Police Civilian Review Panel

Meeting Agenda

Location: Fairfax County Government Center, Conference Room 8

Date: February 10, 2020

Time: 7:30 pm

Agenda details:

I. Call to Order

II. Administrative Matters
   a. Approval of January 9 Meeting Summary

III. Agenda Items
   a. Approval of Initial Review Report for CRP-19-29
   b. Approval of Amendment to Panel Procedure “Intake and Processing of Review Requests”
   c. Panel 2019 Annual Report

IV. New Business

V. Adjournment
Police Civilian Review Panel  
January 9, 2020  
Fairfax County Government Center, Conference Room 232  
Meeting Summary

Panel Members Present:  
Hansel Aguilar  
Jimmy Bierman  
Bob Cluck  
Hollye Doane, Panel Vice-Chair  
Frank Gallagher  
Doug Kay, Panel Chair  
Sris Sriskandarajah  
Shirley Norman-Taylor  
Rhonda VanLowe

Others Present:  
Gentry Anderson, OIPA  
Julia Judkins, Counsel  
Major Owens, FCPD  
Rachelle Ramirez, OIPA  
Richard Schott, Independent Police Auditor

The Panel’s business meeting was called to order at 7:00 p.m.

Meeting Summary Approval:  Mr. Kay proposed that the following sentence be added to the end of the paragraph under the section titled ‘Panel Deliberations’: “The Panel then openly deliberated.” Panel Members agreed to the amendment. Ms. Doane moved approval of the amended summary from the Panel’s December 17th meeting. Mr. Cluck and Ms. Norman-Taylor jointly seconded the motion and it carried unanimously.

Mr. Bierman announced that the subcommittee for complaint CRP-19-29 met earlier in the evening. He disclosed that Sean Perryman, the president of the Fairfax County Chapter of the National Association for the Advancement of Colored People (NAACP) forwarded an email he received from the complainant to Mr. Bierman’s work email account which stated that the complainant planned to request a review by the Panel. Mr. Bierman told the Panel he replied to the email asking Mr. Perryman not to send any inappropriate messages of this nature in the future and deleted the message. Mr. Aguilar asked whether the email should have been kept for Freedom of Information Act (FOIA) purposes. Ms. Judkins replied that if possible, the email should be retrieved and forwarded to Mr. Bierman’s county email account for retention.

Approval of Initial Review Report for CRP-19-20:  Mr. Kay reminded the Panel that the purpose of the Subcommittee meeting is to conduct the initial review of the review request and make a recommendation to the full Panel on whether to undertake or reject the review request. Ms. Doane, a
member of the subcommittee, noted that the allegation of the complaint was that the officer did not issue a ticket for a traffic violation nor a summons for court to the complainant. The subcommittee found that the allegation is not an abuse of authority or serious misconduct, but an inadvertent administrative error made by the officer. Ms. VanLowe moved that the Panel approve the Subcommittee’s recommendation that the Panel does not undertake a review of CRP-19-20. Ms. Norman-Taylor seconded the motion and it carried by unanimous vote.

Approval of Review Report for CRP-19-11: Mr. Kay referenced page four of the report which explained that the complainant who requested a review submitted the complaints of two female companions involved in the same incident as supplements to his review request. The FCPD’s investigation that was reviewed by the Panel addressed the allegations contained in each complaint. Mr. Kay suggested replacing the paragraph on page four that read “On May 21, 2019, the Complainant… all three complaints.” with “On May 21, 2019, the Complainant requested a review by the Panel and provided his complaint to the police as well as those of his wife and family friend. He requested the Panel review all three police complaints. The Panel assigned them all the same intake number and the Investigation addressed all three complaints.” Mr. Bierman added that the complainant and his companions filed their complaint initially at an FCPD district station and that the complainant was the only individual to request a review but attached their complaints, which all largely overlapped, to his review request. It was Mr. Kay’s understanding that one disposition letter was issued to all three complainants. The Panel agreed with this edit.

Mr. Sriskandarajah, who was absent for the review meeting, noted that he listened to the meeting audio and asked why the complainant’s friend was unable to speak during the meeting. Mr. Kay referenced a previous review meeting where a complainant, who was not involved in an incident, made a complaint on behalf of someone else and noted the Panel’s Bylaws make clear that the Panel can hear from an FCPD spokesperson and the person who submitted the complaint. Discussion ensued related to the Panel’s Bylaws and the fact that the complainant who submitted the review request attached the complaints of his female companions. Ms. Doane added that the Panel is unable to take testimony, hear from witnesses, or conduct its own investigation. Mr. Gallagher raised that this could be a problem in the future and noted that the Panel recently received a complaint filed on behalf of another individual. Ms. Doane suggested that in the future when the Panel receives a review request for an incident which involved multiple individuals who submitted an initial complaint, the Panel should notify the primary complainant that the Panel’s Bylaws only allow for the individual who submits the review request to speak during the Review Meeting and ask if the other complainants would like to submit their own review requests. Mr. Kay asked for Ms. Doane and Mr. Sriskandarajah to draft a procedure to be reviewed by the Panel at the February meeting.

Mr. Aguilar asked if each of the three individuals who submitted complaints regarding the incident received a disposition letter from the FCPD. Ms. Anderson replied that the complainant and his two female companions submitted their initial complaint directly to the FCPD and not the Panel. Upon the completion of the investigation, one of the individuals submitted a review request and attached the disposition letter, which was addressed to the complainant, along with the complaints of the two female companions. Therefore, because the complaints were not processed initially by the Panel, the only disposition letter that was received was the one that was submitted by the complainant with his review request. Mr. Aguilar asked that this be brought up at the next quarterly meeting to ensure that all
complainants receive disposition letters and Mr. Kay replied that he would follow up on this prior to the February meeting.

The Panel then reviewed the draft review report and the following edits were submitted:

- Panel Members requested that page numbers be included on all Review Reports.

- Mr. Cluck suggested that the words “impartial, and objective” be added to the first sentence of paragraph two in the Introduction section of the report so that it reads, “After reviewing the Investigation file, the Panel Members present voted 6-1 that the Investigation was complete, thorough, accurate, impartial, and objective, and to concur with the ultimate findings of the FCPD documented in the Investigation report.” This edit was accepted.

- Mr. Cluck suggested that words “Black” and “White” referring to race should be in lowercase throughout the report. Panel discussion ensued regarding the suggested edit. It was determined that the words will remain in uppercase and the suggested edit was rejected.

