

City of Albany

CITIZENS' POLICE REVIEW BOARD

Second Quarterly Report May 1, 2012

Submitted by:
The Government Law Center of Albany Law School
on behalf of the City of Albany Citizens' Police Review Board



Second Quarterly Report of the City of Albany
Citizens' Police Review Board

May 1, 2012

Submitted to:

The Mayor of the City of Albany
The Common Council of the City of Albany
The Police Chief of the City of Albany

BACKGROUND

Section 42-340 of Chapter 42, Part 33 of the Albany City Code requires the Government Law Center of Albany Law School to file, on behalf of the Albany Citizens' Police Review Board (CPRB), quarterly reports containing "statistics and summaries of citizen complaints, including a comparison of the CPRB's findings with the final determinations of the [Police] Department." This is the Second Quarterly Report so submitted in the year 2012.

DEFINITIONS

For purposes of this report, the following words and phrases shall have the meaning described in this report:

COMPLAINT – A written statement concerning police conduct which is either submitted to the Citizens' Police Review Board for filing with the Albany Police Department or filed directly with the Albany Police Department.

CPRB or BOARD – The Citizens' Police Review Board.

GOVERNMENT LAW CENTER – The Government Law Center of Albany Law School.

GRIEVANCE FORM – An APD form used to gather contact information from the complainant and forwarded to the Government Law Center for CPRB outreach purposes.

MEDIATION – A structured dispute resolution process in which a neutral third party assists the disputants to reach a negotiated settlement of their differences.

OFFICER – Any sworn police officer of the City of Albany Police Department affected by a citizen complaint.

OFFICE OF PROFESSIONAL STANDARDS (OPS) – The Professional Standards Unit of the City of Albany Police Department.

INTRODUCTION

The Government Law Center of Albany Law School was retained by the City of Albany to provide a number of services to the Board, the City, and the community. Many of these services are discussed, as appropriate, below.

ORGANIZATION OF THE BOARD

The following members constituted the Board during the Second quarter of 2012:

Mickey Bradley	Andrew Phelan, Jr	Rev. Edward Smart
Marilyn Hammond	Anthony Potenza	Patrick Toye
Maritza Martinez	Eugene Sarfoh	Akosua Yeboah

During the Second quarter, the Board's elected officers were:

Chair	Reverend Edward Smart
Vice-Chair	Anthony Potenza
Secretary	Andrew Phelan, Jr.

Nominations and Elections for Board Officers

At the Board's January 12, 2012 meeting, nominations were held for the positions of Chair, Vice-Chair, and Secretary pursuant to the Board's Bylaws (Art. IV, Section 1). At that meeting, Reverend Edward Smart was nominated for the Chair position, Anthony Potenza was nominated for the Vice-Chair position, and Andrew Phelan, Jr. was nominated for the position of Secretary. These nominations were adopted during the second quarter of 2012.

Nominations and Elections for Committee/Task Force Chairs

No new chairs were elected for Committees or Task Forces in the second quarter of 2012.

Vacancies and Re-Appointments

On February 6, 2012 the Common Council appointed James (Mickey) Bradley as a member of the CPRB to serve a three-year term which will expire on October 26, 2014. On February 6, 2012 the Common Council appointed Maritza Martinez as a member of the CPRB to fill an unexpired term which will expire on October 26, 2012. On February 6, 2012 the Common Council appointed Patrick Toye as a member of the CPRB to fill an unexpired term which will expire on October 26, 2013. On March 28, 2012 Common Council re-appointed Anthony Potenza to a three year term which will expire October 26, 2014.

The three (3) new board members attended an orientation on February 28th 2012 which was provided by the Government Law Center (GLC). This meeting was also used as a refresher training course for the existing board members.

