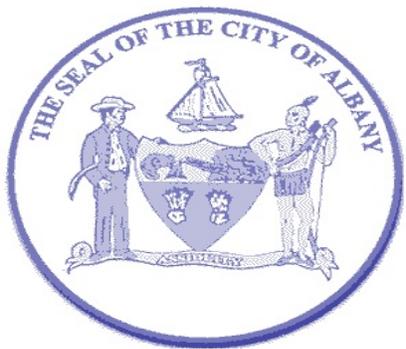


City of Albany

CITIZENS' POLICE REVIEW BOARD

First Quarterly Report February 1, 2007

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, 2007

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 First Quarterly Report so submitted in the year 2007.

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.

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 – 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 first quarter of 2007:

Jason Allen	John Paneto
Mauri Davis Lewis	Andrew Phelan, Jr.
Daniel Fitzgerald	Anthony Potenza
Ronald Flagg	Hon. Fowler Riddick
James Malatras	

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

Chair	Jason Allen
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Vice-Chair Hon. Fowler Riddick
Secretary Ronald Flagg

Nominations and Elections for Board Officers

At the CPRB's December 12, 2006 meeting, nominations were held for the positions of Chair, Vice-Chair, and Secretary pursuant to the Board's Bylaws (Art. IV, § 1). Jason Allen was nominated for the Chair position, Hon. Fowler Riddick was nominated for the Vice-Chair position, and Ronald Flagg was nominated for the position of Secretary. The slate was presented, voted on, and approved unanimously at the Board's January 16, 2007 meeting.

Nominations and Elections for Committee/Task Force Chairs

At the CPRB's November 14, 2006 meeting, Chairman Allen described the purpose of each of the Board's committees and task forces. Board members James Malatras and Hon. Fowler Riddick expressed interest in sitting on the By-Laws and Rules committee, and Chairman Allen expressed interest in chairing the committee. Board members John Paneto, James Malatras, Mauri Davis Lewis, and Fowler Riddick expressed interest in sitting on the Community Outreach committee. Board member James Malatras expressed interest in chairing the committee. Board members Mauri Davis Lewis and John Paneto expressed interest in sitting on the Complaint Review committee. Board member Andrew Phelan expressed interest in chairing the committee. Chairman Allen expressed interest in continuing to serve as Chair of the Mediation committee. Board members Anthony Potenza, James Malatras, and Chairman Jason Allen volunteered to sit on the Policy Review/Recommendations committee. Board member Daniel Fitzgerald volunteered to serve as Chair of the committee. Chairman Jason Allen, and Board members Andrew Phelan and Anthony Potenza expressed interest in sitting on the Public Official Liaison committee. Board member Ronald Flagg was nominated to continue serving as Chair of the Public Official Liaison committee.

At its November 14, 2006 meeting, Chairman Allen proposed that the Task Force on Standing/Complainant be deleted from the Board's list of committees because the Standing/Complainant document was voted on. Chairman Allen agreed to work with the Public Official Liaison Committee to get the Standing/Complainant document reviewed and any responsibilities on standing can be addressed through the By-Laws and Rules Committee.

Committees and Task Force

The following committees and task force were operational in the first quarter of 2007:

By-Laws and Rules Jason Allen (Chair)
James Malatras
Hon. Fowler Riddick

Community Outreach James Malatras (Chair)
Jason Allen (*ex-officio*)
Mauri Davis Lewis
John Paneto
Hon. Fowler Riddick

Complaint Review Andrew Phelan, Jr. (Chair)
Jason Allen
Mauri Davis Lewis
Daniel Fitzgerald
Ronald Flagg
James Malatras
John Paneto
Anthony Potenza
Hon. Fowler Riddick

Mediation Jason Allen (Chair)

*Police Department Liaison-
Policy Review/
Recommendations* Daniel Fitzgerald (Chair)
Jason Allen (*ex-officio*)
James Malatras
Anthony Potenza

Public Official Liaison Ronald Flagg (Co-Chair)
Jason Allen (Co-Chair)
Anthony Potenza
Andrew Phelan, Jr.

