

# City of Albany

# CITIZENS' POLICE REVIEW BOARD

## **Second Quarterly Report May 1, 2006**

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



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

May 1, 2006

**Submitted to:**

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

## **BACKGROUND**

Section 42-340 of Chapter 42, Part 33 of the Albany City Code requires the Government Law Center of Albany Law School to file, on behalf of the Albany Citizens' Police Review Board (CPRB), quarterly reports containing "statistics and summaries of citizen complaints, including a comparison of the CPRB's findings with the final determinations of the [Police] Department." This is the Second Quarterly Report so submitted in the year 2006.

## **INTRODUCTION**

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

## **ORGANIZATION OF THE BOARD**

The following members constituted the Board during the second quarter of 2006:

Jason Allen	Judith Mazza
Reverend Beresford Bailey	Hon. Fowler Riddick
Ronald Flagg	Paul Weafer, Esq.
Barbara Gaige	Michael Whiteman, Esq.
Marilyn Hammond	

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

Chair	Barbara Gaige
Vice-Chair	Jason Allen
Secretary	Ronald Flagg

In correspondence dated April 10, 2006, to the Chairman of the Public Safety Committee of the Albany Common Council, Joseph Scalzo, Jr., Board Chair Barbara Gaige announced her resignation from the Board. In correspondence dated April 14, 2006, to Chairman Scalzo, Chairperson Gaige rescinded her resignation and announced that she was taking a leave of absence from the Board.

### *Committees and Task Force*

The following committees and task force were operational in the second quarter of 2006:

<i>By-Laws and Rules</i>	Paul Weafer (Co-Chair) Michael Whiteman (Co-Chair)
<i>Community Outreach</i>	Judith Mazza (Chair) Beresford Bailey

	Ronald Flagg
<i>Complaint Review</i>	Judith Mazza (Chair) Jason Allen Beresford Bailey Ronald Flagg Barbara Gaige Paul Weafer Michael Whiteman
<i>Mediation</i>	Barbara Gaige (Chair) Jason Allen Paul Weafer Michael Whiteman
<i>Police Department Liaison - Policy Review/ Recommendations</i>	Jason Allen (Chair) Marilyn Hammond Judith Mazza
<i>Public Official Liaison</i>	Ronald Flagg (Chair) Barbara Gaige Marilyn Hammond
<i>Standing/Complainant</i>	Paul Weafer (Chair) Ronald Flagg Barbara Gaige Michael Whiteman

The following occurred during the second quarter of 2006:

#### **BY-LAWS AND RULES**

The Board agreed to not move forward on any changes to the By-Laws and Rules of the Board until the complainant/standing issue is resolved, because this may require changes to the By-Laws and Rules of the Board.

#### **COMMUNITY OUTREACH**

The Board continued to receive responses from letters that were sent out to area churches regarding complaint forms. The Government Law Center redrafted and forwarded to the Board the complaint form to include a mediation query and additional locations where complainants can obtain assistance in filling out the form.

#### **COMPLAINT REVIEW**

Pursuant to Section II, Subsection I of the Board's Operating Procedures, each of the seven (7) 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. Ten (10) complaints were presented and reviewed in the second quarter of 2006.

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

February 2006	Jason Allen, Barbara Gaige, Judith Mazza, Paul Weafer and Michael Whiteman.
March 2006	Jason Allen, Ronald Flagg, Barbara Gaige, Judith Mazza, Paul Weafer, and Michael Whiteman.
April 2006	Jason Allen, Beresford Bailey, Ronald Flagg, Judith Mazza, and Michael Whiteman.

### COMPLAINT SUMMARIES AND STATISTICS

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

During the second quarter of 2006, the Board received sixteen (16) new complaints in addition to its twenty-five (25) active complaints and eleven (11) suspended complaints. Monitors were appointed to thirteen (13) of the new complaints. Of the forty-one (41) complaints before the Board, the Board presented twelve (12) complaints for review and rendered findings for the allegation(s) contained in all twelve (12) complaints. Of the twelve (12) complaints reviewed, three (3) of those complaints were reviewed at previous meetings of the Board but no findings were made. 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 Finding(s): 1) **Exonerated** as to the use of force allegation; *and*  
2) **Unfounded** as to the unprofessional conduct/harassment allegation.