Committees and Task Force

The following committees and task force were operational in the second quarter of 2012:

<i>By-Laws and Rules</i>	Reverend Edward Smart (Chair) Anthony Potenza Akosua Yeboah
<i>Community Outreach</i>	Akosua Yeboah (Chair) Eugene Sarfoh Reverend Edward Smart (<i>ex-officio</i>) Maritza Martinez
<i>Complaint Review</i>	Andrew Phelan, Jr. (Chair)

Mickey Bradley
Marilyn Hammond
Maritza Martinez
Anthony Potenza
Eugene Sarfoh
Reverend Edward Smart
Patrick Toye
Akosua Yeboah

Mediation Reverend Edward Smart (Chair)
Anthony Potenza
Mickey Bradley

*Police Department Liaison-
Policy Review/
Recommendations* Andrew Phelan, Jr. (Chair)
Anthony Potenza
Reverend Edward Smart (*ex-officio*)

Public Official Liaison Reverend Edward Smart (Chair)
Andrew Phelan, Jr.
Anthony Potenza
Akosua Yeboah

Task Force on Monitors Akosua Yeboah (Chair)
Marilyn Hammond
Reverend Edward Smart (*ex-officio*)

BY-LAWS AND RULES/MEDIATION

During the second quarter, the By-laws committee had some discussion as to what counts as standing and who can file a report. However during the Second quarter of 2012 no new By-Laws or Rules were specifically written or voted on.

At the Board's April 12, 2012 meeting, there was a question posed to the Board regarding rules on complainants videotaping the meetings. The committee agreed to do research into the issue before making a decision on it.

The committee entered into discussions with the Albany Police Department Union President about the proposed mediation program. The Board also reached out to Deputy Chief Stephen Reilly for recommendations on the status of the Board's proposed mediation process during the second quarter of 2012. The committee is still awaiting recommendations from the Albany Police Department before passing its mediation protocol.

COMMUNITY OUTREACH

A meeting was scheduled with the local chapter of the NAACP that was supposed to take place in this quarter, but was rescheduled to take place in the third quarter.

The committee translated its brochures into Spanish and presented them to the Board for approval. The committee also agreed to help the Albany Common Council Public Safety Committee with the interview of new Board members. The committee is planning on having informational meetings with the University at Albany and other local schools as a part of its outreach effort.

COMPLAINT REVIEW

Pursuant to Section II, Subsection I of the Board's Operating Procedures, each of the four (4) appointed members of the Committee on Complaint Review, in addition to the Chair of the Committee, will be responsible for the presentation of a particular complaint to the Board at its monthly meetings as assigned by the Chair of the Committee. Fifteen (15) complaints were presented and reviewed in the second quarter of 2012.

The following Board members were appointed to serve on the Committee on Complaint Review:

February 2012	Marilyn Hammond, Anthony Phelan Jr., Anthony Potenza, and Chairman Edward Smart.
March 2012	Mickey Bradley, Marilyn Hammond, Maritza Martinez, Anthony Potenza, Chairman Edward Smart, and Patrick Toye.
April 2012	Mickey Bradley, Marilyn Hammond, Chairman Edward Smart, and Akosua Yeboah.

COMPLAINT SUMMARIES AND STATISTICS

Section 42-340C of Chapter 42, Part 33 of the Albany City Code charges the Board with providing "statistics and summaries of citizen complaints, including a comparison of [its] findings with the final determinations of the [Police] Department."

During the Second quarter of 2012, the Board received fourteen (14) new complaints in addition to its twenty-eight (28) active complaints and sixteen (16) suspended complaints. Monitors were appointed to investigate eight (8) of the fourteen (14) new complaints. Of the forty-one (41) complaints before the Board, the Board presented fifteen (15) complaints for review and rendered findings for the allegation(s) contained in fifteen (15) complaints. These fifteen (15) complaints were closed and contained a total of twenty-six (26) allegations of misconduct. As to the fifteen (15) complaints that were reviewed and closed, the Board made findings consistent with the preliminary findings of the Office of Professional Standards fourteen (14) cases.

