

Q What power or authority does the Panel have?

A Upon review of a Police Department Internal Affairs investigation, the Panel may:

- Concur with the findings of the Police Department investigation;
- Advise the City Manager that the findings are not supported by the information reasonably available to the Department;
- Advise the City Manager that in its judgment the investigation is incomplete;
- Recommend to the City Manager that a specific Police Department policy or procedure be revised or amended.

Q How are the Panel's recommendations reported?

A Within ten (10) working days of a Panel hearing, the Human Resources Director will forward a report of the Panel's findings and recommendations to the City Manager. A copy of the findings and recommendations will be made available to the public in accordance with the Freedom of Information Act.

In addition, IRP hearing agendas and meeting minutes are available on VBGov.com.



Virginia Beach Investigation Review Panel

c/o Human Resources Department
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2424 Courthouse Drive, Room 106
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Revised: January 2021

Investigation Review Panel (IRP)

VB City of
Virginia Beach

FREQUENTLY ASKED QUESTIONS

Q What is the Investigation Review Panel?

A The Investigation Review Panel (IRP) is a panel appointed by City Council. The purpose of the Panel is to ensure that reports and conclusions of the Police Department's investigations involving abuse of authority or other serious misconduct by police officers are complete, accurate and factually supported.

The Panel may also make recommendations to the City Manager that specific Police Department policies and procedures be revised.

Q Who serves on the Investigation Review Panel?

A The Panel is comprised of five (5) members and two (2) alternates who are citizens of the City of Virginia Beach. The members and alternates are appointed by City Council, and are chosen on the basis of their expertise and experience in fields relevant to the performance of the duties of the Panel. The Panel members are not City employees; they are citizens who provide an independent review of Police Department investigations.

Q How does the IRP fit within the City of Virginia Beach structure?

A The Panel reports directly to the City Manager and is not associated with the Police Department. The Director of Human Resources serves as the City Manager's designee.

Q Who can request a review by the Panel?

A Complainants who are dissatisfied with the findings of a Police Department investigation involving alleged abuse of authority or serious misconduct may request a Panel review of the findings. The Panel cannot review cases that involve pending criminal or civil proceedings or involve City disciplinary policies.

Q How is a Request for Review by the IRP filed?

A A request for review of a Police Department investigation should be made in writing using the IRP Request for Review Form. The request form must be postmarked within thirty (30) calendar days from the date the Police Department findings are mailed to the complainant.

The complainant should carefully list all allegations, issues, or complaints and provide supporting evidence. Information not listed on this form cannot be presented at the Panel review hearing, except as deemed appropriate by the Panel.

Q What happens after a Request for Review has been filed?

A The Panel will conduct a hearing to review the investigation within forty-five (45) calendar days of receiving the investigation file from Police. Panel support staff will notify the complainant, Panel members, City departmental representatives and the public of the date and time of the hearing.

Q What process will the Panel follow with each Request for Review?

A The Panel will review the investigation file, and information provided on the IRP Request for Review Form prior to conducting a hearing. The Panel will then hold a public hearing and hear statements from the complainant, witnesses and Police. The Panel may, at its discretion, invite witnesses to appear to answer questions. Any person appearing before the Panel may be accompanied by legal counsel who may advise them, but shall not participate in the proceedings. After the public hearing, the Panel may convene in closed session to deliberate and discuss the case. The Panel will then, in open session, conduct a vote to determine their decision. Notification of the Panel's decision is provided to the complainant in writing.

Q Are Investigation Review Panel hearings open to the public?

A Yes. All Panel hearings shall be open to the public.