

City of Albany

CITIZENS' POLICE REVIEW BOARD

First Quarterly Report February 1, 2004

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



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

February 1, 2004

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
The Commissioner of Public Safety 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 submit quarterly reports containing "statistics and summaries of citizen complaints, including a comparison of the [Board's] findings with the final determinations of the [Police] Department," on behalf of the Board. This is the first quarterly report so submitted in the year 2004.

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 with respect to the Board. Many of these are discussed, as appropriate, below.

ORGANIZATION OF THE BOARD

The following members constituted the Board during the first quarter of 2004:

Dr. Manuel Alguero
Reverend Kenneth E. Cox
Barbara Gaige
Marilyn Hammond
Judith Mazza
Herman Thomas
Eleanor Thompson
Paul Weafer, Esq.
Michael Whiteman, Esq.

At the Board's December 8, 2003 meeting, it was reported by Albany Common Council President Helen DesFosses that Board Members Judith Mazza and Michael Whiteman were each reappointed by the Common Council to serve on the Board for a second three-year term (Resolution Nos. 95.112.03R and 96.112.03R passed by the Common Council on November 17, 2003). The terms of Board Members Mazza and Whiteman will expire in October of 2006.

In correspondence from Mayor Gerald Jennings dated January 8, 2004, Board Members Marilyn Hammond and Paul Weafer were reappointed to each serve a second three-year term on the Board. The terms of Board Members Hammond and Weafer will expire in October of 2006.

The Board's elected officers are:

Chair	Reverend Kenneth E. Cox
Vice-Chair	Herman Thomas
Secretary	Michael Whiteman, Esq.

The following committees were operational during the first quarter of 2004:

Complaint Review	Dr. Manuel Alguero Barbara Gaige Marilyn Hammond Judith Mazza Herman Thomas Eleanor Thompson Paul Weafer, Esq. Michael Whiteman, Esq.
Outreach/Education	Reverend Kenneth E. Cox Judith Mazza Herman Thomas
Policy Review/ Recommendations	Barbara Gaige Judith Mazza

At the Board's November 10, 2003 meeting, Paul Weafer reported that he no longer wished to serve on the Policy Review/Recommendations Committee.

In general, the following occurred during the first quarter of 2004:

- 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, shall be responsible for the presentation of a particular complaint to the Board at its monthly meetings as assigned by the Chair of the Committee. Fourteen (14) complaints were presented and reviewed.
- The following Board members were appointed to serve on the Committee on Complaint Review:
 - November 2003 - Manuel Alguero, Barbara Gaige, Herman Thomas, Paul Weafer and Michael Whiteman.
 - December 2003 - Manuel Alguero, Barbara Gaige, Marilyn Hammond, Judith Mazza, and Eleanor Thompson.
 - January 2004 - Manuel Alguero, Barbara Gaige, Marilyn Hammond, Judith Mazza, and Eleanor Thompson.
- At its November 10, 2003 meeting, the Board voted unanimously to:
 - ▶ approve the posting of its meeting minutes to the Board's Website,

which can be accessed at <http://www2.als.edu/glc/cprb>. Minutes will be posted to the Meetings page in Portable Document Format (PDF); *and*

- ▶ direct that all calls from complainants who have questions about the Board's final determinations/findings with respect to their particular complaint be handled by the Chair of the Committee on Complainant Review. If the Complaint Review Chair is unavailable, then those calls will be directed to either the Chair or the Vice-Chair of the Board.

- On January 10, 2004, the Policy Review/Recommendations Committee held its first meeting. At that meeting, the Committee compiled a list of requests to be forwarded to the Government Law Center and to the Albany Police Department. The list included: a request for a written response to all of the Board's outstanding policy requests and recommendations; a request for data/information as to the total number of police officers involved in all complaints filed with the Board since its establishment and the discipline imposed; a request for information regarding the police department's "hot pursuit" and use of force policies; and a request for data as to the number of "hot pursuits" and the number of incidents in which an officer fired a gun.

