Form Name:	2025 Annual Reports for Boards, Commissions and Similar Entities
Submission Time:	March 3, 2026 8:44 am
Browser:	Chrome 145.0.0.0 / Windows
IP Address:	65.202.206.129
Unique ID:	1437728308
Location:	37.4928, -77.47

2025 Annual Report For Boards and Commissions

Name of Board, Commission or Similar Entity	Richmond Civilian Review Board
Current members (indicate chair, vice-chair, etc.)	Angela Fontaine - Chair LaShawn Singleton - Co-Chair Jannie Hawkins - Secretary Alicia Brown Evan Feinman Donte McCutchen David Poole Rafaella Sale
Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?	No
Meeting Dates of meetings held in 2025	November 19, 2025 December 17, 2025
	No
Is the 2025 meeting attendance record included?	Yes - Select Yes to upload documents
	https://www.formstack.com/admin/download/file/19228271844
Is a copy of the body's current by-laws or rules of procedures attached?	Yes - Select Yes to upload documents
	https://www.formstack.com/admin/download/file/19228271846

New Projects	The Richmond Civilian Review Board is a newly established Board, formed in October 2025 and composed entirely of residents of the City of Richmond. The Board was created to review, investigate, and make recommendations to City Council, the Mayor, and the Chief of Police concerning completed internal investigations conducted by the Department of Police involving officer-involved shootings; deaths of persons while in police custody; serious injuries sustained while in custody; allegations of physical or verbal abuse; and citizen appeals of departmental findings. In addition, the Board is authorized to provide recommendations regarding law enforcement practices, policies, and procedures, and to foster trust between the public and the Richmond Police Department. Over the next six months, the Board's goals and objectives are to strengthen operations, increase transparency, and expand public accessibility. We will host several public information forums throughout the city to clearly explain the CRB process, answer questions, and define the scope of our authority. Internally, we are implementing a structured case-tracking system to monitor receipt dates, review dates, and compliance with the 60-day statutory timeline. Following each case review, the Board will conduct a formal internal assessment to evaluate process effectiveness, identify areas for refinement, and ensure investigative materials are complete and sufficient for oversight review. We will also continue enhancing the CRB website to improve public access to meeting information, reports, and educational resources, while expanding community engagement efforts citywide. These initiatives are designed to ensure consistency, accountability, and measurable progress as the Board continues to mature in its role.
	No

Attendance Record 2025

X = Present

	NAME	January	February	March	April	May	June	July	August	September	October	November	December	#	%
1	Alicia Brown											x	x	2	100.0%
2	Evan Feinman											x		1	50.0%
3	Angela Fontaine											x	x	2	100.0%
4	Jannie Hawkins											x	x	2	100.0%
5	Donte McCutchen											x		1	50.0%
6	David Poole											x	x	2	100.0%
7	Rafaella Sale											x		1	50.0%
8	LaShawn Singleton											x	x	2	100.0%
9														0	0.0%
10														0	0.0%
11														0	0.0%
12														0	0.0%
13														0	0.0%
14														0	0.0%
15														0	0.0%
16														0	0.0%
17														0	0.0%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
	# in Attendance:	0	0	0	0	0	0	0	0	0	0	8	5		

Attendance Record Template © 2009-2014 by Vertex42.com https://www.vertex42.com/ExcelTemplates/attendance-record.html

RICHMOND CIVILIAN REVIEW BOARD

STANDARD OPERATING PROCEDURES AND POLICIES

Section 1: Richmond Civilian Review Board

Section 2: Purpose of the Civilian Review Board

Section 3: Scope of the Civilian Review Board

Section 4: Support for the Civilian Review Board

Section 5: Access to City of Richmond Police Records

Section 6: Board Member Requirements and of Office

Section 7: Conflicts of Interest and Confidentiality

Section 8: Board Member Training

Section 9: Resignations, Removals and Vacancies

Section 10: Chair, Vice Chair, Other Officers, and Committees

Section 11: Initial review, Sub-Committees and Disposition

Section 12: Quorum, Voting and Meetings

Section 13: Board Authority to Review Investigations

Section 14: Record Keeping

Section 15: Effective Date of the SOP; Amendment of the SOP

SECTION 1: RICHMOND CIVILIAN REVIEW BOARD

On October 10, 2022, the Richmond City Council approved the establishment of the Civilian Review Board per *ORDINANCE No. 2022-261*. The ordinance was codified in Richmond's City Code at Sec. 2-1202.1–1202.5.

