

City of Albany

CITIZENS' POLICE REVIEW BOARD

First Quarterly Report February 1, 2011

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



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

February 1, 2011

Submitted to:
The Mayor of the City of Albany
The Common Council of the City of Albany
The Police Chief of the City of Albany

BACKGROUND

Section 42-340 of Chapter 42, Part 33 of the Albany City Code requires the Government Law Center of Albany Law School to file, on behalf of the Albany Citizens' Police Review Board (CPRB), quarterly reports containing "statistics and summaries of citizen complaints, including a comparison of the CPRB's findings with the final determinations of the [Police] Department." This is the First Quarterly Report so submitted in the year 2011.

DEFINITIONS

For purposes of this report, the following words and phrases shall have the meaning described in this report:

COMPLAINT – A written statement concerning police conduct which is either submitted to the Citizens' Police Review Board for filing with the Albany Police Department or filed directly with the Albany Police Department.

CPRB or BOARD – The Citizens' Police Review Board.

GOVERNMENT LAW CENTER – The Government Law Center of Albany Law School.

MEDIATION – A structured dispute resolution process in which a neutral third party assists the disputants to reach a negotiated settlement of their differences.

OFFICER – Any sworn police officer of the City of Albany Police Department affected by a citizen complaint.

OFFICE OF PROFESSIONAL STANDARDS – The Professional Standards Unit of the City of Albany Police Department.

INTRODUCTION

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

ORGANIZATION OF THE BOARD

The following members constituted the Board during the first quarter of 2011:

Jason Allen	Andrew Phelan, Jr.	Akosua Yeboah
Ronald Flagg *	Anthony Potenza	
Marilyn Hammond	Rev. Edward Smart	

** until December 2, 2010*

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

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

Nominations and Elections for Board Officers

At the CPRB's December 16, 2010 meeting, nominations were held for the positions of Chair, Vice-Chair, and Secretary pursuant to the Board's Bylaws (Art. IV, Section 1). Jason Allen was nominated for the Chair position. Jason Allen declined the nomination. Reverend Edward Smart was nominated for the Chair position, Anthony Potenza was nominated for the Vice-Chair position, and Andrew Phelan, Jr. was nominated for the position of Secretary. The slate will be presented and voted on during the second quarter of 2011.

Nominations and Elections for Committee/Task Force Chairs

At the CPRB's December 16, 2010 meeting, nominations and elections for the Chair and member positions of the Board's committees and task force were postponed until the three (3) new Board members completed orientation and were ready to vote.

Appointments, Re-appointments, and Resignations

On December 28, 2010, City of Albany Mayor Gerald D. Jennings appointed Eugene Sarfoh, Esq. as a member of the CPRB to serve a three-year term which will commence on January 3, 2011 and expire on December 31, 2014. On December 20, 2010, the City of Albany's Common Council appointed James Frezzell and Lilian Kelly to serve as members of the CPRB. Mr. Frezzell will serve a two-year term which will expire on October 26, 2012. He was appointed to fill the seat vacated by former Board member Jean Gannon on August 8, 2010. Ms. Kelly will serve a three-year term which will expire on October 26, 2013.

Committees and Task Force

The following committees and task force were operational in the first quarter of 2011:

<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 * <i>until the middle of the first quarter</i> Marilyn Hammond Anthony Potenza

Reverend Edward Smart
Akosua Yeboah

Mediation Jason Allen (Chair)

*Police Department Liaison-
Policy Review/
Recommendations* Andrew Phelan, Jr. (Chair)
Jason Allen (*ex-officio*)
Anthony Potenza

Public Official Liaison Ronald Flagg (Co-Chair) **until the middle of the first
quarter*
Jason Allen (Co-Chair)
Marilyn Hammond
Andrew Phelan, Jr.
Anthony Potenza
Akosua Yeboah

Task Force on Monitors Jason Allen (*ex-officio*)

The following occurred during the first quarter of 2011:

BY-LAWS AND RULES/MEDIATION

During the first quarter of 2011, the Board continued to wait on an answer from the Albany Police Department's Union Counsel Christine Caputo-Granich regarding the results of a 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 regarding the mediation program ceased until a determination has been made as to who will represent Local 2841.