Board action was taken in two (2) complaints, where one complaint was tabled so a monitor could be assigned. One complaint was tabled for OPS to investigate the age of the individual who the complaint was filed for to ascertain if there was an issue of standing in the case. In the second quarter of 2012, one (1) complainant was sent back to OPS for further investigation.

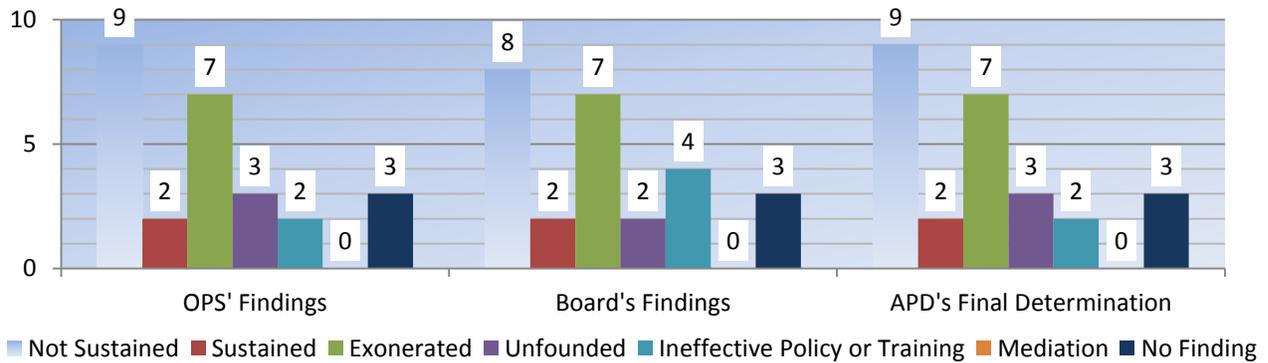


Figure 1: Comparison of Findings Made by the OPS, the Board, and the Albany Police Department during the Second Quarter of 2012.

Figure 1 depicts a comparison of the findings made by the Board and the findings made by the Police Department, including the preliminary findings of the Office of Professional Standards and the Albany Police Department's final determinations. The following is a summary of those complaints:

CPRB No. 3-11/OPS No. CC2010-003 [no monitor appointed]

- Nature of the Allegation(s):
- 1) Use of Force – an officer used excessive force on the complainant;
 - 2) Call Handling– the officer placed the complainant in custody and took a photo of her; *and*
 - 3) Conduct Standards – the officer responded rudely to the complainant.

- OPS Preliminary Finding(s):
- 1) **Sustained** as to the call handling allegation;
 - 2) **Ineffective policy and training** as to the second call handling allegation; *and*
 - 3) **Not Sustained** as to the conduct standards allegation.

CPRB Action(s) At its February 18, 2010 meeting, pursuant to its authority under Section 42-343 (F)(2) of the City Code, the Board requested that the OPS conduct a more thorough and complete investigation of the allegations in the complaint.

On January 3, 2011, the CPRB received correspondence from the APD addressing the CPRB's questions. The case was placed on the CPRB's March 8, 2012 meeting agenda where it was reviewed, deliberated, voted on, and closed accordingly.

CPRB Finding(s): 1) **Sustained** as to the call handling allegation;
2) **Ineffective policy and training** as to the second call handling allegation; *and*
3) **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): 1) **Sustained** as to the call handling allegation;
2) **Ineffective policy and training** as to the second call handling allegation; *and*
3) **Not Sustained** as to the conduct standards allegation.

CPRB No. 9-11/OPS No. CC2011-019 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – officers treated the complainant in a degrading manner and used inappropriate language; *and*
2) Conduct Standards – the complainant felt the officers actions were “slightly racial”

OPS Preliminary Finding(s): 1) **Sustained** as to the first conduct standards allegation; *and*
2) **Unfounded** as to the second conduct standards allegation.

CPRB Finding(s): 1) **Sustained** as to the first conduct standards allegation; *and*
2) **Unfounded** as to the second conduct standards allegation.

