

Speaking Guide: Tips for Preparing and Speaking to the Police Civilian Review Panel at its Public Meetings

How the Panel Prepares to Review your Complaint:

The Panel reviews FCPD investigations into complaints against the police. The Panel cannot investigate and does not take any evidence from complainants. If you sent something to the Panel (such as photos or documents), the Panel forwarded it to the FCPD to include in their investigation. The Panel members view everything that the Complainant shares with the FCPD investigator as they are included in their investigative file.

Before the Panel discusses your complaint, Panel members review the entire FCPD investigative file, which is prepared by the Internal Affairs Bureau (IAB). The investigative files typically contain:

- FCPD incident reports
- Body-Worn Camera and In-Car Video footage
- Photographs, diagrams, and/or maps
- Department of Public Safety Communications data
- Computer-aided dispatch data
- Data from other County departments involved in the response
- Interviews of FCPD officers and staff
- Interviews of complainants/involved FCPD officers
- Interviews of witnesses, to include FCPD officers and personnel from other departments
- Officer training records and relevant statistics (i.e., such as stops and arrests made)
- The FCPD's Disposition letter to the complainant
- The FCPD's Investigations Findings Memo and the Supervisor Review and Conclusions Memo

The Panel members are allowed to view the FCPD investigation, videos, etc. but do not have copies of the FCPD investigative files and therefore cannot share them with complainants. Complainants have to make a direct request to the FCPD to view videos or see documents in the FCPD's file. The name of the person to contact at the FCPD should be included in the FCPD's findings letter to you.

Guidance for Speaking to the Panel about Your Complaint:

Before the meeting to help you prepare your remarks, review the FCPD's letter sent to you with the findings from its investigation into your complaint. The Panel members reviewing the investigation will also have read this letter and the FCPD's investigative file as described above.

The Panel will need to determine whether your complaint alleges Serious Misconduct or Abuse of Authority. Examples of these are available on the [website](#) or you may request that we send you a list. If your complaint does not fall under one of these categories, it will not be able to review your complaint.

You may wish to prepare your remarks to the Panel using the following questions:

1. Why are you not happy/not satisfied with the way the FCPD responded to your complaint?
2. Were you contacted by the investigator to provide your side of the story?

3. Were all witnesses, or people who had knowledge of the misconduct, interviewed by police?
4. Do you think the FCPD fully investigated your complaint? Why not?
5. What more do you think the police could have done to look into your complaint?
6. What information was not included in the FCPD's finding letter that you wanted to know?
7. What other questions do you have about how the FCPD investigated your complaint?

Reminders About Panel Meetings:

Please note that you will have up to 15 minutes to speak to the Panel and they may ask you questions.

You are not required to speak to the Panel for it to conduct a review of your complaint. It can still complete its review without your statement. Regardless of whether you participate in the process, the Panel will notify you of its decisions and findings.

The Panel must conduct its meetings in public and anyone is allowed to attend. Typically, someone from the FCPD's Internal Affairs Bureau attends the Panel's meetings but they will not ask you any questions during a Panel meeting.

The Panel records its meetings with audio recordings and develops written summary documents. Both of these are posted to the Panel's website.

You may choose to state your name or not. The Panel members will refer to you as the Complainant to avoid having your name said during their public meetings.

Please do not say any FCPD officer names. Panel members will know the names of the involved officers but will refrain from using officers' names in its public meetings.