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. Seventeen (17) complaints were presented and reviewed in the first quarter of 2011.

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

November 2010 Jason Allen, Marilyn Hammond, Andrew Phelan, Jr., Reverend Edward Smart, and Akosua Yeboah.

December 2010 Jason Allen, Andrew Phelan, Jr., Anthony Potenza, 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 first quarter of 2011, the Board received eleven (11) new complaints in addition to its seventy-three (73) active complaints and eleven (11) suspended complaints. Monitors were appointed to investigate five (5) of the eleven (11) new complaints. Of the eighty-four (84) complaints before the Board, the Board presented seventeen (17) complaints for review and rendered findings for the allegation(s) contained in fifteen (15) complaints. These fifteen (15) complaints contained a total of thirty-two (32) allegations of misconduct. As to the fifteen (15) complaints that were reviewed and closed, the Board made findings consistent with the preliminary findings of the Office of Professional Standards in all fifteen (15) cases.

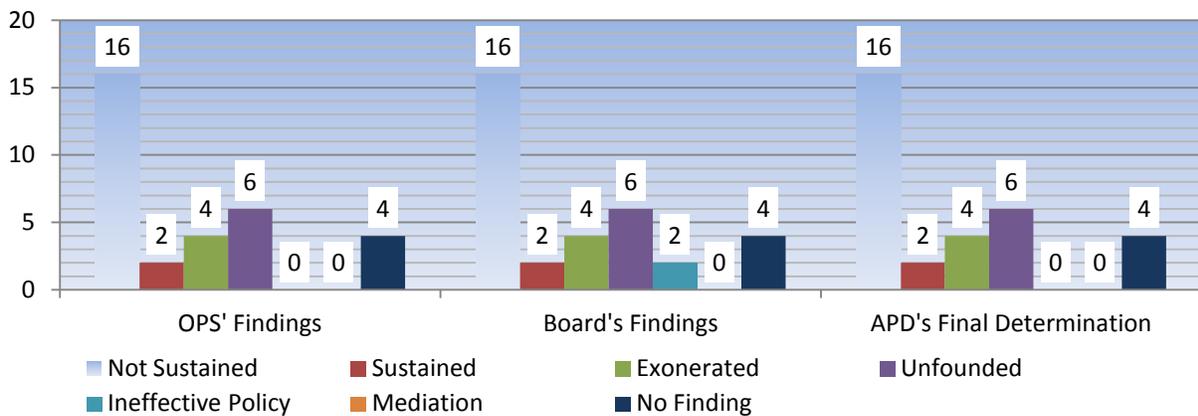


Figure 1: Comparison of findings made by the Board, the OPS, and the Albany Police Department during the First Quarter of 2011.

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. 14-09/OPS No. CC2009-022 [monitor appointed]

- Nature of the Allegation(s):
- 1) Use of Force - an officer pepper sprayed the complainant while she was handcuffed;
 - 2) Conduct Standards - the officer used foul language when ordering the complainant to put her hands behind her back;

3) Conduct Standards - the officer threatened the complainant if she spit on him again;

4) Conduct Standards - the officer called the complainant a “fat black b**ch”;

5) Conduct Standards - the officer told someone that the complainant could sit there and suffer;

6) Conduct Standards - failure to read the complainant her rights; *and*

7) Call Handling - officers made the complainant sit on the curb for over half an hour.

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

2) **Sustained** as to the first conducts standards allegation;

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

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

5) **Not Sustained** as to the fourth conduct standards allegation;

6) **Exonerated** as to the fifth conduct standards allegation; *and*

7) **Unfounded** as to the call handling allegation.

CPRB Finding(s):

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

2) **Sustained** as to the first conducts standards allegation;

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

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

5) **Not Sustained** as to the fourth conduct standards allegation;

6) **Exonerated** as to the fifth conduct standards allegation; *and*

7) **Unfounded** as to the call handling allegation.