APD Final Determination(s): 1) **Sustained** as to the first conduct standards allegation; *and*
2) **Unfounded** as to the second conduct standards allegation.

CPRB No. 11-11/OPS No. CC2011-027 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – An officer failed to assist the complainant’s sister and threatened to arrest her if she did not leave the scene.

OPS Preliminary Finding(s): **Not Sustained** as to the conduct standards allegation.

CPRB Finding(s): **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): **Not Sustained** as to the conduct standards allegation;

CPRB No. 12-11/OPS No. CC2011-026 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – officers were rude to the complainant and failed to give her sister proper attention.

OPS Preliminary Finding(s): **Not Sustained** as to the conduct standards allegation.

CPRB Finding(s): **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): **Not Sustained** as to the conduct standards allegation;

CPRB No. 13-11/OPS No. CC2011-028 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – officers were negligent in recording the proper information on the report and failed to interview her or others on the scene.

OPS Preliminary Finding(s): **Not Sustained** as to the conduct standards allegation;

CPRB Finding(s): **Not Sustained** as to the conduct standards allegation;

APD Final Determination(s): **Not Sustained** as to the conduct standards allegation;

CPRB No. 39-11/OPS No. CC2011-127 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – an officer harassed the complainant in retaliation for a previously filed complaint against a doctor.

OPS Preliminary Finding(s): **Unfounded** as to the conduct standards allegation.

CPRB Finding(s): **Unfounded** as to the conduct standards allegation.

APD Final Determination(s): **Unfounded** as to the conduct standards allegation.

CPRB No. 1-12/OPS No. CC2012-003 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – an officer behaved inappropriately when dealing with the complainant; *and*

2) Call Handling – the complainant’s car was towed away.

OPS Preliminary Finding(s): 1) **No Finding** as to the conduct standards allegation; *and*

2) **No Finding** as to the call handling allegation.

CPRB Finding(s): 1) **No Finding** as to the conduct standards allegation; *and*

2) **No Finding** as to the call handling allegation.

APD Final Determination(s): 1) **No Finding** as to the conduct standards allegation; *and*

2) **No Finding** as to the call handling allegation.

CPRB No. 16-10/OPS No. CC2010-021 [monitor appointed]

Nature of the Allegation(s): 1) Call Handling – an officer told the complainant that she could not wait in the tow truck; *and*

2) Call Handling – the officer towed her vehicle which is not proper protocol.

OPS Preliminary Finding(s): 1) **Exonerated** as to the first call handling allegation; *and*

2) **Exonerated** as to the second call handling allegation.

CPRB Action(s) At its October 13, 2011 meeting, the Board was forced to table deliberations on this case as motions that were made failed to carry. The case was placed on the CPRB’s meeting agenda for March 8, 2012 where it was reviewed, deliberated and voted on, and closed accordingly.

CPRB Finding(s): 1) **Exonerated** as to the first call handling allegation; *and*

2) **Exonerated** as to the second call handling allegation.

APD Final Determination(s): 1) **Exonerated** as to the first call handling allegation; *and*

2) **Exonerated** as to the second call handling allegation.

CPRB No. 44-10/OPS No. CC2010-111 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force – officers grabbed the complainant’s boyfriend, punched him in the face, and then placed handcuffs on him; *and*
2) Arrest, Authorities and Procedures – falsely arrested the complainant.

OPS Preliminary Finding(s): 1) **Exonerated** as to the use of force allegation; *and*
2) **Exonerated** as to the arrest, authorities and procedures allegation.

CPRB Finding(s): 1) **Exonerated** as to the use of force allegation; *and*
2) **Exonerated** as to the arrest, authorities and procedures allegation.

APD Final Determination(s): 1) **Exonerated** as to the use of force allegation; *and*
2) **Exonerated** as to the arrest, authorities and procedures allegation.

CPRB No. 22-11/OPS No. CC2011-055 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – officers unlawfully arrested the complainant’s son and failed to arrest the perpetrator.

