

City of Albany

CITIZENS' POLICE REVIEW BOARD

Third Quarterly Report August 1, 2008

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



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

August 1, 2008

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 Third Quarterly Report so submitted in the year 2008.

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 third quarter of 2008:

Jason Allen
Daniel Fitzgerald
Ronald Flagg
James Malatras
John Paneto

Andrew Phelan, Jr.
Anthony Potenza
Hon. Fowler Riddick
Reverend Edward Smart

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

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

Appointments, Reappointments, and Resignations

In correspondence dated June 25, 2008 to the CPRB, Board member James Malatras announced his resignation from the Board effective immediately.

Committees and Task Force

The following committees and task force were operational in the third quarter of 2008:

<i>By-Laws and Rules</i>	Jason Allen (Chair) James Malatras Hon. Fowler Riddick
<i>Community Outreach</i>	James Malatras (Chair) Jason Allen (<i>ex-officio</i>) John Paneto Hon. Fowler Riddick
<i>Complaint Review</i>	Andrew Phelan, Jr. (Chair) Jason Allen Daniel Fitzgerald Ronald Flagg James Malatras John Paneto Anthony Potenza Hon. Fowler Riddick
<i>Mediation</i>	Jason Allen (Chair)
<i>Police Department Liaison- Policy Review/ Recommendations</i>	Daniel Fitzgerald (Chair) Jason Allen (<i>ex-officio</i>) James Malatras Anthony Potenza
<i>Public Official Liaison</i>	Ronald Flagg (Co-Chair) Jason Allen (Co-Chair) Anthony Potenza Andrew Phelan, Jr.

Monitors

James Malatras (Chair)
Jason Allen (ex-officio)

The following occurred during the third quarter of 2008:

BY-LAWS AND RULES/MEDIATION

During the third quarter of 2008, the Board took further steps toward finalizing its mediation protocol. In May 2008, amendments to the sections in the Board's ordinance that related to mediation were introduced in the Common Council by the Council's Public Safety Committee. The Public Safety Committee also received legislation regarding repeat officer offenders which was introduced by Common Councilmember Dominick Calsolaro. The Board also has legislation regarding the early warning system in its legislation that would address repeat officer offenders.

COMMUNITY OUTREACH

During the third quarter of 2008, the Board started receiving the APD's new grievance contact forms. The APD established the grievance contact form process as a way to make sure that all complaints against members of the APD are forwarded to the CPRB.

At its June 10, 2008 meeting, the Board discussed the opening position on the Board for a new chair for the Community Outreach Committee due to the resignation of Committee Chair James Malatras.

At its July 8, 2008 meeting, Chairman Allen called for elections to be conducted to select a new Chairman for the Community Outreach Committee. Board member John Paneto was nominated and elected for the position of Chairman. Board member Reverend Edward Smart was nominated and elected for the position of Co-Chair.

COMPLAINT REVIEW

Pursuant to Section II, Subsection I of the Board's Operating Procedures, each of the four (4) appointed members of the Committee on Complaint Review, in addition to the Chair of the Committee, will be responsible for the presentation of a particular complaint to the Board at its monthly meetings as assigned by the Chair of the Committee. Sixteen (16) complaints were presented and reviewed in the third quarter of 2008.

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

May 2008 Daniel Fitzgerald, John Paneto, Andrew Phelan, Jr., Anthony Potenza, and Reverend Edward Smart.

June 2008 John Paneto, Anthony Potenza, Hon. Fowler Riddick, and Reverend Edward Smart.

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 third quarter of 2008, the Board received twenty-six (26) new complaints in addition to its forty-one (41) active complaints and nine (9) suspended complaints. Nine (9) of the nine (9) suspended complaints were carried over from previous quarters. Monitors were appointed to investigate fifteen (15) of the twenty-six (26) new complaints. Of the sixty-seven (67) complaints before the Board, the Board presented sixteen (16) complaints for review and rendered findings for the allegation(s) contained in all sixteen (16) complaints. These sixteen (16) complaints contained a total of thirty-three (33) allegations of misconduct. Of the sixty-seven (67) complaints before the Board, Board action was taken on one (1) complaint. This action included the Board voting unanimously not to accept and review the one (1) complaint because the complaint was filed more than one (1) year after the alleged incident occurred.