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

- 2) **Sustained** as to the first conducts standards allegation;
- 3) **Not Sustained** as to the second conduct standards allegation;
- 4) **Not Sustained** as to the third conduct standards allegation;
- 5) **Not Sustained** as to the fourth conduct standards allegation;
- 6) **Exonerated** as to the fifth conduct standards allegation; *and*
- 7) **Unfounded** as to the call handling allegation.

CPRB No. 46-09/OPS No. C2009-104 [no monitor appointed]

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

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

CPRB Finding(s): **Exonerated**

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

CPRB No. 48-09/OPS No. C2009-109 [no monitor appointed]

- Nature of the Allegation(s):
- 1) Conduct Standards - a detective entered the complainant's home without permission;
 - 2) Conduct Standards - the detective used threatening and vulgar language when talking to the complainant; *and*
 - 3) Conduct Standards - the detective threatened 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) **Not Sustained** 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) **Not Sustained** 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) **Not Sustained** as to the third conduct standards allegation.

CPRB No. 51-09/OPS No. C2009-102 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer threatened to arrest the complainant and “kick her *ss”; *and*
2) Conduct Standards - the officer used profane language.

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

CPRB Finding(s): 1) **Unfounded** as to the first conduct standards allegation; *and*
2) **Not Sustained** as to the second conduct standards allegation.

CPRB Action(s) At its December 16, 2010 meeting, the Board voted unanimously to send a letter to the Police Chief recommending additional training for officers in methods and techniques to more effectively communicate with civilians.

APD Final Determination(s): 1) **Unfounded** as to the first conduct standards allegation; *and*
2) **Not Sustained** as to the second conduct standards allegation.

CPRB No. 56-09/OPS No. CC2009-115 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - an officer smacked the complainant’s son in the face; *and*
2) Conduct Standards - an officer called the complainant’s son a “F**king comedian.”

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

CPRB Finding(s): 1) **Not Sustained** as to the use of force allegation; *and*
2) **Not Sustained** as to the conduct standards allegation.

APD Final Determination(s): 1) **Not Sustained** as to the use of force allegation; *and*

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

CPRB No. 57-09/OPS No. CC2009-093 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - officers used force on the complainant after he was handcuffed;

2) Use of Force - officers punched the complainant in the nose and ribs;

3) Use of Force - an officer struck the complainant in the side while another officer held the complainant;

4) Call Handling - the complainant's son was handcuffed in front;

5) Conduct Standards - the son's cell phone was slapped from his hand; *and*

6) Conduct Standards - an officer swung at a witness who was taking photographs.

OPS Preliminary Finding(s): 1) **Not Sustained** as to the first use of force allegation;

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

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

4) **Not Sustained** as to the call handling allegation;

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

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

CPRB Action(s): At its November 19, 2010 meeting, the Board voted unanimously pursuant to its authority under Section 42-343(F)(2) of the City Code to request that the OPS conduct a more thorough and complete investigation of the complaint by reviewing the witness video of the incident.

CPRB No. 58-09/OPS No. CC2010-092 [no monitor appointed]

Nature of the Allegation(s): Call Handling - the APD failed to assist the complainant with his complaint.

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

CPRB Finding(s): **Sustained**

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

CPRB No. 60-09/OPS No. CC2009-128 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - during an incident in the area of Jillian's bar, an officer was belligerent and used profanity towards people in the crowd, repeatedly pushed an unknown male in the crowd, was threatening with his baton, and he showed no respect for the citizens of Albany; *and*

2) Conduct Standards - the officer was rude to the complainant when she asked for his badge number.

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

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

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

CPRB No. 62-09/OPS No. CC2009-127 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - a Public Service Officer abused her power by falsely issuing a ticket to the complainant; *and*

2) Conduct Standards - the officer has a personal issue with the complainant.

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

CPRB Finding(s): 1) **Not Sustained** as to the first conduct standards allegation; *and*
2) **Not Sustained** as to the second conduct standards allegation.