SECTION 2: PURPOSE OF THE CIVILIAN REVIEW BOARD

In accordance with Richmond City Code Sec. 2-1202.1, the purpose of the Richmond Civilian Review Board, hereafter referred to as the CRB, is to

A. Review, investigate, and make recommendations to City Council, the Mayor, and the Chief of Police concerning internal investigations conducted by the Department of Police regarding:
    1. police officer-involved shootings;
    2. deaths of persons while held in the custody of the Department of Police;
    3. serious injuries to persons while in the custody of the Department of Police;
    4. accusations of physical or verbal abuse by officers of the Department of Police; and
    5. appeals by citizens of a finding or decision of the Department of Police; and

B. Provide recommendations on law enforcement practices, policies, and procedures; and

C. Foster trust between the public and the Richmond Police Department.

The CRB is "advisory," under Richmond City Code. Sec. 2-1202.1. Its purpose is to provide advice and comment to City Council, the Mayor, or any City agency. Richmond City Code Sec. 2-773.

To accomplish these objectives, the Richmond CRB shall:

A. Review all completed internal investigations conducted by the Richmond Police Department's Internal Affairs Division of the occurrences described in Richmond City Code Sec.2-1202.1(i) to ensure the accuracy, completeness, and impartiality of such investigations and the sufficiency of any discipline proposed by the Department of Police resulting from such investigations.

B. Make and issue summary reports to City Council, the Mayor, the Chief of Police, and provide recommendations for each matter reviewed or investigated by the Board. The release of such reports shall be in compliance with the timelines established in City and otherwise permitted in Ordinance 2022-261.

SECTION 3: SCOPE OF THE CIVILIAN REVIEW BOARD

A. Review and Recommendations.
    1. After the completion of any and all reviews or investigations undertaken in accordance with Richmond City Code Sec.2-1202.1, provide the Council, the Mayor, and the Chief of Police with a written report of the Board's

recommendations and, as the case may be, the summary report of the findings of a third-party investigator. Such findings may include recommendations for disciplinary actions or changes to law enforcement practices, policies, and procedures

2. "Serious Injury," as referenced in Sec. 2-1202.1(c), shall be defined as broken bones, deep cuts requiring stitches, internal injuries not visible to the naked eye, that require medical attention by a doctor.
3. "Physical Abuse," as referenced in Sec. 2-1202.1(d), shall be defined as any physical force that is objectively unreasonable given the totality of the circumstances, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
4. "Verbal Abuse," as referenced in Sec. 2-1202.1(d), shall be defined as using slurs addressing a person's race/ethnicity, gender, or sexual orientation, or using sexual language directed at a person.
5. "Appeals," as referenced in Sec. 2-1202-1(e), shall be defined as only appeals to incidents listed in Section 2(A)(1-4) of this SOP.

B. Independent Investigations. The Board may determine that, to fulfill its duties set forth in Sec. 2-1202.3, it must obtain information outside of any records or information furnished by the Department of Police by conducting an independent investigation of a pending matter, as permitted by Sec. 2-1202.3 (a)(1). Such independent investigations shall comply with all existing federal, state, and local laws, including, but not limited to, the Law Enforcement Officers Procedural Guarantee Act and protections afforded under the United States Supreme Court decision in Garrity v. New Jersey, 385 U.S. 493 (1967). In conducting such independent investigations, the Board may:

1. Conduct interviews of witnesses and request the production of books, papers, and other evidence necessary to perform its duties.
2. If after making a good faith effort to voluntarily obtain the attendance of witnesses for interviews and the production of books, papers, and other evidence necessary to perform its duties, the Board is unable to obtain such attendance or production, it may apply to the Circuit Court of the City of Richmond for a subpoena compelling the attendance of witnesses or the production of such books, papers, and other evidence, as permitted by Code of Virginia § 9.1-601(D), and subject to an affirmative vote of at least six members of the Board.
3. Contract with a third-party investigator, subject to: (i) an affirmative vote of a majority of the members of the Board, (ii) the availability of sufficient funds appropriated for such purpose, and (iii) compliance with Chapter 21

of the City Code. The third-party investigator shall be approved by the CRB manager, City Council, and the Chief of Police to ensure the integrity and effectiveness of the investigation process.

C. Budget. To carry out the duties of the Board, the Board shall be provided an annual budget subject to appropriation by Richmond City Council and shall expend the appropriated funds consistent with:
    1. The responsibilities of the Board as outlined in City Code Sec. 2-1202.1–1202.5;
    2. The budget and appropriation approved by Richmond City Council; and
    3. City regulations and practices, including those of the Department of Procurement Services, the Department of Finance, the Department of Budget, and the Department of Information Technology.

