

City of Albany

CITIZENS' POLICE REVIEW BOARD

Fourth Quarterly Report November 1, 2010

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



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

November 1, 2010

Submitted to:

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

BACKGROUND

Section 42-340 of Chapter 42, Part 33 of the Albany City Code requires the Government Law Center of Albany Law School to file, on behalf of the Albany Citizens' Police Review Board (CPRB), quarterly reports containing "statistics and summaries of citizen complaints, including a comparison of the CPRB's findings with the final determinations of the [Police] Department." This is the Fourth Quarterly Report so submitted in the year 2010.

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 fourth quarter of 2010:

Jason Allen
Ronald Flagg
Marilyn Hammond

Andrew Phelan, Jr.
Anthony Potenza
Rev. Edward Smart

Akosua Yeboah

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

| | |
|------------|-----------------------|
| Chair | Jason Allen |
| Vice-Chair | Reverend Edward Smart |
| Secretary | Andrew Phelan, Jr. |

Appointments, Re-appointments, and Resignations

In correspondence dated August 8, 2010 to the CPRB, Board member Jean Gannon announced her resignation from the Board effective immediately. Ms. Gannon was a Common Council appointee and her term was set to expire on October 26, 2012.

During the fourth quarter of 2010, the Board had one (1) vacancy to be filled by City of Albany Mayor Gerald Jennings and two (2) vacancies to be filled by the Albany Common Council.

In October 2010, the Government Law Center sent a letter to the Mayor and Common Council requesting that the Mayor and Common Council fill the vacancies left by Daniel Fitzgerald, Jean Gannon, and Ronald Flagg.

Committees and Task Force

The following committees and task force were operational in the fourth quarter of 2010:

| | |
|--|---|
| <i>By-Laws and Rules</i> | Jason Allen (Chair) |
| <i>Community Outreach</i> | Reverend Edward Smart (Co-Chair) Jason Allen (<i>ex-officio</i>) Akosua Yeboah |
| <i>Complaint Review</i> | Andrew Phelan, Jr. (Chair) Jason Allen Ronald Flagg Marilyn Hammond Anthony Potenza Reverend Edward Smart Akosua Yeboah |
| <i>Mediation</i> | Jason Allen (Chair) |
| <i>Police Department Liaison- Policy Review/</i> | Andrew Phelan, Jr. (Chair) Jason Allen (<i>ex-officio</i>) |

| | |
|--------------------------------|--|
| <i>Recommendations</i> | Anthony Potenza |
| <i>Public Official Liaison</i> | Ronald Flagg (Co-Chair) Jason Allen (Co-Chair) Marilyn Hammond Andrew Phelan, Jr. Anthony Potenza Akosua Yeboah |
| <i>Task Force on Monitors</i> | Jason Allen (<i>ex-officio</i>) |

The following occurred during the fourth quarter of 2010:

BY-LAWS AND RULES/MEDIATION

During the fourth quarter of 2010, the Albany Police Department’s Union Counsel Christine Caputo-Granich, informed the Board that due to the petition that was filed by the Public Employment Relations Board (PERB) seeking to decertify from Council 82 and Local 2841, all negotiations with these Unions must cease until a determination has been made as to who will represent Local 2841. As a result, the Board sent an e-mail to Police Chief Steven Krokoff inquiring about the next steps necessary towards the implementation of the mediation program. The Board asked the Government Law Center to schedule a meeting with Chief Krokoff to discuss the mediation program, cameras in police vehicles, and the Early Warning System.

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. Thirteen (13) complaints were presented and reviewed in the fourth quarter of 2010.

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

| | |
|---------------|--|
| October 2010* | Jason Allen, Marilyn Hammond, Andrew Phelan Jr., Anthony Potenza, and Reverend Edward Smart. |
| November 2010 | Jason Allen, Marilyn Hammond, Andrew Phelan, Jr., Reverend Edward Smart, and Akosua Yeboah. |

*The Board did not meet in September; therefore, Board members were not assigned to serve for complaint review for October. The Board members listed for October 2010 are those who reviewed complaints during that meeting.

COMPLAINT SUMMARIES AND STATISTICS

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

During the fourth quarter of 2010, the Board received fifteen (15) new complaints in addition to its seventy-one (71) active complaints and eleven (11) suspended complaints. Monitors were appointed to investigate seven (7) of the fifteen (15) new complaints. Of the eighty-six (86) complaints before the Board, the Board presented thirteen (13) complaints for review and rendered findings for the allegation(s) contained in twelve (12) complaints. These twelve (12) complaints were closed and contained a total of thirty-one (31) allegations of misconduct.