Monitors Jason Allen (Chair)

The following occurred during the first quarter of 2007:

COMMUNITY OUTREACH

On January 16, 2007, the Community Outreach Committee met to discuss revising its community outreach efforts. The Committee agreed to create a consistent message to the public which includes designing a new brochure, creating a template for presentations, updating the Board's website, and implementing an outreach program once a month.

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. Eleven (11) complaints were presented and reviewed in the first quarter of 2007.

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

November 2006 Jason Allen, Ronald Flagg and Fowler Riddick.

December 2006 Jason Allen, James Malatras, John Paneto, Andrew Phelan, Jr., Anthony Potenza and Hon. Fowler Riddick.

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 first quarter of 2007, the Board received three (3) new complaints in addition to its twenty-five (25) active complaints and ten (10) suspended complaints. Monitors were appointed to investigate all three (3) new complaints. Of the twenty-eight (28) complaints before the Board, the Board presented eleven (11) complaints for review and rendered findings for the allegation(s) contained in all eleven (11) complaints. These eleven (11) complaints contained a total of twenty-nine (29) allegations of misconduct.

As to the eleven (11) complaints reviewed, the Board made findings consistent with the preliminary findings of the Office of Professional Standards in nine (9) cases. Of the eleven (11) complaints reviewed, the Board made a finding that was inconsistent with the preliminary findings of the Office of Professional Standards in two (2) cases. The findings of the Albany Police Department for these two (2) cases were inconsistent with the preliminary findings of the Office of Professional Standards and consistent with the Board’s findings.

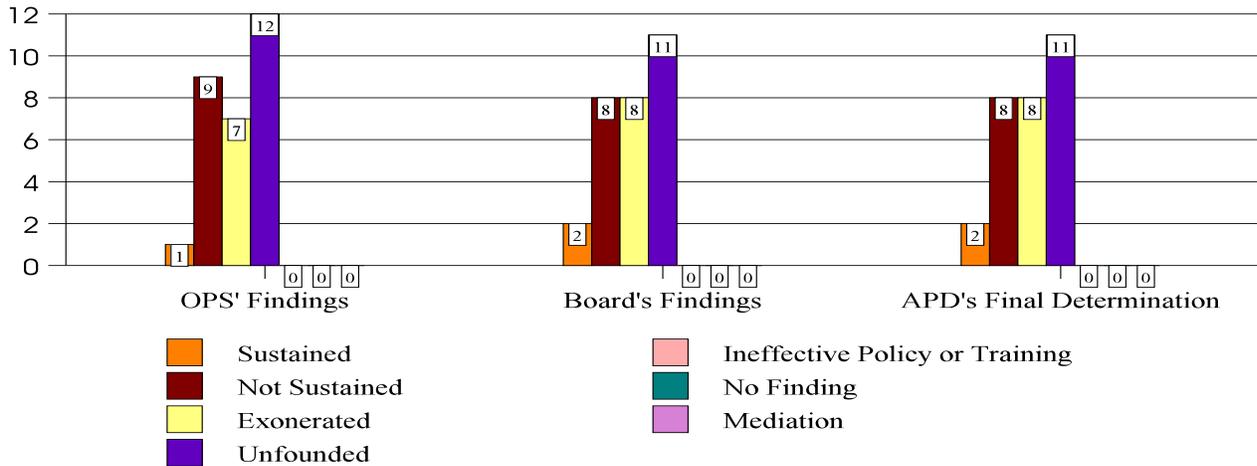


Figure 1: Comparison of Findings Made by the Board, the OPS, and the Albany Police Department during the First Quarter of 2007.