- In addition, the Policy Review/Recommendations Committee requested that the Government Law Center assemble a list of all outstanding policy requests and recommendations so that the Committee could conduct appropriate follow-up on these items. The list of outstanding requests and recommendations included: 1) a recommendation for the adoption and implementation of a bias-based policing policy; 2) a recommendation for the implementation of policy and training regarding police officer contact with complainants who have filed lawsuits or claims against a police officer or the City; 3) the adoption and implementation of a policy aimed at eliminating police action in retrieving personal property involved landlord-tenant dispute; 4) a recommendation for the implementation of a firm strip search policy; 5) notification of the adoption and implementation of a policy to cover the securing and moving of personal property in and out of the department's booking room; 6) a recommendation that a non-confidential copy of the department's Standard Operating Procedures (SOP) be made accessible to the public; 7) notification of the department's procedures concerning pat down searches; 8) a request for an update regarding the December 24, 2002 officer-involved shooting, including an update as to whether the department had complied with the decedent's mother's Freedom of Information Law (FOIL) request; 9) a recommendation for the review of department policy concerning the handcuffing of a minor during the execution of a search warrant; 10) a request for an update as to the status

of a meeting between the Commissioner and Complainant 3-02/C02-01; and 11) a recommendation for counseling and training of the police officer identified in Complaint No. 14-03/C03-216.

- During the first quarter, the Board voted unanimously to approve the following:
 - ▶ its Fourth Quarterly Report for 2003;
 - ▶ draft correspondence to the Commissioner of Public Safety, John Nielsen, seeking a status report of a meeting with Complainant 3-02/C02-01 to discuss the concerns she expressed in her complaint;
 - ▶ draft correspondence to Commissioner Nielsen recommending counseling and additional training for the officer identified in Complaint 14-03/C03-216;
 - ▶ draft correspondence to Commissioner Nielsen requesting a meeting to discuss ways to foster better police-community relations through training and the strengthening of police department policies and practices; *and*
 - ▶ draft correspondence to Assistant Corporation Counsel, Todd Burnham, regarding the status of four (4) complaints suspended from the Board's review in 2001 and 2002.
- The Board met as a whole three times for the conduct of business during the first quarter. Meetings were held on November 10, 2003, December 8, 2003, and January 12, 2004. The November meeting was held at the Albany Community Development Agency, and the December and January meetings were held at the Albany Public Library. There was a public comment period at each meeting, and all three meetings largely consisted of the review of complaints.
- The Board continues to meet on the second Monday of every month so as not to conflict with the monthly meetings of the Common Council, and to encourage media and public participation at Board meetings. Board meetings are held at 6:00 p.m. in the HBH Room of the Albany Public Library, 161 Washington Avenue, when space is available. The Community Room at the Albany Community Development Agency, 200 Henry Johnson Boulevard, is the primary alternate meeting location.

TRAINING

Section 42-339 of the City Code requires that "the Government Law Center . . . provide, to CPRB members, and the members . . . undergo continuing education . . ."

On November 24, 2003, members of the Board attended and participated in a two-hour training session at Albany Law School. The session, entitled "Best Practices in Citizen Oversight and Mediation," included a discussion of the following topics: the definition of mediation; the benefits of mediation; the challenges to mediation; strategies to deal with the challenges to mediation; and the selection of cases for mediation. Mediation models employed by the Independent Police Review Division (Portland, Oregon); the Office of Citizen Complaint Review (Washington, D.C.); and the Civilian Complaint Review Board (New York, New York) were presented and discussed in comparison to the Albany model of mediation. The session was coordinated and facilitated by the staff of the Government Law Center.

On January 27, 2004, members of the Board attended and participated in a two-hour training session at Albany Law School. The session was devoted to a review of the Albany Police Department's use of force and pursuit policies as published in the Department's Standard Operating Procedures (SOP). The session was coordinated and facilitated by the staff of the Government Law Center.

COMPLAINT SUMMARIES AND STATISTICS

Section 42-340(C) of the City Code charges the Board with providing "statistics and summaries of citizen complaints, including a comparison of the [Board's] findings with the final determinations of the [Police] Department."