Of the fifteen (15) new complaints, 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 not filed within six (6) months after the incident occurred. The alleged incident occurred on December 27, 2009. The complaint was filed on September 22, 2010. Of the thirteen (13) complaints reviewed, Board action was taken on one (1) complaint. This action included: the Board voting unanimously to table rendering its findings on four (4) out of six (6) allegations in the complaint and requesting that the OPS consider submitting the four (4) allegations to be mediated between the complainant and the officer. Of the twelve (12) complaints where findings were rendered, the Board made findings consistent with the preliminary findings of the Office of Professional Standards and the Albany Police Department in all twelve (12) cases. The case in which four (4) out of six (6) allegations were sent to mediation, the Board made findings that were consistent with the preliminary findings of the Office of Professional Standards for two (2) allegations. The Albany Police Department’s determinations for this case have not been decided yet.

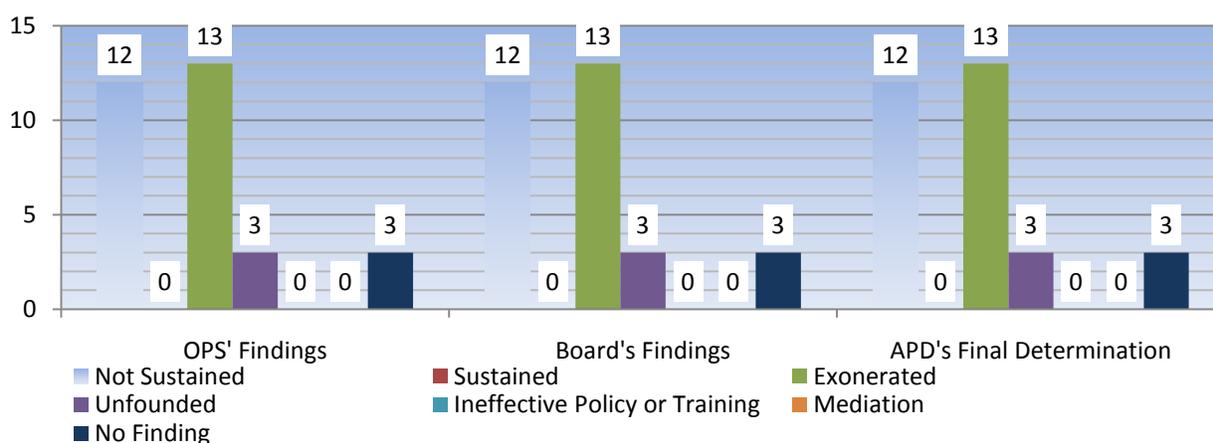


Figure 1: Comparison of Findings Made by the OPS, the Board, and the Albany Police Department during the Fourth Quarter of 2010.

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. 28-05/OPS No. C05-478 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - officers tackled the complainant to the ground, and while he was on the ground, an officer began grinding his face into the ground; *and*

2) Conduct Standards - while in the booking room, the complainant was treated poorly, told to shut up, and had a wet paper towel thrown at him.

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

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

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

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

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

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

CPRB No. 45-08/OPS No. C08-409 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer "singled out" the complainant, when he issued her three (3) Uniform Traffic Tickets;

2) Conduct Standards - the officer rudely snatched the complainant's wallet from her hand and took it back to his unit to print out the tickets;

3) Conduct Standards - the officer was negligent and his demeanor intimidating;

4) Conduct Standards - the complainant only stopped her vehicle for a very brief period next to a parked vehicle on the curbside to discharge a passenger and there were three (3) other vehicles that

were double parked and not cited for “Standing/Stopping on the Pavement”; *and*

5) Conduct Standards - the officer issued a “No Seatbelt” ticket when the complainant’s seatbelt was engaged.

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

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

APD Final Determination(s): 1) **Exonerated** as to the first conduct standards allegation;
2) **Not Sustained** as to the second conduct standards allegation;
3) **Not Sustained** as to the third conduct standards allegation;
4) **Exonerated** as to the fourth conduct standards allegation; *and*
5) **Exonerated** as to the fifth conduct standards allegation.

CPRB No. 6-09/OPS No. CC2009-008 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer yelled at and tried to intimidate the complainant during a traffic stop;
2) Conduct Standards - an officer refused to give the complainant his name and badge number and falsely issued him two (2) tickets; *and*

3) Conduct Standards - a State trooper repeatedly used profanity and harassed the complainant.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the first conduct standards allegation;
2) **Not Sustained** as to the second conduct standards allegation; *and*
3) **No Finding** as to the third conduct standards allegation.

