

MASSACHUSETTS PEACE OFFICER STANDARDS & TRAINING COMMISSION

CHAIR Margaret R. Hinkle

COMMISSIONERS

Lester Baker
Hanya H. Bluestone
Lawrence Calderone
Larry E. Ellison
Deborah Hall
Marsha V. Kazarosian
Charlene D. Luma
Rev. Clyde D. Talley

EXECUTIVE DIRECTOR

Enrique A. Zuniga

March 18, 2024

In accordance with M.G.L. c. 30A, §§ 18-25, and St. 2021, c. 20, as amended by St. 2022, c. 22, by St. 2022, c. 107, and by St. 2023, c. 2, notice is hereby given of a meeting of the Peace Officer Standards and Training Commission. The meeting will take place as noted below.

NOTICE OF MEETING AND AGENDA Public Meeting #48 March 21, 2024 8:30 a.m. Remote Participation via Zoom Meeting ID: 9857 052 2902

- 1) Call to Order
- 2) Approval of minutes
 - a. February 15, 2024
- 3) Executive Director Report Enrique Zuniga
 - a. Law Enforcement Agency (LEA) Portal Rollout
 - b. Disciplinary Records & Minor Matters
 - c. Finance & Administrative Update
- 4) Matters not anticipated by the Chair at the time of posting
- 5) Executive Session in accordance with the following:
- M.G.L. c. 30A, § 21(a)(1), in anticipation of discussion regarding "the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, . . . or individual";
- M.G.L. c. 30A, § 21(a)(5), in anticipation of discussion regarding the investigation of charges of criminal misconduct;

MASSACHUSETTS PEACE OFFICER STANDARDS & TRAINING COMMISSION

- M.G.L. c. 30A, § 21(a)(7), combined with M.G.L. c. 6E, § 8(c)(2), and to the extent they may be applicable, M.G.L. c. 6, §§ 168 and 178, in anticipation of discussion regarding the initiation of preliminary inquiries and initial staff review related to the same, and regarding certain criminal offender record information; and
- M.G.L. c. 30A, § 21(a)(7), combined with M.G.L. c. 30A, §§ 22(f) and (g), in anticipation of discussion and approval of the minutes of prior Executive Sessions.
- a. Division of Standards request for approval to conduct Preliminary Inquiries in the following cases:
 - i) PI-2024-022
 - ii) PI-2024-023
- b. Request to Approve Suspension in the Following Case:
 - i) PI-2024-023
- c. Reports of Preliminary Inquiry in the following cases:
 - i) PI-2023-10-24-006
 - ii) PI-2022-11-22-005
 - iii) PI-2023-10-24-002
- d. Proposed Voluntary Disposition Agreement
 - i) PI-2022-11-22-003
- e. Approval of the minutes of the Executive Sessions of February 15, 2024

Note that M.G.L. c. 66, § 6A(d) provides that "[a]n electronically produced document submitted to an agency . . . for use in deliberations by a public body shall be provided in an electronic format at the time of submission."

2a.

MASSACHUSETTS PEACE OFFICER STANDARDS AND TRAINING COMMISSION

Public Meeting Minutes February 15, 2024 10:00 am

Documents Distributed in Advance of Meeting

- January 23, 2024 Public Meeting Minutes
- Executive Director Report

In Attendance

- Commission Chair Margaret R. Hinkle
- Commissioner Lester Baker
- Commissioner Hanya H. Bluestone
- Commissioner Lawrence Calderone
- Commissioner Larry E. Ellison
- Commissioner Deborah Hall
- Commissioner Marsha V. Kazarosian
- Commissioner Charlene D. Luma
- Commissioner Clyde D. Talley

1. Call to Order

- At 10:08 a.m., Chair Hinkle called the meeting to order and stated the Commission was convening remotely.
- Chair Hinkle took a roll call of the Commissioners present. It proceeded as follows:
 - o Commissioner Baker Present
 - o Commissioner Bluestone Present
 - o Commissioner Calderone Present
 - o Commissioner Ellison Present
 - o Commissioner Hall Present
 - Commissioner Kazarosian Present
 - o Commissioner Talley Present
 - o Chair Hinkle stated that Commissioner Luma would join the meeting later and it would be noted when she arrives.