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. 22-06/OPS No. C06-285 [no monitor appointed]

Nature of the Allegation(s): 1) Unprofessional Conduct - during a traffic stop, an officer laughed at the complainant as he approached her car, did not answer her when she asked what she was being pulled over for, issued her a

ticket, stating that she failed to signal; *and*

2) Unprofessional Conduct (Rudeness/Harassment) - an officer followed the complainant as she pulled away from the traffic stop, and when she pulled over and asked what the problem was, the officer said very rudely, "Are you parking there?"

OPS Preliminary Finding(s): 1) **Exonerated** as to the unprofessional conduct (traffic stop) allegation; *and*

2) **Not Sustained** as to the unprofessional conduct (rudeness/harassment) allegation.

CPRB Finding(s): 1) **Exonerated** as to the unprofessional conduct (traffic stop) allegation; *and*

2) **Not Sustained** as to the unprofessional conduct (rudeness/harassment) allegation.

APD Final Determination(s): 1) **Exonerated** as to the unprofessional conduct (traffic stop) allegation; *and*

2) **Not Sustained** as to the unprofessional conduct (rudeness/harassment) allegation.

CPRB No. 23-06/OPS No. C06-254 [monitor appointed]

Nature of the Allegation(s): 1) Conduct (Unlawful Search) - an officer unlawfully searched the complainant, went through his pockets, took his wallet out; *and*

2) Use of Force - one officer put the complainant's right arm behind his back while the other officer grabbed his left arm and bent it up over his head causing both of his arms to be sore.

OPS Preliminary Finding(s): 1) **Exonerated** as to the conduct (unlawful search) allegation; *and*

2) **Not Sustained** as to the use of force allegation.

CPRB Finding(s): 1) **Exonerated** as to the conduct (unlawful search) allegation; *and*

2) **Not Sustained** as to the use of force allegation.

APD Final Determination(s): 1) **Exonerated** as to the conduct (unlawful search) allegation; *and*

2) **Not Sustained** as to the use of force allegation.

CPRB No. 24-06/OPS No. C06-345 [monitor appointed]

Nature of Allegation(s): Unprofessional Conduct - an off-duty officer in uniform threatened and intimidated the complainant by pounding on her window and

screaming obscenities at her following a traffic accident.

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

CPRB Finding(s): **Sustained**

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

CPRB No. 26-06/OPS No. C06-358 [monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority & Procedures (Violation of 5th Amendment) - a police officer never read the complainant his rights; *and*

2) Arrest Authority & Procedures (Violation of 4th Amendment) - the police officer searched the complainant and found no drugs on him; *and*

3) Conduct (Harassment) - the officer is guilty of character assassination and harassment toward the complainant; *and*

4) Conduct (Racial Harassment) - after the complainant asked the officer "since when is it a crime for whites and blacks to be friends," the officer asked for the complainant's and his friend's names and ran them because of their race; *and*

5) Arrest Authority & Procedures (False Arrest) - the officer falsely arrested the complainant.

OPS Preliminary Finding(s): 1) **Unfounded** as to the arrest authority & procedures (violation of 5th amendment) allegation; *and*

2) **Unfounded** as to the arrest authority & procedures (violation of 4th amendment) allegation; *and*

3) **Unfounded** as to the conduct (harassment) allegation; *and*

4) **Unfounded** as to the conduct (racial harassment) allegation; *and*

5) **Exonerated** as to the false arrest allegation.

CPRB Finding(s): 1) **Unfounded** as to the arrest authority & procedures (violation of 5th amendment) allegation; *and*

2) **Unfounded** as to the arrest authority & procedures (violation of 4th amendment) allegation; *and*

3) **Unfounded** as to the conduct (harassment) allegation; *and*

4) **Unfounded** as to the conduct (racial harassment) allegation; *and*

5) **Exonerated** as to the false arrest allegation.

APD Final Determination(s): 1) **Unfounded** as to the arrest authority & procedures (violation of 5th amendment) allegation; *and*

2) **Unfounded** as to the arrest authority & procedures (violation of 4th amendment) allegation; *and*

3) **Unfounded** as to the conduct (harassment) allegation; *and*

4) **Unfounded** as to the conduct (racial harassment) allegation; *and*

5) **Exonerated** as to the false arrest allegation.