As to the sixteen (16) complaints where findings were rendered, the Board made a finding that was inconsistent with the preliminary findings of the Office of Professional Standards and the Albany Police Department in one (1) of the sixteen (16) cases.

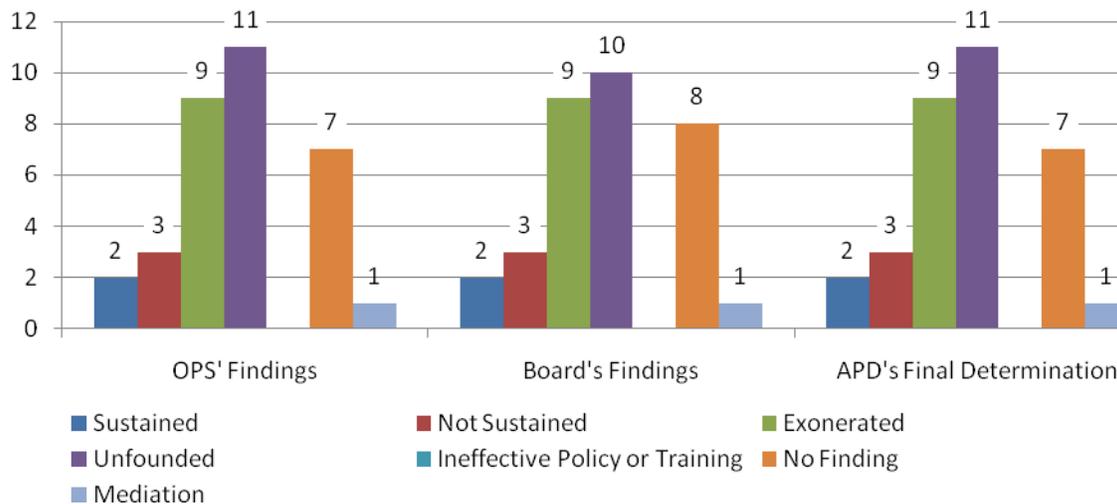


Figure 1: Comparison of Findings Made by the OPS, the Board, and the Albany Police Department during the Third Quarter of 2008.

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. 28-01/OPS No. C01-363 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – officer shoved the complainant and did not read the Miranda warning to the complainant; *and*
2) Call Handling – the complainant had concerns in regard to the search warrant.

OPS Preliminary Finding(s): 1) **Unfounded** as to the conduct standards allegation; *and*
2) **Exonerated** as to the call handling allegation.

CPRB Finding(s): 1) **Unfounded** as to the conduct standards allegation; *and*
2) **Exonerated** as to the call handling allegation.

APD Final Determination(s): 1) **Unfounded** as to the conduct standards allegation; *and*
2) **Exonerated** as to the call handling allegation.

CPRB No. 26-02/OPS No. C99-253 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – while in an interrogation room, the complainant was strip searched two times and the detective made racially insulting remarks towards him;
2) Use of Force – the detective used a wooden coat hanger during the body cavity search; *and*
3) Use of Force – the detective struck the complainant with his fist resulting in injuries to the complainant.

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

CPRB Finding(s): 1) **Unfounded** as to the conduct standards allegation;

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

3) **Unfounded** as to the second use of force allegation.

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

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

3) **Unfounded** as to the second use of force allegation.

CPRB No. 15-05/OPS No. C05-228 [no monitor appointed]

Nature of the Allegation(s): Call Handling – members of the APD refused to consult with the complainant as to why she was not allowed to visit her husband in the emergency room.

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

CPRB Finding(s): **Exonerated**

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

CPRB No. 21-05/OPS No. C05-231 [monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority and Procedures – the complainant was arrested for no apparent reason when she came out of her apartment to check on her four year-old son who was playing in a park nearby;

2) Call Handling – an officer endangered the welfare of the complainant’s son by failing to obtain proper supervision upon her arrest and transportation to the station;

3) Conduct Standards – the officer was rude and disrespectful from the moment he exited his vehicle; *and*

4) Conduct Standards – the officer had been harassing the complainant regarding her use of marijuana.