OPS Preliminary Finding(s): **Exonerated** as to the conduct standards allegation.

CPRB Action(s): At the March 8th 2012 meeting, the Board moved to table this complaint and seek an investigation into the age of the alleged victim.

CPRB No. 31-11/OPS No. CC2011-101 [monitor appointed]

Nature of the Allegation(s): Racial Profiling– officers racially profiled the complainant during a stop.

OPS Preliminary Finding(s): **No Finding** as to the racial profiling allegation.

CPRB Finding(s): **No Finding** as to the racial profiling allegation.

APD Final Determination(s): **No Finding** as to the racial profiling allegation.

CPRB No. 29-11/OPS No. CC2011-084 [monitor appointed]

Nature of the Allegation(s): Use of Force– officers kicked, slammed to the ground, and slammed the complainant’s son into the door of a police car.

OPS Preliminary Finding(s): **Not Sustained** as to the use of force allegation.

CPRB Finding(s): **Not Sustained** as to the use of force allegation.

APD Final Determination(s): **Not Sustained** as to the use of force allegation.

CPRB No. 27-11/OPS No. CC2011-082 [no monitor appointed]

Nature of the Allegation(s): Call Handling – an officer refused to issue a parking ticket to the complainant’s neighbor’s vehicle and summon a supervisor to the scene.

OPS Preliminary Finding(s): **Exonerated** as to the call handling allegation.

CPRB Finding(s): **Exonerated** as to the call handling allegation.

APD Final Determination(s): **Exonerated** as to the call handling allegation.

CPRB No. 25-11/OPS No. CC2011-060 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – the complainant’s vehicle was towed to the Traffic Division after she was told that it was not towed there; *and*
2) Call Handling – members of the APD damaged complainant’s vehicle.

OPS Preliminary Finding(s): 1) **Ineffective Policy or Training** as to the first call handling allegation; *and*

2) **Not sustained** as to the second call handling allegation.

CPRB Finding(s): 1) **Ineffective Policy or Training** as to the first call handling allegation; *and*

2) **Not sustained** as to the second call handling allegation.

APD Final Determination(s): 1) **Ineffective Policy or Training** as to the first call handling allegation; *and*

2) **Not sustained** as to the second call handling allegation.

CPRB No. 24-11/OPS No. CC2011-072 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – officers told the complainant that it was not their job to file a report regarding her matter;

2) Call Handling– the officer was not knowledgeable in his duties; *and*

3) Conduct Standards – an unknown officer used profanity in the presence of the complainant.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the call handling allegation;

2) **Unfounded** as to the second call handling allegation; *and*

3) **Not Sustained** as to the conduct standards allegation.

CPRB Finding(s): 1) **Ineffective Policy and Training** as to the call handling allegation;

2) **Ineffective Policy and Training** as to the second call handling allegation; *and*

3) **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): 1) **Not Sustained** as to the call handling allegation;

2) **Unfounded** as to the second call handling allegation; *and*

3) **Not Sustained** as to the conduct standards allegation.

APD Action(s): The APD is reviewing training pertaining to report filing for the DMV.

CPRB No. 21-11/OPS No. CC2011-040 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – officers did not arrest the other person and failed to take a report;

2) Call Handling– the officer was racially biased; *and*

3) Conduct Standards – the officer was unprofessional.

OPS Preliminary Finding(s): 1) **Unfounded** as to the call handling allegation;

2) **Unfounded** as to the second call handling allegation; *and*

3) **Not Sustained** as to the conduct standards allegation.

CPRB Action(s):

At the April 12, 2012 meeting, motions to concur with the *unfounded* findings for the call handling allegations failed.

At that meeting, the Board moved to assign a monitor. The motion passed and a monitor was assigned. This case will be reported on after the monitor is able to make his/her report.