CPRB No. 27-06/OPS No. C06-421 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force (Removal Against Will) - police officers tackled the complainant on her living room couch and handcuffed her which felt like they were breaking her arm; and the officers kidnapped the complainant; *and*

2) Use of Force - police officers handcuffed the complainant again causing her to have pain and numbness in her hand and scarring on her wrists; *and*

3) Conduct Standards - when the complainant asked the officers “is this where my tax dollars are going,” the officers threw a penny on her coffee table telling her that she only pays one percent of his salary and she could have it back; *and*

4) Conduct Standards - when the complainant called the police station to find out what happened to the report from the first visit, she was told that the computer showed that she left her house before the police got there so no report was taken which was untrue.

OPS Preliminary Finding(s): 1) **Exonerated** as to the use of force (removal against will) allegation; *and*

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

3) **Not Sustained** as to the conduct standards allegation that the officers threw a penny on the coffee table; *and*

4) **Unfounded** as to the conduct standards allegation that the complainant left her house before the police got there.

CPRB Finding(s): 1) **Exonerated** as to the use of force (removal against will) allegation; *and*

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

3) **Not Sustained** as to the conduct standards allegation that the officers threw a penny on the coffee table; *and*

4) **Unfounded** as to the conduct standards allegation that the complainant left her house before the police got there.

APD Final Determination(s): 1) **Exonerated** as to the use of force (removal against will) allegation; *and*

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

3) **Not Sustained** as to the conduct standards allegation that the officers threw a penny on the coffee table; *and*

4) **Unfounded** as to the conduct standards allegation that the complainant left her house before the police got there.

CPRB No. 28-06/OPS No. C06-452 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer gave the complainant a parking ticket when he was not double parked and there were two cars that were parked behind him that were. The officer let the driver of the third vehicle drive off and bypassed the vehicle that was parked directly behind the complainant's vehicle to give him a ticket; *and*

2) Conduct Standards - an officer issued the complainant a parking ticket for asking the officer what his name was.

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

2) **Not Sustained** as to the second conduct standards allegation.

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

2) **Not Sustained** as to the second conduct standards allegation.

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

2) **Not Sustained** as to the second conduct standards allegation.

CPRB No. 30-06/OPS No. C06-491 [monitor appointed]

Nature of the Allegation(s): 1) Call Handling - while being involved in a traffic accident, officers searched the inside of the complainant's car before he was arrested; *and*

2) Use of Force - officers then twisted the complainant's arm to his back and arrested him; *and*

3) Call Handling - officers never read the complainant his rights or

completed an accident report.

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

CPRB Finding(s): 1) **Unfounded** as to the first call handling allegation; *and*
2) **Unfounded** as to the use of force allegation; *and*
3) **Not Sustained** as to second call handling allegation.

APD Final Determination(s): 1) **Unfounded** as to the first call handling allegation; *and*
2) **Unfounded** as to the use of force allegation; *and*
3) **Not Sustained** as to second call handling allegation.

CPRB No. 31-06/OPS No. C06-509 [monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority & Procedures - although the complainant was not a suspect, he was arrested and charged with obstruction and resisting arrest by officers investigating an assault; *and*
2) Arrest Authority & Procedures - the officer did not have probable cause to arrest the complainant because he was a six-foot, white male walking by himself; *and*
3) Use of Force - during the course of his arrest, the complainant went down to the ground and the backup officer kneeled on his head, causing a swollen ear and black eye; *and*
4) Unprofessional Conduct - while he was handcuffed and sitting on the pavement, the officers stood around the complainant in a circle, and snickered and made jokes about him and the stuffed fox he had strapped to his backpack; *and*
5) Arrest Authority & Procedures - during the incident, the officers knocked the complainant's winter hat off his head and would not let him retrieve it; *and*
6) Unprofessional Conduct - the officers were "unprofessional" in their manner by using explicative language in front of the complainant multiple times and calling him names.