The Review Board Manager, on behalf of the Board, shall submit to City Council Chief of Staff an annual request for appropriations by November of each year in accordance with the processes and schedule determined for the Mayor's annual budget development.

The Review Board Manager may provide the Board with quarterly updates on the budget.

D. CRB Reports. The Board shall produce summary reports regarding the work of the Board and disseminate such reports online, including, but not limited to:
    1. An annual written report to City Council and the Mayor by October 1st of each year; and
    2. A summary report within (60) sixty days after each completed CRB review. The reports shall be provided to City Council, the Mayor, the Chief of Police, and on the CRB website along with any applicable recommendations. Such summary shall be approved as to form by the City Attorney and exclude personal identifying information or other information prohibited or exempted from disclosure pursuant to Code of Virginia § 16.1-301, or other applicable law. In all cases, the Board's summary report and findings shall not be disclosed until all criminal and civil proceedings have concluded.

For all reports, the Board shall maintain the confidentiality of records obtained pursuant to the execution of the Board's duties to the extent permitted or required by law. Prior to the release of any information, records, or reports by the Board, the City Attorney shall review any and all records obtained by the Board to redact any

information (i) related to a juvenile in accordance with Code of Virginia § 16.1-301, (ii) involving statements that may compromise the identities of confidential informants or undercover officers, or (iii) prohibited or exempted from disclosure by law. No reports will include any personal identifying information, statements provided by a police officer pursuant to Garrity v. New Jersey, 385 U.S. 493 (1967) or criminal or juvenile information prohibited from being disclosed by Virginia State or Federal Law.

SECTION 4: SUPPORT FOR THE CIVILIAN REVIEW BOARD

A. Board Staff
   1. The CRB Manager may hire staff as necessary to conduct the Board's assigned duties, subject to appropriation of funds by City Council. Such staff functions may be performed by consultants, contractors, or full/part-time employees upon approval by Council Chief of Staff and Council President.
   2. In accordance with Section 4.17 of the City Charter, the City Attorney shall provide for legal counsel for the Board to represent the Board in all cases, hearings, controversies, or matters involving the interests of the Board, and the costs of any outside counsel shall be paid from City funds appropriated to the Board.

B. Other Support from the City
   1. A webpage shall be established for the CRB hosted on the Richmond City Council's Website. The CRB Manager shall determine what is posted on the CRB's webpage to the extent it complies with all applicable Federal, State, and local laws.
   2. Board Members shall be provided with a secure email address to be used exclusively for Board related matters.

SECTION 5: ACCESS TO CITY OF RICHMOND POLICE RECORDS

A. At the conclusion of any investigation prescribed under City Code Sec. 2-1202.3(a)(1) by the Internal Affairs Division, the Board shall be provided access to the following Richmond Police Department records:
   1. Originating complaint or police report from which names and other identifying information will be redacted,
   2. Written summary of the Internal Affairs investigation from which names and other identifying information will be redacted, and
   3. dis-worn camera footage, which the Board will be required to watch at RPD Headquarters. If possible, body-worn camera footage will be edited to redact all names and other identifying information.

B. These records shall be made available to the Board by the Richmond Police Department within 5 (five) business days of their request by the Board, subject to such limitations as provided in section 5(b)(c) of this SOP and applicable laws.

C. Records containing confidential information as defined by law; personally identifiable information; information that may reveal the identity of a confidential source; information that could endanger the life or physical safety of any individual; information that would disclose techniques, procedures, or guidelines used in criminal investigations or prosecutions that if revealed may reasonably be expected to risk the circumvention of the law; or information eligible for exemption from the mandatory disclosure requirements under the Virginia Freedom of Information Act, may be reviewed only in a properly convened closed session of the Board in order to maintain the confidentiality of the information.

D. The Board shall not have access to juvenile records, records that may reveal the identity or personally identifiable information of a confidential informant, or records that the Richmond Police Department is not legally authorized to share. The Richmond Police Department shall refrain from disclosing such records if the disclosure of records to the Board would compromise the integrity of those matters, including revealing processes, evidence, methods, scope, or other pertinent factors. The following categories of records shall not be released unless it has been determined by the Chief of Police that said matters will no longer be compromised by release:
    1. Investigative files for an active criminal investigation;
    2. Files related to an active investigation by the Commonwealth Attorney, the Virginia Attorney General, or the United States Department of Justice;
    3. Matters that are the subject of pending civil proceedings while those proceedings are pending, provided that the City Attorney must determine whether a civil proceeding is pending and when that civil proceeding is resolved. In the event that a civil claim is initiated during the review, the Board shall suspend its review until the civil claim is concluded as a matter of law.

