



Criminal Justice Services Board (CJSB) Executive Committee

May 17, 2024, at 10:00 a.m.

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

Members Present

Chief Craig Branch, Chair
Sheriff C. O. Balderson
Chief Maggie DeBoard
Mr. Jagdish Katyal, Jr.
LTC Kirk Marlowe, Proxy for COL Gary Settle
Chief Ryan Zuidema

Members Absent

Ms. Maria Jankowski
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 10:15 a.m. A quorum was present.

II. Old Business

There was no old business to be discussed.

III. New Business

Decertification – Mr. Christopher Lowe, formerly with the Hampton Police Department

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

Supporting documentation initially indicated that Mr. Lowe had been found to be untruthful during an internal affairs investigation. However, during a grievance process, the termination letter was changed to remove the allegations of untruthfulness, which is the only basis for decertification. As a result, there is no basis to continue the decertification process against Mr. Lowe.

The representative from Hampton Police Department was in agreement.

Chief Maggie DeBoard made a motion, seconded by Chief Ryan Zuidema that the Executive Committee overturn the decertification of Mr. Lowe as the appellant provided good cause to overturn the decertification and due to lack of supportive evidence. The motion passed unanimously.

Decertification – Ms. Zaneisha Clay, formerly with the Colonial Heights Police Department

Chairman Branch called on Mr. Smith (OAG) to give a summary of Ms. Clay’s certification status and to present the facts resulting in her decertification as a law enforcement officer from the Colonial Heights Police Department. Ms. Clay was decertified pursuant to clause (B)(vi) of § 15.2-1707 of the *Code of Virginia*.

The Executive Committee also heard from Ms. Clay’s counsel as well as representatives from the Colonial Heights Police Department.

Chief DeBoard had to leave the meeting (prior to the Executive Committee meeting in closed session).

Mr. Katyal made a motion, seconded by LTC Kirk Marlowe that the Executive Committee meet in closed session for the purpose of discussing the decertification of Ms. Clay with legal counsel. The motion passed unanimously.

Once the Executive Committee had concluded its closed session, Mr. Katyal 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.

Sheriff C.O. Balderson made the motion, seconded by Chief Zuidema that the Executive Committee vote to sustain the decertification of Ms. Clay as she did not provide good cause to overturn the decertification. The motion passed unanimously.

Public Comment

There was no public comment.

IV. Adjournment

The meeting was adjourned at 11:58 a.m. The next meetings will take place on July 25-26, 2024.