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

2) **Unfounded** as to the second arrest authority & procedures allegation; *and*

3) **Unfounded** as to the use of force allegation; *and*

4) **Not Sustained** as to the first unprofessional conduct allegation; *and*

5) **Not Sustained** as to the third arrest authority & procedures allegation; *and*

6) **Not Sustained** as to the second unprofessional conduct allegation.

CPRB Finding(s):

1) **Exonerated** as to the first arrest authority & procedures allegation; *and*

2) **Unfounded** as to the second arrest authority & procedures allegation; *and*

3) **Unfounded** as to the use of force allegation; *and*

4) **Not Sustained** as to the first unprofessional conduct allegation; *and*

5) **Not Sustained** as to the third arrest authority & procedures allegation; *and*

6) **Not Sustained** as to the second unprofessional conduct allegation.

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

2) **Unfounded** as to the second arrest authority & procedures allegation; *and*

3) **Unfounded** as to the use of force allegation; *and*

4) **Not Sustained** as to the first unprofessional conduct allegation; *and*

5) **Not Sustained** as to the third arrest authority & procedures allegation; *and*

6) **Not Sustained** as to the second unprofessional conduct allegation.

CPRB No. 32-06/OPS No. C06-526 [monitor appointed]

Nature of the Allegation(s): Conduct Standards - during a traffic stop, an officer stated to the complainant "I hope you don't ride your motorcycle like you drive your car," and did not tell the complainant what the ticket was for or what to do with the ticket.

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

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

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

CPRB No. 34-06/OPS No. C06-558 [no monitor appointed]

Nature of the Allegation(s): Call Handling (Lack of Response) - when the complainant placed a call to 911 from her cell phone to report that a man was trying to break into her apartment, the dispatcher said they would send someone right away and no one came. As a result, the complainant had to flag down an Albany Police car.

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

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

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

CPRB No. 36-06/OPS No. C06-569 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - while at City Hall to pay two parking fines, an officer ran after the complainant, threw him against the wall, read him his rights, and handcuffed him; *and*
2) Arrest Authority & Procedures - although the complainant did nothing to obstruct governmental administration of the courthouse and was not trespassing because he was in the right place to pay his fines, he was falsely arrested and charged with obstructing governmental administration and trespassing.

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

2) **Exonerated** as to the arrest authority and procedures allegation.

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

2) **Exonerated** as to the arrest authority and procedures allegation.

APD Final Determination(s): 1) **Unfounded** as to the use of force allegation; *and*

2) **Exonerated** as to the arrest authority and procedures 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.

MEDIATION

During the first quarter of 2007, Chairman Jason Allen met with former CPRB Board Chairperson Barbara Gaige to discuss the mediation policy agreed upon by the former Board members and the APD's Union. After that meeting, several members of the Board met to review the mediation policy. A copy of the policy was forwarded to Chief James Tuffey and Assistant Chief Anthony Bruno for their comments.

POLICE DEPARTMENT LIAISON - POLICY REVIEW/RECOMMENDATIONS

During the first quarter of 2007, the Board nominated and elected Board member Daniel Fitzgerald as Committee Chair. The standing monthly meeting with the Albany Police Department will resume at the discretion of the Committee Chair.

TASK FORCE ON MONITORS

The Task Force continued looking at ways to expand the monitor pool, developed a job description, qualifications and requirements, and protocol for monitoring and reporting back to the Board. Copies of the monitor protocol were forwarded to the new Board members, Assistant Chief Anthony Bruno and Commander Burris Beattie for input.

TASK FORCE ON STANDING/COMPLAINANT

At the CPRB's November 16, 2006 meeting, the Board dissolved the Task Force on Standing/Complainant because it was formed to create a document that was voted on and forwarded to Patrick Jordan, Esq., Assistant Corporation Counsel of the City of Albany. It was reported that the Chairman would continue working with the Public Official Liaison Committee and any standing issues to be addressed by the By-Laws and Rules Committee.