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

CPRB No. 63-09/OPS No. CC2009-136 [no monitor appointed]

Nature of the Allegation(s): 1) Arrest Authority & Procedures - a detective filed a false complaint which led to the false arrest of the complainant; *and*
2) Use of Force - the complainant was “roughly” transported to the South Station.

OPS Preliminary Finding(s): 1) **Unfounded** as to the arrest authority and procedures allegation; *and*
2) **Not Sustained** as to the use of force allegation.

CPRB Finding(s): 1) **Unfounded** as to the arrest authority and procedures allegation; *and*
2) **Not Sustained** as to the use of force allegation.

APD Final Determination(s): 1) **Unfounded** as to the arrest authority and procedures allegation; *and*
2) **Not Sustained** as to the use of force allegation.

CPRB No. 3-10/OPS No. C2010-003 [no monitor appointed]

Nature of the Allegation(s): Arrest Authority & Procedures - an officer took the complainant’s personal property.

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

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

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

CPRB No. 8-10/OPS No. CC2010-009 [monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - a detective harassed, coerced, and threatened the complainant;
2) Conduct Standards - the detective asked the complainant information regarding crimes; *and*

3) Use of Force - the detective grabbed the complainant by his collar and shook him.

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

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

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

CPRB No. 10-10/OPS No. C2010-013 [no monitor appointed]

Nature of the Allegation(s): 1) Call Handling - an officer filed a false report which caused the complainant to be arraigned on charges that he did not commit; *and*
2) Call Handling - another officer did the same thing.

OPS Preliminary Finding(s): 1) **Unfounded** as to the first call handling allegation; *and*
2) **No Finding** as to the second call handling allegation.

CPRB Finding(s): 1) **Unfounded** as to the first call handling allegation; *and*
2) **No Finding** as to the second call handling allegation.

APD Final Determination(s): 1) **Unfounded** as to the first call handling allegation; *and*
2) **No Finding** as to the second call handling allegation.

CPRB No. 13-10/OPS No. CC2010-018 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer was discourteous to the complainant and would not let her into the court building; *and*

2) Conduct Standards - an officer made an inappropriate comment to the complainant.

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

CPRB Finding(s): 1) **Exonerated** as to the first conduct standards allegation; *and*
2) **Not Sustained** as to the second conduct standards allegation.

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

CPRB No. 14-10/OPS No. C2010-020 [no monitor appointed]

Nature of the Allegation(s): Use of Force - an officer grabbed the complainant's daughter causing injury to her arm.

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

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

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

CPRB No. 17-10/OPS No. C2010-024 [no monitor appointed]

Nature of the Allegation(s): Call Handling - an officer wrongfully stopped the complainant for not using his turn signal.

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

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

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

CPRB No. 30-10/OPS No. CC2010-055 [monitor appointed]

Nature of the Allegation(s): Conduct Standards - an officer racially harassed the complainant during an auto accident.

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

CPRB Action(s): At its December 16, 2010 meeting, the Board was unable to render a finding by a majority vote on the allegation in the complaint pursuant to Section 42-344(A) of the City Code. At that

meeting, the Board expressed concern that the target officer asked the complainant for his immigration status to find out how the accident occurred. The Board also expressed concern that this “technique” by the target officer was unwarranted and not within the proper scope of investigative questioning.

The Board recommended that the Albany Police Department review its standard operating procedures regarding the questioning of a person’s immigration status by an Albany police officer and submit the results of its investigation to the Board so that the Board may render a final determination of the complaint.

DEFINITION OF CPRB FINDINGS

Section 42-344(A) 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 COMMITTEE

On December 2, 2010, members of the Public Official Liaison Committee met with Mayor Gerald Jennings to update him on the Board’s four (4) initiatives which included the Early Warning System, cameras in the APD vehicles, mediation, and the grievance form process.

