
Police Civilian Review Panel

Meeting Agenda

Location: Fairfax County Government Center, Room 232

Date: December 17, 2019

Time: 7:00 pm

Agenda details:

I. Call to Order

II. Administrative Matters

- a. Approval of November 16 Training Summary
- b. Approval of November 19 Meeting Summary

III. Agenda Items

- a. Review Meeting for CRP-19-11
- b. Update on Publishing Panel Recommendations
- c. December 13 Quarterly Meeting Debrief
- d. Closed Session for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Virginia Code section 2.2-3711 A 8.

IV. New Business

- a. Panel Leadership Elections - January 9, 2020

V. Adjournment

Police Civilian Review Panel and Office of the Independent Police Auditor

November 16, 2019

Fairfax County Government Center, Conference Room 232

Training Summary

Panel Members Present:

Jimmy Bierman

Bob Cluck

Hollye Doane, Panel Vice-Chair

Frank Gallagher

Doug Kay, Panel Chair

Shirley Norman-Taylor

Sris Sriskandarajah

Rhonda VanLowe

Panel Members Absent:

Hansel Aguilar

Others Present:

Gentry Anderson, OIPA

Natalie Nguyen-Woodruff, Staff to Supervisor
Jeff McKay

Major Matt Owens, FCPD

Rachelle Ramirez, OIPA

Richard Schott, Independent Police Auditor

The training session was called to order at 8:00 a.m.

Mr. Kay welcomed the Panel and staff of the Office of the Independent Police Auditor to the Fairfax County Police Department (FCPD) training session. He thanked members of the FCPD in attendance for their time and willingness to provide training to the Panel. Major Owens reviewed the training agenda.

The following captures the key questions and discussion during the training:

Session 1: Recruitment and Basic Training Academy

Ms. VanLowe: What is the FCPD's retention rate? Lieutenant Nichols replied that the FCPD's retention rate hovers around the national average. He also said that the FCPD implemented a mentoring program and assigns officers to meaningful duty assignments to help with retainment.

Ms. Doane: Do you ask recruits for access to their social media accounts? Second Lieutenant Lane replied that if the recruit has social media that is publicly accessible, it is reviewed.

Mr. Kay: Does the FCPD routinely screen or review officers' social media accounts? Major Cleveland replied that officers are employees of Fairfax County and are held to the standard set by the county's social media policy. He added that if an officer's social media account puts the FCPD in ill repute, an administrative investigation would be initiated.

Mr. Kay: Does the FCPD have a policy to monitor social media accounts of officers? Major Cleveland replied that the FCPD does not monitor social media accounts but if an officer makes outrageous comments on social media and it is brought to the attention of the department, an administrative investigation would be initiated.

Mr. Sriskandarajah: How does Fairfax County's youth become involved in the FCPD cadet program? Sargent Meeks replied that youth become involved in the cadet program through School Resource Officers (SRO's) recruiting students that attend Fairfax County Public Schools (FCPS), partnering with criminal justice programs within FCPS, and word of mouth.

Ms. VanLowe: Why are applicant numbers dropping? Lieutenant Nichols replied that this is a nationwide trend. Also, when the economy is booming, people have other employment options.

Mr. Sriskandarajah: How can public perception be turned within Fairfax County? Lieutenant Nichols replied that the FCPD engages and builds relationships with the community, such as college professors and students. Major Owens added that community outreach is conducted at the station level to help build better relationships between the FCPD and the community. He also explained that when incidents occur in other parts of the United States and get national media attention, it impacts recruiting by and public perception of the police within Fairfax County.

Mr. Gallagher: Will the FCPD's body worn cameras capture audio in addition to video? Major Cleveland affirmed that audio will be captured by body worn cameras.

Ms. VanLowe: What is the cost associated with training a recruit? It sounds like the training academy is a "gate process" where if someone does not pass a certain portion of training, they cannot move through the rest of the academy. Is there a way to retain those officers to support the FCPD in a different capacity? Major Cleveland replied that training a recruit officer is a great investment of Fairfax County resources. The FCPD holds recruits to a higher standard than what is required by the state. However, if a recruit is struggling in a certain portion of the academy, they could fill other roles such as parking enforcement or citizen police aides.

