


<b>Fairfax County Police Civilian Review Panel Procedural Memorandum</b>	
No: <b>O-5</b>	Subject: <b>Public Comment</b>
Approval Date: January 12, 2024	Review Date: January, 2026
Signed by Todd Cranford, Chair	

- **Purpose:** To provide procedures for the Fairfax County Police Civilian Review Panel (the “Panel”) to receive public comment about any matter relating to law enforcement policies, practices, and procedures.

**Defining Public Comment Meetings**

- “The Panel may conduct up to six (6) Public Comment Meetings annually, where it solicits and receives public comment or answers questions about any matter relating to law enforcement policies, practices, and procedures.” (Panel Bylaws Article VII.A.2.)
- Public Comment Meetings “may be sponsored by the Panel or by others, and they must meet applicable VFOIA requirements.” (Panel Bylaws Article VII.A.2)

*Public Comment Meetings Sponsored by the Panel*

- Public Comments Meetings are distinct from other Panel meetings, where Complainants can address the Panel regarding their Complaint.
- Public Comment may be heard at regular Panel Business Meetings when the Panel opens the meeting for members of the audience to speak, as well as other Panel meetings organized specifically to receive public comment (i.e., public forums on topics of interest). Both types of meetings will count towards the 6 Public Comment Meetings permitted annually.
  - The Panel will put Public Comment on the agenda at four (4) Panel Business Meetings per year, as its workload allows. Best efforts will be made to hold these meetings in government building community centers throughout the County.
  - Two (2) Public Comment Meetings may occur outside of Panel Business Meetings, sponsored by the Panel or others.
- Meet and greet or social events sponsored by the Panel in which members of the public are not provided an opportunity to speak will not count as a Public Comment meeting.

### *Public Comment Meetings Sponsored by Others*

- When three (3) or more Panel members attend an event sponsored by another entity, where the public is invited to comment on issues within the Panel's jurisdiction, it will be counted against the six (6) Public Comment Meetings allowed annually.

### **Conducting Public Comment Meetings**

- Staff will ensure that the Panel is in compliance with all VFOIA requirements when the Panel holds Public Comment Meetings.
- The Panel will publicize opportunities for the Public to make comments to the Panel and manage speakers in a consistent manner (i.e., providing a sign up for speakers and determining the length of time for each speaker).
- Members of the public will have three (3) minutes to make statements. Speakers may be afforded additional time at the discretion of the Chair.
- If held during a Panel Business Meeting, Public Comment will be taken at the beginning of the meeting.
- During Public Comment Meetings, Panel members should limit their responses to questions from the public to general information, when appropriate. In the event an additional response is necessary, Staff in consultation with the Panel Chair, will draft a written response.
- All Public Comment Meetings sponsored by the Panel will be recorded.
- Staff will develop a written summary of all Public Comment Meetings.