APD Final Determination: 1) **Exonerated** as to the use of force allegation; *and*  
2) **Unfounded** as to the unprofessional conduct/harassment allegation.

**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 Finding(s): **Unfounded**

APD Final Determination: **Unfounded**

**CPRB No. 1-04**

Nature of Allegation(s): Conduct - the complainant raised concern over whether police actions in New Year's Eve 2003 were consistent with police policies governing the use of deadly force and police chases.

OPS Preliminary Finding(s): **N/A**

CPRB Action(s): At its February 13, 2006 meeting, the Board closed the case without making a finding with the stipulation that they would inquire as to whether or not new policies were available to the public. If new policies are available to the public then the Board would forward it to the complainant.

APD Final Determination: **N/A**

**CPRB No. 7-05/OPS No. C05-92** [monitor appointed]

Nature of Allegation(s): 1) Use of Force - an Albany police officer poked the complainant in the neck, pushed him against a police car, and punched him in the right side, in the area of his kidney; *and*

2) Arrest Authority & Procedures - an Albany police officer falsely charged the complainant with disorderly conduct; *and*

3) Arrest Authority & Procedures - the other gentleman taken into custody was made to hop on one foot to an awaiting police unit.

OPS Preliminary  
Finding(s):

1) **Not Sustained** as to the use of force allegation; *and*

2) **Exonerated** as to the arrest authority and procedure allegation (falsely arrested with disorderly conduct); *and*

3) **Not Sustained** as to the arrest authority and procedure allegation (forced to hop on one foot).

CPRB Finding(s):

1) **Not Sustained** as to the use of force allegation; *and*

2) **Not Sustained** as to the arrest authority and procedure allegation (falsely arrested with disorderly conduct); *and*

3) **Not Sustained** as to the arrest authority and procedure allegation (forced to hop on one foot).

APD Final  
Determination:

1) **Not Sustained** as to the use of force allegation; *and*

2) **Exonerated** as to the arrest authority and procedure allegation (falsely arrested with disorderly conduct); *and*

3) **Not Sustained** as to the arrest authority and procedure allegation (forced to hop on one foot) .

**CPRB No. 14-05/OPS No. C05-203** [monitor appointed]

Nature of Allegation(s):

1) Arrest Authority & Procedures - officers responding to a domestic dispute between the complainant and his wife tried to throw him off the porch; *and*

2) Use of Force - officers slammed the complainant to the ground; *and*

3) Use of Force - officers proceeded to punch and kick him about his body and head, causing him serious pain.

OPS Preliminary  
Finding(s):

1) **Unfounded** as to the arrest authority and procedures allegation; *and*

2) **Unfounded** as to the use of force allegation involving being slammed to the ground; *and*

3) **Unfounded** as to the use of force allegation involving being punched and kicked.

CPRB Finding(s):

1) **Unfounded** as to the arrest authority and procedures allegation; *and*

2) **Unfounded** as to the use of force allegation involving being slammed to the ground; *and*

3) **Unfounded** as to the use of force allegation involving being punched and kicked.

APD Final

Determination:

1) **Unfounded** as to the arrest authority and procedures allegation; *and*

2) **Unfounded** as to the use of force allegation involving being slammed to the ground; *and*

3) **Unfounded** as to the use of force allegation involving being punched and kicked.

**CPRB No. 27-05/OPS No. C05-482** [no monitor appointed]

Nature of Allegation(s):

1) Arrest Authority & Procedures - during a traffic violation arrest, an officer conducted several searches of the complainant, did not read the complainant his rights, and did not explain to him where he was being taken; *and*

2) Unprofessional Conduct - while in the process of contacting his family to post bail, one of the officers was very rude to the complainant asking if his mother had the money or not; *and*

3) Unprofessional Conduct - when he attempted to locate his towed vehicle, the complainant was told by South Station and the Traffic Safety Unit that there was no record of his vehicle being towed, and Traffic Safety told him to speak to South Station or the arresting officer, but they wouldn't tell him what station the officer works out of and didn't have a phone number where he could be reached.