SECTION 6: BOARD MEMBER REQUIREMENTS AND TERM OF OFFICE

The Board shall be composed of eight (8) members, of which four (4) members shall be appointed by Richmond City Council and the remaining four (4) members appointed by the Mayor. Additional specific requirements of Board members include:

A. The Board Members shall be residents of the City of Richmond and shall maintain such residency during such member's tenure on the Board.

B. No Board Member may be a current or former law enforcement officer as defined in Virginia Code § 9.1-101.

C. No Board Member may have a family or household member, as defined in Virginia Code § 16.1-228, who is currently or was previously employed as a law enforcement officer as defined in Virginia Code § 9.1-101.

D. No Board Member shall be appointed if the appointee or the appointee's family member(s) have a past or pending complaint/litigation against the Richmond Police Department or the City of Richmond.

E. No more than two Board Members from the same council district may be appointed at any one time.

F. Staggering Terms. In order to facilitate the staggering of terms for members of the Board, of the members initially appointed, two (2) members appointed by City Council and two (2) members appointed by the Mayor shall serve for terms of three (3) years; one (1) member appointed by City Council and one (1) member appointed by the Mayor shall serve for terms of two (2) years; and one (1) member appointed by City Council, one (1) member appointed by the Mayor shall serve for term of one (1) year. Thereafter, all members shall be appointed for terms of three (3) years from the date of appointment.

G. Reappointments. No member of the Board shall be eligible for reappointment to the Board after serving on the Board for two consecutive terms but no more than four total terms. A member of the Board may be reappointed to the Board after serving on the Board for two consecutive terms if at least 365 days have elapsed since the date on which the member's last term expired. Upon expiration of a member's term of office, that member shall continue to hold office until the successor thereof is appointed and qualified.

SECTION 7: CONFLICTS OF INTEREST AND CONFIDENTIALITY

A. Conflicts of Interest. Board Members shall demonstrate a commitment to integrity, impartiality, and transparency. A Board member shall not allow personal interests to compromise these values. A Board member shall alert the Board to the existence and nature of any conflict of interest. A conflict of interest arises when a Board member's personal interests—such as financial interests, familial relationships, or any other personal considerations—might compromise their ability to act with integrity, impartiality, and transparency. This includes situations where a Board member's decisions or actions could be influenced by their personal gains or biases, or where their

personal interests conflict with the best interests of the Board. Board members must disclose any potential or actual conflicts of interest to the Board and refrain from participating in discussions or decisions where a conflict may exist.

B. Confidentiality. In accordance with City Code Sec. 2-1307, any city records made confidential by law shall be so treated. Records which by law are required or permitted to be closed to the public shall not be deemed to be made open to the public under this article. No section of this article shall be construed to authorize or require the opening of any records ordered to be sealed by a court. Each Board member shall maintain the confidentiality of all confidential or privileged information, including but not limited to:
    1. Internal Affairs investigative files;
    2. Disciplinary actions, memos, and reports that the member receives during service on the CRB;
    3. Statements of a police officer, non-sworn personnel or other individuals involved in the investigation who were required by the Richmond Police Department to give a statement; and
    4. Criminal investigative files.

If a Board member breaches confidentiality, the Civilian Review Board Manager shall promptly report the member to City Council and the Mayor. If the member is a Council-appointee, then City Council shall determine whether the Board member should be subject to removal in accordance with City Charter 4.15 (A). The decision to remove such Board member shall require affirmative votes of at least five Council members. If the member is a Mayoral appointee, the Mayor shall determine whether the Board member should be subject to removal in accordance with existing statutory requirements established under the City's Charter and Code. A breach of confidentiality shall be considered an act of malfeasance.

All records provided to the Board by the Richmond Police Department shall remain official Richmond Police Department records.

SECTION 8: BOARD MEMBER TRAINING

A. All CRB members shall receive the training necessary to develop a general understanding of law enforcement oversight and community policing, including, but not limited to, an abbreviated training regarding a broad range of law enforcement practices and procedures, criminal arrest procedures, use of force, the complaint process, investigative procedures, confidentiality requirements, ethics training, public records, and public meeting laws.

B. The Richmond Police Department shall provide training through its Citizens Police Academy to introduce the CRB to the department's policies, procedures, and practices.

C. All CRB members may receive training from the National Association for Criminal Oversight for Law Enforcement or a comparable professional organization.