Mr. Sriskandarajah: Do FCPD cruisers have sensors such as back up cameras? Major Cleveland replied that all FCPD cruisers are equipped with sensors and modern technology.

Ms. Norman-Taylor: Do Fairfax County Sheriff deputies go through the same academy as FCPD officers? Major Cleveland replied affirmatively that the same academy is used, however sheriff's deputies receive additional training specific to corrections.

Session 2: Intrinsic Bias Training and Juvenile Procedures

Ms. Doane: Suppose the FCPD becomes aware that an officer belongs to a white supremacy association. What would the FCPD do? Major Owens replied that an administrative investigation would be initiated to confirm the allegation and appropriate action would be taken.

Ms. VanLowe referenced complaints the Panel has reviewed related to racial bias allegations. She asked how does the FCPD monitor or measure the success of the intrinsic bias training and ensure there is no biased policing in Fairfax County? She referred to FCPD investigation files related to complaints with allegations of biased policing and asked that more support be provided within the investigative file to back up the FCPD's conclusions. Major Owens referenced the forthcoming study by an academic or research institution commissioned by the Independent Police Auditor to examine the racial disparity in use of force incidents that occurred in the county. He added that disparity does not necessarily mean discrimination and provided a hypothetical example.

Discussion ensued related to the Panel's desire for more support to back up the FCPD's conclusions related to allegations of bias within the investigation files.

Ms. Doane commented that for allegations of racial bias, it would be helpful for the Panel if the FCPD included officer social media history in the investigation file to support or dismiss allegations of explicit bias. Major Owens replied that if the officer's social media information is publicly available, it could be investigated.

Mr. Kay added that the extra investigative step of reviewing publicly sourced social media information and including the results in the investigative file would be very helpful to the Panel.

Major Cleveland described the FCPD's early identification process where command staff meets quarterly to discuss racial bias complaints against officers. Ms. Doane suggested that the results of the early identification process meetings should be included in the investigation file as evidence to further support the FCPD's conclusion.

At 10:12, a five-minute break was taken. The training resumed at 10:17.

Session 3: Use of Force/De-escalation and Crisis Intervention Training

Ms. Doane referenced incidents that have occurred across the nation where individuals with down syndrome and other disabilities have died due to a particular take down maneuver by the police where the individual is placed on the ground face down with their hands behind their back. This position can result in death due to respiratory distress. Is the FCPD aware of these incidents and have been taken to address this issue? Police First Class Wallace replied that the cause of death in these situations is called positional asphyxiation. In the Academy, recruits are taught how to think under stress and communicate to ensure the safety of all individuals involved. Major Cleveland added that engaging with members of this community and their families helps the FCPD understand their concerns.

Ms. Doane suggested that the CIT training curriculum include parent input since parents have different perspectives than clinicians. Sargent Culkin replied that one of the clinicians that assists with CIT training is also a parent of a child on the autism spectrum.

Mr. Cluck said he was a family presenter for CIT training related to mental health and asked whether the program still existed. Sargent Culkin replied that the National Alliance on Mental Illness (NAMI) and other mental health associations train officers on mental health issues.

Ms. VanLowe said that she and other Panel Members previously sat in on CIT training sessions and thought it was very helpful to see the training officers receive. She asked that the training remain available for Panel Members to attend.

Session 4: Administrative Investigation Overview, Investigation and Review Process, and Disposition Letters

The Panel discussed the importance of the FCPD soliciting independent legal analyses for Fourth Amendment issues arising in their investigations. Mr. Kay suggested that the Panel request independent legal analyses on a case by case basis.

Ms. Doane: Why would the Bureau Commander reverse a determination made by the Internal Affairs Bureau (IAB) or send an investigation back to IAB? Major Owens replied that everyone has different

opinions and values. The review process provides the complainant, community, and the officers due process. He said that the Chief makes the ultimate decision regarding the findings of the investigation.

The Panel discussed the 60-day deadline, as outlined in their Bylaws, for FCPD investigations to be completed.

Ms. Doane asked that the FCPD include explicit reasons as to why an extension is needed in their extension requests to the Panel.