2. Approval of January 23, 2024 minutes

- Chair Hinkle asked for a motion to approve the minutes.
- Commissioner Kazarosian moved to approve the minutes. Commissioner Ellison seconded the motion.
- The Commissioners voted as follows:
 - Commissioner Baker Yes
 - o Commissioner Bluestone Yes
 - Commissioner Calderone Yes
 - Commissioner Ellison Yes
 - o Commissioner Hall Yes
 - o Commissioner Kazarosian Yes
 - o Commissioner Talley Yes
 - o Chair Hinkle Yes
- The January minutes were approved.
- 3. Executive Director Report Enrique A. Zuniga

- Executive Director Zuniga offered a PowerPoint presentation.
- He said disciplinary record reports are updated at the beginning of every month and posted to the website.
- The database now includes records for:
 - o 274 agencies (reflecting 30 new agencies with at least one record)
 - o 3,887 disciplinary records (a net of 582 new records)
 - o 5,486 allegations (a net of 917 new allegations)
 - o The total of 3,887 disciplinary records reflects the new records and allegations.
- The number of new records was less than previously reported because some of the records were removed from the database. In these instances, the agency provided evidence that a record was reversed or vacated in favor of the officer.
- The next anticipated disciplinary records release is early March.
 - o There are approximately 50 records in the last batch of historical disciplinary records from 2023. The records from 2023 will be pre-populated for agencies to update in the portal.
- Efforts to Ensure Data Consistency and Enhancing Quality of Data
 - Staff have been focusing on data validation and ensuring accuracy of the submitted records. They shifted their focus to enhancing the quality of the data by obtaining more detailed information from agencies and establishing consistency of data across departments. This is all part of the ongoing effort to improve the quality of data reported to POST.
- Reports Due to POST
 - Executive Director Zuniga explained the efforts POST is making to ensure agencies submit reports on time.
 - o The portal will help the Commission enforce the 90-day requirement to complete internal affairs investigations and better manage requests for extensions. The success of the portal requires agencies to update records on an ongoing basis.
 - The Communications Division is working to enhance the information available on the website, including adding short videos on reporting requirements. They are in the process of redesigning the Commission's website. With the redesign, the website will be the main platform for sharing important information. The initiative is estimated to begin in the first half of the calendar year.
- Important Time Requirements for Submitting Information to POST
 - o Agencies must submit complaints to POST within 2 business days after the date of the incident.
 - Agencies have 14 days to open an internal affairs investigation. They have 90 days to complete the investigation. Agencies that cannot complete the investigation within 90 days must request an extension from the Commission.
 - Results of an investigation, including associated developments (resignation, termination, etc.), must be immediately forwarded to POST.
 - O POST can initiate revocation proceedings after 1 year has elapsed since the initial agency report or after the agency issues a final disposition, whichever is sooner.
- Recent Questions on Matters Reportable to POST
 - In a recent meeting with agency chiefs, Executive Director Zuniga said there was concern with the credibility of some incidents or complaints. There was a question about what happens when an agency deems a complaint not credible and

- does not report it to POST and the incident is subsequently the subject of a civil suit.
- He said agencies should submit that information to POST. He noted that all
 complaints should be presumed credible. Judgment on the credibility of a
 complaint can only be determined after further investigation.
- He recommended that agencies err on the side of reporting incidents within the 2business day requirement. He added that, in the above-mentioned scenario, new information would likely result from a civil suit, which is another reason to submit information to POST.
- He explained the categories in which the statute and regulations provide no
 exception for minor matters. These include allegations of excessive force, bias,
 and officer-involved shootings. Overall, anything that results in a suspension is
 within the Commission's purview and should be included in the disciplinary
 records database.
- o The only category of misconduct that the regulations make exceptions for are minor matters of unprofessionalism. The regulations are clear that minor categories include "discourtesy, basic work rule violations, tardiness, inattention to detail, equipment violations, grooming violations or comparable infractions."
- Agencies are still required to capture and safeguard information on minor matters, even if they are not reportable to POST.
- o Commissioner Bluestone asked a question about whether minor matters like tardiness would be included in the database.
- Executive Director Zuniga stated that if the incident was reported to POST and the decision was vacated or reversed, the record would be removed upon request. If the incident was reported and continues to be in the officer's record, POST will not remove it. He said this information is a matter of public record and may be of public interest.
- o Commissioner Bluestone commented that differences in agency reporting may cause unfairness in the discipline reported to POST.
- Executive Director Zuniga said part of the data analysis project is identifying all
 instances of this scenario and sharing that information with the Commission.
- o Should agencies have questions about reporting, they should reach out to the Division of Police Standards or Executive Director Zuniga, he added.

