

# City of Albany

## CITIZENS' POLICE REVIEW BOARD

### **Fourth Quarterly Report November 1, 2011**

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



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

November 1, 2011

**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 Fourth Quarterly Report so submitted in the year 2011.

## **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 fourth quarter of 2011:

Marilyn Hammond  
Lilian Kelly  
Andrew Phelan, Jr.  
Anthony Potenza

Eugene Sarfoh  
Reverend Edward Smart  
Akosua Yeboah

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

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

*Appointments, Re-appointments, and Resignations*

In correspondence dated August 26, 2011 to the Common Council, former Chairman and Board member Jason Allen announced his resignation from the Board effective immediately. In October 2004, Mr. Allen was appointed by the Albany Common Council to fill the remainder term of a vacancy created by a former Board member. Since then, he served two three-year terms on the Board and his second term was set to expire on October 26, 2011. He would not have been eligible for re-appointment.

In correspondence dated October 7, 2011, Lilian Kelly announced her resignation from the Board effective immediately. Ms. Kelly was appointed by the Albany Common Council to fill the vacancy created by former Board member Daniel Fitzgerald. Her term was set to expire on October 26, 2013.

During the fourth quarter of 2011, the Board had three (3) vacancies to be filled by the Albany Common Council. One of those vacancies was created by James Frezzell who resigned in the third quarter.

In September 2011, the Government Law Center notified Common Council Public Safety Chairperson Barbara Smith of the two (2) vacancies left by Jason Allen and James Frezzell, and Lilian Kelly's upcoming vacancy.

*Committees and Task Force*

The following committees and task force were operational in the fourth quarter of 2011:

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

Eugene Sarfoh  
Reverend Edward Smart  
Akosua Yeboah

*Mediation* Reverend Edward Smart (Chair)  
Anthony Potenza

*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  
Lilian Kelly\*  
Reverend Edward Smart (*ex-officio*)

*\*In October 2011, Board member Lilian Kelly resigned effective immediately.*

## **BY-LAWS AND RULES/MEDIATION**

Albany Police Department's Commander Ron Matos informed the Board that new APD union representatives were in place to be elected. He asked the union representatives to meet with their attorney regarding mediation and has not received a response. He does not expect a response until after the union elections.

## **COMMUNITY OUTREACH**

Due to vacation scheduling conflicts, the committee did not meet in the summer months as planned to finalize the draft brochures and schedule outreach meetings. Committee member Akosua Yeboah agreed to work with Committee Chair Lilian Kelly in scheduling future meetings with the outreach groups in the community.

In October 2011, Committee Chair Lilian Kelly resigned from the Board. At its October 13, 2011 Board meeting, Board member Akosua Yeboah agreed to chair this committee. On October 21, 2011, the Committee held a meeting to finalize the Guide to Meetings Brochure and the CPRB Complaint Process Brochure. Draft copies of both brochures were forwarded to the Board. At that meeting, it was agreed that the next step would be to translate both brochures in Spanish. The Committee also scheduled two (2) outreach meetings for November 2011 and January 2012.

## 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. Sixteen (16) complaints were presented and reviewed in the fourth quarter of 2011.

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

September 2011	Marilyn Hammond, Lilian Kelly, Andrew Phelan Jr., Anthony Potenza, Eugene Sarfoh, Chairman Edward Smart, and Akosua Yeboah.
October 2011	Marilyn Hammond, Andrew Phelan Jr., Anthony Potenza, Eugene Sarfoh, Chairman Edward Smart, and Akosua Yeboah.
November 2011	Marilyn Hammond, Anthony Potenza, Eugene Sarfoh, Chairman Edward Smart, and Akosua Yeboah.