- Mr. Kay suggested that an uppercase “T” should be replaced with a lowercase “t” in paragraph three of the Background section of the report. He also suggested that the word “who” be replaced with “which” in paragraph four of the same section. These edits were accepted.

- Mr. Gallagher suggested that the word “handicapped” should be rewritten as “handicap” on pages one and two of the report. This edit was accepted.

- Mr. Kay suggested striking “Department of Public Safety Communications” from paragraph five of the Background section of the report. This edit was accepted.

- Mr. Bierman suggested the word “stop” be replaced with “spot” in the Panel Meeting section of the report and that a return be included in between paragraphs ten and eleven of the same section. These edits were accepted.

- Mr. Kay suggested rearranging words in paragraph seventeen of the Panel Meeting section of the report so that the sentence would read “The Investigation determined that the officer described in complainant witness statements as a “female officer,” a “rookie cop in training,” and an “officer in training” was, in fact a civilian employee of the Department of Public Safety Communications.” This edit was accepted.

Mr. Bierman moved that the Panel approve the Review Report for CRP-19-11 as amended. Mr. Sriskandarajah seconded the motion and it carried by a vote of eight, with Ms. VanLowe abstaining.

Ms. Doane thanked Mr. Bierman for drafting the report. Mr. Kay added that the Panel previously struggled with including this amount of information in previous Review Reports due to the constraints of the previous Action Item and that this would be a great template for Review Reports moving forward.

Next, Mr. Kay asked that each recommendation found in the Recommendations section be reviewed and voted on separately.
• Ms. Doane moved that the Panel approve Recommendation A as written. Mr. Gallagher seconded the motion and it carried by a vote of eight, with Ms. VanLowe abstaining.

• The Panel discussed Recommendation B related to FCPD civilian ride-alongs and record retention period for documentation as mentioned in FCPD General Order (G.O.) 230.3. Discussion ensued and Mr. Kay suggested that the Panel table discussion on this recommendation for the moment and review the rest of the recommendations.

• Ms. Doane moved that the Panel approve Recommendation C as written. Mr. Sriskandarajah seconded the motion and it carried by a vote of eight, with Ms. VanLowe abstaining.

• The Panel returned to the discussion on Recommendation B. Ms. Judkins said that the retention period for ride-along applications is only one year, which is maintained by the district stations. Ms. Doane moved that the Panel approve Recommendation B as written. Mr. Bierman seconded the motion and it carried by a vote of eight, with Ms. VanLowe abstaining.

• The Panel discussed Recommendation D which is related to cross gender searches. Mr. Gallagher suggested that the words “via roll-call trainings and or department wide reminders to ensure that officers are taking the necessary steps, when practical, to avoid cross sexual searches and pat downs.” be removed from the recommendation. Ms. Doane noted that G.O. 203 already outlines that cross-gender searches should not happen whenever practicable and that nothing in the Investigation suggested that procedure was violated. The Panel further discussed the recommendation related to the subject incident and FCPD G.O. 203. Mr. Aguilar moved that the Panel approve Recommendation D as amended. Mr. Gallagher seconded the motion and it failed with Mr. Aguilar, Mr. Gallagher, and Ms. Norman-Taylor voting “Aye,” Mr. Bierman, Mr. Kay, Mr. Sriskandarajah, Ms. Doane, and Mr. Cluck voting “Nay,” and Ms. VanLowe abstaining. Therefore, the recommendation was removed from the final Review Report.

2019 Panel Annual Report: Mr. Kay announced that the Panel’s 2019 Annual Report is due on March 1, 2020. He asked the Panel for their input on what to include in the report. Ms. VanLowe suggested including a section highlighting the outcomes of the recommendations made during the Panel’s 2018 Annual Report. Mr. Aguilar suggested including a section recognizing former Panel Members for their contributions to the Panel’s work. Panel Members can submit information they would like included in the 2019 Annual Report to Mr. Kay. Mr. Kay will present the draft 2019 Annual Report at the February Panel Meeting.

2020 Panel Leadership Elections: Mr. Kay reminded the Panel that his term as Panel Chair concludes on February 29th and on March 1st, Ms. Doane will assume the role of Panel Chair. The Panel must elect a Vice-Chair who will then assume the role of Panel Chair in 2021. Ms. Doane nominated Mr. Sriskandarajah as the Panel’s Vice-Chair for 2020. There were no other nominations from the floor. Ms. Doane moved that the Panel elect Mr. Sriskandarajah as Vice-Chair of the Panel. Ms. Norman-Taylor seconded the motion and it carried by unanimous vote.
New Business:

Panel Subcommittee meetings typically take place an hour prior to the start of the regular business meeting. The subcommittee writes an initial review report outlining the subcommittee’s recommendation and presents it to the Panel at the following month’s meeting for consideration. To save a month of time for the Panel, the complainant, and involved stakeholders, Ms. Doane suggested that the subcommittee members complete the initial review report during the subcommittee meeting and present it to the full Panel during the regular business meeting that immediately follows. Panel Members agreed to this process and it was established that the Panel will operate by this practice moving forward.

Ms. VanLowe told the Panel that she has scheduling conflicts for the Panel Meetings in February, March, and April due to a Thursday evening commitment. Mr. Kay replied that meetings for those months will be rescheduled. Panel Members noted that Tuesday and Wednesday evenings were not preferable. Ms. Anderson is to reach out to Panel Members with potential meeting dates to reschedule the three meetings. Updated meeting dates will be advertised on the Panel’s website and the County’s Public Meetings Calendar.

The meeting was adjourned at 8:51 p.m.

*The Panel’s next business meeting is Monday, February 10th, 2020, at 7:30 p.m. in the Government Center, Conference Room 8.
Fairfax County Police Civilian Review Panel
Subcommittee Initial Review Report

Request for Review – Basic Information

<table>
<thead>
<tr>
<th>Complainant:</th>
<th>CRP Complaint Number: CRP-19-29</th>
</tr>
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</table>

Subcommittee Members:
- Jimmy Bierman, Review Liaison
- Bob Cluck, Review Liaison
- Hollye Doane, Panel Vice Chair

Complaint Submission Date: December 20, 2019 (Initial Complaint: May 24, 2019)

This report is subject to Federal and Virginia Freedom of Information Acts. Panel members will maintain to the greatest extent possible under the law and in accordance with the Bylaws all sensitive and confidential information not intended for a public release.