MEETINGS

The Board met as a whole three times for the conduct of business during the first quarter. Meetings were held on November 14, 2006, December 12, 2006, and January 16, 2007. The meetings were held at the Albany Public Library, 161 Washington Avenue, in the Large Auditorium. There was a public comment period at each meeting.

The Board meets on the second Tuesday 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 . . ."

Board members John Paneto and Andrew Phelan, Jr., participated in ride-alongs with APD officers. The ride-along consists of a Board member riding with an APD officer during his/her work shift. This is an opportunity for the Board members to observe the interaction between the officers and the community.

On January 5, 2007, Board members participated in a two-hour training session, at which

the Board received information on the history and development of the proposed Mediation Program and Monitors Protocols. The training session was organized and facilitated by the Government Law Center.

REPORTS

At its November 14, 2006 meeting, the Board voted unanimously to approve its Second Quarterly Report for 2006, prepared and submitted by the Government Law Center.

GOVERNMENT LAW CENTER

During the first quarter of 2007, 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:

- ▶ Coordinated and prepared materials for a Board training session on the mediation and monitor protocols.
- ▶ Revised the mediation and monitor protocols to include feedback from the Board.
- ▶ Forwarded the revised mediation protocols to the Board, CPRB monitors, Chief James Tuffey, and Assistant Corporation Counsel Patrick Jordan for comments.
- ▶ Coordinated and scheduled Board member ride-alongs with the Albany Police Department.
- ▶ Prepared and forwarded to the Board revised copies of CPRB contact and appointment term information.
- ▶ Prepared and forwarded to the Board revised copies of the CPRB Contact Schedule for Monitor Assignments, Committee/Task Force Structure list and complaint review committee schedule for 2007.
- ▶ Drafted and forwarded letters to the City of Albany's public officials announcing Senior Staff Attorney Justina Cintron Perino's resignation from the Government Law Center and the appointment of Sharmaine Moseley to the position of Coordinator of the Albany Citizens' Police Review Board at the Government Law Center.
- ▶ Drafted and forwarded correspondence from the Board to the new Board members welcoming them to the CPRB.
- ▶ Drafted and forwarded correspondence to Chief Tuffey requesting the APD's final determinations for complaints reviewed by the Board.

- ▶ Forwarded correspondence to the Board from Chief Tuffey on the APD's final determinations for complaints reviewed by the Board.
- ▶ Drafted and forwarded correspondence regarding Freedom of Information Law (FOIL) requests.
- ▶ Prepared memorandum, summarizing monitor assignments for each open and active complaint in the first quarter, and forwarded the memo to the OPS, Assistant Chief Bruno, and members of the CPRB.
- ▶ Forwarded the Board's Second Quarterly Report to its members, City of Albany public officials and residents.
- ▶ Prepared and forwarded to the OPS, a summary of pending complaints before the Board.
- ▶ Forwarded to the Board press clippings regarding the Albany CPRB.
- ▶ Updated the contact information for the organizations listed on the CPRB's complaint form and brochure.
- ▶ Met with Albany Law School's Computer Resources staff regarding the development of the CPRB electronic database.

In addition, the Center performed the following administrative tasks:

- ▶ Arranged logistics for and coordinated three 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 one Board training and one committee meeting, including: securing dates, times, locations, and preparing meeting 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 three regular monthly meetings, one committee meeting, and one

training;

- ▶ 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 first 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 in complaints;
- ▶ Opened and closed complaint files;
- ▶ Forwarded complainant related correspondence to Board members;
- ▶ Updated and maintained the Board's website to include new meeting minutes, first and second quarterly report for 2006, new Board members and the new 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 an active first quarter, which included electing new Board officers; revising its committee structure; participating in APD ride-alongs; attending a training on and reviewing its mediation and monitor protocols; holding three regular monthly meetings; and reviewing complaints.

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, 2007