• Agency Portal Update

- POST completed training for agencies participating in the soft launch of the portal. Per the discussion at the last Commission meeting, a mix of small, medium, and large agencies were included in the soft launch.
- o Additional agencies will be granted access to the portal in the next few days. The anticipated date for all agencies to gain access to the portal is March 5, 2024.
- o The Commission will make office hours available later in March to demonstrate how agencies should use the portal, as it did in launching the certification portal.

• Additional Questions Regarding Database

• Executive Director Zuniga reported on a question he received about collecting and publishing officer demographic information.

- He reported that POST does not currently have the demographic information of officers, but it has the capability to collect such information as part of the recertification process.
- The MPTC recently began collecting demographic information for academy graduates, including their veteran status and the highest level of education they obtained.
- Executive Director Zuniga proposed that the Certification Policy Subcommittee consider the collection of demographic information as part of the recertification process.

4. Finance Update – Chief Financial and Administrative Officer (CFAO) Eric Rebello-Pradas

- CFAO Rebello-Pradas reported that the Commission is just over halfway through the current fiscal year. The Commission conducted a mid-year review for the Executive Office of Administration and Finance, with a focus on reversions. He estimated spending for the entire fiscal year to be \$8.1 million. This total represents 83% of the total allocation given to the Commission, including the \$1.3 million rolled over from the previous fiscal year.
- The Governor's FY25 budget was filed on Wednesday, January 24, 2024.
 - The appropriation for POST was \$8.75 million, which is about \$425K (or 4.6%) less than requested. He said the appropriation was acceptable because of anticipated payroll savings from delayed onboarding.
 - o The Commission will be testifying before the Joint Committee on Ways and Means during the week of March 28, 2024.
 - CFAO Rebello-Pradas added that he expects budget increases in the future as the Commission continues to effectuate its mission.

5. Administrative Update – Executive Director Zuniga

- Executive Director Zuniga provided an update on the new telephone system. He said there will now be dedicated phone lines for certain divisions.
 - o 617-701-8401 Main Number (same as before)
 - o 617-701-8404 Communications Office
 - 617-701-8421 Division of Police Standards: handles questions regarding complaints, incident reports, disciplinary reports, and disciplinary recommendations
 - 617-701-8422 Division of Police Certification: deals with officer certifications (including SRO certifications) required forms, employment status (leave, termination, resignations, employment history, etc.)
 - o 617-701-8402 Executive Director
 - o All phone lines listed above will be open during normal business hours.
 - o The senior staff directory is available on the "Contact Us" portion of the website.

6. Matters Not Anticipated by the Chair at the Time of Posting

• The Chair indicated that she did not believe there were any matters not anticipated at the time of the posting of the meeting notice.

7. Executive Session

• The Chair raised the issue of moving into executive session in accordance with M.G.L. c. 30A, § 21(a)(5), in anticipation of discussion regarding the investigation of charges of criminal misconduct; under M.G.L. c. 30A, § 21(a)(7), combined with M.G.L. c. 6E, §

- (8)(c)(2), and to the extent they may be applicable, M.G.L. c. 6, §§ 168 and 178, in anticipation of discussion regarding the initiation of preliminary inquiries and initial staff review related to the same and regarding certain criminal offender record information; and M.G.L. c. 30A, § 21(a)(7), combined with M.G.L. c. 30A, § 22(f) and (g), in anticipation of discussion and approval of the minutes of prior executive sessions.
- The Chair informed members of the public that the Commission would not reconvene its public meeting after the executive session.
- The Chair took a roll call vote on the motion. The Commissioners voted as follows.
 - Commissioner Baker Yes
 - o Commissioner Bluestone Yes
 - o Commissioner Calderone Yes
 - o Commissioner Hall Yes
 - o Commissioner Kazarosian Yes
 - o Commissioner Talley Yes
- Commissioner Ellison briefly left the meeting and did not participate in the vote.
- The motion carried.
- The Chair thanked the public, and the public meeting was adjourned at 10:52 a.m.

3.