Purpose

The Subcommittee Initial Review Report sets forth the Subcommittee’s recommendation on whether the Complainant’s allegation(s) meet the standard for review provided in the Panel’s Bylaws. The Panel may accept or not accept the Subcommittee’s recommendation on whether to review a complaint.

Findings

The Panel’s review authority states in Article VI (A)(1) of its Bylaws: “The Panel shall review Investigations to ensure their thoroughness, completeness, accuracy, objectivity and impartiality where (1) the subject matter of an Investigation is an allegation of ‘abuse of authority’ or ‘serious misconduct’ by a FCPD officer, and (2) a Review Request is filed.”

The subject matter of this investigation concerns an allegation by the Complainant that he was subjected to racial discrimination and was racially profiled and harassed by a FCPD officer. The Subcommittee finds that the subject matter of the investigation, as stated in the allegations, meets the threshold requirement for “abuse of authority” and “serious misconduct.”

Recommendation

The Subcommittee recommends that the Panel undertake a review of CRP-19-29 because the complaint meets the scope of review criteria set forth in its Bylaws.
## Panel Bylaws Abuse of Authority and Serious Misconduct Checklist

<table>
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<tr>
<th>Criteria Met?</th>
<th>Abuse of Authority and/or Serious Misconduct</th>
<th>Complainant Details*</th>
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<tbody>
<tr>
<td>No</td>
<td>Use of abusive racial, ethnic or sexual language or gestures.</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Harassment or discrimination based on race, color, sexual orientation, gender, religion, national origin, marital status, age, familial status, immigration status or disability.</td>
<td>The complainant alleged he was racially profiled and that the officer harassed him by asking him multiple times if he lived at the apartment complex, to provide his address, and present his ID.</td>
</tr>
<tr>
<td>Yes</td>
<td>Acting in a rude, careless, angry, retaliatory or threatening manner not necessary for self-defense.</td>
<td>The complaint stated, “If the detective would have done his due diligence, he would have saw that I had the same parking permit in my window as every other car there.”</td>
</tr>
<tr>
<td>No</td>
<td>Reckless endangerment of detainee or person in custody.</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Violation of laws or ordinances.</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Other serious violations of Fairfax County or FCPD policies or procedures, including the FCPD Cannon of Ethics, that occur both on or off duty.</td>
<td>The alleged misconduct would violate FCPD G.O. 201.14.</td>
</tr>
</tbody>
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*Confidential and sensitive information shall not be disclosed in this document. Contact the Chair or Panel Legal Counsel for questions and/or additional information.*
Fairfax County Police Civilian Review Panel Procedural Memorandum

<table>
<thead>
<tr>
<th>No:</th>
<th>Subject: Intake and Processing of Review Requests</th>
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Approval Date: **October 7, 2019**  
February 10, 2020  
Review Date: **December 2020**  
Signed by Douglas Kay, Chair

**Purpose:** To provide procedures for filing and processing Review Requests submitted to the Fairfax County Police Civilian Review Panel (the “Panel”) in a timely, responsive, and consistent manner.

**Filing a Review Request**

- A complainant can file a Review Request with the Panel the same way **they he/she** can file an Initial Complaint (see page one of Panel Procedure: Intake and Processing of Initial Complaints).

- A complainant must include in the Review Request a statement describing the reason(s) for the Review Request.

- If the incident that is subject of the Review Request involved multiple complainants, or the preceding FCPD Investigation consolidated the investigation of two or more complaints related to the same incident, the Panel’s letter which confirms the receipt of the Review Request will inform the complainant that only the person who submits the Review Request may be heard at the Panel Review Meeting, in accordance with Article VI (E) of the Panel’s Bylaws. The letter will inform the Complainant seeking review that he/she may amend the Request for Review to include additional complainants only if they were designated as such in the Initial Complaint(s).

- Upon receipt of a Review Request:
  - **Staff**, in consultation with the Chair, will determine whether the Review Request is timely filed (within 60 days of the date of the FCPD Disposition Letter), unless the Panel determines that there is good cause to extend the filing deadline.
  - **Staff**, in consultation with the Chair, will determine whether the matter described in the Review Request is the subject of pending civil, criminal, or administrative litigation.
o The Chair will forward the Review Request to the FCPD (for informational purposes only) and request a copy of the FCPD Disposition Letter if not attached to the Review Request.

o Staff, in consultation with the Chair, will draft and send a letter to the complainant acknowledging receipt of the Review Request and delineating next steps, using the attached template:

- Confirmation of Receipt – Request for Review (No Pending Litigation) (Attachment 1)
- Confirmation of Receipt – Request for Review (Pending Litigation) (Attachment 2)

**Initial Review**

- The Initial Review Committee will conduct the Initial Review.

- The Review Liaisons for the Complaint, together with the Chair or Vice Chair (as determined by the Chair), will form the subcommittee to conduct the Initial Review (the “Initial Review Subcommittee”).

- The Chair will coordinate with the FCPD Liaison dates and times for the Initial Review Subcommittee to review the Investigation File.

- The Chair will schedule the meeting date for the Initial Review Meeting and set the agenda.

- If pending litigation associated with the complaint exists, the Chair will compare the pending litigation to the allegations made within the complaint. If the Chair finds that pending litigation is associated with the allegations made within the complaint, the Chair will so inform the Panel so that it can defer action on the Review Request until the litigation is concluded in conformance with the Bylaws. If the Chair finds that the pending litigation is not associated with the allegations made within the complaint, the review process will continue as detailed below.

- After the review of the Investigation File, the Subcommittee will meet to (i) determine whether the Panel has the authority to review the Investigation, and (ii) complete the Initial Review Report Template (Attachment 3). If the Initial Review Subcommittee determines that the Panel does not have authority to review the Investigation, the Initial Review Report will note the Subcommittee’s reasoning.
After the Initial Review meeting, Staff, in consultation with the Chair, will draft and send the Initial Disposition Notice to the complainant notifying the complainant of the Panel’s determination of authority to undertake a review of the subject Investigation. If the Initial Review Subcommittee concludes that the Panel has authority to review, the letter will also notify the complainant of the date and time of the Panel Review Meeting, a description of the review process, the deadline for completing the review, and the complainant’s right to attend the Panel Review Meeting and options to address the Panel, using the attached templates:

- Determination of Panel Authority and Review Meeting Notification (Attachment 4)
- Determination of Panel Authority – Review Meeting Notification – Optional Attendance (Attachment 5)
- Determination of Panel Authority – No Authority to Review (Attachment 6)

Staff, in consultation with the Chair, will draft and send the Initial Disposition Notice to the complainant within 30 days of receipt of the Investigation Report.