Ms. Doane requested that the FCPD investigation files contain a table of contents so that it is clear to Panel Members what is included in the file.

The training session adjourned at 12:14 p.m.

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Police Civilian Review Panel

November 19, 2019

Fairfax County Government Center, Conference Room 232

Meeting Summary

Panel Members Present:

Jimmy Bierman

Bob Cluck

Hollye Doane, Panel Vice-Chair

Frank Gallagher

Doug Kay, Panel Chair

Sris Sriskandarajah

Shirley Norman-Taylor

Rhonda VanLowe

Panel Members Absent:

Hansel Aguilar

Others Present:

Gentry Anderson, OIPA

Gerarda Culipher, Chief Deputy Clerk of the Fairfax County Circuit Court

Julia Judkins, Counsel

Natalie Nguyen-Woodruff, Staff to Supervisor Jeff McKay

Major Owens, FCPD

Richard Schott, Independent Police Auditor

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

Welcoming of New Panel Member: Mr. Kay welcomed, on behalf of all Panel Members, Mr. Gallagher, who was recently appointed by the Board of Supervisors to fill a vacant seat, to his first meeting. Mr. Kay thanked Mr. Gallagher for his willingness to serve on the Panel.

Administration of the Oath: Ms. Gerarda Culipher, Chief Deputy Clerk of the Fairfax County Circuit Court, administered the Oath of Office to Mr. Gallagher.

Meeting Summary Approval: Ms. VanLowe moved approval of the Meeting Summary from the Panel's October 7th meeting. Mr. Bierman seconded the motion and it carried by a vote of eight, with Mr. Aguilar being absent.

Initial Review Report for CRP-19-11: Mr. Bierman summarized the allegations made in the complaint and announced that the subcommittee voted to recommend that the Panel undertake a review of the complaint because the allegations meet the Panel's threshold for abuse of authority and serious misconduct. Mr. Kay added that one of the allegations made in the complaint was that the officer assaulted the complainant when the officer closed a car door on the complainant's leg. Mr. Schott informed the Panel that this allegation does not satisfy the definition of use of force set forth by FCPD General Order 540 and it was agreed that the Panel, not the Auditor, would review the allegation. Ms.

VanLowe noted that the Review Request was submitted on May 21, 2019 and asked if there was a reason for the delay. Ms. Anderson reminded the Panel that the investigation was reopened by the Internal Affairs bureau to investigate the allegation of racial bias since the initial investigation was conducted at the station level. Ms. VanLowe moved approval of the subcommittee's recommendation that the Panel undertake a review of complaint CRP-19-11. Ms. Bierman seconded the motion and it carried by a vote of eight, with Mr. Aguilar being absent.

Mr. Kay announced that the review meeting will take place at the Panel's December meeting and asked for all Panel Members review the FCPD investigation file related to this complaint to be prepared for the review.

Mr. Sriskandarajah announced that he will not be present at the December 17th Panel Meeting and asked whether he should still review the file. Mr. Kay replied that he should still review the file to provide input on the review report.

Initial Review Report for CRP-19-24: Ms. Norman-Taylor provided a summary of the allegation made in the complaint and announced that the subcommittee voted to recommend that the Panel not undertake a review of this complaint because the allegation of unprofessional conduct did not rise to the Panel's threshold of abuse of authority or serious misconduct. Mr. Gallagher asked how much of the Panel's time and resources were spent on this complaint. Mr. Kay replied between reviewing the file and participating in the subcommittee meeting, it took roughly an hour. He added that because the Panel forms subcommittees to conduct the Initial Review of Review Requests, the full Panel did not have to review the file.

Ms. Norman-Taylor moved approval of the subcommittee's recommendation that the Panel should not undertake a review of complaint CRP-19-24 because the allegations do not meet the Panel's threshold of abuse of authority or serious misconduct. Ms. VanLowe seconded the motion and it carried by a vote of eight, with Mr. Aguilar being absent.