CPRB Finding(s): 1) **Not Sustained** as to the first conduct standards allegation;
2) **Not Sustained** as to the second conduct standards allegation; *and*
3) **No Finding** as to the third conduct standards allegation.

APD Final Determination(s): 1) **Not Sustained** as to the first conduct standards allegation;
2) **Not Sustained** as to the second conduct standards allegation; *and*
3) **No Finding** as to the third conduct standards allegation.

CPRB No. 12-09/OPS No. CC2009-024 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling - officers harassed the complainant and her passenger;
2) Use of Force - the officer grabbed the complainant's right upper arm with lots of force while he was conducting a search of her vehicle; *and*
3) Conduct Standards - the officers were questioning the complainant's passenger about his identity and told her to "mind her damn business."

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

CPRB Finding(s): 1) **Exonerated** as to the call handling allegation;
2) **Not Sustained** as to the use of force allegation; *and*

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

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

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

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

CPRB No. 18-09/OPS No. CC2009-028 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - an officer tackled the complainant's son in the mud when he started to walk away from the officer. The complainant's son was then handcuffed, and his head was repeatedly banged against a door frame, causing a large contusion.

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

CPRB Finding(s): **Exonerated**

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

CPRB No. 37-09/OPS No. CC2009-087 [no monitor appointed]

Nature of the Allegation(s): Call Handling - an officer failed to assist the complainant in filing a report to press charges against a person who assaulted her.

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

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

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

CPRB No. 39-09/OPS No. CC2009-079 [monitor appointed]

Nature of the Allegation(s): 1) Call Handling - an officer entered the complainant's home without permission or a search warrant;

2) Use of Force - an officer grabbed the complainant by the wrists and turned them backwards; *and*

3) Use of Force - the officer rammed the complainant's head into the mailbox twice.

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

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

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

CPRB No. 21-09/OPS No. CC2009-037 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer came into the store with a very loud tone and attitude yelling, "Who's driving the white BMW out front?" and the complainant replied, "that's my car" and the officer yelled at him to get out to his car and sit in it;

2) Conduct Standards - an officer yelled at the complainant "who the f**k do you think you are parking here?" When the complainant informed the officer that he did not realize the handicapped sign, the officer said "I don't give a f**ck, give me your license and registration";

3) Conduct Standards - an officer humiliated, embarrassed, and harassed the complainant in front of his customers;

4) Conduct Standards - an officer came back to the complainant's car and dropped two (2) tickets, his license and registration on the complainant's lap;

5) Conduct Standards - the officer continued saying rude and disrespectful things to the complainant, and told him to "bring his mommy's car home and go back to his own f**king country"; *and*

6) Conduct Standards - the officers used vulgar language and an obscene gesture towards the complainant.

OPS Preliminary Finding(s): 1) **Exonerated** as to the first conduct standards allegation;
2) **Not Sustained** as to the second conduct standards allegation;
3) **Not Sustained** as to the third conduct standards allegation;
4) **Sustained** as to the fourth conduct standards allegation;
5) **Not Sustained** as to the fifth conduct standards allegation; *and*
6) **Sustained** as to the sixth conduct standards allegation;

CPRB Finding(s): 1) **Sustained** as to the fourth conduct standards allegation; *and*
2) **Sustained** as to the sixth conduct standards allegation.

CPRB Action(s): At its October 28, 2011 meeting, the CPRB voted unanimously, pursuant to its authority under §42-323(F)(4) of the City Code, to refer the four (4) allegations in which they were unable to make a finding for, to mediation, if the officer consented to it.

CPRB No. 40-09/OPS No. CC2009-090 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - an officer dragged the complainant's son;
2) Conduct Standards - an officer pointed his gun at the complainant's chest;
3) Conduct Standards - the officer invaded the complainant's home;
4) Conduct Standards - the officer used profanity when he spoke to the complainant; *and*
5) Conduct Standards - the officer continuously harassed the complainant's son.

OPS Preliminary Finding(s): 1) **Unfounded** as to the use of force allegation;
2) **Unfounded** as to the first conduct standards allegation;
3) **Exonerated** as to the second conduct standards allegation;

4) **Not Sustained** as to the third conduct standards allegation; *and*

5) **Exonerated** as to the fourth conduct standards allegation.

CPRB Finding(s):

1) **Unfounded** as to the use of force allegation;

2) **Unfounded** as to the first conduct standards allegation;

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

4) **Not Sustained** as to the third conduct standards allegation; *and*

5) **Exonerated** as to the fourth conduct standards allegation.