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

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

3) **Unfounded** as to the first conduct standards allegation; *and*

4) **Unfounded** as to the second conduct standards allegation.

CPRB Finding(s): 1) **Unfounded** as to the arrest authority and procedures allegation;
2) **No Finding** as to the call handling allegation;
3) **Unfounded** as to the first conduct standards allegation;
3) **Unfounded** as to the second conduct standards allegation.

APD Final Determination(s): 1) **Unfounded** as to the arrest authority and procedures allegation;
2) **Unfounded** as to the call handling allegation;
3) **Unfounded** as to the first conduct standards allegation; *and*
4) **Unfounded** as to the second conduct standards allegation.

CPRB No. 24-05/OPS No. C05-295 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – no disciplinary action had been taken against an officer who was drunk, carried a gun, and was in trouble a lot of times.

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

CPRB Finding(s): **Mediated**

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

CPRB No. 17-07/OPS No. C07-468 [monitor appointed]

Nature of the Allegation(s): Call Handling – an officer did not help the complainant when she complained of assault by neighbors.

OPS Preliminary Finding(s): **No Finding**

CPRB Finding(s): **No Finding**

APD Final Determination(s): **No Finding**

CPRB No. 22-07/OPS No. C07-590 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force – an officer banged the complainant’s head against the hood of the vehicle;

2) Use of Force – the officer choked the complainant by pulling the complainant’s head over the door; *and*

3) Use of Force – the officer hit the complainant in the side of the head with a closed fist.

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

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

3) **Sustained** as to the third use of force allegation.

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

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

3) **Sustained** as to the third use of force allegation.

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

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

3) **Sustained** as to the third use of force allegation.

CPRB No. 23-07/OPS No. C07-627 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – the complainant was assisting a stranger when the complainant was threatened with a nightstick by the officer;

2) Conduct Standards – the officer took the complainant’s cell phone and threatened the complainant with a night stick; *and*

3) Conduct Standards – the police harassed the complainant when he requested a complaint form.

OPS Preliminary Finding(s): 1) **No Finding** as to the call handling allegation;

2) **Exonerated** as to the first conduct standards allegation; *and*

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

CPRB Finding(s): 1) **No Finding** as to the call handling allegation;

2) **Exonerated** as to the first conduct standards allegation; *and*

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

APD Final Determination(s): 1) **No Finding** as to the call handling allegation;

2) **Exonerated** as to the first conduct standards allegation; *and*

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

CPRB No. 25-07/OPS No. C07-653 [no monitor appointed]

Nature of the Allegation(s): Call Handling – police officers mishandled evidence in several cases.

OPS Preliminary Finding(s): **No Finding**

CPRB Finding(s): **No Finding**

APD Final Determination(s): **No Finding**

CPRB No. 27-07/OPS No. C07-677 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards – the complainant consented to go to the police station under false pretenses, and did not want to have his mug shot or fingerprints taken;

2) Conduct Standards – when the complainant went to the police station the detective asked him “Sir, do you have a gun?”

3) Conduct Standards – the complainant’s civil rights were violated when the detective insisted that the photos be taken; *and*

4) Call Handling – the complainant told the detective that he did not want his mug shots taken, but the detective insisted they be done.

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

2) **Exonerated** as to the second conduct standards allegation;

3) **Exonerated** as to the third conduct standards allegation; *and*

4) **Exonerated** as to the call handling allegation.

CPRB Finding(s): 1) **Exonerated** as to the first conduct standards allegation;
2) **Exonerated** as to the second conduct standards allegation;
3) **Exonerated** as to the third conduct standards allegation; *and*
4) **Exonerated** as to the call handling allegation.

APD Final Determination(s): 1) **Exonerated** as to the first conduct standards allegation;
2) **Exonerated** as to the second conduct standards allegation;
3) **Exonerated** as to the third conduct standards allegation; *and*
4) **Exonerated** as to the call handling allegation.

CPRB No. 1-08/OPS No. C08-29 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling – an officer whom the complainant had a problem with a year ago towed the complainant’s vehicle; *and*
2) Conduct Standards – an officer spoke with the complainant’s employer, and that was the reason the complainant was fired from his job.