OPS Preliminary

Finding(s):

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

- 2) **Unfounded** as to the unprofessional conduct allegation involving rude behavior; *and*
- 3) **Unfounded** as to the unprofessional conduct allegation involving not forthcoming with information.

CPRB Finding(s):

- 1) **Exonerated** as to the arrest authority & procedures allegation; *and*
- 2) **Unfounded** as to the unprofessional conduct allegation involving rude behavior; *and*
- 3) **Unfounded** as to the unprofessional conduct allegation involving not forthcoming with information.

APD Final  
Determination:

- 1) **Exonerated** as to the arrest authority & procedures allegation; *and*
- 2) **Unfounded** as to the unprofessional conduct allegation involving rude behavior; *and*
- 3) **Unfounded** as to the unprofessional conduct allegation involving not forthcoming with information.

**CPRB No. 32-05/OPS No. C05-574** [monitor appointed]

Nature of Allegation(s): Unprofessional Conduct (Race-Based Stop/Disrespectful Behavior)  
- an officer engaged the complainant in a traffic stop claiming he had a warrant issued and the officer spoke to the complainant in a sarcastic tone and was disrespectful to him based on his race.

OPS Preliminary  
Finding(s):

**Unfounded**

CPRB Action(s):

At its April 10, 2006 meeting, the Board tabled the review of this complaint pending an opportunity for them to consult with Assistant Chief Bruno on the matter.

**CPRB No. 1-06/OPS No. C06-31** [monitor appointed]

Nature of Allegation(s):

- 1) Call Handling - during the course of a traffic stop involving the complainant's daughter and the daughter's boyfriend, officers approached her daughter and daughter's boyfriend on either side of the vehicle. The officers asked the boyfriend to step out of the vehicle and was searched. The officers searched the daughter inside the vehicle, asked her to step out and searched her outside the

vehicle a second time; *and*

2) Call Handling - an officer inappropriately touched the complainant's daughter during the search of her person both inside and outside the vehicle.

OPS Preliminary

Finding(s):

1) **Exonerated** as to the call handling allegation; *and*

2) **Not Sustained** as to the call handling allegation involving inappropriate touching.

CPRB Finding(s):

1) **Exonerated** as to the call handling allegation; *and*

2) **Not Sustained** as to the call handling allegation involving inappropriate touching.

**CPRB No. 4-06/OPS No. C06-71** [monitor appointed]

Nature of Allegation(s):

1) Use of Force - it was excessive use of force for five (5) to seven (7) officers to subdue one (1) man; *and*

2) Unprofessional Conduct - a police officer repeatedly stated "put your f\*\*g hands behind your back" to the man they subdued.

APD Action(s):

1) In correspondence dated March 3, 2006 from the Chief of Police, the Board was informed that "after a review of the complaint and underlying incident, it was concluded that [the complainant was] not involved in the underlying incident and [was] merely a witness. Therefore, the OPS will not investigate [this] complaint as [the complainant has] no vested interest in the incident.

2) In correspondence dated March 16, 2006 from the Chief of Police, the Board was informed that "in light of the on-going discussions regarding complaints filed by third parties; and after review of the circumstance of the complaint filed by [the complainant], the OPS shall commence an investigation of the allegations pending the resolution of the discussions.

CPRB Action(s):

1) At its March 13, 2006 meeting, the Board tabled review of this complaint until the complainant standing issue is resolved by the Board and the Albany Common Council.

2) At its April 10, 2006 meeting, the Board asked that a letter be drafted and sent to the complainant notifying him/her of the investigation.

**CPRB No. 5-06/OPS No. C06-82** [monitor appointed]

Nature of Allegation(s): Conduct (Use of Force) - the complainant witnessed six members of the Albany Police Department aggressively tackle a man to the ground. The complainant stated that although the man verbally complied with the officers, the officers continued their aggressive force and used profanity toward him.

