



Meeting Minutes

Wednesday, August 19, 2026, 6:30 P.M. Ginter Park Public Library

Members Present

Angela Fontain, Chair
Shawn Singleton, Co-Chair
Jannie Hawkins, Secretary
Alicia Brown, virtually
Evan Feinman
David Poole
Rafaella Sale

Others Present

Joseph Lowery, Civilian Review Board Manager
Jon Bridges, Director, Richmond Police Department

Public Attendance

Two (2) citizens attended in person
Nine (9) citizens attended virtually

Call to Order

The meeting was called to order by the Chair at 6:19 PM.

Approval of Agenda

The Chair called for any additions, deletions, or amendments to the agenda. No changes were proposed.

A motion was made by David and seconded by Shawn to approve the agenda.

Action: Motion passed unanimously

Approval of Minutes

The Board discussed a reference in the July minutes concerning the Annual Report Subcommittee. It was clarified that the minutes should identify the members appointed to the subcommittee and reflect that David serves as chair, with Shawn and Angela serving as members.

The June minutes were determined to be accurate as written.

Motion: A motion was made by David and seconded by Evan to approve the minutes with the discussed amendment to the July minutes.

Action: Motion passed unanimously.

CRB Manager Report

A. Richmond Police Department Cases

The CRB Manager reported that a case review was conducted on August 13, 2026. The review was conducted by Shawn, Alicia, and Jannie. The members who participated in the review are expected to provide an update to the full Board at an upcoming meeting.

B. Complaint Overview Presentation

The anticipated presentation providing an overview of complaint intake by the Richmond Police Department is expected to be available in September and no later than October.

C. Richmond Police Department Citizen Academy

The Board was advised that the application deadline for the Richmond Police Department Citizen Academy is August 28 at 3:00 p.m. The CRB Manager reported that he had already registered.

D. New Board Member

The CRB Manager provided an update regarding a prospective new Board member. The individual initially submitted an incorrect application through the Mayor's Office and Clerk's Office. A corrected application was subsequently provided, but it had not yet been completed. The appointment process remains pending receipt of the completed application.

E. NACOLE Conference

The upcoming National Association for Civilian Oversight of Law Enforcement (NACOLE) conference is scheduled for November 8–12 in Louisville, Kentucky. The early-bird registration period had ended, and the current conference registration cost was reported as \$730. The estimated total cost, including registration, lodging, airfare, and other allowable expenses, was approximately \$2,300, with airfare being the primary variable expense.

The Board agreed that Rafaella Sale would attend the conference. The CRB Manager will coordinate conference-related arrangements and provide Rafaella Sale with available information regarding the conference.

F. Board Member Stipends

The CRB Manager reported on his discussion with City Council representatives concerning additional stipend payments. The Board was reminded that the governing ordinance provides for a maximum of \$2,400 per Board member per year, with a maximum payment of \$200 per meeting. The ordinance does not distinguish between regular Board meetings and subcommittee meetings and does not specifically address compensation for activities such as body-worn camera reviews.

The Board discussed the importance of stipends in making participation on the Board accessible to individuals from a variety of economic and personal circumstances. Members noted that expenses such as childcare and other costs can affect an individual's ability to participate in Board activities.

The Board agreed that the issue may warrant further consideration in connection with the Board's future SOP revisions and discussions with City Council.

G. Consultant Report

The CRB Manager reported that he had spoken with Dr. William Pelfrey, the Board's consultant. Dr. Pelfrey is preparing an initial 10-month evaluation of the CRB. A second evaluation is anticipated at approximately the 18-month mark, after the Board has reviewed additional cases. The Board discussed the timing of the initial report and expressed interest in having a draft or final draft available before the

CRB's annual report is completed. The CRB Manager will follow up with Dr. Pelfrey regarding the anticipated completion date of the initial evaluation.

H. *District Meeting Presentation*

The Board's presentation for Stephanie Lynch's district meeting has been postponed until November. The postponement will allow the CRB to present its initial report and have additional information available for the district meeting.

I. *Comparison of Civilian Oversight Boards*

The CRB Manager provided an overview of case activity reported by civilian oversight entities in several jurisdictions, including Charlotte, Fairfax County, Orlando, Birmingham, Virginia Beach, Richmond, Durham, Arlington County, and Alexandria.

The reported numbers included:

Charlotte: 3 cases in 2022; 6 in 2023; 5 in 2024

Fairfax County: 3 cases in 2023; 5 in 2024

Birmingham: 3 cases in 2023

Virginia Beach: 2 cases in 2024

Richmond: 3 cases to date

Durham: 5 cases in 2021; 3 in 2023

Arlington County: 4 cases in 2024; 3 in 2025

Alexandria: 1 case in 2025

The CRB Manager cautioned that the jurisdictions are not necessarily structured in the same manner as Richmond's CRB and that the figures were provided for general comparison only. Some jurisdictions have review models, while others have investigative authority or police auditor functions.