D. Orientation and Training

All CRB members must complete the training outlined below before being certified to commence their duties.

1. Two (2) weeks of Civilian Oversight Training addressing the following topics:
    a. History of Civilian Oversight in the US and Richmond
    b. How Civilian Review Happens in Other Cities
    c. How Civilian Review Developed in Richmond
    d. CRB Standard Operating Procedures
    e. CRB Reporting Requirements
    f. RPD Agency Policy on Lethal and Less than Lethal Force
    g. Understanding Body Camera Footage and Review
    h. Board Meeting Prep and Processes
    i. Diversity, equity, and inclusion

2. Richmond Police Citizens Academy addressing the following topics:
    a. Use of Force Simulation Training
    b. Active Shooter Training
    c. Traffic Enforcement and Traffic Stops
    d. Neighborhood Watch
    e. Emergency Communications
    f. RPD Ride-Alongs

E. Annual training shall include, but is not limited to
    1. Supplemental training as needed to meet state requirements
    2. Training by the National Association for Civilian Oversight for Law Enforcement
    3. Diversity, equity, and inclusion
    4. Law enforcement policies and procedures.

F. Attendance at Other RPD Training. Members of the CRB may attend RPD-scheduled training for sworn police personnel with approval from the Chief of Police. This training may include ethics, legal, criminal law, constitutional law or other training approved by the Chief of Police. The CRB Manager will inform the RPD Police Liaison at a minimum of seventy-two (72) hours in advance of the CRB member(s) desire to attend training so they may be provided permission and access. In the interest of safety, the CRB member shall be given instruction by RPD personnel throughout the training.

No Board member shall be required to participate in any training that adversely impacts the Board member's mental health or physical safety. If a Board member elects to opt out of a training on these grounds, the CRB Manager shall arrange alternative training opportunities.

SECTION 9: RESIGNATIONS, REMOVALS AND VACANCIES

Board Members serve at the pleasure of Richmond City Council and the Mayor. In an effort to ensure continuity, the following procedural guidelines have been established for the selection and replacement of Board Members.

A. In accordance with Richmond City Code Sec. 2-1202.2(c), if any member fails to attend three or more meetings within a calendar year without first obtaining approval from the Board, such member shall forfeit his or her membership on the Board.

B. Any Board Member may resign from the Board at any time by delivering written notice of resignation to the CRB Manager with a copy to the Board Chair. The resignation will be effective upon receipt unless an effective date of the resignation is specified in the notice.

C. In the event of a resignation or other removal, if Richmond City Council or the Mayor appointed the resigned or removed Board Member, Richmond City Council or the Mayor may appoint a new Board Member for the unexpired Board Member's term resulting from a vacancy that occurs for any reason.

SECTION 10: CHAIR, VICE CHAIR, OTHER OFFICERS, AND COMMITTEES

A. The Initial Chair and Vice-Chair.
    1. The Board shall elect from among its members a chairman and a vice chairman.

B. Succession; Annual Election of Officers; Vacancies.
    1. Unless the Board agrees otherwise, the Vice-Chair shall succeed to the Chair position upon expiration of the Chair's term.
    2. The Board shall elect the Vice-Chair and other officers (as determined by the Board Members) who shall be responsible for those functions as assigned by the Chair.
    3. All Board officers shall be elected at the first meeting of each calendar year. Unless the Board agrees otherwise, terms of office for Officers shall be for one-year, effective January 1st of each calendar year.
    4. If there is an officer vacancy, the Board may elect a replacement officer at any time after the vacancy occurs to serve the balance of the unexpired term.

5. Before the election of any replacement officer, the Chair or Vice-Chair shall provide the Board with at least two weeks written notice of the proposed election before the meeting at which the replacement is to be elected.
6. Election of Board officers must take place in a meeting duly called as provided for in Section 12 of this SOP.

C. Duties of the Chair and Vice-Chair.

1. The Chair shall
    a. Preside over all Board meetings at which the Chair is present;
    b. Act as the main point of contact between the Board and the Review Board Manager;
    c. Serve as the Board's official spokesperson along with the Review Board Manager;
    d. Assist with the preparation of the Board's annual report alongside the Review Board Manager as described in Section 3;
    e. Collaborate with the Review Board Manager as needed to fulfill the obligations and meet the goals of the CRB; and
    f. Delegate any of these duties to other Board Members.

2. The Vice-Chair shall:
    a. Preside over Board meetings in the absence of the Chair; and
    b. Perform any other responsibilities delegated by the Chair or requested by the Board.