Executive Director Report

March 21, 2024



Agenda

- 1. Law Enforcement Agency Portal Rollout
- 2. Disciplinary Records Update
- 3. Finance & Administrative Update

Agency Portal Update



Agency Portal is now Open for All Agencies

- As of March 5, 2024 all agencies have access to the LEA Portal to submit complaints and incident reports to POST
- Agencies previously interacted with Portal for Recertification I-P
- General mailbox for submitting reports to POST (<u>POSTCReports@mass.gov</u>) will be phased out
- 737 users with log-in credentials have actively used portal
- At least 15 agencies have created a new complaint since opening

Agency Portal Rollout



Training Sessions and User Log-ins

- Staff has conducted five training sessions as follows
 - March 6, 2024 at 10:00 a.m.
 - March 7, 2024 at 2:00 p.m.
 - March 11, 2024 at 11:00 a.m.
 - March 18, 2024 at 11:00 a.m.
 - March 20, 2024 at 10:00 a.m.
- ~ 250 users have been trained (~50 attending each training session)
- Monitoring credential requests and usage Incremental cost to POST

Agency Portal Update



Law Enforcement Agency Portal Launch

- POST had previously rolled out a soft launch for certain agencies
- POST completed upload of previously submitted information (catch up project)
- ~ 37% of cases that were pre-loaded to portal (submitted during 2023) have been closed out
- Will have additional office hours as necessary
- Log-in questions: <u>POSTCSupport@mass.gov</u>
- Complaint/information questions: <u>POSTCReports@mass.gov</u>

Agency Portal Update



Law Enforcement Agency Portal Launch

Updated Web Page for Complaints and Incident Reports

- Important information on reporting requirements
- Key dates
- Portal resources (portal access, log-in information, log-in support)
- Reporting resources (regulations, guidance, contact information)
- Frequently Asked Questions
- Producing short instructional videos

Disciplinary Records Update



Upcoming Updates

- Approximately 50 more records have been validated
- This last batch of records will complete the previously submitted historical disciplinary records (which cutoff date was 1/31/23)
- Finished uploading records for "catch-up project" (1/31/23 2/15/24)
- Incidents that occur after 2/15/24 are submitted directly into portal by agencies
- May 1 is first release date for records submitted after 1/31/23

Disciplinary Records Update



Minor Matters Requested - Changed

426 allegations have been removed from the public database

Allegations Submitted to POST Removed from Public Database	Number
Out of Scope (occurred while not LEO – dispatcher, academy, etc.)	12
Allegations not sustained, vacated or reversed in favor of officer	131
Letters of Counseling (vacated after one year)	217
Subtotal	426

Disciplinary Records Update



Minor Matters Requested – Not Changed

Certain agencies have requested removal of the following allegations (POST has not done so)

Allegations Requested to be removed from Public Database	Number
Discipline Resulted in Suspension, Termination or Demotion or POST does not consider a minor matter	20
Officer requested - not confirmed by agency or lacking documentation	15
Merits further review or an adoption of a protocol by POST	15
Subtotal	50

Finance & Administrative Update

F&A Update



FY25 Budget Development

- Testimony before Joint Committee on Ways & Means (JWM) was held at Worcester State University on Tuesday, March 19th
 - Noted Progress over the Last Year; FY24 Update; Plans for FY25 & Beyond
- Testified in support of \$8.7 million budget that House 2 appropriates for POST
- Next Step: House Ways & Means Committee will unveil its version mid-April

F&A Update



FY24 Activity

- Q3 Review in April
- IT Procurements
 - New Website Development: Vendor Selected & Contract in Progress
 - Work Begins by End of March
 - Business Intelligence Tool for Analytics
- Salesforce Apps/Enhancements
 - Extensions for Task Orders #2 and #3 are Completed and Fully Paid
 - \$750K; Approx \$53K under budget
 - Awaiting Invoicing for Task Order #4 ~ \$156K

F&A Update



Hiring

- Welcome Recent Hires:
 - Lloyd MacDonald Senior Legal Advisor
 - Mia Katterman Legal Intern
 - Alexander Utz Legal Fellow
 - Murat Sarkalkan IT Programmer Analyst
 - Tony Matarese Compliance Agent
- Accepted Offers:
 - Legal Division Counsel
 - DPC Data Analyst
 - IT Data Analyst



Massachusetts Peace Officer Standards & Training POSTC-comments@mass.gov www.mass.gov/orgs/post-commission 617-701-8401

3a.

