

Police Civilian Review Panel

April 24th, 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

Rhonda VanLowe

Panel Chairman Steel called the meeting to order and requested an update from Cathy Chianese (Clerk to the Board of Supervisors) on the Panel's web page. She reported that the Panel would have a web page utilizing the template for all county Boards/Authorities/Commissions that would list the Panel members and basic information. As the Panel completes its work on the bylaws, code of ethics, and complaint process, a link to a page with more expansive content will be created.

Chairman Steel raised the issue of the election of Panel officers. The Panel decided to wait to hold elections until members have had more time to get to know each other better.

Chairman Steel recommended a working group to examine best practices regarding complaint submission protocols, to include a process and a form. Mr. Hansel Aguilar, Police Auditor Mr. Richard Schott, and Major Gun Lee, FC Police Department, offered to work together on this project.

Ms. VanLowe described the process that she and Mr. Kay used to prepare the first draft of the bylaws. She referenced the Action items approved by the Board of Supervisors, bylaws adopted by panels in other jurisdictions, and a Fairfax County bylaws template, used as guides.

Ms. VanLowe and Mr. Kay presented the draft bylaws, dated April 19, 2017. Panel members had a few grammatical, spelling, and punctuation, edits. Panel members discussed the following items to be considered on the next draft:

- Whether the term "complainant" or "individual" should be used
- Suggest a different word than "portal" as it may be seen as limiting because it implies a strictly web based interaction
- Define the term "use of force"

- The timeline for Panel review of complaints specified in the Board of Supervisors December 6, 2016, Action Item should be reconsidered
- The relationship between the Action Item and the Panel bylaws
- Clearly define, and separate, the process one would follow to file an initial complaint versus the process to file a request to review a completed Police Department investigation
- Include a reference to the Panel's Code of Ethics
- Specify rules of procedure in terms of what constitutes a quorum and what actions are considered approved on majority vote of a quorum
- Remove specific code citations to Virginia Freedom of Information Act (VFOIA) in recognition that the numbering of the Virginia Code sections are subject to change annually
- Instead of specifying certain behaviors on the part of officers, replace with "using unprofessional conduct"
- Clearly define and differentiate between complaints that are the purview of the Police Auditor and those of the Panel

Due to the lateness of the hour, Chairman Steel recommended that the Panel reconvene to complete its review of the draft bylaws. The next meeting was scheduled for May 1st at 7:00 p.m. in conference room 9 and 10. Chairman Steel recommended a timeline for finalizing the draft bylaws and presenting them to the Board of Supervisors that includes adoption by the Board of Supervisors via an action item at either of the July Board of Supervisors meetings. The Panel moved the third training session from June 6th to a date to be determined.

The meeting adjourned at 10:20 pm.