



City of Virginia Beach

INVESTIGATION REVIEW PANEL
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MINUTES INVESTIGATION REVIEW PANEL

FEBRUARY 6, 2014

Municipal Center, Building 19 – Training Room C, 11:00 – 12:00 p.m.

CALL TO ORDER

Chair Robert Bracknell called the meeting to order at 11:02 a.m.

ROLL CALL

Present: Robert Bracknell (Chair), Susan Mayo (Vice-Chair), Barbara Booker-Williams, Brian Dewan

Absent: Nony Abrajano, William Baldwin, Bill Hearst

Staff: HR Director Regina S. Hilliard, City Attorney Kathy Rountree, Executive Assistant Shandra Cummings, Lt. Tony Yarbrough

AGENDA ITEMS

Proposed Review Procedure

Chair Bracknell called for comments from the Panel on adopting the following proposed review procedure:

If a hearing is scheduled, reviews should be conducted on the hearing date.

If, however, no hearings are scheduled, and a review needs to occur, panel members would call into a conference call instead of conducting a meeting at the Municipal Center. City staff would give public notice of the conference call, and a speaker phone would be set up in a conference room at Human Resources. HR staff and a representative from the City Attorney's Office would meet in the conference room, and if a member of the public wants to listen to the review discussions, she can sit in the room and listen to the live conference call along with City staff.

At least three panel members are required to participate in the review (that's the minimum--three votes in favor of refusal are required in order for the panel to refuse a request for review, so if less than three vote to refuse, the complaint will be heard).

Staff would post a copy of the complaint to the secure SharePoint site, contact panel members to ask them to read the complaint, and schedule the conference call.

- **Comments:** no changes to the proposed procedure were noted; however, Brian Dewan requested that the Panel be provided a copy of the original complaint submitted to Police, along

with the request for review when determining to accept a case for review. Regina Hilliard agreed that this can be accommodated.

- **Motion:** Chair Bracknell made a motion to adopt the review procedure as presented; Dewan seconded and the motion was unanimously approved.
- **Vote:** 4-0 (Bracknell, Booker-Williams, Dewan, Mayo)

Request for Review: Lola Hefner - January 16, 2014 (*racial profiling*)

Chair Bracknell called for a discussion by the Panel to determine if Ms. Hefner's complaint, in which she alleges racial profiling by Officer Schultz, is appropriate for review.

- **Motion:** Chair Bracknell made a motion to accept the case for review; Vice-Chair Mayo seconded the motion and it was unanimously approved.
- **Vote:** 4-0 (Bracknell, Booker-Williams, Dewan, Mayo) the Panel concluded the complaint is appropriate for review.
- **Remarks:**
 - Panel would like to schedule the hearing for February 24, if the complainant is available.
 - Case files will be uploaded to the IRP CityShare site for optional online viewing by the Panel. Hardcopies will also be available for pick-up/distribution.

ADJOURNMENT

The meeting was adjourned by Chair Bracknell at 11:22 a.m.