During the first quarter of 2004, the Board received five (5) new complaints in addition to its nineteen (19) active complaints, three (3) complaints that were suspended from review in 2001, and one (1) complaint that was suspended from review in 2002. Monitors were appointed to three (3) of the five (5) new complaints. Of the twenty-four (24) active complaints before the Board, the Board presented fourteen (14) complaints for review, and rendered a finding/findings for eleven (11) of the fourteen (14) complaints. The following is a summary of those complaints:

CPRB No. 3-02/OPS No. C02-01 [monitor appointed]

Nature of Allegation(s):

- 1) Use of Force - a police officer "strangled" the complainant's son, resulting in a contusion on the son's neck and back, and multiple abrasions and bruises on his neck, back, and wrists. The son's necklace was "ripped" off during the incident; *and*
- 2) Unprofessional Conduct/Harassment - the police officer verbally threatened the complainant's son, claiming that the officer would "beat his a*s" and will be waiting for the complainant's son to turn 16. The officer gave the complainant's son a "dirty look."

OPS Preliminary

Finding(s): 1) "Exonerated" as to the use of force allegation; *and*
2) "Unfounded" as to the unprofessional conduct/harassment allegation.

CPRB Action: At its January 12, 2004 meeting, the Board voted unanimously to request that the Government Law Center draft and send a letter to Commissioner John Nielsen and Mayor Gerald Jennings, on the Board's behalf and pursuant to its authority under Section 42-343(G) of Chapter 42, Part 33 of the Albany City Code, expressing its dissatisfaction with the Office of Professional Standards' further investigation of this complaint, and requesting follow-up and a response.

CPRB No. 33-02/OPS No. C02-291 [monitor appointed]

Nature of Allegation(s): Excessive Use of Force - police officers jumped on top of the complainant's nephew and punched him repeatedly in the head.

OPS Preliminary Finding(s): "Exonerated."

CPRB Finding(s): "Exonerated."

APD Final Determination: Pending.

CPRB No. 36-02/OPS No. C02-319

Nature of Allegation(s): Unprofessional/Improper Conduct - the complainant was called an "a*shole," shoved twice, called a "moron," and told to "go home," by police officers whom the complainant observed stopping and frisking two African-American teenagers while the complainant was en route to his apartment.

OPS Preliminary Finding(s): "Not Sustained."

CPRB Finding(s): "Not Sustained."

APD Final Determination: Pending.

CPRB No. 39-02/OPS No. C02-302 [monitor appointed]

Nature of Allegation(s): Unprofessional Conduct - the complainant was driving when an off-duty officer "cut" her off; put his hand/finger up in the rear-view mirror; held up his badge in the passenger's side window; followed the complainant; harassed her; and tailgated her until she reached the Colonie Police Station.

OPS Preliminary Finding(s): "Not Sustained."

CPRB Finding(s): "Not Sustained."

APD Final Determination: Pending.

CPRB No. 43-02/OPS No. C02-356 [monitor appointed]

Nature of Allegation(s): 1) Excessive Use of Force - during a call for a domestic dispute at the complainant's house, a police officer "attacked" her, twisted her arms, "slammed" her to the floor, "mashed" her face into the floor, and picked her up by the shirt collar choking her; *and*

2) Call Handling (Neglect of Duties/Abuse of Authority) - the officer failed to listen to the complainant's version of the events, "lied" in the incident report, claiming the complainant was a substance and alcohol abuser, and never told her that she was under arrest or notified her of her rights.

OPS Preliminary Finding(s): 1) "Unfounded" as to the excessive use of force allegation; *and*

2) "Sustained" as to the call handling allegation. The OPS found that the officer failed to properly investigate the purpose for why the officers were at the scene, failed to interview witnesses at the scene, and failed to listen to the complainant's version of the events, which resulted in her arrest.

CPRB Finding(s): 1) At its December 8, 2003 meeting, the Board tabled review and rendering a finding as to the excessive use of force allegation pending further communication from the Corporation Counsel's Office. It was reported at the meeting that a lawsuit had been filed by the complainant against the City of Albany and that there was a likelihood the complaint

would be suspended from the Board's review pursuant to Section 42-348 of Chapter 42, Part 33 of the Albany City Code; and

2) "Sustained" as to the call handling allegation. The Board concurred with the OPS's preliminary finding that the officer failed to properly investigate the purpose for why the officers were at the scene, failed to interview witnesses at the scene, and failed to listen to the complainant's version of the events, which resulted in her arrest.

APD Final

Determination: "Sustained" as to the call handling allegation. The APD concurred with the OPS's preliminary finding that the officer failed to properly investigate the purpose for why the officers were at the scene, failed to interview witnesses at the scene, and failed to listen to the complainant's version of the events, which resulted in her arrest.