3. Sub-Committees.
    a. The Board may establish as many sub-committees as the Board deems necessary to perform the Board's duties. All Board sub-committee meetings shall comply with the notice and other requirements of the Virginia Freedom of Information Act (VFOIA), and, except for closed sessions, all sub-committee meetings shall be open to the public.
    b. Should the Board review a citizen's appeal regarding a finding or decision of the Department of Police, pursuant to Code Sec. 2-1202.3(a)(1)(e), the complainant will be given the option to speak up to fifteen (15) minutes before a sub-committee in a closed session to describe the reason for their appeal.

SECTION 11: INITIAL REVIEW, SUB-COMMITTEES AND DISPOSTION

A. Initial Review

1. The Board will determine if it has the authority to review the subject investigation, taking into account whether the underlying actions articulate allegations as defined in City Code Sec. 2-1202.3(a)(1):
    a. Was filed no later than one hundred-eighty (180) days following the date of the alleged infraction; and
    b. That it falls under the criteria mentioned in Code Sec. 2-1202.3(a)(1).
2. The Board shall conduct a review of all investigations set forth in subdivision (1)(b) of this section after final disposition by the Department of Police, but before any discipline is imposed.

B. Initial Review Subcommittee Authority and Composition
    1. The Board Chair may designate subcommittees ("Initial Review Subcommittee") comprised of Board Members to conduct initial reviews concerning investigations completed by the Richmond Police Department's Internal Affairs Division.
    2. An Initial Review Subcommittee shall be comprised of at least three Board Members (with rotating membership).
    3. The Board Chair shall designate one Board Member as Chair of the Initial Review Subcommittee.
    4. The Subcommittee shall conduct, in accordance with written duties established by the Board, an initial review of the subject allegations to determine whether the allegations meet the minimum criteria for review and consideration by the full Board.

C. Initial Review Subcommittee Process and Report to the Board
    1. The Subcommittee shall review investigative files to determine whether:
        a. The actions articulate allegations as defined in City Code Sec. 2-1202.3(a)(1), hereafter referred to as action; and
        b. The evidence contained in the investigative file could lead a reasonable Board to conclude that there is sufficient evidence to support the allegations.
    2. A unanimous Subcommittee vote shall be required to determine if the action does not meet the criteria set forth in this SOP, and thus recommends that the action not be considered by the full Board.
    3. A member of the Subcommittee, designated by the Subcommittee chair, shall provide a written summary of the Subcommittee's deliberations and recommendation at such time as the Board considers the action. Note all Subcommittee meetings shall be recorded (audio/video) and made available to the public on the CRB webpage.
    4. The full Board will consider the recommendation from the Subcommittee and vote to determine whether or not it accepts a full review by the Board.

D. Full Board Determination of Eligibility for Review of Citizen Appeals

1. If the Board has decided the action articulate allegations as defined in City Code Sec. 2-1202.3(a)(1) and it has the authority to review an investigation the Board shall convene to review the investigation. The Board shall complete the review of an investigation and issue a public written report detailing the Board's Findings (defined below) within sixty (60) days of receipt of the Investigative Report.
2. After a determination has been made that the Board has the authority to review the investigation, if applicable, the complainant will be notified.
3. Board meeting notices will be posted to the CRB webpage and sent to Board Members, the City Clerk's Office, the Chief of Police, the City Attorney's Office, City Council and the complainant at least fourteen (14) days before the Board meeting.
4. The Board may conduct as many meetings as deemed necessary to complete the requested review.
5. If applicable, the Complainant will be invited to attend the Board meeting and shall be given the opportunity to be heard by the Board in a closed session. The complainant shall have the opportunity to state the reasons for filing their appeal, and the Board may ask questions of the complainant regarding those reasons.
6. An Internal Affairs Division representative knowledgeable of the investigation under review is invited to attend the Board meeting or shall be available to review and answer questions from the Board about the investigation, including all findings of fact and action taken or not. At no time shall personal identifying information, confidential information, investigative methods or techniques be revealed during a public meeting. Such information, if required, will send the Board into a closed meeting as defined under Code of Virginia § 2.2-3712.
7. The Office of Immigration and Refugee Services will provide translation services as needed for the complainant or other person(s) who needs translation assistance to present to the Board or respond to questions from the Board.
8. All public meetings of the Board shall comply with the requirements of the Virginia Freedom of Information Act and may be recorded (audio/video) and made available to the public on the CRB webpage. All records of the Board shall be kept and disclosed in accordance with the provisions of the Virginia Freedom of Information Act.