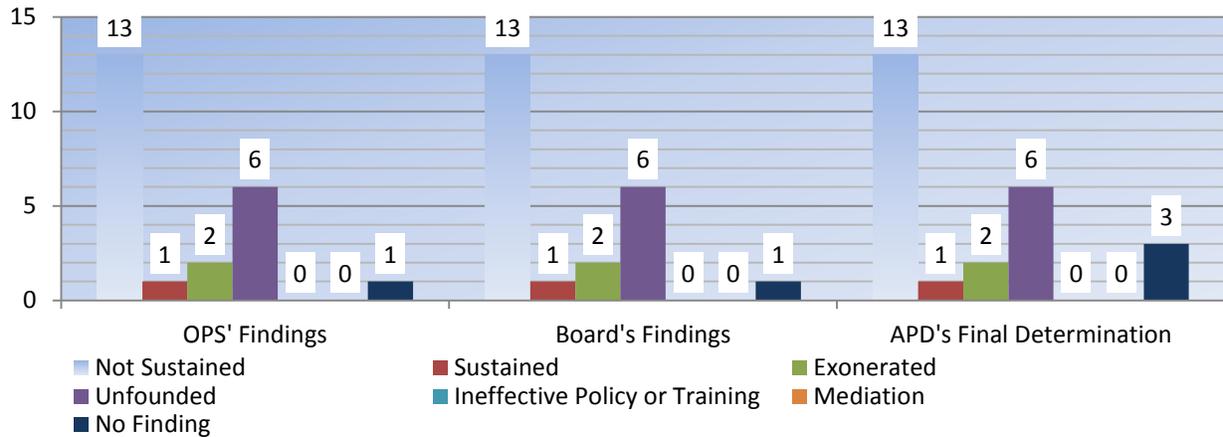
## COMPLAINT SUMMARIES AND STATISTICS

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 fourth quarter of 2011, the Board received ten (10) new complaints in addition to its forty-two (42) active complaints and thirteen (13) suspended complaints. Monitors were appointed to investigate five (5) of the ten (10) new complaints. Of the fifty-two (52) complaints before the Board, the Board presented sixteen (16) complaints for review and rendered findings for the allegation(s) contained in thirteen (13) complaints. These thirteen (13) complaints were closed and contained a total of twenty-three (23) allegations of misconduct. As to the thirteen (13) complaints that were reviewed and closed, the Board made findings consistent with the preliminary findings of the Office of Professional Standards in all thirteen (13) cases.

Of the ten (10) new complaints received, Board action was taken on one (1) complaint because the complaint involved a public service officer (meter attendant) and not a police officer. The Board does not have jurisdiction over public service officers. Board action was also taken on one (1) complaint that was received in the third quarter because the complaint involved a dispatcher and not a police officer. These actions included the Board voting unanimously not to accept and review the two (2) complaints. Of the sixteen (16) complaints reviewed, the Board failed to reach a finding, by majority vote, on three (3) complaints. These three (3) complaints

were sent back to the OPS to be further investigated.



**Figure 1:** Comparison of Findings Made by the OPS, the Board, and the Albany Police Department during the Fourth Quarter of 2011.

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. 12-08/OPS No. C08-177** [monitor appointed]

- Nature of the Allegation(s):
- 1) Call Handling – officers displayed their weapons and removed the complainant and her boyfriend from their vehicle during the course of a traffic stop; *and*
  - 2) Conduct Standards – an officer yelled “Get the f\*\*k out of the car.”

- OPS Preliminary Finding(s):
- 1) **No Finding** as to the call handling allegation; *and*
  - 2) **Not Sustained** as to the conduct standards allegation.

- CPRB Finding(s):
- 1) **No Finding** as to the call handling allegation; *and*
  - 2) **Not Sustained** as to the conduct standards allegation.

- APD Final Determination(s):
- 1) **No Finding** as to the call handling allegation; *and*
  - 2) **Not Sustained** as to the conduct standards allegation.

**CPRB No. 12-10/OPS No. CC2010-016** [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – a sergeant was rude to the complainant;  
2) Conduct Standards – the sergeant threatened to arrest the complainant; *and*  
3) Conduct Standards – the sergeant threatened to search the vehicle.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the first conduct standards allegation;  
2) **Not Sustained** as to the second conduct standards allegation;  
*and*  
3) **Not Sustained** as to the third conduct standards allegation.