CPRB No. 57-02/OPS No. C02-428

Nature of Allegation(s): Unprofessional Conduct - during an incident in which the complainant's son was stopped by a police officer, the police officer put his hand on his gun causing the complainant's son to run; the officer drew his weapon, pointed it at her son and yelled "stop mother f*cker or I'll shoot your a*s"; and the officer pointed his gun at the complainant and told her to "put her f*ckin hands over her head."

OPS Preliminary
Finding(s):

"Unfounded."

CPRB Finding(s):

"Unfounded."

APD Final

Determination: Pending.

CPRB No. 67-02/OPS No. C02-553

Nature of Allegation(s): Unprofessional Conduct - during a verbal exchange between the complainant and an officer about the officer's patrol vehicle blocking the street, the officer told a female driver parked on the street that the complainant asked the officer to issue the driver a ticket.

OPS Preliminary Finding(s): "Referred to Mediation."

CPRB Finding(s): "Sustained."

APD Final Determination: Pending.

CPRB No. 5-03/OPS No. C03-126 [monitor appointed]

Nature of Allegation(s): 1) Arrest Authority/Procedures - the complainant was improperly arrested; *and*
2) Call Handling (Unprofessional Conduct/Abuse of Authority) - the police officer was aggressive in his actions toward the complainant.

OPS Preliminary Finding(s): 1) "Exonerated" as to the arrest authority/procedures allegation; *and*
2) "Unfounded" as to the call handling allegation.

CPRB Finding(s): 1) "Exonerated" as to the arrest authority/procedures allegation; *and*
2) "Unfounded" as to the call handling allegation.

APD Final Determination: Pending.

CPRB No. 7-03/OPS No. C03-131 [monitor appointed]

Nature of Allegation(s): 1) Use of Force - a police officer "threw" the complainant to the floor of a bus; *and*
2) Call Handling (Racial Bias) - racial bias in the complainant being stopped and frisked.

OPS Preliminary Finding(s): 1) "Unfounded" as to the use of force allegation; *and*
2) "Exonerated" as to the call handling allegation.

CPRB Finding(s): 1) "Unfounded" as to the use of force allegation; *and*

2) "Exonerated" as to the call handling allegation.

APD Final
Determination: Pending.

CPRB No. 14-03/OPS No. C03-216 [monitor appointed]

Nature of Allegation(s): 1) Conduct (Neglect of Duties) - the driver of the other vehicle with which the complainant had an accident was intoxicated, however, the investigating police officer did not assess this; *and*
2) Call Handling (Neglect of Duties) - the investigating officer did not properly document the damage to either car.

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

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

APD Final
Determination: Pending.

CPRB No. 17-03/OPS No. C03-264

Nature of Allegation(s): 1) Conduct (Neglect of Duties) - a police officer gave the complainant an illegible tow report and refused to provide the complainant with a legible one; *and*
2) Conduct (Unprofessional) - the officer was rude and uncooperative when the complainant asked for a legible copy of the tow report.

OPS Preliminary
Finding(s): "Exonerated" as to both conduct allegations.

CPRB Finding(s): "Exonerated" as to both conduct allegations.

APD Final
Determination: Pending.

CPRB No. 18-03/OPS No. C03-295 [monitor appointed]

Nature of Allegation(s):

- 1) Detention and Questioning After Attorney Requested - during an investigation into allegations of improper sexual conduct with minors, three detectives continued to detain and question the complainant after he had requested an attorney;
- 2) Use of Profanity - a detective yelled at the complainant and used profanity toward him during the questioning;
- 3) Use of Threatening Gestures/Flailing Arms - a detective "moved his chair directly in front of [the complainant]," and "began waving" and making threatening gestures with his arms; *and*
- 4) Fabrication of Polygraph Results - a detective fabricated the results of the complainant's lie detector test to "give ammunition to Child Protective Services to falsely accuse [the complainant] of the false allegations."