If the Initial Review Subcommittee concludes that the Panel has review authority the Initial Review Subcommittee will also (i) set the date for the Panel Review Meeting and (ii) determine whether the FCPD should be asked to appear at the Panel Review Meeting.

The Chair will (i) notify Panel Members of the results of the Initial Review Meeting and request that all Panel Members review the Investigation file, (ii) coordinate with the FCPD Liaisons to (a) determine times when the Investigation file will be made available to the remaining Panel Members for review and (b) request the FCPD, through the FCPD Liaisons, to appear at the Panel Review Meeting, if necessary.

**Panel Review Meetings**

- The Staff, in consultation with the Chair, will prepare and post the Panel Review Meeting Notice in accordance with Article VI.E.1 of the Bylaws.

- Staff will send an official email notification of the date of the Review Meeting to the Panel, the Panel’s Counsel, the County Attorney, the FCPD Liaisons, and the major in command at the FCPD Internal Affairs Bureau at least fourteen days in advance of the Review Meeting, as required by Article IV.E.1.c of the Panel’s Bylaws.
• The Chair will preside over Panel Review Meetings in accordance with Article VI.E.1 of the Bylaws.

• When opening a Panel Review Meeting, the Chair will ask Panel Members, the FCPD representative, and the complainant to introduce themselves for the record and the Chair will outline the process for conducting the Panel Review Meeting, reminding those in attendance that:
  
  o the purpose of the Panel’s review of the Investigation is to determine whether the Investigation is thorough, complete, accurate, objective and impartial.
  
  o the complainant will have 15 minutes to address the Panel to state his or her reasons for filing the Review Request and that Panel Members may ask questions regarding those reasons. On motion from a Panel Member, the Panel may consider an extension of the 15-minute time period.
  
  o Panel Members may ask the FCPD representative questions regarding the process of the Investigation and the conclusions reached in the Investigation.
  
  o questions regarding officer discipline are personnel matters that must be discussed in closed session.
  
  o Panel Members may also request consultation with legal counsel during the Panel Review Meeting, which must also be discussed in closed session.

• If the complainant does not attend the Panel Review Meeting, or attends but chooses not to address the Panel, the Panel may complete the Investigation review process.

• If other witnesses attend the Panel Review Meeting, their contact information will be obtained and given to the FCPD for follow-up.

Panel Findings

• At the discretion of the Chair, Panel Members may continue the Panel Review Meeting with a discussion of their findings from the review. If not, discussion of Panel review findings can be deferred to the next Panel Meeting.
• Opening the deliberations, the Chair will restate the Panel Findings options for Panel Members, as outlined in Article VI.F.2.a of the Panel’s Bylaws. The Panel may:
  
  o Concur with the findings detailed in the Investigation Report.
  
  o Advise the Board of Supervisors that the findings are not supported by the information reasonably available to the FCPD and recommend further review and consideration by the Chief of the FCPD.
  
  o Advise the Board of Supervisors that, in the Panel’s judgment, the Investigation is incomplete and recommend additional investigation.
  
• A majority of the appointed Panel Members must vote to concur with the Panel Findings for the Panel Findings to be the authorized conclusion of the Panel.
  
• Panel Members who do not agree with the majority may offer a written dissent that explains his or her rationale for dissenting. The dissent will be included in the Panel’s review report.
  
• Panel Members may offer policy recommendations or other comments that the Panel will consider for inclusion in the Panel’s Review Report.
  
• After the Panel votes on the Panel Findings, Staff, in consultation with the Chair, will draft and send correspondence informing the complainant of the Panel’s Findings and the next steps in the process, using the attached template:
  
  o Notification of Panel Vote (Attachment 7).

The Panel Review Report

• The assigned Review Liaisons for a Review Request will draft the Panel Review Report using the Panel Review Report Template (Attachment 8).

• The Panel Review Report will not contain identifying information for either the police officer(s), the complainant, or witnesses, confidential informants, victims, personal information including names, social security numbers, date of birth, driver’s license numbers, agency issued identification numbers, student identification numbers, criminal or employment records, or residential addresses unless the information has been
disclosed by the FCPD in a disposition letter or at a Panel meeting, or by the Complainant, and is not otherwise specifically prohibited by separate statute or ordinance under Virginia Law.

- The Review Report will not contain an officer’s personnel record or specific officer discipline, other than what is specifically disclosed by the FCPD in a disposition letter or at a Panel meeting.

- The Review Report will not reveal information that jeopardizes the safety of an individual.

- If the FCPD notifies the Panel that certain information in the investigative file may reveal specific sensitive investigative techniques or contain information that is likely to jeopardize ongoing or future investigations, and such information is not contained in the complaint itself, the Panel will address FCPD concerns with the Panel’s counsel in a closed meeting to resolve the issues.

- The Chair will circulate the draft report for comment with the Agenda for the meeting during which the Panel Review Report will be discussed.

- The Review Liaisons will present the draft Panel Review Report at the Panel Meeting.

- The Panel will discuss the draft Panel Review Report. A separate vote will be taken on each proposed recommendation or comment to determine its inclusion in the final Panel Review Report.

- Based on the discussion and vote, the Review Liaisons will finalize the Panel Review Report.

- Staff, in consultation with the Chair, will send the final Panel Review Report to the Board of Supervisors, the Chief of the FCPD, and the Auditor, and will post the Panel Review Report on the Panel’s website.

- Staff, in consultation with the Chair, will draft and send correspondence, along with the final Panel Review Report, to the complainant, using the attached template:
Fairfax County
Police Civilian Review Panel
Annual Report 2019
Building Community Trust Through Accountability
Fairfax County Police Civilian Review Panel: Annual Report 2019

A Fairfax County, VA Publication

Publication Date: March XX, 2020

PANEL MEMBERS

Hansel Aguilar, Fairfax
James Bierman, McLean
Robert Cluck, Reston
Frank Gallagher, Burke
Shirley Norman-Taylor, Lorton
Sris Sriskandarajah, Fairfax
Rhonda VanLowe, Reston
Douglas Kay, Fairfax (Chair)
Hollye Doane, Oakton (Vice-Chair)

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To request this information in an alternate format, call 703-324-3459, TTY 711.
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SECTION I: INTRODUCTION

In its third full year of operation, the Panel has settled into its principal role – reviewing completed Fairfax County Police Department ("FCPD") investigations where a citizen complains of abuse of authority or serious misconduct by an FCPD officer. In year one, the Panel focused on establishing Bylaws\(^1\) and receiving necessary training to carry out its mission. In year two, the Panel carried out its mission, and in the process, identified several critical impediments to its success and reported them to the Board of Supervisors in its 2018 Annual Report. The Panel is pleased to report that in 2019 the Panel addressed each of the obstacles identified in last year’s annual report with the cooperation of key stakeholders including the Board of Supervisors and the FCPD.