E. Closed Sessions during Board Meetings & Confidentiality of Reviews

1. The Board may conduct portions of any meeting in closed session, so long as the purpose for and conduct of the closed session is consistent with VFOIA, Ordinance 2022-261, and this SOP.

2. Any statement made by an RPD police officer to the Richmond Police Department under the provisions of Garrity v. New Jersey, 385 U.S. 493 (1967), shall not be disclosed to the public.
3. Board Members shall not reveal the identity of (i) any juvenile, (ii) victim of sexual assault (unless authorized to do so by the victim in writing), (iii) confidential informant, or (iv) undercover officer.
4. Each Board Member shall sign a Notice of Confidentiality affirming for each case that they shall not disclose or disseminate any facts learned or matters discussed during a closed session, unless the information has been disclosed by RPD and is not otherwise specifically prohibited by separate statute or ordinance under Virginia Law. Such notices will be kept by the Civilian Review Manager.
5. Portions of records of law-enforcement agencies, including RPD, that contain specific tactical plans or investigative procedures, the disclosure of which might jeopardize the safety or security of law-enforcement personnel or the general public, shall also not be disclosed or disseminated unless such information has been disclosed by RPD and is not otherwise specifically prohibited by separate statute or ordinance under Virginia law.
6. If information subject to the Board's review concerns an identifiable juvenile, the requested information shall first be forwarded to the City Attorney's Office for redaction in conformance with Code of Virginia §16.1-301, as amended.

F. Notice of Review
1. Within 30 days of the Board's vote on whether a citizen's appeal qualifies for review by the full Board, the Board shall send an Initial Disposition Notice to the complainant and to RPD with the Board's determination of its authority to undertake a review of the subject investigation.
2. If the Board determines that it does not have the authority to review the subject investigation, the Initial Disposition Notice shall state the reasons for the Board's decision.
3. Where the Board finds that a review of the subject investigation is warranted, the Initial Disposition Notice shall include a description of the review process, a deadline for completion of the review, and a date for the Board Review Meeting.

G. Timely Completion
1. The Board shall complete the review of an investigation and issue a written summary of the Board's Findings (defined below) to City Council, the Mayor, and Chief of Police within sixty (60) days of receipt of the Investigation Report.

H. Board Recommendations

1. Upon completing a review of an investigation, a super majority of the Board Members must concur in the Board's recommendations. Board recommendations, if applicable, will be included in the Board's summary report. These recommendations may include, but are not limited to, the following:
    a. Concur with the findings of IAD and determination detailed in the investigative report;
    b. Not-Concur, advise City Council, the Mayor, and the Chief of Police that the findings are not supported by the information reasonably available to the Richmond Police Department and recommend further review and consideration by the Chief of Police; or
    c. Further investigation needed, advise City Council, the Mayor, and the Chief of Police that, in the Board's judgment, the investigations are incomplete and recommend additional investigation;
    d. Whether the RPD IAD investigation was accurate, complete, and impartial;
    e. Training recommendations (if applicable);
    f. Disciplinary recommendations (if applicable);
    g. Law enforcement practices, policies, and procedure recommendations (if applicable).

2. For any and all of the Board's recommendations regarding the matters set forth in City Code Sec. 2-1202.3(a)(1), the Department of Police shall create a written record, which shall be made available to the public within 30 days after the Chief of Police's receipt of the Boards' recommendations, of the Department of Police's responses to all of such recommendations.

The Chair may assign one or more Board Members concurring in the conclusions of the Board Findings the responsibility for drafting the Board's final review report that shall be sent to the complainant, City Council, the Mayor, and the Chief of Police. Additionally, the Board Findings will be published on the City's website as required by City Code Sec. 2-1202.3(a)(5).

SECTION 12: QUORUM, VOTING AND MEETINGS

A. Quorum. At any Board meeting, the presence of five Board Members shall constitute a quorum. Any Board meeting may be adjourned from time to time by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

B. Voting. The vote of a super majority of the Board Members is necessary for the Board to take action. All votes of Board Members shall be taken during a public meeting by roll call and no vote shall be taken by secret or written ballot or proxy. All Board Members who are present at a a meeting, including the Chair, may vote at any

meeting. However, if a Board Member has not reviewed the investigative file, that Board member shall not be permitted to vote or comment on that complaint.