APD Action(s): 1) In correspondence dated March 3, 2006 from the Chief of Police, the Board was informed that “after a review of the complaint and underlying incident, it was concluded that [the complainant was] not involved in the underlying incident and [was] merely a witness. Therefore, the OPS will not investigate [this] complaint as [the complainant has] no vested interest in the incident.

2) In correspondence dated March 16, 2006 from the Chief of Police, the Board was informed that “in light of the on-going discussions regarding complaints filed by third parties; and after review of the circumstance of the complaint filed by [the complainant], the OPS shall commence an investigation of the allegations pending the resolution of the discussions.

CPRB Action(s): 1) At its March 13, 2006 meeting, the Board tabled review of this complaint until the complainant standing issue is resolved by the Board and the Albany Common Council.

2) At its April 10, 2006 meeting, the Board asked that a letter be drafted and sent to the complainant notifying him/her of the investigation.

**CPRB No. 10-06/OPS No. C05-563** [monitor appointed]

Nature of Allegation(s): 1) Unprofessional Conduct - during a traffic stop, an Albany police officer cursed the complainant out and stated “ I ain’t your brother n\*gger;” *and*

2) Conduct- an officer searched the complainant’s car for no reason.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the unprofessional conduct allegation; *and*

2) **Exonerated** as to the conduct allegation.

CPRB Finding(s): 1) **Not Sustained** as to the unprofessional conduct allegation; *and*

2) **Exonerated** as to the conduct allegation.

APD Final

Determination: 1) **Not Sustained** as to the unprofessional conduct allegation; *and*

2) **Exonerated** as to the conduct allegation.

**CPRB No. 11-06/OPS No. C06-162** [no monitor appointed]

Nature of Allegation(s): Conduct - members of the Albany Police Department subjected the complainant to harassment and intimidation by conducting surveillance; following the complainant to places the complainant frequents; and disseminated information about the complainant that has no basis in fact.

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

CPRB Finding(s): **Unfounded**

APD Final Determination: **Unfounded**

## **MEDIATION**

On March 10, 2006, a meeting of the Mediation Committee, members of the Albany Police Department, including Chief James Turley, Assistant Chief Anthony Bruno, Assistant Chief Stephen Reilly, and representatives of the police officers' unions, and staff of the Government Law Center was held. The purpose of the meeting was to begin the dialogue and discussion of developing a workable CPRB mediation program. The meeting was an opportunity for participants to discuss issues and concerns relating to the former program and a redeveloped program, and logistical and practical aspects of putting a new program into place.

A second meeting of the Mediation Committee and members of the Albany Police Department was held on April 4, 2006 to further discuss the development of a new mediation program for the CPRB. Draft mediation protocols were prepared by Committee Chairperson Barbara Gaige, and forwarded to Assistant Chief Anthony Bruno for review.

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

### *Standing Monthly Meeting with the APD*

During the second quarter of 2006, Committee Chairman Jason Allen, Board Chairperson Barbara Gaige, and Board member Judith Mazza met with Chief Tuffey and Assistant Chief Breen on February 13, 2006. Discussed at the meeting were new procedures for the OPS preliminary report review and forwarding to the CPRB, development of department policy directing that every person wishing to file a complaint be offered a complaint form; regular

reports from the APD - including number of times complaints forwarded to CPRB, number of times complaints forwarded to a supervisor, and outcomes of the complaints, generally; race/ethnicity data and reporting back to the board - there were questions of interpretation and how the data would be distributed; plans for overhaul and update to the Albany Police Department's entire Standard Operating Procedure (SOP); and second meeting with Coalition to discuss open items.

On March 13, 2006, Committee Chairman Jason Allen, Board Chairperson Barbara Gaige and Committee member Judith Mazza met with Chief Tuffey and Assistant Chief Bruno to follow-up on items discussed at the February 13, 2006 meeting.