CPRB Finding(s): 1) **Not Sustained** as to the first conduct standards allegation;  
2) **Not Sustained** as to the second conduct standards allegation;  
*and*  
3) **Not Sustained** as to the third conduct standards allegation.

CPRB Action(s): At its September 8, 2011 meeting, the Board agreed to send a letter to the OPS requesting that they address the issue of ineffective policy and/or training in this case.

APD Final Determination(s): 1) **Not Sustained** as to the first conduct standards allegation;  
2) **Not Sustained** as to the second conduct standards allegation;  
*and*  
3) **Not Sustained** as to the third conduct standards 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 the complainant’s 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 moved to send this complaint to mediation. The motion failed to carry by a majority vote of 4-2.

**CPRB No. 23-10/OPS No. CC2010-035** [monitor appointed]

Nature of the Allegation(s): 1) Call Handling – officers tackled the complainant; *and*  
2) Call Handling – the officer failed to file a report.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the first call handling allegation; *and*  
2) **Not Sustained** as to the second call handling allegation.

CPRB Action(s) At its October 13, 2011 meeting, the Board was unable to render a finding by a majority vote on the allegations in the complaint pursuant to Section 42-344(A) of the City Code. The motions failed to carry by a vote of 3-3.

**CPRB No. 30-10/OPS No. CC2010-055** [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – an officer harassed the complainant because of his color, accent, and origin.

OPS Preliminary Finding(s): **Exonerated**

CPRB Action(s): At its December 16, 2010 meeting, the Board was unable to render a finding by a majority vote on the allegation in the complaint pursuant to Section 42-344(A) of the City Code. At that meeting, the Board expressed concern that the target officer asked the complainant for his immigration status to find out how the accident occurred. The Board also expressed concern that this “technique” by the target officer was unwarranted and not within the proper scope of investigative questioning.

The Board recommended that the Albany Police Department review its standard operating procedures regarding the questioning of a person’s immigration status by an Albany police officer and submit the results of its investigation to the Board so that the Board may render a final determination of the complaint. Chief Krokoff responded to the Board’s request. His response was read at the Board’s September 8, 2011 meeting. At that meeting, the case was reviewed, deliberated, voted on, and closed accordingly.

CPRB Finding(s): **Exonerated**

APD Final Determination(s): **Exonerated**

**CPRB No. 39-10/OPS No. CC2010-077** [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – officers were rude and unprofessional to the complainant on the phone and at the station.

OPS Preliminary Finding(s): **Not Sustained**

CPRB Finding(s): **Not Sustained**

APD Final Determination(s): **Not Sustained**

**CPRB No. 41-10/OPS No. CC2010-091** [no monitor appointed]

Nature of the Allegation(s): Call Handling – officers discriminated against the complainant because of her race.

OPS Preliminary Finding(s): **Unfounded**

CPRB Finding(s): **Unfounded**

APD Final Determination(s): **Unfounded**

**CPRB No. 43-10/OPS No. CC2010-089** [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – officers were given “high fives” and bumping chests with the complainant’s assailants; *and*  
2) Call Handling – the officers failed to assist the complainant.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the conduct standards allegation; *and*  
2) **Unfounded** as to the call handling allegation.

CPRB Finding(s): 1) **Not Sustained** as to the conduct standards allegation; *and*  
2) **Unfounded** as to the call handling allegation.

APD Final Determination(s): 1) **Not Sustained** as to the conduct standards allegation; *and*  
2) **Unfounded** as to the call handling allegation.

**CPRB No. 49-10/OPS No. CC2010-119** [monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority and Procedures – officers entered the complainant’s apartment without consent to search;

2) Use of Force – officers handcuffed the complainant and her boyfriend and pointed a gun at her; *and*

3) Evidence and Property Handling – officers damaged the complainant’s furniture.

OPS Preliminary Finding(s): 1) **Unfounded** as to the arrest authority and procedures allegation;

2) **Exonerated** as to the use of force allegation; *and*

3) **Not Sustained** as to the evidence and property handling allegation.