SECTION II: 2019 ACTIVITIES

Quarterly Meetings

As recommended in the Panel’s 2018 Annual Report, the Panel Chair and Vice-Chair met on five occasions with the chiefs of staff for the Chairman of the Board of Supervisors and the Chair of the Board of Supervisors’ Public Safety Committee, FCPD representatives and County Attorney representatives to discuss Panel business. These “Quarterly Meetings” were occasionally attended by the Chairman of the Board of Supervisors, the Chair of the Public Safety Committee, the Chief of Police, and the County Attorney. During the Quarterly Meetings, attendees discussed and addressed various Panel concerns including, but not limited to, (1) FCPD disposition letters, (2) limitations on transparency imposed on the Panel by the Action Item and (3) recommendations of the Panel reflected in its Public Reports. In large measure because of the spirited discussion at the Quarterly Meetings, all three critical issues have been addressed as explained below. Importantly, the Quarterly Meetings continue in 2020.

\(^1\) Capitalized terms will have the same meaning noted in the Bylaws.
Disposition Letters

In last year’s Annual Report, the Panel recommended that the FCPD improve the format and content of the letter sent to the complainant upon completion of an investigation (the “Disposition Letter”). At the Chief’s direction, the Commander of the Internal Affairs Bureau (“IAB”) formed a working group to study the issue and make recommendations. The working group included the Panel Vice-Chair, former commissioners of the Ad Hoc Police Practices Commission, and other suitable stakeholders who met several times and prepared a template for the Disposition letter to address the Panel’s concern that the Disposition Letters lacked details about the FCPD’s Investigation or the reasons for the FCPD’s conclusion. We are pleased to report that Chief Roessler accepted the group’s template Disposition Letter in Summer 2019 and required the FCPD command staff to receive appropriate instruction. It is the Panel’s sincere belief that, if fully implemented as designed, the improved Disposition Letters will better address concerns raised by complainants and lead to greater community trust through greater transparency. The Panel will continue to monitor progress.

Action Item and Bylaw Amendments

The Bylaws state that the purpose of the Panel is “to enhance police legitimacy and to build and maintain public trust between the FCPD, the Board of Supervisors and the public.” Publicly reviewing Investigation Reports is one of the principal ways the Panel carries out this mission. However, the original Action Item dated December 6, 2016, provided as follows:

During the Panel’s review of a completed FDPD investigation where it is necessary for Panel members to review an officer’s personnel record reflecting discipline or a Police Department internal administrative investigative case file, each Panel member who is provided the opportunity to review that record or case file shall be required to sign a Notice of Confidentiality, affirming that the file and case record is deemed a personnel record and shall not be disclosed nor shall copies be provided to the public. [Emphasis supplied.] (Page 622 of Board of Supervisors December 6, 2016, Agenda Package)

While this provision did not inhibit the Panel’s ability to review the Investigative Report and evaluate the conduct in question, the Panel recognized that this provision stifled the Panel’s ability to author fulsome Review Reports that informed the public about the Panel’s work. Simply put, this provision constituted a barrier to transparency.
Having surfaced this issue in its 2018 Annual Report, the Panel presented the problem at the first Quarterly Meeting and worked with key stakeholders to amend the Action Item and the Bylaws to enable the Panel to report to the Board of Supervisors and the public all non-confidential relevant information found in the Investigation Report. Critically, the Chief of Police supported the Panel’s effort. The Board of Supervisors approved the Panel’s amended authorizing Action Item on September 24, 2019, and the Bylaws were subsequently updated to be consistent with the revised Action Item. The first Review Report authored after these amendments evidence the Panel’s new-found freedom to author comprehensive Review Reports. Compare Review Report: CRP-19-11 to Review Report: CRP-18-02.

Publication of Panel Recommendations

Making recommendations on FCPD policies and practices to assist the Chief of Police and the Board of Supervisors is one of only three imperatives noted in Article II of the Bylaws. The Panel is committed to meeting this obligation where appropriate and carefully considers opportunities to offer the FCPD recommendations while seeking always to strike the appropriate balance between offering too many suggestions and remaining mute where the appropriate opportunity presents itself. Since its inception, the Panel has authored a dozen recommendations; however, said recommendations were previously scattered about in a variety of documents sometimes buried in multipage reports. Moreover, no mechanism existed for the Panel to attain some response from the FCPD to the recommendations.

The Panel is pleased to report that it resolved both issues through the publication of a Panel Recommendation Matrix (“Matrix”). The Matrix offers a single repository for Panel recommendations while offering the FCPD the opportunity to comment upon the recommendations and to note any actions taken in response. Finally, the Matrix records the Panel’s assessment of the FCPD’s actions in response to the recommendation. Below is an example of a Panel recommendation from the Matrix:

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2 The revised Action Item is found [here](#).
### Report

<table>
<thead>
<tr>
<th>Report</th>
<th>Panel Recommendation</th>
<th>FCPD Action</th>
<th>Status (as determined by the Panel)</th>
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<tr>
<td>CRP-18-26 (Published March 8, 2019)</td>
<td>“During FCPD administrative investigations, where statistical evidence is used, [the Panel] recommends the Crime Analyst Unit (CAU) be consulted in the gathering, preparation and reporting of the statistical data.”</td>
<td>The compilation of statistical evidence is the responsibility of the Analyst assigned to the Internal Affairs Bureau.</td>
<td>Implemented by FCPD</td>
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</table>

The Matrix in its entirety is available to the Board of Supervisors and the public on the Panel’s website. See Appendix A for the Matrix in its entirety.

### Use of Statistics

Review of racial bias complaints against FCPD officers are among the most challenging duties of the Panel. Where such complaints are received, the FCPD routinely includes in its Investigation Reports, among other things, the officer’s arrest statistics broken down by race as compared to his or her peers. The Panel expressed concerns about conclusions expressed in the Investigation Reports based upon these statistics and recommended that investigators consult qualified professionals within the department who have the appropriate statistical expertise. As indicated above, the FCPD has heeded the Panel’s recommendation in this regard. In the future, statistical data included in Investigation Reports will be compiled by an analyst with appropriate statistical proficiency and not by the investigator. The Panel will be monitoring Investigation Reports for compliance.