At that meeting, the Committee mentioned its concern about not being able to see the video of incidents recorded from police vehicles. Mayor Jennings agreed to discuss the Board's concern with Corporation Counsel John Reilly. The committee also mentioned its concern that they have not received any outputs from the APD's Early Warning System. At that meeting, there was some discussion about the challenges the Board is having with making the mediation program official, and the vacancies that exist on the Board. Mayor Jennings requested that if the Board or anyone in the community who had any suggestions for new members they should contact his office.

At its December meeting, the Board discussed the possibility of meeting with the Common Council's Public Safety Committee on January 12, 2011. It was agreed that the Board would meet with the Public Safety Committee on that date.

TASK FORCE ON MONITORS

During the first quarter of 2011, 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.

In December 2010, one of the Board's newest monitors, Jennifer Merritt, informed the GLC that she can no longer be a monitor for the Board. As a result, the Board now has nine (9) monitors.

MEETINGS

The Board met as a whole two times for the conduct of business during the first quarter. Meetings were held on November 19, 2010 and December 16, 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. A meeting had been scheduled for January 13, 2011, but was canceled due to 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.

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 . . ."

New Member Orientation

During the first quarter of 2011, new Board members Lilian Kelly and James Frezzell attended and participated in the Board's orientation program which consisted of two (2) sessions. The first session of the orientation program was coordinated and facilitated by the Government

Law Center to educate the new members about the organization and operation of the Board and included training on 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; Section 50-a of the New York Civil Rights Law; an introduction on laws relating to Civil Rights violation and excessive use of force; and ethics. The second session of the orientation program was coordinated and facilitated by the Albany Police Department's Office of Professional Standards and comprised of training to educate the new Board members on the APD's organization and operation.

GOVERNMENT LAW CENTER

During the first quarter of 2011, 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 a meeting between the Board's Public Official Liaison Committee and Mayor Gerald Jennings regarding Board initiatives.
- Coordinated, scheduled and conducted a new Board member orientation.
- Arranged logistics for Board members Lilian Kelly and James Frezzell to undergo required orientation training.
- Arranged logistics for an upcoming meeting between the Albany Common Council's Public Safety Committee and the Board.
- Forwarded correspondence from monitor Jennifer Merritt to the Board.
- Forwarded to the Board revised copies of the member contact information list and the 2011 meeting schedule.
- Interviewed and hired one (1) Albany Law School student intern to assist in providing administrative and staff support services to the Board.
- 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.
- Forward correspondence from former Board member Ron Flagg to the Board.
- Drafted and forwarded the Board's list of accomplishments to Mayor Jennings.

- Drafted and forwarded correspondence to Commander Ron Matos regarding CPRB No. 57-09/OPS No. CC2009-093 and CPRB No. 30-10/OPS CC2010-055.
- Drafted and forwarded correspondence to the Albany Law Career Center in regard to the student work study positions available with the CPRB.
- Drafted and forwarded to the Board for review its Third Quarterly Report for 2010.
- Forwarded the updated database scorecard and the grievance form chart to the OPS and members of 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 mail and e-mail notices and press releases.
- Forwarded the updated database scorecard to the OPS and members of the Board.
- Continued the development of the CPRB electronic database.

In addition, the Center performed the following administrative tasks:

- Arranged logistics for and coordinated two (2) 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) committee/task force meeting;
- 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 finding 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 complaints;
- Opened and closed complaint files;
- Forwarded complainant related correspondence to Board members;
- Updated and distributed the materials in the orientation binder;
- Updated and maintained the Board's website to include reports, new meeting minutes, new Board members, and the new meeting schedule;
- Maintained regular communications with Board members, the Police Department, and the Corporation Counsel's Office; *and*
- Answered inquiries from the community and the media about the Board and the complaint review process.

CONCLUSION

The Board maintained a steady first quarter, which included: electing new officers; electing chairs and members for its committees and task force; holding two (2) regular monthly meetings; one (1) committee/task force meeting; and reviewing seventeen (17) complaints. In addition, the Board continued to work collaboratively with the APD 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: February 1, 2011