CPRB No. 20-11/OPS No. CC2011-051 [no monitor appointed]

Nature of the Allegation(s):

1) Conduct Standards – an officer used profanity and was unprofessional;

2) Use of Force – the officer grabbed the complainant’s arm and pushed her up against a parked vehicle; *and*

3) Conduct Standards – the officer refused to loosen the complainant’s handcuffs.

OPS Preliminary Finding(s):

1) **Exonerated** as to the use of force allegation;

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second conduct standards allegation.

CPRB Finding(s):

1) **Exonerated** as to the use of force allegation;

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second conduct standards allegation.

APD Final Determination(s):

1) **Exonerated** as to the use of force allegation;

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second conduct standards allegation.

DEFINITION OF CPRB FINDINGS

Section 42-344A of Chapter 42, Part 33 of the Albany City Code charges the Board with, after review and deliberation of an investigation, shall, by majority vote, make one of the following findings on the case:

(1) *Sustained* – where the review discloses sufficient facts to prove the allegations made in the complaint.

(2) *Not Sustained* – where the review fails to disclose sufficient facts to prove or disprove the allegation made in the complaint.

(3) *Exonerated* – where the acts which provide the basis for the complaint occurred, but the review shows that such acts were proper.

(4) *Unfounded* – where the review shows that the act or acts complained [of] did not occur or were misconstrued.

(5) *Ineffective Policy or Training* – where the matter does not involve guilt or lack thereof, but rather ineffective departmental policy or training to address the situation.

(6) *No Finding* – where, for example, the complaint failed to produce information to further the investigation; or where the investigation revealed that another agency was responsible and the complaint or complainant has been referred to that agency; or where the complainant withdrew the complaint; or where the complainant is unavailable to clarify the complaint; or where the officer is no longer employed by the City.

(7) *Mediation* – where the complaint is resolved by mediation.

GRIEVANCE FORM PROCESS

Background

In the second quarter of 2008, former Chief of Police James Tuffey introduced a new system to the Albany Police Department, where complainants who have a grievance with a member of the APD, but opt not to complete a CPRB complaint form, would have their contact information provided to the CPRB using grievance forms so that the CPRB can reach out to them. This process ensures that individuals would not lose out on having their complaint reviewed by the Board. The OPS agreed to implement this grievance form process as part of its standard operating procedure. Under this system, every complainant who files a grievance form with the OPS will have a full opportunity to complete a CPRB complaint form.

Summaries and Statistics

During the second quarter of 2012, the Board received nineteen (19) new grievance forms from the OPS, in addition to its two hundred and ninety-two (292) grievance forms that were received since the inception of the grievance form process in 2008. Out of the nineteen (19) new grievance forms that were filed in the second quarter of 2012, six (6) citizen complaint forms were filed. Of the three hundred and eighteen (318) grievance forms received by the Board since 2008, eighty-eight (88) complaint forms were filed.

MEETINGS

The Board met as a whole three (3) times for the conduct of business during the second quarter. Meetings were held on February 21, 2012, March 8, 2012, and April 12, 2012. Each of the three (3) meetings were held at the GWU the Center, 274 Washington Avenue, in the Teen Center Conference Room. There was a public comment period at each meeting.

The Board meets on the second Thursday of every month so as not to conflict with the monthly meetings of the County Legislature, and to encourage media and public participation at its meetings.

TRAINING

Section 42-339 of Chapter 42, Part 33 of the Albany City Code requires that “the Government Law Center . . . provide, to CPRB members, and the members . . . undergo continuing education . . .”

During the second quarter of 2012, the three (3) new board members attended an orientation on February 28th 2012 which was provided by the Government Law Center (GLC). This meeting was also used as a refresher training course for the existing members, which satisfied the education requirement.