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

2) **Unfounded** as to the first conduct standards allegation;

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

4) **Not Sustained** as to the third conduct standards allegation; *and*

5) **Exonerated** as to the fourth conduct standards allegation.

CPRB No. 41-09/OPS No. CC2009-068 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer inappropriately moved the complainant's son;

2) Conduct Standards - the officer used profanity when talking to the complainant;

3) Conduct Standards - the officer called the complainant's son "a f**king liar"; *and*

4) Conduct Standards - the officer continued to use profanity when he spoke to the complainant.

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

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

3) **Not Sustained** as to the third conduct standards allegation; *and*

4) **Not Sustained** as to the fourth conduct standards allegation.

CPRB Finding(s):

1) **Not Sustained** as to the first conduct standards allegation;

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

3) **Not Sustained** as to the third conduct standards allegation; *and*

4) **Not Sustained** as to the fourth conduct standards allegation.

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

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

3) **Not Sustained** as to the third conduct standards allegation; *and*

4) **Not Sustained** as to the fourth conduct standards allegation.

CPRB No. 50-09/OPS No. CC2009-111 [no monitor appointed]

Nature of the Allegation(s): Call Handling - failure to assist the complainant.

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

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

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

CPRB No. 54-09/OPS No. CC2009-118 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer told the complainant to leave the scene, or he would arrest her in front of her kids; *and*

2) Conduct Standards - the officer contacted the victim after she said that she did not want to press charges.

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

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

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

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

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

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

CPRB No. 66-09/OPS No. CC2009-116 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling - officers failed to make an arrest and allowed the suspect to leave the scene;

2) Conduct Standards - an officer used vulgar language when speaking to the complainant; *and*

3) Conduct Standards - the officer failed to assist the complainant and threatened to arrest him instead.

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

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second conduct standards allegation.

CPRB Finding(s): 1) **Exonerated** as to the call handling allegation;

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second conduct standards allegation.

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

2) **Not Sustained** as to the first conduct standards allegation; *and*

3) **Exonerated** as to the second 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

At the Board's October 28, 2010 meeting, Chairman Jason Allen requested that the GLC schedule meetings with the Albany Common Council's Public Safety Committee and Mayor Gerald Jennings to update them on the Board's initiatives.

TASK FORCE ON MONITORS

At the Board's October 26, 2010 meeting, the Board discussed an e-mail that was received at the GLC from one of the Board's new monitors regarding a potential conflict he may have with an OPS detective. The detective is a distant relative to the monitor whom he had no recollection of meeting. The Board discussed the relationship of both parties and if there might be a potential conflict. At that meeting, the Board agreed to recommend to the Common Council that the monitor not follow any cases that the detective was assigned to.

The Board continued its discussion with the OPS regarding acquiring copies of APD SOPs for its monitors and updated SOPs for the Board members. The Board agreed that the monitors should receive the same copies as the Board.

During the fourth quarter of 2010, Chairman Jason Allen agreed to continue chairing the Task Force on Monitors until the Board elects new officers and new Board members.

MEETINGS

The Board met as a whole two (2) times for the conduct of business during the fourth quarter. Meetings were held on October 26, 2010 and October 28, 2010. Both of the two (2) meetings were held at the GWU the Center, 274 Washington Avenue, in the Teen Center Conference Room. There was a public comment period at each meeting. Due to conflicting summer vacation schedules, the Board did not meet in the month of August. The Board did not meet as scheduled in September due to a lack of a quorum.

The Board meets on the second Thursday of every month so as not to conflict with the monthly meetings of the County Legislature, and to encourage media and public participation at its meetings.

At the Board's October 28, 2010 meeting, the Board agreed to change its future public meeting location from the Albany Public Library to the GWU the Center.

TRAINING

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

In September 2010, Board members Marilyn Hammond, Akosua Yeboah, Coordinator for the Board Sharmaine Moseley, and OPS Detective Anthony Montalvo attended the Annual NACOLE Conference in Seattle, Washington. The conference provided an opportunity for community members, practitioners of police oversight, and law enforcement officials to exchange information about police oversight and law enforcement accountability. Some of the issues discussed at the conference included: workplace retaliation in law enforcement agencies; models of various oversight agencies; improving police response to the mentally ill; how to access the quality of an investigation; mediation of complaints; and investigation and disciplining police officers for criminal misconduct. There was also an on-site "Shoot/Don't Shoot Simulator" for conference attendees.

REPORTS

At its October 26, 2010 meeting, the Board voted unanimously to approve its Second Quarterly Report of 2009, Third Quarterly Report of 2009, and Fourth Quarterly Report of 2009 prepared and submitted by the Government Law Center.