CPRB Finding(s): 1) **Unfounded** as to the arrest authority and procedures allegation;

2) **Exonerated** as to the use of force allegation; *and*

3) **Not Sustained** as to the evidence and property handling allegation.

APD Final Determination(s): 1) **Unfounded** as to the arrest authority and procedures allegation;

2) **Exonerated** as to the use of force allegation; *and*

3) **Not Sustained** as to the evidence and property handling allegation.

**CPRB No. 54-10/OPS No. CC2010-124** [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – an officer failed to assist the complainant; *and*

2) Call Handling – an officer made a wrongful report against the complainant.

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

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

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

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

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

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

**CPRB No. 57-10/OPS No. CC2010-133** [monitor appointed]

Nature of the Allegation(s): Conduct Standards – an officer was nasty towards the complainant and “terrorized and frightened” the mother of the baby who the complainant was babysitting.

OPS Preliminary Finding(s): **Not Sustained**

CPRB Finding(s): **Not Sustained**

APD Final Determination(s): **Not Sustained**

**CPRB No. 1-11/OPS No. CC2010-153** [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer inappropriately moved the complainant’s son; *and*  
2) Conduct Standards - the officer used profanity when talking to the complainant.

OPS Preliminary Finding(s): 1) **Sustained** as to the first conduct standards allegation; *and*  
2) **Not Sustained** as to the second conduct standards allegation.

CPRB Finding(s): 1) **Sustained** as to the first conduct standards allegation; *and*  
2) **Not Sustained** as to the second conduct standards allegation.

APD Final Determination(s): 1) **Sustained** as to the first conduct standards allegation; *and*  
2) **Not Sustained** as to the second conduct standards allegation.

**CPRB No. 2-11/OPS No. CC2011-005** [monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority and Procedures – the complainant’s civil rights were violated when he was falsely arrested and illegally searched;  
2) Evidence and Property Handling – the officers took the complainant’s money and never returned it; *and*  
3) Conduct Standards – an officer told the complainant to “shut up,” and used derogatory language.

OPS Preliminary Finding(s): 1) **Exonerated** as to the arrest authority and procedures allegation;  
2) **Unfounded** as to the evidence and property allegation; *and*  
3) **Not Sustained** as to the conduct standards allegation.

CPRB Finding(s): 1) **Exonerated** as to the arrest authority and procedures allegation;  
2) **Unfounded** as to the evidence and property allegation; *and*  
3) **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): 1) **Exonerated** as to the arrest authority and procedures allegation;  
2) **Unfounded** as to the evidence and property allegation; *and*  
3) **Not Sustained** as to the conduct standards allegation.

**CPRB No. 3-11/OPS No. CC2010-003** [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 towards the complainant.

OPS Preliminary Finding(s): 1) **Sustained** as to the use of force allegation;  
2) **Ineffective Policy/Training** as to the call handling allegation; *and*  
3) **Not Sustained** as to the conduct standards allegation.

CPRB Action(s) At its October 13, 2011 meeting, the Board was unable to render a finding by a majority vote on the allegations in the complaint pursuant to Section 42-344(A) of the City Code. The motions failed to carry by a vote of 3-1 with 2 members abstaining from the vote.

**CPRB No. 4-11/OPS No. CC2011-007** [no monitor appointed]

Nature of the Allegation(s): Arrest Authority and Procedures – a detective arrested the complainant without probable cause.

OPS Preliminary Finding(s): **Not Sustained**

CPRB Finding(s): **Not Sustained**

APD Final Determination(s): **Not Sustained**

**CPRB No. 5-11/OPS No. CC2011-002** [no monitor appointed]

Nature of the Allegation(s): Call Handling – an officer failed to assist the complainant by letting the suspect leave.

OPS Preliminary Finding(s): **Not Sustained**

CPRB Finding(s): **Not Sustained**

APD Final Determination(s): **Not Sustained**

#### **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 fourth quarter of 2011, the Board received twenty-one (21) new grievance forms from the OPS, in addition to its two hundred and seventy-one (271) grievance forms that were received since the inception of the grievance form process in 2008. Out of the twenty-one (21) new grievance forms that were filed in the fourth quarter of 2011, four (4) citizen complaint forms were filed. Of the two hundred and ninety-two (292) grievance forms received by the Board since 2008, seventy-six (79) complaint forms were filed.