### Panel Training

Training is critical the Panel’s mission. The Panel received a full day training session from representatives of the National Association for Civilian Oversight of Law Enforcement (“NACOLE”) which focused on the historical origins of civilian oversight, working with key stakeholders, promoting the work of the Panel in the community, and effective practices for reviewing investigations. Panel Vice-Chair, Hollye Doane, attended the 2019 NACOLE Annual Conference in Detroit, Michigan with staff from the Office of the Independent Police Auditor

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3 The agenda for the full day NACOLE training is [here](#)
(“OIPA”). The theme of the 2019 Annual Conference was courage, collaboration, and community and covered topics such as data driven policing, strategies for community engagement, and oversight from a law enforcement perspective. Several Panel Members attended NACOLE’s regional training session in Washington D.C. on which focused on community police relationships and communication, and an in-depth study of the review focused oversight model. Finally, the Panel received a half day of training from the FCPD which encompassed FCPD recruiting practices, the FCPD Criminal Justice Academy curriculum, intrinsic bias training, and the FCPD’s investigation and review process. Special thanks to Major Owens and his staff for putting together a terrific program.

SECTION III: ISSUES FOR BOARD OF SUPERVISORS CONSIDERATION

Extension Requests

Article VI. C.1.c of the Panel’s Bylaws provide in relevant part:

The Panel shall immediately forward an Initial Complaint to the FCPD for investigation. FCPD shall complete its investigation and provide an Investigation Report to the Panel within sixty (60) days. The Panel shall extend the 60-day period upon request of the Chief to protect an ongoing criminal or internal administrative investigation, or for other good cause, with notice to the complainant and the Board of Supervisors.

Of the twenty Initial Complaints the Panel received in 2019, the FCPD extended the 60-day period or otherwise failed to timely deliver the Disposition Letter more often than not. On average, the Disposition letters were delivered 92 days after the Panel forwarded the Initial Complaint to the FCPD. See Appendix B for a summary of FCPD extension requests for Initial Complaints.

As per the Bylaws, the FCPD received an extension each time it sought one (and the Panel notified the complainant and the Board of Supervisors of each extension). The subject of these extension requests has been the topic of discussion at the Quarterly Meetings. It may be that the 60-day period for investigation of an Initial Complaint set forth in the Bylaws should be lengthened to 90 days. The FCPD has offered a number of reasonable explanations for the

4 The agenda for the half day FCPD training is here.
delays, which requires them to request extensions. The Panel will continue to monitor this situation but makes no request for action at this time.

**Recommendation**

The Panel has reviewed several complaints involving claims of racial bias which are just as difficult for the Panel as they are important to the mission of the Panel. The racial bias complaints reviewed by the Panel vary widely. At least one was demonstrably unfounded. For example, in the Panel’s Review Report for CRP-18-26, the Panel unanimously concluded upon review of in-car video and body worn camera footage that the accused officer could not have known the race of the complainant before stopping him for a traffic infraction. Other complaints have been much more difficult for the Panel to adjudicate. For example, in the Panel’s Review Report for CRP-18-27 the Panel concurred with the results of the FCPD’s investigation concluding that the Investigation, taken in its totality, supported the conclusion of a race-neutral basis for investigatory detention despite troubling statistically suspicious arrest records of accused officer.

During Review Meetings, in training and elsewhere in interactions with the Panel, the FCPD has resisted suggestions by the Panel that in certain racial bias cases additional investigation into the background of the accused officer may be necessary to rule out racial bias. Moreover, the FCPD investigated the social media of the complainant in CRP-18-27 for evidence of bias on the part of the complainant. Notwithstanding its willingness to investigate potential bias of a complainant (who was not even physically present for arrest in question) and publish her social media information, the FCPD have demonstrated resistance to a more robust investigation of accused officers.

Therefore, the Panel makes the following recommendation to the FCPD: where the evidence gathered during an Investigation into a Complaint of racial bias does not offer a race-neutral explanation for the conduct of the accused officer, the FCPD should continue to investigate seeking some explanation for the officer’s conduct by obtaining reasonably available evidence that will corroborate either a race-neutral or race-biased explanation including, but not limited to, examining the officer’s social media accounts, interviewing witnesses, and seeking such other sources of proof reasonably available to FCPD investigators.
The Panel welcomed four new members during 2019:
- James Bierman
- Frank Gallagher
- Shirley Norman-Taylor
- Sris Sriskandarajah

We are grateful for their talents and willingness to serve. Thanks also for the continued service of the other Panel Members.\(^5\) In addition, the Panel offers thanks to Adrian Steel, Randy Sayles, Anna Northcutt and Col. Gregory Gadson (Ret.) for their service to the Panel which came to an end in 2019.

Adrian Steel was the inaugural Panel Chair and deserves special recognition. His enthusiasm and dedication to the Panel’s foundation left an indelible mark on this body. His unflagging support of the Panel’s mission is an inspiration to all. Randy Sayles was an inaugural member of the Panel. He sadly passed away in 2019 far too early. A retired law enforcement officer and an eyewitness to racial injustice, Randy provided an invaluable perspective to the Panel. But it was Randy’s infectious smile, warm demeanor and common-sense approach to Panel business that we will miss the most.

The Panel also wishes to thank the Independent Police Auditor and Staff for their continued support – especially Gentry Anderson, who has demonstrated remarkable dedication to day-to-day operations of the Panel and shown herself again and again to be wise and capable beyond her years. Thanks also to Major Owens, the IAB Commander, for his excellent work on Panel training, his calm demeanor, and remarkable patience during the many Panel meetings he attended this year. The Panel also acknowledges all the complainants who came forward in 2019 and entrusted the Panel with their complaints. We look forward to continuing the Panel’s work in the coming year.