From: Post Commission (PST)

Sent: Wednesday, March 6, 2024 8:01 AM

To: POSTCReports (PST) < <u>POSTCReports@mass.gov</u>> **Subject:** POST LEA Portal Complaint Area Opens

Dear Authorized POST Portal user/Head of Agency,

The Massachusetts POST Commission is pleased to announce that a new area of the law enforcement agency portal opened to all agencies on Monday, March 4, 2024. We are confident that the new area of the LEA portal will make it easier for your agency to submit complaints and other incident reports as required by statute and regulations. You will also be able to update and close complaints, ask for extensions when necessary, upload investigative reports, and enter final dispositions.

Effective immediately, please do NOT send any complaint information as an email to postcreport@mass.gov. All new complaints should be entered into the POST LEA portal complaints area. When you log into the portal, you can view all historical disciplinary records that you submitted to POST last spring (those disciplinary actions up to 1/31/2023) attached to the specific officer's contact record. Additionally, we have uploaded partial records for all complaints sent to postcreports@mass.gov between 2/1/2023 and 3/1/2024.

These partial records are all marked as "open" in the system. **You are required to complete those complaint submissions**. You can simply select the complaint from the list, add in the appropriate allegation information (type, subtype and details), assign or correct any officer(s) linked to the complaint, assign any discipline and close the IA. Since most agencies have only 1 – 5 complaints from the last year, this process should be quick and will also serve as a good learning opportunity.

POST will have open training sessions on Wednesday March 6 at 10AM Thursday March 7 at 1PM Monday March 11 at 11AM.

Additional training sessions will be scheduled based on demand. Help documents are

also available within the portal in the footer section of each page! The link for the training session is

Join Zoom Meeting

https://zoom.us/j/93442495400?pwd=dGJvRjlKVk5ReEUvdFl0V1pvRjVOdz09

Meeting ID: 934 4249 5400

Passcode: 568181

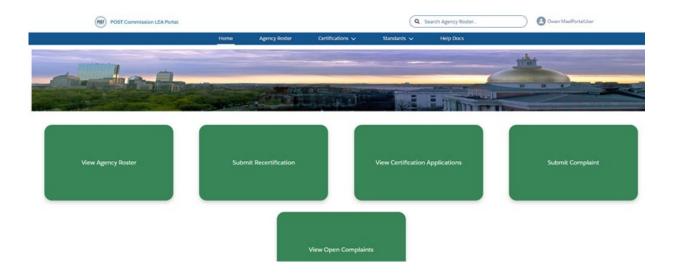
How to Access Portal

The portal can be found at https://postcmassgov.my.site.com/s/login/.

Access to the complaint area is based on permissions. If you log into the portal and do not see the following screen, your permissions may need to be adjusted. Please send an email to postcsupport@mass.gov and we will help you with your access issues. If you need access to the portal, please fill out this

form https://massgov.formstack.com/forms/postc_authorized_lea_portal_request.

If you have questions about the complaint submittal process, please reach out to the Standards Division at postcreports@mass.gov or at 617-701-8421.



Enrique Zuniga

Executive Director Massachusetts POST Commission

phone: 617-701-8402

website: https://www.mass.gov/orgs/post-commission

email: enrique.zuniga@mass.gov



The Massachusetts Peace Officer Standards and Training (POST) Commission is charged with creating a mandatory certification process for police officers, as well as processes for decertification, suspension of certification, or reprimand in the event of certain misconduct.

A new area of the Law Enforcement Agency (LEA) portal has opened for authorized agency users to submit and update disciplinary records, complaints, and incident reports directly to the Commission.

This LEA portal debuted in 2023 to streamline the submission of recertification applications. POST expects that the new expanded portal functionality will help agencies comply with the 90-day internal investigation requirement and better manage time extension requests, as outlined below.

REPORTS DUE TO POST:

Law Enforcement Agencies (LEA) are required to submit information to POST within two (2) business days of receipt of a credible complaint or incident alleging misconduct of an officer(s).

Complaints and incidents regarding misconduct can originate from any source. All complaints should have a presumption of credibility, and anonymous complaints are also required to be submitted and investigated if there is a basis for conducting an investigation. There is no statute of limitations. *Reports to POST include allegations of unprofessional conduct and any incidents that may result in discipline*, including any allegations of prohibited conduct per **MGL Chapter 6E**.

