

## Police Civilian Review Panel

December 7, 2017

Fairfax County Government Center, Conference Room 232

### Meeting Summary

Some Panel members were led on a tour of the new FCPD Headquarters prior to the start of the business portion of the meeting.

The Panel's business meeting was called to order at 7:12 p.m.

#### Panel Members present:

Hansel Aguilar

Kathleen Davis-Siudut

Steve Descano

Doug Kay

Randy Sayles

Jean Senseman

Adrian Steel, panel Chairman

Rhonda VanLowe

#### Panel Member absent:

Hollye Doane

#### Others present:

Julia Judkins

Major Gun Lee

Rachelle Ramirez

Major Gervais Reed

Richard Schott

December 12 Public Forum: Panel Chairman Steel requested an update from Rachelle Ramirez (Office of the Independent Police Auditor) on the preparations for the December 12 public forum. It was reported that the forum flyer has been distributed widely, including to the Panel's mailing list of county contacts, CAC's, and over 50 local and civic organizations. The flyer has been posted at the Reston Community Center, North County Government Center, and Region 3 Human Services Center. The event has also been publicized in multiple places on the County's website, through social media, and in Supervisors' newsletters. Articles on the Panel and Auditor, and December 12 Forum, were included in multiple editions of the Fairfax County Connection (McLean, Reston, and Burke). *Cathy Chianese (Clerk to the Board of Supervisors) will follow up with Supervisors Hudgins and Foust about the forum (action item).*

Future Public Forums: Panel members discussed the merit of conducting additional public forums in different jurisdictions within the county. It was agreed that the decision to conduct additional forums should be postponed until the Panel completes its outreach efforts to specific groups.

Outreach/Meetings with Community Organizations: Mr. Descano is currently scheduling outreach meetings to take place from January – March. *He asked Panel members to sign up for outreach events via Google Docs (action item).* A question was raised whether the Panel could invite the public to attend outreach meetings with community groups. It was noted that some groups have specifically asked for the public to attend (e.g. CAC's in general are made to be open to the public), while other groups have expressed a desire to meet in a non-public setting.

FCPD Outreach/Education: Chairman Steel raised a concern about a lack of understanding or misperceptions among FCPD officers about the roles and responsibilities, and scope of authority, of the Panel (and the Auditor). Major Gervais Reed (FCPD) noted that more clarification will occur naturally as the Panel's work progresses. Major Gun Lee (FCPD) encouraged Panel members to meet with officers and offered to set up Panel members to attend roll calls. It was agreed that, at a future meeting, the Panel should consider further a strategy for outreach and education to the FCPD.

Social Media: Richard Schott (Independent Police Auditor) informed the Panel that he and Ms. VanLowe are featured on this month's program, *Connecting with Supervisor Hudgins*, filmed by Channel 16. The program is currently available online (link provided from <https://www.fairfaxcounty.gov/huntermill/>). It was noted that the Panel should inquire about getting on other Supervisors' monthly shows.

Request for Review: The Panel discussed an email sent to IPA from Laxmi Chegu who recently received a letter from the FCPD with the results of an investigation into her complaint. Panel members discussed whether the request falls under the Panel's jurisdiction. Some Panel members expressed that the language in the email suggests she is asking for a remedy outside of the scope of the Panel's authority (e.g., monetary reward); one member interpreted the letter as a complaint about policy. The Panel considered how best to respond to the complainant given that it is unclear on whether she is asking for a review of the investigation into her original complaint. Ms. VanLowe moved to send a response to the complainant asking for clarification on whether she would like the Panel to proceed with the review. The motion CARRIED by a recorded vote of seven, Chairman Steel voting "NAY", Ms. Doane being absent. The letter will explain the scope of the Panel's authority and the possible conclusions that the Panel may make following a review. *The Chair and Vice-Chair will draft the letter and Ms. Ramirez will send on behalf of the Panel via the IPA's email address, with a hard copy letter to follow (action item).*

