

## **Police Civilian Review Panel**

**June 1, 2017, 7:00 p.m. Rooms 9/10, Fairfax County Government Center**

The meeting began at 7:05 pm.

Panel Members present:

Hansel Aguilar

Kathleen Davis-Siudut

Steve Descano

Hollye Doane

Doug Kay

Randy Sayles

Jean Senseman

Adrian Steel, Panel Chairman

Panel Member absent:

Rhonda VanLowe

Panel Chairman Steel called the meeting to order and turned to Mr. Steve Descano. Following up on previous Panel discussions of the review process as outline in the December 6, 2016, Board of Supervisors Action item, Mr. Descano presented a revised timeline for Panel consideration that:

- Retains the 30-day time period for the Panel, upon receipt of the Internal Affairs Bureau (IAB) Investigation Report, to send an initial disposition notice to the complainant
- Changes the number of days from 45 to 60 for holding a public investigation review meeting
- Changes the number of days from 60 to 90 for completing the review and issuing a public written report
- Begins those 60-day and 90-day time periods upon the Panel's receipt of the completed administrative investigation case file.

Mr. Descano further explained that these changes extend the time period during which the Panel conducts its review and synchronizes the start of that time period with the start of the time period during which the Panel can schedule a public meeting.

Ms. Doane inquired how the public will know that they have the opportunity to file a complaint, either initially or as a follow up to the FCPD completed investigation. The Panel suggested that a statement be included in the letter from FCPD to the complainant to be in multiple languages. Ms. Doane offered to draft a statement for Panel review.

Mr. Kay inquired as to what information FCPD will make available to the Panel. To track the language in the December 6, 2016, Board of Supervisors Action Item, the phrase "or a FCPD internal administrative investigative case file," is to be inserted in the bylaws.

The Panel discussed the possible confusion that may be caused by using the term "initial" when referring to both an initial complaint and a request to review an already completed complaint. The Panel recommended that the bylaws clearly differentiate the two processes involved by using the terms "initial complaint" and "request for review".

Ms. Doane referenced what she felt was an inconsistency between the standard of review as stated on the last page of the draft Police Auditor's Complaint Form and that of the draft bylaws. The Panel agreed that the language "review certain investigation(s) to ensure the thoroughness, completeness, accuracy, objectivity, and impartiality" be incorporated into the bylaws.

Chairman Steel offered to update the bylaws based on the agreed upon revisions made by the Panel.

Ms. Doane made a motion for the Panel to adopt bylaws dated May 31, 2017, with updates to be made as specifically approved by the Panel. Ms. Senseman seconded the motion and the motion carried by a unanimous vote.

The Panel then discussed the draft transmittal letter to Chairman Bulova and Supervisor Cook and directed that the language of the amended bylaws be incorporated into the letter. The Panel also directed that the Code of Ethics be included.

The Panel then discussed the draft complaint form. Mr. Kay raised the question as to whether the two paragraphs on the signature page need to be included and whether they are redundant with the last page of the form. Ms. Davis-Siudut questioned whether date of birth, gender, and race/ethnicity/national origin should be more clearly identified as optional response fields. Ms. Davis-Siudut offered to write a statement to be included on the form.

Chairman Steel suggested the date of June 26<sup>th</sup> for the mock "trial investigation review". Major Gun Lee, FC Police Department, indicated that the FCPD file will be available for panel members to review, at police headquarters, the week of June 19 - 24.

The meeting adjourned at 8:56 pm.