Update on Publishing Panel Recommendations Matrix: Mr. Kay walked the Panel through the recommendation matrix and thanked Ms. Doane for her work on editing the document. Ms. Doane explained that the two audiences for this document are the public and the Board of Supervisors and the purpose is to promote transparency and progress made as a result of the Panel's work. She explained that the "Panel Recommendation" column often includes exact language from Panel review reports so that the Panel's voice can come through. The FCPD will maintain the content in the "FCPD Response" column. She added that the "Status" column will be maintained by the Panel and suggested that the Panel vote to approve, or at least discuss, the language in this column so that there is consensus.

Panel discussion ensued related to agreeing on language in the Status column and tracking the Panel's progress and the FCPD's responses. The Panel discussed the FCPD's response to the Panel's recommendations from CRP-18-26. Ms. VanLowe noted that the Panel may receive public input on the document when it is published to the Panel's website and suggested that the Panel add a comment box on the website for people to submit their feedback to the Panel. *Mr. Kay asked for Panel Members to send him any edits to the matrix prior to further discussion at the Panel's December meeting.*

Update on FCPD Extension Requests: Mr. Kay reported that the Panel has seen an uptick in FCPD requests for investigation extensions this year and referenced Article VI.C.(c) of the Panel's Bylaws.

Currently, the FCPD sends the Chair a notification that the 60-day investigation period has concluded and requests an extension with an explanation of good cause. The Panel then notifies the Complainant and the Board of Supervisors of the extension request. Panel discussion ensued related to the notifications the Panel sends to the Board of Supervisors and the Complainant, and to the FCPD's investigation and review processes.

Ms. Doane noted that the 60-day investigation period was set by the Board of Supervisors in the Panel's authorizing Action item and that it should be discussed at the next quarterly meeting. *Ms. Anderson will circulate to Panel Members letters sent to the Complainant and the Board of Supervisors notifying them of extension requests.* Major Owens added that the FCPD investigator also maintains communication with the Complainant regarding the progress of the investigation into the complaint.

Publication of Panel Meeting Materials: Mr. Kay informed the Panel that when meeting materials are distributed to Panel Members one week prior to the Panel Meeting, the materials are made available for public inspection in the Office of the Independent Police Auditor to comply with the Freedom of Information Act (FOIA). He asked Panel Members their thoughts on posting meeting materials on the Panel's website so that the documents can be accessed electronically. Ms. VanLowe urged for the Panel to be thoughtful with the content in meeting materials, such as draft review reports, if they will be posted on the website. Ms. Judkins added that the FOIA statute outlines exemptions for certain sensitive documents, although it was acknowledged that this may rarely apply to the Panel's materials. Mr. Sriskandarajah added that posting meeting materials to the Panel's website would make information more accessible to the public and promote the Panel's mission of transparency. Further discussion ensued related to posting meeting materials to the website.

Mr. Sriskandarajah moved that the package of Panel meeting materials be posted to the Panel's website.

Mr. Bierman seconded the motion and it carried by a vote of seven, Mr. Gallagher voting "Nay," and Mr. Aguilar being absent.

October 11th Quarterly Meeting Debrief: Mr. Kay reported that at the last quarterly meeting, the recommendations matrix and the updated disposition letters were discussed.

NACOLE Regional Training Debrief: Mr. Kay, Mr. Sriskandarajah, Mr. Cluck, and OIPA staff attended the National Association for Civilian Oversight of Law Enforcement's (NACOLE) regional training in D.C. on Friday, November 15. Mr. Cluck provided a brief summary of the training sessions offered.

FCPD Training Debrief: The Panel thanked Major Owens and Lieutenant Krause for the FCPD training that was held on Saturday, November 16th. Mr. Kay said that the dialogue between Panel Members and the FCPD was very helpful and hoped that future trainings included additional time for discussion.

New Business: Mr. Bierman announced that Mr. Kay will represent the Panel on "Inside Scoop", a local access television show, to inform the community about the Panel and its work.

Mr. Kay informed the Panel that Mr. Schott drafted a joint letter to the Chief of the FCPD thanking him and his staff for the training provided on Saturday, November 16th. He asked for the Panel's permission to sign the letter and the Panel agreed.

Ms. Doane announced that the Board of Supervisors swearing in ceremony will take place on Monday, December 16th at 6:00 p.m. in the forum of the Government Center. She encouraged Panel Members to attend and to meet the new Chair of the Board of Supervisors and their respective district Supervisors.

