

January 21, 2020

Dear Commissioner:

Thank you for agreeing to serve as a Commissioner on the President's Commission on Law Enforcement and the Administration of Justice (President's Law Enforcement Commission). Your active involvement is critical to the future of law enforcement and criminal justice.

As you know, the inaugural meeting is tomorrow, January 22, 2020. The agenda will include the announcement and installation of commissioners, a charge to the Commission by the Attorney General, and a substantive program on the issues that the Commission will consider. At the meeting, we will discuss the topics to be deliberated and addressed through the Commission's important work.

Some key things to remember for tomorrow:

- **Date:** January 22, 2020
- **Location:** Robert F. Kennedy Department of Justice Building, 950 Pennsylvania Avenue, Washington, DC 20530.

You and your guests will enter the building through the Department of Justice Visitor Center, Constitution Avenue (at 9th Street, NW) entrance. There will be staff outside to help guide you and facilitate your entry into the Justice Department.

- **Time:** 8:30 a.m. to 1:30 p.m. Please plan to arrive no later than 7:45 a.m. in preparation for an 8:00 a.m. walk-through of the ceremony. Guests will be escorted to the Attorney General's Conference Room and you will be escorted to the Great Hall.
 - To clear security and Washington, DC traffic, we ask that you depart the hotel for the Justice Department no later than 7:15 a.m.
 - The welcome breakfast with the Attorney General will be from 8:30 a.m. to 9:20 a.m. and will include an opportunity for photos.
 - The opening ceremony will be from 9:30 a.m. to 10:00 a.m.
 - The inaugural meeting will be from 10:00 a.m. to 12:00 p.m. and will include an officer safety and wellness presentation from NYPD First Deputy Commissioner Ben Tucker and a conversation about social issues affecting law enforcement between U.S. Attorney Erica MacDonald and retired Boston Police Commissioner Kathleen O'Toole.
 - Following the public portion of the meeting, the Commissioners will be escorted to the 7th Floor for an executive session. This hour-long session will include lunch. Your guests may wait for you in the DOJ cafeteria or they may take advantage of the Smithsonian Museum of Natural History, just across Constitution Avenue from the Department.



I'm looking forward to meeting with you tomorrow and launching this great endeavor. If you have any questions, please do not hesitate to call on me. Additionally, you may contact Dean Kueter or Rob Chapman at the numbers below with questions.

Sincerely,



Phil

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