GOVERNMENT LAW CENTER

During the second quarter of 2012, the Government Law Center engaged in the following activities as directed by the local law and pursuant to its contractual obligations with the City of Albany:

- Provided orientation for the three (3) new members of the Board. This orientation meeting was also given for the current board members as a refresher course.
- Received and forwarded to the Board and the Common Council the resignation correspondence of Board members Jason Allen and Lilian Kelly.
- Drafted and forwarded correspondence to Complainant’s whose complaints were closed due to jurisdictional defects.
- Drafted and forwarded correspondence to Chief Steven Krokoff requesting the APD’s final determinations for complaints reviewed by the Board.
- Forwarded correspondence to the Board from Chief Steven Krokoff on the APD’s final determinations for complaints reviewed by the Board.
- Drafted and forwarded correspondence to Council member Anton Konev in response to his inquiries about CPRB No. 23-10/OPS No. CC2010-035.

- Drafted and forwarded correspondence to the City regarding Freedom of Information Law (FOIL) requests.
- Corresponded with NACOLE regarding the registration and attendance of board members for the conference which will be held during the fourth quarter of 2012.
- Designing and ordering business cards for board members.
- Attended an informational panel hosted at Albany law about racial profiling in the wake of the Travon Martin shooting.
- Drafted and forwarded to the Board for its approval, the Board's 2011 Second Quarterly Report.
- Forwarded the updated database scorecard and the grievance form chart to the OPS and members of the Board.
- Forwarded to the Board press clippings regarding the Albany CPRB.
- Continued the development of the CPRB electronic database.
- Notified organizations, community groups, and complainants of the Board's public meeting by posting a press release in City Hall, and sending out via mail and e-mail notices and press releases.
- Forwarded the updated database scorecard and the grievance form chart to the OPS and members of the Board.
- Forwarded to the Board press clippings regarding the Albany CPRB.
- Continued the development of the CPRB electronic database.

In addition, the Center performed the following administrative tasks:

- Arranged logistics for and coordinated three (3) regular monthly meetings and one (1) outreach meetings including: securing dates, times, and locations for each meeting, and providing notice to the affected parties and to the public;
- Attended three (3) regular monthly meetings
- Attended one (1) monitor meeting.
- Prepared and assembled regular monthly meeting packets for Board members, including: photocopying complaints, reports, and accompanying documents for review;

- Prepared a summary of new complaints filed with the Board for presentation by the Chair of the Committee on Complaint Review at each monthly meeting;
- Prepared findings forms for the recording of Board determinations by members of the Committee on Complaint Review at each monthly meeting;
- Reported all activities related to Board business at each monthly meeting;
- Recorded and transcribed the minutes of each monthly meeting;
- Notified affected parties of Board findings, recommendations, and requests following each monthly meeting;
- Conducted a monthly accounting and inventory of complaints filed with the Board, including a summary of active, suspended, and closed complaints, recommendations, and pending requests submitted to the Chief of Police, the Office of Professional Standards, and the Corporation Counsel's Office;
- Reported monthly complaint accounting and inventory to the Board at each of its Second quarter meetings;
- Assisted with typing and forwarding the Board's requests and recommendations to the Chief of Police, the Office of Professional Standards, and/or the Corporation Counsel's Office;
- Received and logged complaints and grievance;
- Opened and closed complaint files;
- Forwarded complainant related correspondence to Board members;
- Updated and maintained the Board's website to include reports, new meeting minutes, new Board members and revised meeting schedule;
- Maintained regular communications with Board members, the Police Department, and the Corporation Counsel's Office; *and*
- Answered inquiries from the community and the media about the Board and the complaint review process.

CONCLUSION

The Board had a steady Second quarter, which included: The Board meeting as a whole three (3) times; one (1) committee/task force meetings; attended an informational meeting held at Albany law school; both current and newly appointed members attended the training session given by the Government Law Center; and reviewed seventeen (17) complaints and rendering

findings for allegation(s) contained in fifteen (15) complaints. The Board continued to work collaboratively with the APD on its initiatives including discussions on proper procedures for mediators.

Respectfully submitted,

Government Law Center of Albany Law School
Approved by and submitted on behalf of the
City of Albany Citizens' Police Review Board

Dated: May 1, 2012