The Panel thanked Ms. Nguyen-Woodruff for attending the Panel's meeting.

Mr. Schott announced that the Board of Supervisors approved the Panel's amended Bylaws at their meeting earlier that morning.

Next Meeting: The Panel's next business meeting is Tuesday, December 17th, 2019, at 7:00 p.m. in the Government Center, Conference Room 232.

The meeting was adjourned at 8:52 p.m.

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Draft Webpage Introductory Language:

The Chair and Vice-Chair of the Police Civilian Review Panel (Panel) and representatives from the Fairfax County Police Department (FCPD) meet at least quarterly with staff from the Board of Supervisors to discuss Panel recommendations and their status. The matrix that follows captures the Panel’s recommendations for changes to FCPD policies and practices, the FCPD’s actions taken, and the current status of implementation, if applicable. Click on the links to access the report for more information on the Panel’s review process, formal recommendations, and additional comments.

<u>Report</u>	<u>Panel Recommendation</u>	<u>FCPD Action</u>	<u>Status (as determined by the Panel)</u>
<p><u>CRP-17-10 (Published March 26, 2018)</u></p>	<p>“[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.”</p>	<p>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.</p>	<p>Implemented by FCPD</p>
<p><u>CRP-18-12 (Published January 9, 2019)</u></p>	<p>“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.”</p>	<p>Under the Traffic Records Electronic Data System (<u>TREDS</u>) 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</p>	<p>The Panel accepts explanation of FCPD regarding supervision under TREDS System.</p>

		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.	
<u>CRP-18-12</u> <u>(Published</u> <u>January 9,</u> <u>2019)</u>	“The Panel recommends that the FCPD ensure that all concerns outlined in future Complaints be fully investigated and separately addressed in the Investigation Report.” (Officer’s demeanor was not explicitly discussed in the Investigation Report, even though it had been an issue in the Complaint).”	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.	FCPD explanation noted.
<u>CRP-18-12</u> <u>(Published</u> <u>January 9,</u> <u>2019)</u>	“The Panel recommends that FCPD periodically summarize and publish all FCPD discipline across the entire FCPD without specifically identifying the disciplined officer by name.”	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.	Under Review by FCPD.

<p>CRP-18-26 (Published March 8, 2019)</p>	<p>“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.”</p>	<p>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.</p>	<p>Implemented by FCPD</p>
<p>CRP-18-26 (Published March 8, 2019)</p>	<p>“The FCPD should make BWC and In-Car Video (ICV) footage available for viewing at Panel Review Meetings as requested by the Panel.”</p>	<p>Requests for the Panel to view video and audio footage will be approved on a case-by-case basis.</p>	<p>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.</p>
<p>CRP-18-26 (Published March 8, 2019)</p>	<p>“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.”</p>	<p>The compilation of statistical evidence is the responsibility of the Analyst assigned to the Internal Affairs Bureau.</p>	<p>Implemented by FCPD</p>

<p>CRP-18-27 (Published July 12, 2019)</p>	<p>“[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.”</p>	<p>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.</p>	<p>Not Implemented by FCPD</p>
<p>2018 Annual Report (Published March 21, 2019)</p>	<p>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.”</p>	<p>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.</p>	<p>New format for more explanatory disposition letters has been adopted by the FCPD and is being implemented.</p>
<p>2018 Annual Report (Published March 21, 2019)</p>	<p>“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.”</p>	<p>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.</p>	<p>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</p>

			certain limited restrictions.
2018 Annual Report (Published March 21, 2019)	“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.”	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.	Implemented by FCPD

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SUBMIT A COMPLAINT

- Use the Panel's [Complaint Form](#) to submit a complaint.
- Staff can assist in filling out the complaint form. Call 703-324-3459 for assistance.
- Submit the complaint to the Panel via email, U.S. Mail, or in person.

- The Panel is required to forward all Complaints to the FCPD upon receipt.

THE FCPD INVESTIGATES THE COMPLAINT

~~- If a complaint requires investigation, the Panel forwards the complaint to the FCPD for investigation.~~ The FCPD will conduct an investigation into the complaint if it has not already been investigated.