Protocols for Reviews: Ms. VanLowe expressed a desire to develop a set of agreed upon policies and practices for the Panel to follow when reviewing complaints/requests for review, noting that the Bylaws are not always prescriptive. One example is that the bylaws are clear about an initial complaint going to the FCPD, but they do not indicate the FCPD's response to a request for review. Other protocols to be clarified include: (1) when Panel members should go to FCPD Internal Affairs office to view the file and any investigative report developed by the FCPD; (2) how investigative reports/IA files can be discussed during their public meetings (i.e., going into closed session); (3) timing of responding to initial complaints and requests for review; and (4) how the Panel will correspond with complainants going forward (email, hard copy through U.S. mail, or both). *Ms. Ramirez will develop a letterhead for use by the Panel (action item). Chairman Steel will summarize the history of the FCPD's requirement to create an investigative report for other members to review (action item).*

Updates on Related Public Safety Issues: Chairman Steel provided an update on the FCPD's Body Worn Camera pilot project. It was approved by the Board of Supervisors to start in March, 2018. Panel members may wish to go on police "ride alongs" in Mason or Mt. Vernon during the pilot project period. Major Gun Lee (FCPD) stated that the pilot will be evaluated by American University. It was noted that the Public Safety Committee will address Pursuit and PIT policies at their January 9 meeting.

Panel's Annual Report: *Ms. VanLowe, in her role as Vice Chair, will draft the Panel's 2017 annual report, which will be due on March 31, 2017 (action item).* Future annual reports will be due on March 1.

Term Lengths/Election for Vice Chair: Term lengths of the various panel members and the election of a new Vice Chair were discussed. Three members' terms expire after one year: Rhonda VanLowe, Holly Doane, and Hansel Aguilar. Since members were appointed on February 28, 2017, members with one year terms run through February 28, 2018. *Members with one year terms are encouraged to express interest in being reappointed to Chairman Bulova in writing soon after January 1, 2018 (action item).* *Panel members should submit nominations for Vice Chair to Chairman Steel and Ms. VanLowe for a vote to occur at the January or February meeting (action item).*

Ride Alongs: As panel members go on future "ride alongs", time on the Panel's agenda should be reserved so that members can share their experiences with the Panel.

Panel Operating Practices and Procedures: Panel members expressed a need to develop a procedure manual and templates (to supplement the bylaws and meeting summaries). *Ms. VanLowe and Ms. Davis-Siudut will lead this effort with the help of Ms. Ramirez (action item).* A component of establishing Panel procedures will include defining the autonomy of the Panel and the Auditor. *This topic will be added to the January agenda (action item).*

Google Drive/Virtual Library: The Panel has established a Google drive to store resources and literature of interest to the Panel members. The drive should be used strictly as a virtual library to share articles and newspapers and not as a forum for discussion among Panel members. *It was requested that the 2016 Use of Force report by the FCPD be placed in the Google drive (action item).*

Future panel meetings: Panel members expressed a desire to conduct Panel business meetings in different locations across the county, including e.g., high schools. There was some discussion about potential administrative challenges to conducting meetings in various locations. *This topic will be discussed further during the January meeting (action item).*

Meeting with the Auditor: Richard Schott (Independent Auditor) indicated that he plans to release one incident report by the end of year and an annual report by January 31. The Panel will tentatively meet with the Auditor during its February meeting to discuss his report.

Additional CIT Training Sessions: *Major Lee will provide the schedule for next year for Panel members interested in observing the training (action item).*

County Website Update: The new county website goes live next Friday, but may take a few weeks for all pages to transition and for the Panel's summaries and recordings to get moved over. The new website will allow quicker posting of materials, translation options for users, and the ability to post the "web form" version of the complaint form.

Meeting Summary Review and Approval: A new process for reviewing and approving meeting summaries was discussed. *Ms. Ramirez will develop a draft summary with a focus on next steps and action items (action item).* The draft summary will be forwarded to the Chair to distribute to all Panel members. *Panel members should provide any feedback and changes to IPA for incorporation (action item).* The Panel will approve the summary at the subsequent meeting.

Next Meeting: The Panel's next meeting is scheduled for Thursday, January 4, 2018 at 7:00 p.m. in the Government Center.

The meeting adjourned at 8:56 p.m.