On April 10, 2006, Committee Chairman Jason Allen, Chairperson Gaige, and Board member Hammond met with Chief Tuffey and Assistant Chief Bruno. Among the topics discussed were: issues concerning an announcement about the APD racial profiling policy and data that captures race/ethnicity of individuals having contacts with the police, and the Department's communication with Professor Robert Worden, SUNY Albany School of Criminal Justice, regarding interpretation and presentation of the data to the Board on a regular basis; the development of a proposal by the Board addressing the definition of "complainant" and standing to file a complaint; updated and redacted copies of the APD's pursuit and use of force policies for inclusion in the public copy of the SOP and revisions to outdated policies in the SOP; APD diversity in recruitment efforts; and follow-up on the Coalition for Accountable Police and Government (CAPG) complaint, including the scheduling of a second meeting to address open items. Also discussed was the offering of assistance to complainants in need when filling out and filing forms and the backlog of complaints.

#### *Chairperson Meeting*

On March 17, 2006, Board Chairperson Barbara Gaige met with Chief Tuffey regarding an incident at a local shelter between an individual and member of the Albany Police Department.

#### *Meeting with Coalition*

A second meeting of the CAPG was held on March 31, 2006 regarding the status of their complaint and a follow-up of the open items discussed at the first meeting.

#### **PUBLIC OFFICIAL LIAISON**

On February 17, 2006, a meeting of Board Chairperson Barbara Gaige, Board member Paul Weafer, Deputy Mayor Philip Calderone, Corporation Counsel John Reilly, and staff of the Government Law Center was held. The meeting was an opportunity to discuss the issue of standing, definition of complaint and complainant, a proposed form where complaints could be filed by third-parties to address issues of concern, including policy, procedure, or practice concerns.

The Board's officers met with the newly-appointed Chair and Vice-Chair of the Common

Council's Public Safety Committee. The meeting was an opportunity to introduce these members to the Board and to bring them up to date on the Board's activities.

#### **STANDING/COMPLAINANT**

The Task Force held a second meeting on February 6, 2006 to continue its discussion of "standing" to file a complaint and the definition of "complainant." Task Force Chair Paul Weafer, Board Chairperson Barbara Gaige, and Board member Ronald Flagg were in attendance. Task Force members reviewed research prepared by Government Law Center staff, summarizing the definition of "complainant" and "citizen complaint" as defined by twenty-seven (27) national citizen-police oversight agencies, and "standing to file a complaint" as defined by the Office of Citizen Complaint Review in Washington, D.C., and the Civilian Police Review Authority in Minneapolis, Minnesota.

The Task Force held a third meeting on March 9, 2006. Specific questions as to how citizen-oversight organizations in New York City and Iowa City define complainant, complaint, and standing were researched, and a memorandum of the Government Law Center's findings was reviewed by the Board.

#### **MEETINGS**

The Board met as a whole three times for the conduct of business during the second quarter. Meetings were held on February 13, 2006, March 13, 2006 and April 20, 2006. 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 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 its meetings.

In correspondence to Assistant Corporation Counsel Patrick Jordan, the Board requested a written opinion as to the legal requirements and the Board's responsibilities under state and local law with respect to the conduct of its meetings, including committee meetings. This request was made following a concern expressed by a member of the public about access to the Board's committee 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 . . ."

On March 7, 2006, New Board member, Fowler Riddick, attended and participated in the first session of Board's orientation program, comprising three hours of in person training and six hours of training via audio-tape. Training topics included: the CPRB Legislation, By-Laws, and

Rules of Procedure; the complaint review process; the Board's public education and community outreach program; the role of the Government Law Center as administrative staff; the Open Meetings Law, the Freedom of Information Law, and Section 50-a of the New York Civil Rights Law; the Albany Police Department's internal affairs function - the duties and responsibilities of the Office of Professional Standards; and the role of the Board's monitors/investigators in the process of complaint review. Legislator Riddick also completed a ride-along as part of his training.

The orientation program was coordinated and facilitated by the Government Law Center to educate Legislator Riddick about the Board's organization and operation and included training on the goals, powers, and procedures of the Board as required by Section 42-339 of Chapter 42, Part 33 of the Albany City Code.

Board member Reverend Beresford Bailey also participated in a ride-along in the second quarter.

