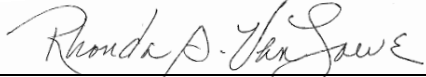


Fairfax County Police Civilian Review Panel Procedural Memorandum	
No: A-1	Subject: Administrative Support Provided by the Office of the Independent Police Auditor Staff
Approval Date: December 6, 2018	Review Date: December 2020
Signed by Rhonda S. VanLowe, Chair	

Purpose: This document serves as a guideline for the Auditor’s Staff charged with providing administrative support to the Panel.

Complaint Intake and Processing Support

- Staff will receive Complaints on behalf of the Panel during County business hours Monday – Friday. Complaints may be received in person, via the secured Complaint Form drop box (located outside of the Auditor Office), and by email, phone, or U.S. Mail. Staff will check the Complaint Form drop box for incoming complaints.
- Staff will maintain all records regarding a Complaint on the County’s shared drive. Complaint files will include: written Complaints submitted by complainants, formal Panel correspondence with the complainant (i.e., emails from the Panel’s email address or letters on Panel letterhead), copies of FCPD correspondence to the complainant shared with the Panel, and related Panel Review Reports.
- In addition, Staff will maintain printed copies of complaint files in the Auditor’s Office for reference by Staff or Panel Members.
- The Complaints Master Log spreadsheet (Attachment 1) will be updated with the Complaint information. The Complaints Master Log spreadsheet will continually be updated while the Complaint is processing until it has been closed. Complainant and officer identifying information (if included) will be redacted from the Master Log spreadsheet at the expiration of the retention period per OIPA Procedural Memorandum 03 on Records Management. The Complaints Master Log spreadsheet containing complainant or officer identifying information will be used for internal Panel purposes only.
- Staff will assist the Panel Chair in determining whether Complaints are: Initial Complaints or Requests for Review, timely filed, and/or the subject of pending civil, criminal, or administrative litigation.
- At the direction of the Panel Chair, Staff will prepare correspondence to be sent to complainants.¹ This correspondence will be sent (once authorized by the Panel Chair) to the complainant hardcopy via U.S. Mail and electronically via email (when available).

¹ Specific correspondence types are described in greater detail in Police Civilian Review Panel Procedural Memoranda entitled, *Intake and Processing of Initial Complaints* and *Intake and Processing of Review Requests*.

- At the direction of the Panel Chair, Staff will prepare correspondence to be sent to County officials on behalf of the Panel, to include the transmission of Panel reports.
- At the direction of the Panel Chair, Staff may call and/or email complainants to provide information regarding the Panel's processes, and/or to gather additional information from complainants. Staff may record information from complainants to convey to the Panel but will not discuss substantive issues with complainants on behalf of the Panel. Substantive questions or concerns from complainants will be referred to the Panel Chair to address.

Meetings Support

- Staff will prepare and post public meeting notices within the timeframe required by the Virginia Freedom of Information Act for all Panel Meetings, including meetings of subcommittees.
- Staff will provide the required notice to County officials before Panel Review Meetings.
- Staff will be responsible for reserving meeting rooms to include closed session rooms.
- In coordination with the Panel Chair, Staff will create, copy, and collate documents that will be disseminated during Panel Meetings.
- Staff will attend Panel Meetings and compose a summary of each meeting.
- Staff will provide logistical support for the Panel during Panel Meetings.
- Staff will coordinate with County staff to have Panel Meetings audio recorded.
- When necessary, Staff will coordinate for translation services to be provided at ~~the~~ Panel Meetings.

Panel Website

- Staff, in consultation with the Panel Chair, will maintain the Panel website, to include posting reports and other content as determined by the Panel and in compliance with the County's web content Procedural Memorandum No. 13-04 and Department of Information Technology policies and guidelines.

Outreach Support

- Staff, at the direction of the Panel Chair, will reach out to community organizations, houses of worship, non-profits, or other groups within the County to make an initial outreach effort introducing the Panel. Staff will document and track the Panel's community outreach effort.
- Staff will provide logistical support during outreach events for the Panel, as needed.
- Staff may attend County sponsored outreach events and act as a liaison to link the Panel to other County agencies.
- Staff may attend other outreach events when there is a clear need for administrative or logistical support, as agreed by the Panel Chair and the Auditor.

Other Support

- Staff will perform other administrative duties as cited in the Procedures and Foundational Documents manual and as agreed upon by the Panel Chair, Staff, and the Auditor.