## **POLICE DEPARTMENT LIAISON –POLICY REVIEW/RECOMMENDATIONS**

On October 27, 2011, the committee met with Police Chief Steven Krokoff and his staff to discuss the Early Warning System and what type of report would be available to the Board. Also discussed were cameras in the police vehicles and what the Board would be able to view from the video footage. The Committee was informed that the OPS has to protect the officer's identity on the video. Chief Krokoff agreed to look at ways in which the officer's identity could be masked on the video.

## **MEETINGS**

The Board met as a whole two (2) times for the conduct of business during the fourth quarter. Meetings were held on September 8, 2011 and October 13, 2011. Both of the two (2) 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. Due to conflicting summer vacation schedules, the Board did not meet in the month of August.

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 . . .”

In September 2011, Chairman Edward Smart, Board member Marilyn Hammond, Coordinator for the Board Sharmaine Moseley, and OPS Detective Anthony Montalvo attended the Annual NACOLE Conference in New Orleans, LA. The conference provided an opportunity for community members, practitioners of police oversight, and law enforcement officials to exchange information about police oversight and law enforcement accountability. Some of the issues discussed at the conference included: reviewing complaint investigations; establishing an outreach program; relationship bridge building; police shootings after Hurricane Katrina; police oversight problem workshops; electronic control weapons; and developing a mediation program.

At its October 13, 2011 meeting, CPRB attendees recommended that the Albany Police Department send more than one detective to the conference because it is difficult for one (1) detective to attend all of the sessions. At that meeting, the Board also agreed to hold off on scheduling any upcoming training until new Board members are appointed.

## **REPORTS**

At its September 8, 2011 meeting, the Board voted unanimously to approve its Tenth Annual Report prepared and submitted by the Government Law Center.

At its October 13, 2011 meeting, the Board voted unanimously to approve its First Quarterly Report of 2011 prepared and submitted by the Government Law Center.

## **GOVERNMENT LAW CENTER**

During the fourth quarter of 2011, 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:

- Forwarded correspondence to the Board from the NAACP regarding Freedom Fund Dinner.
- Drafted and forwarded to the Board its First Quarterly Report for 2011 and Tenth Annual Report for review.
- Forwarded the Board’s First Quarterly Report for 2011 and Tenth Annual Report to its members, City of Albany public officials, and residents.
- Attended the 17<sup>th</sup> Annual NACOLE Conference in New Orleans, LA, in September 2011.

- Drafted and forwarded correspondence to NACOLE regarding the Board member designated to exercise the CPRB's vote at its annual conference.
- Processed travel reimbursement for (2) Board members who attended the NACOLE Conference in New Orleans, LA.
- Forwarded correspondence to the Albany Common Council Public Safety Chairperson Barbara Smith notifying her of Board vacancies.
- Drafted and forwarded correspondence to Chief Steven Krokoff regarding CPRB No. 12-10/OPS No. CC2010-016.
- 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.
- Received and forwarded to the Board and the Common Council the resignation correspondence of Board members Jason Allen and Lilian Kelly.
- 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.
- Drafted and forwarded correspondence to the City regarding Freedom of Information Law (FOIL) requests.
- 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 two (2) regular monthly meetings and two (2) outreach meetings including: securing dates, times, and locations for each meeting, and providing notice to the affected parties and to the public;
- Attended two (2) regular monthly meetings; one (1) annual conference; and two (2) committee/taskforce meetings;
- 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 fourth 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 fourth quarter, which included: holding two (2) regular monthly meetings; two (2) committee/task force meetings; and reviewing thirteen (13) complaints and rendering findings for allegation(s) contained in thirteen (13) complaints. In addition, two (2) Board members attended the annual NACOLE conference in New Orleans, LA. The Board continued to work collaboratively with the APD on its initiatives, which included mediation, the Early Warning System, and video cameras in police vehicles.

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: November 1, 2011