\(^5\) See Appendix C for Panel Member Biographies
<table>
<thead>
<tr>
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<th>Panel Recommendation</th>
<th>FCPD Action</th>
<th>Status (as determined by the Panel)</th>
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<tbody>
<tr>
<td>CRP-17-10 (Published March 26, 2018)</td>
<td>“[T]he Complainant indicated in her statement to the Panel that, other than the Notification, she had not received any further explanation from the FCPD. The Panel recommends that the FCPD contact the complainant and offer her whatever additional explanation that is legally permissible and appropriate under the circumstances.”</td>
<td>Letter signed by Station Commander was sent to the complainant indicating the officer’s violation was addressed and how to seek additional recourse. Internal Affairs Bureau (IAB) personnel also had a phone conversation with the complainant to address their concerns.</td>
<td>Implemented by FCPD</td>
</tr>
<tr>
<td>CRP-18-12 (Published January 9, 2019)</td>
<td>“The Panel recommends that the FCPD develop an efficient methodology to reintegrate some level of supervision over the submission of [FR300P accident report] forms [by FCPD officers].” The Panel concluded that the consequences for errors could be problematic, as certain insurance claims were initially denied based on erroneous information in the initial FR300P.”</td>
<td>Under the Traffic Records Electronic Data System (TREDS) system, which is a VA State Program, when an officer submits an FR300P, a layered approval process begins. The first layer is the TREDS system itself, which provides a real-time review to ensure all required fields are populated. After the TREDS system review, the report is submitted for internal review by the FCPD Central Records Division. The Central Records Division has received specialized training on TREDS and have the delegated authority to accept or reject accident reports if they are not in compliance. In addition, the Central Records Staff distributes error reports to supervisory staff to ensure quality control and accountability.</td>
<td>The Panel accepts explanation of FCPD regarding supervision under TREDS System.</td>
</tr>
<tr>
<td>CRP-18-12</td>
<td>Complaints received by the FCPD are thoroughly investigated. As stated in your report, Major Reed assured the Civilian Review Panel (CRP) members that investigators take a holistic approach to ensure that all aspects of a complaint are addressed. Upon completion, all investigations are subject to a multi-layer review. This investigative review may be conducted by Station Commanders, Bureau Commanders, Deputy Chiefs, and the Chief of Police to ensure accuracy and thoroughness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Published January 9, 2019)</td>
<td>FCPD explanation noted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRP-18-12</td>
<td>“The Panel recommends that FCPD periodically summarize and publish all FCPD discipline across the entire FCPD without specifically identifying the disciplined officer by name.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Published January 9, 2019)</td>
<td>In keeping with our commitment to transparency, the FCPD annually publishes an Internal Affairs Bureau Statistical Report, which is made available both within and outside of the Department. IAB is currently researching best practices. Once a template is developed, it will be discussed with the County Attorney for legal review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRP-18-26</td>
<td>“The Panel recommends that the FCPD ensures that individuals involved in incidents with FCPD officers which are subject to a complaint be provided with an opportunity to review the video footage of the incidents.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Published March 8, 2019)</td>
<td>It has been the policy of the Police Department to allow complainants to view video footage consistent with Body Worn Camera Pilot Program SOP 18-506, Section VII, Paragraph B and General Order 430.8, In Car Video Program Procedures, Section IV, Paragraph C-5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Under Review by FCPD.
| CRP-18-26  
(Published March 8, 2019) | “The FCPD should make BWC and In-Car Video (ICV) footage available for viewing at Panel Review Meetings as requested by the Panel.” Requests for the Panel to view video and audio footage will be approved on a case-by-case basis. | FCPD explanation noted. The Chief has committed to review any Panel request for footage and determine whether to release of requested footage on a case-by-case basis. |
| CRP-18-26  
(Published March 8, 2019) | “During FCPD administrative investigations, where statistical evidence is used, [the Panel] recommends the Crime Analyst Unit (CAU) be consulted in the gathering, preparation and reporting of the statistical data.” The compilation of statistical evidence is the responsibility of the Analyst assigned to the Internal Affairs Bureau. | Implemented by FCPD |
| CRP-18-27  
(Published July 12, 2019) | “[T]he Panel recommends that in the future the Department refrain from publicly releasing [investigatory information pertaining to the Complainant’s social media accounts], because it “discourages individuals from filing future complaints, and it undermines community trust in the Panel.” If the FCPD believes such information is relevant to the investigation, “that information should be included only in the Department’s investigative file.” All of the information was obtained via public websites from a Google search. The information that was released was already publicly available on the internet. | Not Implemented by FCPD |
<table>
<thead>
<tr>
<th>2018 Annual Report (Published March 21, 2019)</th>
<th>FCPD disposition letters to the complainant upon conclusion of FCPD investigations, “must contain sufficient, specific detail to provide complainant with a clear understanding of the scope of the FCPD investigation and the rationale for the FCPD findings.”</th>
<th>The FCPD co-produced a disposition letter with members of the community. Commanders who author these letters were then trained on the new form in September. Since that time, the new form has been in use.</th>
<th>New format for more explanatory disposition letters has been adopted by the FCPD and is being implemented.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Annual Report (Published March 21, 2019)</td>
<td>“Action Item 17, dated December 6, 2016 (p. 278), limits the Panel’s ability to include salient facts in public reports. This restriction inhibits “the Panel’s ability to achieve its purpose ‘to enhance police legitimacy and to build and maintain public trust between the FCPD, the Board of Supervisors and the public.’”</td>
<td>During Quarterly Meetings, FCPD representatives coordinated with the CRP in preparation of the proposed Action Item that was adopted by the Board of Supervisors on September 24, 2019, giving the Panel the authority to disclose facts of the investigation in the Panel’s Review Reports, with certain restrictions.</td>
<td>Action Item adopted by the Board of Supervisors on September 24, 2019, gives the Panel authority to disclose facts of the investigation in Review Reports with certain limited restrictions.</td>
</tr>
<tr>
<td>2018 Annual Report (Published March 21, 2019)</td>
<td>“The Panel suggests that the Board of Supervisors require a quarterly meeting among the Chiefs of Staff for the Chairman of the Board of Supervisors and the Chairman of the Public Safety Committee, the FCPD Chief, and the Chair and Vice-Chair of the Panel to review Panel comments and recommendations and discuss the implementation of the same.”</td>
<td>The FCPD supports the quarterly meetings and the sharing of information regarding Panel comments and recommendations. These meetings began in June 2019 and are continuing to occur with FCPD staff present for each of them.</td>
<td>Implemented by FCPD</td>
</tr>
</tbody>
</table>
### Appendix B