Complaints Received Directly by the CRB

The CRB Manager reported that 12 complaints had been received directly by the CRB to date. Several examples were discussed, including complaints involving matters outside the CRB's jurisdiction, incidents occurring before the CRB's establishment, complaints involving the Richmond Sheriff's Department, and allegations that did not fall within the CRB's established scope.

The CRB Manager explained that when an issue is outside the CRB's jurisdiction, the individual is directed to the appropriate agency, including the Richmond Police Department when appropriate. The CRB Manager also explained the CRB's jurisdiction and limitations to the individual.

- ***Board Discussion***

Members discussed whether complaints received by the CRB that fall outside its jurisdiction should nevertheless be tracked and shared with the Board so that members are aware of the concerns being raised by community members. Members expressed concern that some residents may be reluctant to file complaints directly with the police department because of a lack of trust or concerns about the complaint process.

The Board discussed the potential value of collecting information about concerns that fall outside the CRB's formal jurisdiction, including identifying trends that could inform future policy recommendations.

The Board also discussed the possibility of developing additional methods for community members to communicate concerns to the CRB and increasing the Board's visibility and accessibility. The Board agreed that the issue should receive further consideration as part of the SOP Subcommittee's work and future SOP revisions.

Annual Report Subcommittee

The Annual Report Subcommittee discussed plans for its initial meeting. The subcommittee intends to review potential content for the CRB's annual report and consider information from other civilian oversight agencies. The goal is to develop an outline and recommendations for presentation to the full Board at the September meeting. A scheduling poll to the Annual Report Subcommittee members will be sent out to identify a date and time for the initial meeting.

SOP Subcommittee Status Report

The SOP Subcommittee provided an update regarding proposed revisions to the CRB's Standard Operating Procedures. The subcommittee has compiled approximately 57 substantive recommendations for possible changes to the SOP. The recommendations were anonymized to prevent individual Board members' identities from influencing consideration of the proposed changes.

The subcommittee plans to meet and review the recommendations individually, determine which changes should be pursued, and conduct additional wordsmithing as appropriate. The goal is to develop a draft for circulation to the full Board for review and comment before the proposed revisions are presented with the CRB's annual report.

The Board also discussed the importance of communicating proposed SOP changes to City Council members and staff, the Richmond Police Department, and other interested parties before final recommendations are presented.

- ***Overview of proposed changes***
 - Increase the Board's access to information necessary to perform its oversight responsibilities.
 - Provide greater visibility into complaints and matters received by the Richmond Police Department, including matters that may not fall within the CRB's jurisdiction.
 - Establish clearer processes for Board members to review evidence.
 - Provide appropriate confidentiality protections for sensitive information reviewed by the Board.
 - Strengthen confidentiality and nondisclosure requirements for Board members.

SOP Subcommittee chair will schedule a meeting to review the proposed recommendations individually and develop recommendations for consideration by the full Board.

The subcommittee emphasized that the document circulated to the Board is a working draft and is not a final recommendation of the full Board.

Open Discussion

The Board received an update regarding cases currently pending before the CRB.

- January 2026 Officer-Involved Shooting at GRTC Station Headquarters

The case remains pending resolution of the subject's criminal charges. The case is expected to be presented to the CRB following resolution of those proceedings.

- **May 2026 Fatal Officer-Involved Shooting**

The declination letter from the Commonwealth's Attorney is currently undergoing review.

- **Recent Death During Law Enforcement Operation**

RPD reported that approximately four weeks earlier, officers were involved in an incident involving an individual who was being monitored pursuant to outstanding warrants. Officers were approaching the individual in connection with taking him into custody when the individual died by suicide. Because law enforcement personnel were present and engaged in the arrest process, the matter may fall within the CRB's jurisdiction.

Public Comment

A member of the public asked about the process for obtaining recordings of previous CRB meetings. He suggested that meeting recordings be posted online, such as through YouTube, rather than requiring members of the public to request recordings individually.

The Board discussed the potential benefits of making meeting recordings readily accessible online, including:

Increasing transparency;

Improving public accessibility;

Allowing residents who cannot attend meetings to view proceedings;

Reducing the administrative burden associated with providing recordings individually; and

Increasing public awareness of the Board's activities.

The Board also discussed creating a more intentional strategy for public communications, including potentially establishing a communications or publicity committee.

Members discussed the importance of maintaining consistent outreach through available channels, including newsletters, social media, the CRB website, and other public communications.

Next Meeting

September 16, 2026, 6:30 pm at the Westover Hills Public Library

Adjournment

The meeting was adjourned at 7:26 PM.