- The FCPD notifies the complainant of the findings of the investigation.
- The complainant may request that the Panel review their complaint after the FCPD investigation is complete.

THE PANEL REVIEWS THE COMPLETED FCPD INVESTIGATION

- The Panel review process begins when a complaint **alleging abuse of authority** or **serious misconduct** is submitted regarding a completed FCPD investigation.
- Each Panel Member reviews the completed FCPD investigation file, which may include officer and witness interviews, and in-car and body worn camera video footage.
- The Panel holds a public Review Meeting to determine whether the investigation is accurate, complete, thorough, objective, and impartial.
- The complainant may appear at the Review Meeting to give reasons why they are unsatisfied with the completed FCPD investigation into their complaint.
- The Panel issues a [public report](#) with its findings to the complainant, the Board of Supervisors, the Chief of Police, and the Independent Police Auditor.



Fairfax County Police Civilian Review Panel Complaint Form

SUBMISSION OPTIONS	
Hand Deliver or Mail to:	Office of the Independent Police Auditor 12000 Government Center Parkway, Suite 233A Fairfax, VA 22035
Call:	703-324-3459, TTY 711
Email:	PoliceCivilianReviewPanel@fairfaxcounty.gov

This form and information on the complaint process may be accessed at www.fairfaxcounty.gov/policecivilianreviewpanel.
Brochures with complaint forms in English, Korean, Spanish, and Vietnamese are also available.

CONTACT INFORMATION	
<i>The identity of a juvenile or a victim of sexual assault will remain confidential consistent with the Board Agenda Item dated February 28, 2017, ACTION-17 at p. 275, and to the extent allowed under the Virginia Freedom of Information Act, Virginia Code Sections 2.2-3700, et seq.</i>	
Name:	
Telephone Number:	Email:
Address:	
City:	State & Zip Code:
Were you a participant in the incident?	YES NO
Were you a witness to the incident?	YES NO
Are you submitting this form on behalf of someone else? <div style="text-align: center; font-size: small;">YES NO</div>	<i>If yes, please provide his or her contact information.</i>
If yes, does the person know you are filing this complaint? <div style="text-align: center; font-size: small;">YES NO</div>	

DEMOGRAPHIC INFORMATION		
Gender:	Age:	Race/Ethnicity:

Who Were the Fairfax County Police Department (FCPD) OFFICER(s) Involved?
Describe the officer(s). Provide any known information about the FCPD officer(s)/employee(s) involved in the misconduct. Helpful information includes: Name, Badge Number, Police District, Physical Description (Age, Race, Gender, Height, Weight, Hair/Eye Color, Clothing), Vehicle Number/Description (Color, Make, Model). Attach additional information if necessary.

Did Anyone Witness/See What Happened?
Who? Provide contact information (name, phone, email, address) for witnesses to the misconduct, if known. Indicate if the witness(es) are aware that you are submitting this complaint. Attach additional information if necessary.

For questions or more information, contact us at 703-324-3459, TTY 711 or visit:
www.fairfaxcounty.gov/policecivilianreviewpanel/

What Happened?	
Provide the incident date, time, location, and details. If the misconduct occurred on multiple days, times, or locations, list each to your best recollection. Attach additional information if necessary. If you want the Panel to review a completed FCPD Investigation, please state the reasons for your request.	
Incident Date:	Incident Time:
Incident Location:	
Incident Details:	
Is the incident described above the subject of a court proceeding? <i>If yes, please attach a description of the proceedings.</i>	YES NO
Has the FCPD been asked to investigate this incident in the past? <i>If yes, please attach any correspondence you received from the FCPD. <u>If no, the FCPD may contact you as a part of the investigation process.</u> If the incident described above has not been investigated by the FCPD, the Panel must send the complaint to the FCPD for investigation. The FCPD may contact you as a part of the investigation process.</i>	YES NO

Please Note: The Panel is required to forward all Complaints to the FCPD upon receipt.

By signing this form, I certify that the statements made herein, and on any attached documentation, are true and complete to the best of my knowledge, information, and belief.

For questions or more information, contact us at 703-324-3459, TTY 711 or visit:
www.fairfaxcounty.gov/policecivilianreviewpanel/

Signature:	Date:
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