#### 2019 Initial Complaints and Disposition Letter Due Dates

<table>
<thead>
<tr>
<th>Complaint #</th>
<th>Disposition Letter Due Date</th>
<th>Actual Date Disposition Letter Received</th>
<th># of Days Past Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP-19-01</td>
<td>March 29</td>
<td>April 18</td>
<td>20 days past</td>
</tr>
<tr>
<td>CRP-19-02</td>
<td>April 1</td>
<td>April 2</td>
<td>1-day past</td>
</tr>
<tr>
<td>CRP-19-03</td>
<td>March 4</td>
<td>March 6</td>
<td>2 days past</td>
</tr>
<tr>
<td>CRP-19-04</td>
<td>April 15</td>
<td>April 15</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-06*</td>
<td>June 7</td>
<td><em>complainant withdrew complaint</em></td>
<td>-</td>
</tr>
<tr>
<td>CRP-19-08</td>
<td>June 14</td>
<td>September 4</td>
<td>82 days past</td>
</tr>
<tr>
<td>CRP-19-09</td>
<td>June 18</td>
<td>June 27</td>
<td>9 days past</td>
</tr>
<tr>
<td>CRP-19-10</td>
<td>July 12</td>
<td>October 31</td>
<td>111 days past</td>
</tr>
<tr>
<td>CRP-19-12</td>
<td>July 22</td>
<td>July 22</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-13</td>
<td>July 23</td>
<td>December 20</td>
<td>150 days past</td>
</tr>
<tr>
<td>CRP-19-14</td>
<td>August 12</td>
<td>October 17</td>
<td>66 days past</td>
</tr>
<tr>
<td>CRP-19-16</td>
<td>August 28</td>
<td>August 28</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-17</td>
<td>September 9</td>
<td>August 30</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-21</td>
<td>October 20</td>
<td>December 4</td>
<td>45 days past</td>
</tr>
<tr>
<td>CRP-19-22*</td>
<td>October 26</td>
<td><em>Pending Litigation – letter to be received once litigation concludes</em></td>
<td>-</td>
</tr>
<tr>
<td>CRP-19-23</td>
<td>November 8</td>
<td>December 19</td>
<td>41 days past</td>
</tr>
<tr>
<td>CRP-19-25</td>
<td>December 2</td>
<td>November 26</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-26</td>
<td>December 30</td>
<td>November 26</td>
<td>On time</td>
</tr>
<tr>
<td>CRP-19-27*</td>
<td>February 7, 2020</td>
<td><em>Date in Future</em></td>
<td>TBD</td>
</tr>
<tr>
<td>CRP-19-28*</td>
<td>February 14, 2020</td>
<td><em>Date in Future</em></td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Average: 32 Days Past Due Date

*Note – this calculation does not include CRP-19-06, CRP-19-22, CRP-19-27, and CRP-19-28 due to the reasons listed in the table.
Fairfax County Police Civilian Review Panel Member Biographies

Hansel Aguilar, Fairfax

Mr. Aguilar, originally from Honduras, investigates allegations of police misconduct at the D.C. Office of Police Complaints. Mr. Aguilar is a former police officer for the George Mason University Police Department and previously worked as a case manager and internal investigator for Youth for Tomorrow. He has served with the Vinson Hall Retirement Community in McLean and with the Fairfax County Office for Women & Domestic and Sexual Violence Services. Mr. Aguilar is bilingual in Spanish and English and believes that oversight is an important tenet of maintaining justice and equality in a democratic society.

James Bierman, McLean

Robert Cluck, Reston

Mr. Cluck has resided in Fairfax County for 40 years. He was on the Fairfax County Ad Hoc Police Practices Commission. He served in the US Army and worked for the federal government for over 30 years in finance and administration. Since retirement, he has been active with the National Alliance on Mental Illness (NAMI), including as a member and officer of the Board of the State level organization and as a volunteer in many capacities for the Northern Virginia affiliate. Over period of six years, he gave family member presentations to Fairfax and Arlington County police officers as part of their Crisis Intervention Team training. He is strongly committed to helping enhance public trust between the public and the Police Department.

Frank Gallagher, Burke

Shirley Norman-Taylor, Lorton

Ms. Norman-Taylor has resided in Fairfax County for the past 21 years. She is licensed to practice as an attorney in Virginia and Washington D.C. The focus of her practice includes Domestic Relations and Criminal and Traffic Defense, however, her greatest joy comes from representing children who are in the Abuse and Neglect system as their Guardian ad litem (GAL). Ms. Norman-Taylor also serves on the Fairfax County School Board's Minority Student Achievement Oversight Committee (MSAOC). Ms. Norman-Taylor is a former military officer and served as a Commander during Operations Desert Shield/Desert Storm.

Sris Sriskandarajah, Fairfax
Rhonda VanLowe, Reston (Chair)

Ms. VanLowe was appointed to the Governor’s Taskforce for Improving Mental Health Services and Crisis Response and served on the Public Safety workgroup. She has devoted much of her community service work to serving those with unique physical, mental, emotional, intellectual or cognitive backgrounds. Ms. VanLowe practiced law in law firm and corporate settings, served as Board Chair of The Northern Virginia Therapeutic Riding Program, Inc., and received the National Women of Color Special Recognition Award at the 2008 STEM Conference. Ms. VanLowe is a 36-year resident of Fairfax County and looks forward to working together with members of the Panel to develop procedures that will set the foundational tone and tenor for the work of the Panel.

Douglas Kay, Fairfax (Chair)

Mr. Kay is a trial lawyer who has handled civil litigation, criminal defense and personal injury cases for over 20 years. He currently focuses his practice on commercial litigation matters. As a criminal defense attorney, he has represented individuals charged with everything from simple traffic matters to the most serious felony offenses in state and federal courts. Mr. Kay previously served as a judge advocate in the U.S. Navy and Assistant Commonwealth’s Attorney for Fairfax County. A lifelong Fairfax County resident, Mr. Kay attended Fairfax County Public Schools, coaches his son’s youth basketball team, and served on Fairfax County’s Ad Hoc Police Practices Review Commission. Mr. Kay was nominated to serve on the Civilian Review Panel by the South Fairfax Chamber of Commerce and the Fairfax Bar Association. Mr. Kay has served on the Panel since its inception.

Hollye Doane, Oakton (Vice-Chair)

A Fairfax County resident for more than 30 years, Ms. Doane spent most of her career as an attorney in Washington D.C. representing an array of clients, including the National Down Syndrome Society and Down Syndrome Research and Treatment Foundation. Ms. Doane has been an advocate for the disability community for more than 20 years and understands the importance of building positive relationships between law enforcement officers and people with disabilities. Her experience as a journalist prior to attending law school gave her an appreciation for clear, timely and transparent communication between government officials and the community. After her retirement, Ms. Doane trained as a mediator and facilitator and currently serves as a lay pastoral minister in her church.