OPS Preliminary Finding(s):

- 1) "Not Sustained" as to the allegation that the complainant continued to be detained and questioned after requesting an attorney;
- 2) "Not Sustained" as to the use of profanity allegation;
- 3) "Exonerated" as to the use of threatening gestures/flailing arms allegation; *and*
- 4) "Unfounded" as to the allegation that a detective fabricated the complainant's lie detector test.¹

CPRB Finding(s):

- 1) "Not Sustained" as to the allegation that the complainant continued to be detained and questioned after requesting an attorney;
- 2) "Not Sustained" as to the use of profanity allegation;
- 3) "Exonerated" as to the use of threatening gestures/flailing arms allegation; *and*
- 4) "Unfounded" as to the allegation that a detective

¹The Office of Professional Standards verbally changed its preliminary findings on the record at the Board's December 8, 2003 meeting. The preliminary findings reported in the OPS's written report received by the Board on August 19, 2003 were "exonerated" as to all four allegations.

fabricated the complainant's lie detector test.

APD Final
Determination: Pending.

CPRB No. 20-03/OPS No. C03-379

Nature of Allegation(s): Conduct - a police officer caused damage to the complainant's vehicle when the officer told her to "shut [the] vehicle off" while it was in drive.

OPS Preliminary
Finding(s): "Exonerated."

CPRB Finding(s): "Exonerated."

APD Final
Determination: Pending.

CPRB No. 22-03/OPS No. C03-355 [monitor appointed]

Nature of Allegation(s): Conduct - the detective questioning the complainant about an arson investigation failed to issue the complainant the Miranda Warning prior to questioning and failed to allow counsel to be present during questioning.

OPS Preliminary
Finding(s): "Unfounded."

CPRB Action: At its December 8, 2003 meeting, the Board voted 7-1 to table further review of this complaint pending the development of written criteria governing the review of complaints filed post-conviction, which contain allegations that could have and/or should have been addressed by the judiciary in the course of a legal proceeding.

OTHER BOARD ACTIONS/REQUESTS/RECOMMENDATIONS

Recommendation for Counseling and Training

At the Board's November 10, 2003 meeting, the Board recommended counseling and additional training for the officer identified in Complaint 14-03/C03-216. In its review of this complaint involving a traffic accident, the Board expressed its concerns about the officer's decision not to request back-up at the scene. These concerns were the result of several factors raised during the course of reviewing the complaint, including the fact that: the investigating officer was the only officer at the

scene of the accident; there was an allegation by the complainant that the other driver involved in the accident was intoxicated, yet the officer did not conduct a Breathalyzer or sobriety test on that individual; two additional cars (not involved in the accident) stopped to inquire about the situation; one of the complainant's passengers was visibly intoxicated; and the officer's radio was not in proper working order. Although the Board agreed with the findings of the Office of Professional Standards, the Board was concerned that this could have potentially become a hostile and dangerous situation for the officer and those persons at the scene. The Board's recommendation was forwarded to Commissioner Nielsen in writing on December 18, 2003.

Recommendation for Training and Strengthening of Albany Police Department's Policies and Practices

In response to the Board's growing concern about the number of complaints filed with the Board alleging unprofessional behavior and discourteous conduct, including, but not limited to: rudeness; incivility; use of profane, offensive, derogatory language; failure to provide name and badge number; and failure to explain stops, detentions, and citations, correspondence to Commissioner Nielsen was drafted, and approved at the Board's January 12, 2004 meeting, requesting a meeting with the Commissioner to discuss ways to improve police-community relations through training and the strengthening of department policies and practices.

Review of the Albany Police Department's Pursuit and Use of Force Policies

In response to the tragic events of December 31, 2003, Chairman Kenneth Cox drafted and forwarded correspondence to Mayor Gerald Jennings on January 15, 2004, reporting the Board's plans to undertake a review of the Albany Police Department's policies and procedures with respect to pursuits and the use of force, including deadly force. At the conclusion of its review, the Board plans to forward a full report of its findings to the Commissioner of Public Safety, the Mayor, and the Common Council.

GOVERNMENT LAW CENTER

During the first quarter of 2004, 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:

- Drafted, and forwarded to the Board for its approval, the Board's Fourth Quarterly Report for 2003.
- At the direction of the Chair of the Committee on Complaint Review, drafted correspondence to Commissioner Nielsen regarding the status of a meeting with Complainant 3-02/C02-01.
- Drafted correspondence, for Board approval, to Commissioner Nielsen

recommending that the officer identified in Complaint 14-03/C03-216 be counseled and trained as to how to better handle situations such as the one presented in the complaint.