At its October 28, 2010 meeting, the Board voted unanimously to approve its First Quarterly Report of 2010, Second Quarterly Report of 2010, and Ninth Annual Report prepared and submitted by the Government Law Center.

GOVERNMENT LAW CENTER

During the fourth quarter of 2010, 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:

- Coordinating the scheduling of a mediation meeting between the Board, Union Representatives, and APD Command Staff.
- Forwarded correspondence to the Board from the Center for Law and Justice, Inc.
- Received and forwarded to the Board for discussion, samples of posters used for outreach in Miami, Florida.
- Drafted and forwarded to the Board its Fourth Quarterly Report for 2009, First Quarterly Report for 2010, Second Quarterly Report for 2010, and Ninth Annual Report for review.
- Forwarded the Board's Fourth Quarterly Report for 2009, First Quarterly Report for 2010, Second Quarterly Report for 2010, and Ninth Annual Report to its members, City of Albany public officials, and residents.
- Attended the 16th Annual NACOLE Conference in Seattle, Washington in September 2010.
- Drafted and forwarded correspondence to NACOLE regarding the Board member designated to exercise the CPRB's vote at its annual conference.
- Processed travel reimbursement for (2) Board member who attended the NACOLE Conference in Seattle, Washington.
- Drafted and forwarded correspondence to the City of Albany Mayor Gerald Jennings and Common Council President Carolyn McLaughlin notifying them of Board vacancies.
- Drafted and forwarded correspondence to Chief Steven Krokoff regarding CPRB No. 21-09/OPS No. CC2009-037.
- Drafted and forwarded correspondence to Deputy Chief Stephen Reilly regarding CPRB No. 28-09/OPS No. CC2009-045.
- Drafted and forwarded correspondence to Commander Ron Matos regarding CPRB No. 53-09/OPS No. CC2009-117.
- Drafted and forwarded correspondence to Chief Steven Krokoff requesting the APD's final determinations for complaints reviewed by the Board.

- Forwarded correspondence to the Board from Chief Steven Krokoff on the APD's final determinations for complaints reviewed by the Board.
- Notified organizations, community groups, and complainants of the Board's public meeting by posting a press release in City Hall, and sending out via mail and e-mail notices and press releases.
- Drafted and forwarded correspondence to the City regarding Freedom of Information Law (FOIL) requests.
- Drafted and forwarded correspondence to the Albany Law Career Center in regard to the student work study positions available with the CPRB.
- Forwarded the updated database scorecard and the grievance form chart to the OPS and members of the Board.
- Forwarded to the Board press clippings regarding the Albany CPRB.
- Continued the development of the CPRB electronic database.

In addition, the Center performed the following administrative tasks:

- Arranged logistics for and coordinated two (3) regular monthly meetings including: securing dates, times, and locations for each meeting, and providing notice to the affected parties and to the public;
- Attended two (2) regular monthly meetings; and one (1) annual conference;
- Prepared and assembled regular monthly meeting packets for Board members, including: photocopying complaints, reports, and accompanying documents for review;
- Prepared a summary of new complaints filed with the Board for presentation by the Chair of the Committee on Complaint Review at each monthly meeting;
- Prepared findings forms for the recording of Board determinations by members of the Committee on Complaint Review at each monthly meeting;
- Reported all activities related to Board business at each monthly meeting;
- Recorded and transcribed the minutes of each monthly meeting;
- Notified affected parties of Board findings, recommendations, and requests following each monthly meeting;

- Conducted a monthly accounting and inventory of complaints filed with the Board, including a summary of active, suspended, and closed complaints, recommendations, and pending requests submitted to the Chief of Police, the Office of Professional Standards, and the Corporation Counsel's Office;
- Reported monthly complaint accounting and inventory to the Board at each of its 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 reports, new meeting minutes, new Board members and meeting schedule;
- Maintained regular communications with Board members, the Police Department, and the Corporation Counsel's Office; *and,*
- Answered inquiries from the community and the media about the Board and the complaint review process.

CONCLUSION

The Board had a steady fourth quarter, which included: holding two (2) regular monthly meetings, and reviewing thirteen (13) complaints. In addition, two (2) Board members attended the annual NACOLE conference in Seattle, Washington. The Board continued to work collaboratively with the APD on its initiatives, which included mediation, the Early Warning System, and video cameras in police vehicles.

Respectfully submitted,

Government Law Center of Albany Law School
Approved by and submitted on behalf of the
City of Albany Citizens' Police Review Board

Dated: November 1, 2010