C. Meetings.

1. Pursuant to City Code Sec. 1202.4(c), the Board shall meet at least monthly or as often as necessary to conduct Board business.
2. All Board Meetings shall be conducted in accordance with the Virginia Freedom of Information Act (VFOIA) and Ordinance 2022-261, and, except for closed sessions, all Board Meetings shall be open to the public.
3. All Board Meetings shall be preceded by a Board Meeting Notice, except for emergency Board Meetings, a Board Meeting Notice shall be published at least fourteen (14) days before the Board Meeting. Reasonable notice under the circumstances for emergency Board Meetings, shall be given contemporaneously with the notice provided to Board Members.
4. All Board Meetings shall be conducted in:
    a. Places that are accessible to persons with disabilities,
    b. Public buildings whenever practical; and
    c. In accordance with Robert's Rules of Order (except as otherwise provided by Virginia law or this SOP).
5. At any Board Meeting, at least one copy of the agenda and, unless exempt from disclosure under VFOIA and Ordinance 2022-261, shall be made available to Board Members and the public.
6. Any person may photograph, film, record, or otherwise reproduce any portion of a Board Meeting required to be open, but no person broadcasting, photographing, filming, or recording any open Board Meeting may interfere with any of the proceedings. If a citizen violates the above, the Board has the authority to ban the violator from future meetings.
7. The Board shall keep minutes of its Board Meetings, and those minutes shall include:
    a. The date, time, and location of each meeting;
    b. The Board Members present and absent;
    c. A summary of the discussion on matters proposed, deliberated, or decided; and
    d. A record of any votes taken.
8. The Board meeting minutes are public records and subject to inspection and copying by citizens of the Commonwealth of Virginia or by members of the news media.

SECTION 13: BOARD AUTHORITY TO REVIEW INVESTIGATIONS

A. Oversight and Review of Completed Richmond Police Department Investigations

1. The Board shall receive completed Investigations conducted by the Richmond Police Department's Internal Affairs Division to ensure the investigation's accuracy, completeness, and impartiality where the subject matter of an Investigation is an allegation as listed in City Code Sec. 2-1202.3(a)(1).
2. The Board shall not review:
    a. Investigations completed by the Department of Policeor more before all of the initial members of the Board were appointed.
    b. Investigations conducted by the Department of Police involving matters that are under or subject to an active criminal investigation or proceeding against any police officer. In such cases, the Board shall defer its review until the criminal investigation or proceeding has been dismissed or concluded as a matter of law. In the event that a criminal investigation or proceeding is initiated during review, the Board shall suspend its review until the investigation or proceeding is concluded as a matter of law.
    c. Matters that are the subject of pending civil proceedings while those proceedings are pending, provided that the City Attorney must determine whether a civil proceeding is pending and when that civil proceeding is resolved. In the event that a civil claim is initiated during review, the Board shall suspend its review until the civil claim is concluded as a matter of law.
    d. Any financial or procurement decisions made by the Department of Police.

SECTION 14: RECORDKEEPING

A. Recordkeeping
    1. All Board and Sub-Committee Review Meetings, except closed sessions within a Board Meeting, shall be recorded and records maintained in accordance with the Library of Virginia Records Retention and Disposition Schedule.
    2. The CRB Manager shall maintain a copy of all CRB reports to include but not limited to:
        a. Meetings conducted by the Full Board;
        b. Meetings conducted by all sub-committees;
        c. Reports detailing the disposition of CRB reviews;
        d. Annual CRB reports;
        e. Commendations received for RPD officers;
        f. Recommendations by the Board submitted to City Council, the Mayor, the City Attorney or Police Chief.

B. Annual Report

1. The Board shall prepare the Annual Report describing its activities for the reporting year, including any recommendations to Richmond City Council, the City Attorney, the Mayor, and the Chief of Police for revisions to Richmond Police Department policies, training, and practices that the Board believes could improve the Police Department.
2. The Annual Report must be approved by a supermajority of the appointed Board Members before it is released publicly.
3. The Board shall deliver the Annual Report to Richmond City Council and the Mayor through the CRB Manager and the Board Chair. The Annual Report shall then be released to the public.
4. The initial Annual Report of the Board shall be due on October 1, 2025. Subsequent Annual Reports shall be published in accordance with this section no later than October 1st of each year. Annual Reports will be presented to the Richmond City Council both in written documents and presentations by the CRB manager.

SECTION 15: EFFECTIVE DATE OF THE SOP; AMENDMENT OF THE SOP

A. Effective Date of the SOP

The SOP shall become effective upon approval by the City Council, in accordance with Richmond City Code Sec. 2-1202.4(f).

B. Amendment of the SOP

The SOP may be amended only by approval of City Council.