

Fairfax County Police Civilian Review Panel Panel Member Complaint Procedural Memorandum	
No: O-4	Subject: Intake and Processing of Complaints Against Panel Members
Approval Date: October 22, 2020	Review Date: December 2022
Signed by Hollye Doane, Chair	

Purpose: To provide procedures for filing and processing complaints against Panel Members in a timely, transparent, and consistent manner.

Filing a Review Request

- A complainant can file a complaint about the conduct of a Panel Member (Panel Member Complaint) with the Panel the same way they can file an Initial Complaint (see page one of Panel Procedure: Intake and Processing of Initial Complaints).
- A complainant must include in the Panel Member Complaint a statement describing the reason(s) for the Panel Member Complaint.
- Upon receipt of a Panel Member Complaint, Staff, in consultation with the Chair, will draft and send a letter to the complainant acknowledging receipt of the Panel Member Complaint and delineating next steps.
- The Chair will appoint a subcommittee of no fewer than two disinterested Panel Members to review the Panel Member Complaint (Panel Member Complaint Subcommittee).

Panel Member Complaint Subcommittee Review

- The Panel Member Complaint Subcommittee will perform a thorough review of the allegations of the complaint.
- The review by the Panel Member Complaint Subcommittee may include an interview of the complainant, the Panel Member(s) that are referenced in the complaint and may consider such additional information the Subcommittee deems necessary to complete the review.
- Upon completion of its review, the Panel Member Complaint Subcommittee will draft and send a report to the Panel (with a copy to the complainant) detailing the findings and recommendations of the Subcommittee (Panel Member Complaint Subcommittee Report).

Panel Review of the Panel Member Complaint Subcommittee Report

- Upon publication of the Panel Member Complaint Subcommittee Report, the Staff, in consultation with the Chair, will prepare and post an appropriate notice of when the Panel will consider the Panel Member Complaint Subcommittee Report at a Public Meeting.
- When considering a Panel Member Complaint Subcommittee Report, the Chair will ask the Panel Member Complaint Subcommittee to summarize its findings to the Panel. The Panel will be free to ask Panel Member Complaint Subcommittee questions about its review and findings.

Panel Findings

- Opening the deliberations, the Chair will encourage a full and frank discussion of the issues raised in the Panel Member Complaint.
- After deliberations are completed, a majority of the disinterested Panel Members must vote on (1) its conclusions about the Panel Member Complaint and (2) its recommendation to the Board of Supervisors about a fair disposition of the Panel Member Complaint.
- Staff, in consultation with the Chair, will draft and send correspondence informing the complainant of the Panel's Findings.

The Panel Member Complaint Report

- The Panel may vote to adopt with the findings and recommendations found in the Panel Member Complaint Subcommittee Report.
- If not, the Panel Member Complaint Subcommittee will draft the Panel Member Complaint Report consistent with the vote of the Panel.
- The Chair will circulate the draft report for comment with the Agenda for the meeting during which the Panel Member Complaint Report will be discussed.
- The Panel Member Complaint Subcommittee will present the draft Panel Member Complaint Report at a Panel Meeting.
- The Panel will discuss and vote to approve a final Panel Member Complaint Report.

- Based on the discussion and vote, the Panel Member Complaint Subcommittee will finalize the Panel Member Complaint Report.
- Staff, in consultation with the Chair, will send the final Panel Member Complaint Report to the Board of Supervisors.
- Staff, in consultation with the Chair, will draft and send correspondence, along with the final Panel Member Complaint Report, to the complainant.