On March 24, 2006 Board Chairperson Barbara Gaige guest presented in an undergraduate course, "Introduction to Policing," at the State University of New York at Albany. Chairperson Gaige had an opportunity to educate students about the mission and purpose of the CPRB and the process of complaint review in the City of Albany, which included a discussion of the CPRB law.

## **REPORTS**

At its March 13, 2006 meeting, the Board voted unanimously to approved its Fourth Quarterly Report for 2005, prepared and submitted by the Government Law Center.

## **GOVERNMENT LAW CENTER**

During the second quarter of 2006, 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:

- Attended meeting of Corporation Counsel John Reilly, Assistant Corporation Counsel Patrick Jordan, and Chairperson Barbara Gaige on March 9, 2006.
- Charged by and conducted research for the Task Force on Complainant/Standing in the following areas: 1) definition of complainant/complaint and standing to file a complaint; 2) procedure for filing issues of concern (i.e., complaints concerning policy, practice or procedure); 3) companies other than Taser International who manufacture tasers; and 4) the number of complaints filed by witnesses. Research conducted for first task force meeting was expanded to include a number of new agencies, captured in chart form, and forwarded to task force members. The Center also queried NACOLE listserv members, conducted preliminary research, and located one jurisdiction in Tacoma, Washington which has a procedure for policy complaints.

- Charged by and conducted research for the Mediation Committee on: whether the discussions and/or any agreements that result from the mediation that take place during the mediation are confidential; and whether the discussion and/or any agreements that result from the mediation can be used in a legal proceeding – criminal or civil - against any of the parties? New York State statutory and case law was consulted. A memorandum of the Center’s research and findings was forwarded to members of the Committee.
- Conducted research addressing, specifically, how the citizen-oversight agencies in New York City, San Francisco, and Iowa City define complaint, complainant, and standing. A memo was drafted and forwarded to the task force at its March 9, 2006 meeting.
- Drafted correspondence to Assistant Corporation Counsel Patrick Jordan, requesting a written opinion as to the legal requirements and the Board’s responsibilities under state and local law with respect to the conduct of its meetings, including committee and subcommittee meetings.
- Drafted a form for the filing of complaints concerning policy, practice, or procedure for the Board’s review.
- Conducted research on the number of complaints filed with the APD in the first instance and the number of complaints filed with the GLC in the first instance. A summary of the Center’s findings was forwarded to the Task Force.
- On April 25, 2006, members of the Government Law Center staff met with Deputy Mayor Philip Calderone and Corporation Counsel John Reilly to discuss the Center’s contract for services to the CPRB. Also discussed was the Board’s progress regarding its mediation program, the status of the contract with the School of Criminal Justice at SUNY Albany, and printing and web needs for the Board.
- Coordinated and prepared materials for the orientation program for new Board members and scheduled Board member ride-alongs with the Albany Police Department.
- Verified the CPRB’s contact information for the Information Specialist/Webmaster of the City Web site for inclusion of the Board’s information on the site.
- Fulfilled FOIL request, preparing and forwarding a full copy of public SOP to an individual.
- Prepared memorandum, summarizing monitor assignments for each open and active complaint in the second quarter, and forwarded the memo to the OPS, Assistant Chief Bruno, and members of the CPRB.

- At the Chairperson's request, prepared a Board member attendance record for 2005.
- Received an updated copy of the CPRB legislation, amending by Local Law 1 of 2004.

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 three standing monthly meetings with the Chief of Police, two Complainant/Standing Task Force meetings, two Mediation Committee meetings, a meeting with CAPG members regarding their complaint, including: securing dates, times, and locations for each meeting, 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, five committee meetings, and two task force meetings;
- 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;
- Forwarded complainant survey data forms to SUNY Albany School of Criminal Justice;
- 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 the Board's website to include new meeting minutes, the quarterly report, 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 second quarter, which included holding three standing monthly meetings of the Policy Committee, in addition to its three regular monthly meetings; two Complainant/Standing Task Force meetings; two Mediation Committee meetings; a meeting with CAPG members regarding their complaint; participating in the Board's orientation program for new members and ride-alongs with the Albany Police Department; 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: May 1, 2006