OPS Preliminary Finding(s): 1) **Exonerated** as to the call handling allegation; *and*
2) **Exonerated** as to the conduct standards allegation.

CPRB Finding(s): 1) **Exonerated** as to the call handling allegation; *and*
2) **Exonerated** as to the conduct standards allegation.

APD Final Determination(s): 1) **Exonerated** as to the call handling allegation; *and*
2) **Exonerated** as to the conduct standards allegation.

CPRB No. 3-08/OPS No. C08-63 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – an officer conducted an unauthorized search of the complainant’s house and removed a hunting knife.

OPS Preliminary Finding(s): **No Finding**

CPRB Finding(s): **No Finding**

APD Final Determination(s): **No Finding**

CPRB No. 7-08/OPS No. C08-34 [no monitor appointed]

Nature of the Allegation(s): Call Handling – a police officer told the second driver who was involved in a car accident that she had a suspended license but the officer did not give her a ticket.

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

CPRB Finding(s): **Sustained**

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

CPRB No. 10-08/OPS No. C08-144 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force – an officer used excessive force when he threw the complainant to the ground after she allegedly told him she was pregnant;

2) Call Handling – officers refused to act on an order of protection; *and*

3) Conduct Standards – the complainant was refused medical attention when she requested to go to the hospital.

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

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

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

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

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

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

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

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

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

CPRB No. 22-08/OPS No. C08-240 [no monitor appointed]

Nature of the Allegation(s): Conduct Standards – a correctional officer was rude, disrespectful, told the complainant that it was none of her damn business, and tried to write her up.

OPS Preliminary Finding(s): **No Finding**

CPRB Finding(s): **No Finding**

APD Final Determination(s): **No Finding**

CPRB No. 47-08/OPS No. C08-291 [no monitor appointed]

Nature of the Allegation(s): 1) Use of Force – the complainant was pepper sprayed and elbowed in the throat by an officer while he was in the holding area of the Albany County Courthouse; *and*

2) Conduct Standards – the detective perjured himself during testimony.

OPS Preliminary Finding(s): 1) **No Finding** as to the use of force allegation; *and*
2) **No Finding** as to the conduct standards allegation.

CPRB Finding(s): 1) **No Finding** as to the use of force allegation; *and*
2) **No Finding** as to the conduct standards allegation.

APD Final Determination(s): 1) **No Finding** as to the use of force allegation; *and*
2) **No Finding** as to the conduct standards allegation.

DEFINITION OF CPRB FINDINGS

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

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

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

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

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

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

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

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

PUBLIC OFFICIAL LIAISON

On May 14, 2008, Chairman Jason Allen, Committee Chairman Ronald Flagg, and staff of the Government Law Center met with Deputy Mayor Philip Calderone and Police Chief James Tuffey. The meeting was an opportunity to discuss Board initiatives which included: the grievance form process, and the status of cameras in APD patrol cars, and the mediation program.

On June 16, 2008, members of the CPRB and staff of the Government Law Center met with the Times Union Editorial Board. The meeting was an opportunity to discuss the Board's initiatives which included: the grievance form process, mediation program, early warning system, and cameras and audio in APD patrol cars.

On June 19, 2008, Chairman Jason Allen and the GLC's Coordinator of the Board Sharmaine Moseley participated in a conference call with the City of Columbia Missouri's Citizen Oversight Committee. Columbia's Citizen Oversight Committee was holding teleconferences with existing review boards to look at how various review board models function in other cities. Chairman Allen and Ms. Moseley explained to the Committee Albany's complaint review process and the history behind the creation of the CPRB.

On July 22, 2008, members of the Public Official Liaison Committee met with the Albany Common Council to discuss the following Board initiatives: the amendment to the mediation section of the CPRB's legislation, the new APD grievance form process, the purchasing and installation of cameras and audio in APD patrol cars, and the early warning system.

TASK FORCE ON MONITORS

During the third quarter of 2008, Task Force Chairman James Malatras resigned from the Board. At its July 8, 2008 meeting, the Board discussed an upcoming nomination and election of a new Task Force Chair.