Reportable complaints and incidents fall into the following four categories:

- Complaints alleging bias based on race, ethnicity, sex, gender identity, sexual orientation, age, religion, mental or physical disability, immigration status, or socioeconomic or professional level;
- 2. **Complaints regarding use of force** including excessive, prohibited, or deadly force;
- 3. **Actions that resulted in serious bodily injury or death** including officer-involved shootings;

4. **Unprofessionalism or misconduct** including policy or procedure violations or conformance to laws, conduct unbecoming, untruthfulness and prohibited conduct.

All complaints and incidents relating to the first three categories *are* reportable to POST without exception. Unprofessional conduct is the only category that includes an exception for minor matters.

Minor matters include discourtesy and basic work rule violations such as tardiness, inattention to detail, equipment violations, grooming violations, or comparable infractions. Under 555 CMR 1.01 (1)(c)3, "an agency shall forward any pattern of complaints alleging the misconduct of an officer to the commission." Agencies are required to maintain records of these minor complaints, refer them to an internal resolution process, and make them available to POST upon request.

Additional reporting guidance on complaints and incidents is found **here**.

USE OF FORCE REPORTING:

All complaints of excessive force, including force that resulted in serious bodily injury or death, should have a presumption of credibility and are required to be submitted.

All instances of use of force that triggers an internal affairs review are also reportable, even if the investigation eventually exonerates the officer.

As per Chapter 6E, POST and MPTC are required to formulate a use of force form for agencies to use. POST has initiated this process and will update agencies soon.

Complaint and Incident Reporting KEY DATES

REPORT TYPE

SUBMIT TO POST

Submit complaints and incident reports

Within two business days

Law Enforcement Agencies must open an internal affairs investigation within 14 days

Report result of an internal affairs investigation and associated developments such as resignation, termination, etc.

<u>Immediately</u>

Finish internal affairs investigation or request time extension

Within 90 days

Submit Final Disposition

<u>Immediately</u>

POST can initiate revocation hearing within 1 year or after receipt of agency final disposition, whichever is sooner.



Questions? Email POSTCReports@mass.gov

Chiefs should direct questions to the Division of Standards at POSTCReports@mass.gov or 617-701-8421. Division of Standards intake coordinators are available to help.

Additional Resources

Open file, Link to LEA portal (authorized users only)

Open file, Request portal access

Open file, Guidance regarding 555 CMR 1.00 and 6.00

Open file, 555 CMR 1.00: Procedural Rules

Open PNG file, 432.23 KB, Complaint and Incident reporting fact sheet (English, PNG 432.23 KB)

Frequently Asked Questions

What happens if an officer resigns or retires during the internal investigation? The investigation and disciplinary process is required to continue. Please notify POST of the change in officer status and submit the entire historical record.

Are police departments required to investigate a complaint about an officer who is no longer working for them? Yes, agencies are required to report these incidents to POST and investigate all credible complaints.

Are one-day suspensions reportable? Yes. Complaints and incident reports resulting in an officer suspension for any period are reportable.

An officer has been accused of feigning illness, which may be an abuse of sick leave. Is that reportable? Yes. Complaints or incidents that allege policy violations or untruthfulness are reportable, as they fall under the category of unprofessionalism, and are not considered a minor matter.

An officer was in a crash involving their police cruiser. Is that incident reportable? Yes, if the crash results in motor vehicle homicide, bodily injury or property damage and/or the matter triggers an internal affairs investigation.

A citizen reported our officer drove through a stop sign. Are civil motor vehicle infractions reportable? No, this is considered a minor matter. Agencies are required to maintain a log of minor complaints, which need not be submitted, but made available upon request. If an officer receives a complaint for a minor matter that results in discipline (written reprimand or above), the matter is reportable.

How do agencies handle additional complaints or charges discovered during an investigation? Allegations and additional officers can be added to the original complaint at any time.

Will agencies be notified when a citizen reports a complaint to POST? Intake coordinators will email the LEA when POST shares a complaint. If the agency subsequently opens an IA, report

those findings through the portal. If POST and an LEA receive the same complaint, POST will link the two in the portal. Regarding complaints where an IA is not warranted, the department can provide context and upload any relevant files through the portal for POST to review. If after review, POST will request the LEA open an IA, or POST will close the complaint.

Does POST close complaints in the portal that were received by the Commission? If the LEA has opened an IA, POST will update the portal to reflect this and the LEA will be able to close the IA through the portal, just like a complaint that originated from the LEA. After an IA has concluded, POST will review all the information. If POST adopts the agency's findings, the disposition will show under allegation(s) in the portal.