- Drafted correspondence, for Board approval, to Commissioner Nielsen requesting a meeting to discuss ways to improve police-community relations through training and the strengthening of department policies and practices.
- Drafted and forwarded correspondence to Assistant Corporation Counsel Todd Burnham, requesting an opinion as to how the Government Law Center should handle requests for access to Board meeting minutes, including: 1) whether it is acceptable to forward copies of the Board's meeting minutes to individuals who have made a verbal request; 2) whether the Center should be directing individuals to submit a written Freedom of Information Law (FOIL) request for meeting minutes to the Albany City Clerk; and 3) whether it is appropriate for the Center to post the Board's approved meeting minutes to the Board's Website where they would be accessible to the public.
- Drafted and forwarded correspondence, on the Board's behalf, to Assistant Corporation Counsel Burnham requesting that he consult with Corporation Counsel regarding Complaint 22-03/C03-355 and whether or not the Board should address complaints that contain allegations that could have and/or should have been addressed by the judiciary in the course of a legal proceeding.
- Drafted correspondence, for Board approval, to Assistant Corporation Counsel Burnham regarding the status of the four (4) complaints suspended from the Board's review in 2001 and 2002.
- Forwarded correspondence, approved by the Board, to Commissioner Nielsen following up on Board Resolution No. 1 of 2001 and the Board's recommendation for the adoption and implementation of a bias-based policing policy by the Albany Police Department.
- Forwarded, to members of the Board, written opinion letters from Assistant Corporation Counsel Burnham addressing the process for appealing a Board finding or findings; whether or not a Board member is permitted to hold a county or city office while also serving as a member of the Board; and how the Government Law Center should handle requests for access to Board meeting minutes.
- Responded to, and complied with, a request under the Freedom of Information Law (FOIL) made by a complainant seeking access to the Board's March 11, 2002 meeting minutes. A duplicate copy of the

audiotape and written minutes summary were prepared at no cost to the complainant and sent to the Corporation Counsel's Office for forwarding to the Albany City Clerk's Office.

- At the request of the Policy Review/Recommendations Committee, prepared a typewritten copy of the list of requests compiled at the Committee's first meeting for forwarding to the Albany Police Department and the Government Law Center.
- At the request of the Policy Review/Recommendations Committee, assembled and drafted a list of all outstanding policy requests and recommendations made by the Board since its inception, and the status of those requests and recommendations.
- Conducted an audit of all complaints filed with the Board that were active and pending, suspended from review, or referred to mediation. An audit report was prepared and forwarded to each member of the Board as well as to the Office of Professional Standards.
- Updated the Board's Website to reflect the Board's winter/spring calendar of meetings, quarterly report, and most recent news articles.
- Notified the Board that Staff Attorney Renee Hebert would be providing staff support services to the Board while Staff Attorney Justina Cintrón Perino is on maternity leave.
- Notified the Board that Staff Attorney and Board Mediation Coordinator Karleen Karlson had ended her employment with the Center, but would remain a consultant for Board Mediation Services on an as needed basis.

In addition, the Center performed the following administrative tasks:

- Arranged logistics for and coordinated regular monthly meetings, including: securing dates, times, and locations for each meeting, and providing notice to the affected parties and to the public;
- Arranged logistics for and coordinated committee meetings, including: securing dates, times, and locations for each meeting, and preparing meeting materials;
- Arranged logistics for and coordinated training sessions, including: securing dates, times, and locations for each session, and preparing training materials;
- 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;
- Attended monthly meetings, committee meetings, and training sessions;
- 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;
- Provided content for, updated, and maintained the Board's Website;
- Conducted a monthly accounting and inventory of complaints filed with the Board, including a summary of active and closed complaints, recommendations, and pending requests submitted to the Commissioner of Public Safety, 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 Commissioner of Public Safety; the Office of Professional Standards; and the Corporation Counsel's Office;
- Received and logged in complaints;
- Opened and closed complaint files;
- Maintained regular communications with Board members; *and*
- Answered inquiries from the community and the media about the Board and the complaint review process.

CONCLUSION

The Board had a very active first quarter, which included reviewing more than half of its active complaints; attending and participating in two training sessions; holding its first meeting of the Policy Review/Recommendations Committee; and holding its monthly public meetings.

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: February 1, 2004