MEETINGS

The Board met as a whole three times for the conduct of business during the third quarter of 2008. Meetings were held on May 8, 2008, June 10, 2008, and July 8, 2008. Two of the three meetings were held at the Albany Public Library, 161 Washington Avenue, in the Large Auditorium. The third meeting was held at Albany Law School, 80 New Scotland Avenue, in the Dean Alexander Moot Courtroom (Room 421). There was a public comment period at each meeting.

At its June 10, 2008 meeting, the Board voted in favor of changing the date for the month of July meeting from Thursday, July 10 to Tuesday, July 8. It was only changed for that month due to the availability of the board members. Chairman Jason Allen noted that normally the Board does not meet during July and August, but due to the backlog in the number of complaints, the Board decided to meet in July.

At its July 8, 2008 meeting, the Board voted not to meet in the month of August due to conflicting vacation schedules.

TRAINING

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

During the third quarter of 2008, Board members Andrew Phelan, Jr., John Paneto, Anthony Potenza, and Reverend Edward Smart registered to attend the National Association for Civilian Oversight of Law Enforcement (NACOLE) Conference scheduled for October 26 – 30, 2008 in Cincinnati, Ohio. APD Deputy Chief Stephen Reilly also registered to attend the conference.

REPORTS

During the third quarter of 2008, the Board reviewed a draft copy of its first quarter report for 2008.

GOVERNMENT LAW CENTER

During the third quarter of 2008, 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, scheduled, and engaged in meetings and discussions between the Board, Deputy Mayor Philip Calderone and Police Chief James Tuffey regarding Board initiatives.
- Coordinated, scheduled, and engaged in a meeting and discussion with the Albany Common Council's Public Safety Committee and the Board.
- Registered four (4) Board members and one (1) staff person from the Government Law Center to attend the 2008 NACOLE Conference in October 2008.
- Drafted and forwarded a letter of commendation from the members of the Board to the CPRB to Police Chief James Tuffey commending him on the creation of the grievance form proposal.
- Drafted and forwarded to the Board its First Quarterly Report for 2008 for review.
- Hired two Albany Law School student interns to assist in providing administrative and staff support services to the Board.
- Received and forwarded to the Board and the Common Council the resignation letter of Board member James Malatras.
- Drafted and forwarded correspondence to the Common Council notifying it of the need to fill the vacancy created by James Malatras' resignation and the re-appointment of Board member Anthony Potenza.
- Forwarded correspondence to the Board from the State of New York's Commission on Investigation.
- Forwarded to the Board a Public Lawyer Article on the Use of Force in Hot Pursuit.
- Revised and forwarded to the Board updated member contact information.
- Forwarded correspondence to the Board from Deputy Chief of Police Stephen Reilly regarding his attendance at the NACOLE Conference in October 2008.
- Forwarded correspondence from the Board to the OPS regarding the Board's further investigation request for CPRB No. 2-07/OPS No. C07-112.

- 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.
- Revised and forwarded the mediation protocol to Board Counsel Patrick Jordan for the Albany Common Council's Public Safety Committee.
- Drafted and forwarded correspondence regarding Freedom of Information Law (FOIL) requests.
- Forwarded the updated database scorecard to the OPS and members of 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.
- Continued the development of the CPRB electronic database.

In addition, the Center performed the following administrative tasks:

- Arranged logistics for and coordinated three (3) regular monthly meetings, 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 (3) committee/task force meetings, including: securing dates, times, locations, and preparing meeting materials;
- Arranged logistics for and coordinated one (1) conference call with the City of Columbia Missouri's Citizen Oversight Committee.
- 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 (3) regular monthly meetings and three (3) committee/task force meetings;
- Participated in one (1) conference call;
- Reported all activities related to Board business at each monthly meeting;
- Recorded and transcribed the minutes of each monthly meeting and committee/task force meetings at the request of the Chair;
- 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 third 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 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 third quarter, which included: holding three (3) regular monthly meetings; three (3) committee/task force meetings; an informational conference call; and reviewing sixteen (16) complaints. In addition, the Board has been active in its involvement in the new grievance form which they are now using.

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: August 1, 2008