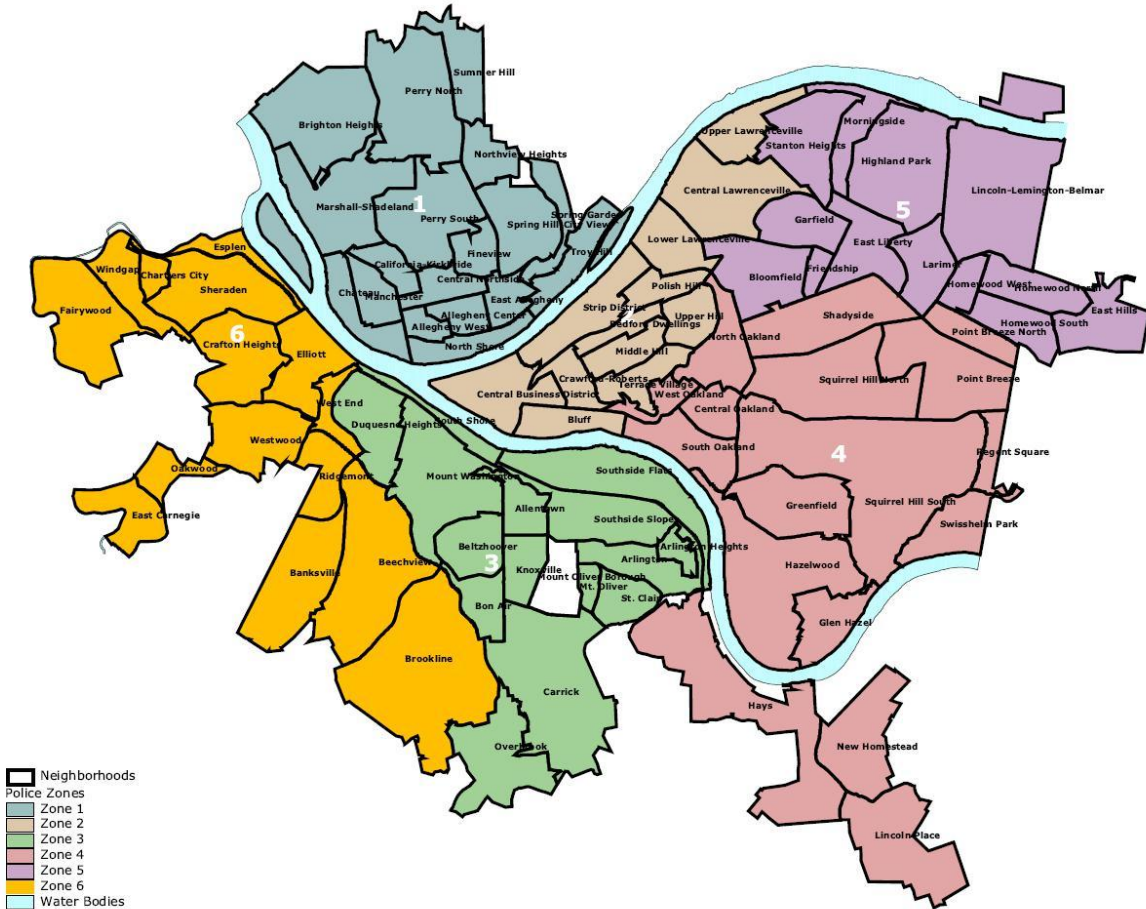
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# Pittsburgh Police Zones

The interactive map is available at <http://pittsburghpa.gov/police/zones>



## Logistics Notes

- The NI team will make their own travel and hotel accommodations.
- The NI team will need assistance acquiring transportation or access to transportation to Police HQ and community meeting locations.
- Daytime meetings should take place at police headquarters or a central location that can hold at least 10. NI partners will remain in that location and receive local partners/hosts, while afternoon Day 1 community meetings will occur simultaneously in a separate location.
- Afternoon Day 1 police meetings do not have to fall in the order listed. However, please make sure that no meetings that list the same partner (CPE, YLS, and/or NNSC) are simultaneous.
- Community meetings should take place in the community, at a neutral location if possible. The NI team requests the police department's guidance in determining a suitable location with a capacity of at least 100
- The police department point of contact will coordinate the Day 1 non-community meetings and assist with Day 2 meetings in coordination with the U.S. Attorney's Office.
- We will request space from the police department for the Day 2 meetings.
- Please make sure there are power strips and Powerpoint capability at Police HQ meeting room, and please provide lunch menus that can deliver to the meeting site.

If you have any questions or comments, please do not hesitate to contact:

Dr. Tracie Keesee: [tkeesee@jjay.cuny.edu](mailto:tkeesee@jjay.cuny.edu), (212) 393-6004

Sam Kuhn: [skuhn@jjay.cuny.edu](mailto:skuhn@jjay.cuny.edu), (212) 393-6307

National Initiative team on site visit:

- Tracie Keesee, NI Project Director (NNSC)
- David Kennedy (NNSC)
- Sue-Lin Wong (NNSC)
- Megan Quattlebaum (YLS)
- John Farrell (CPE)
- Chris Moulton (CPE)
- Nancy La Vigne (Urban)
- Dan Lawrence (Urban)
- Matthew Lynch (Urban)
- Ed Chung (DOJ)
- Suzanne Buchanan (DOJ-CRS)