

City of Albany

CITIZENS' POLICE REVIEW BOARD

Second Quarterly Report May 1, 2010

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



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

May 1, 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 Second 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 second quarter of 2010:

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

During the second 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

During the first quarter of 2010, nominations were held for the positions of Chair, Vice-Chair, and Secretary pursuant to the Board's Bylaws (Art. IV, § 1). Jason Allen was nominated for the Chair position, Ronald Flagg and Reverend Edward Smart were nominated for the Vice-Chair position, and Andrew Phelan, Jr. was nominated for the position of Secretary. The slate was presented, voted on, and approved unanimously at the Board's February 18, 2010 meeting. Jason Allen was elected as Chairman; Ronald Flagg was elected as Vice-Chair; and Andrew Phelan, Jr. was elected as Secretary.

Appointments, Re-appointments, and Resignations

During the second quarter of 2010, the Board still had one (1) vacancy to fill, which was left by Mayoral appointee Daniel Fitzgerald.

In correspondence dated March 23, 2010, City of Albany Mayor Gerald Jennings re-appointed Reverend Edward Smart and Andrew Phelan, Jr. as members of the CPRB to serve three-year terms which will expire on October 26, 2012.

Committees and Task Force

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

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

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

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

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

The following occurred during the second quarter of 2010:

BY-LAWS AND RULES/MEDIATION

During the second quarter of 2010, the Board asked Board Counsel William Kelly to follow up with finding out why the meeting regarding the mediation protocol with the APD police union representatives and command staff is not moving forward.

The Board agreed to schedule meetings with the Common Council's Public Safety Committee and Deputy Mayor Philip Calderone for April 2010. The purpose of these meetings will be to update them on the Board's ongoing initiatives.

COMMUNITY OUTREACH

During the second quarter of 2010, members of the Outreach Committee conducted an outreach presentation to the National Association for the Advancement of Colored People (NAACP)'s Executive Committee, the Center Square Neighborhood Association, the Second Avenue Neighborhood Association, and the Park South Neighborhood Association to update them on the Board's four (4) initiatives: cameras in the patrol cars, mediation, the complaint process, and the Early Warning System. The Outreach Committee was scheduled to meet with the New York Civil Liberties Union (NYCLU), but the meeting was cancelled due to scheduling conflicts.

The Outreach Committee continued to make an on-going effort to reach out to the twenty-eight (28) designated neighborhood associations in Albany to schedule meetings to discuss the Board's current initiatives.

COMPLAINT REVIEW

Pursuant to Section II, Subsection I of the Board's Operating Procedures, each of the four (4) appointed members of the Committee on Complaint Review, in addition to the Chair of the Committee, will be responsible for the presentation of a particular complaint to the Board at its

monthly meetings as assigned by the Chair of the Committee. Eleven (11) complaints were presented and reviewed in the second quarter of 2010.

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

February 2010	Jason Allen, Jean Gannon, Andrew Phelan Jr., and Anthony Potenza.
March 2010	Jason Allen, Marilyn Hammond, Anthony Potenza, Reverend Edward Smart, and Akosua Yeboah.
April 2010	Jason Allen, Jean Gannon, 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 second quarter of 2010, the Board received nineteen (19) new complaints in addition to its sixty-four (64) active complaints and eleven (11) suspended complaints. All eleven (11) of the suspended complaints were carried over from previous quarters. Monitors were appointed to investigate eight (8) of the nineteen (19) new complaints. Of the eighty-three (83) complaints before the Board, the Board presented eleven (11) complaints for review and rendered findings for the allegation(s) contained in nine (9) complaints. These nine (9) complaints contained a total of twenty-five (25) allegations of misconduct.

Of the eleven (11) complaints reviewed, Board action was taken on two (2) complaints. These actions included the Board voting unanimously to table rendering its findings and requesting that the OPS conduct a more thorough and complete investigation of the complaints. Of the nine (9) 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 eight (8) cases.

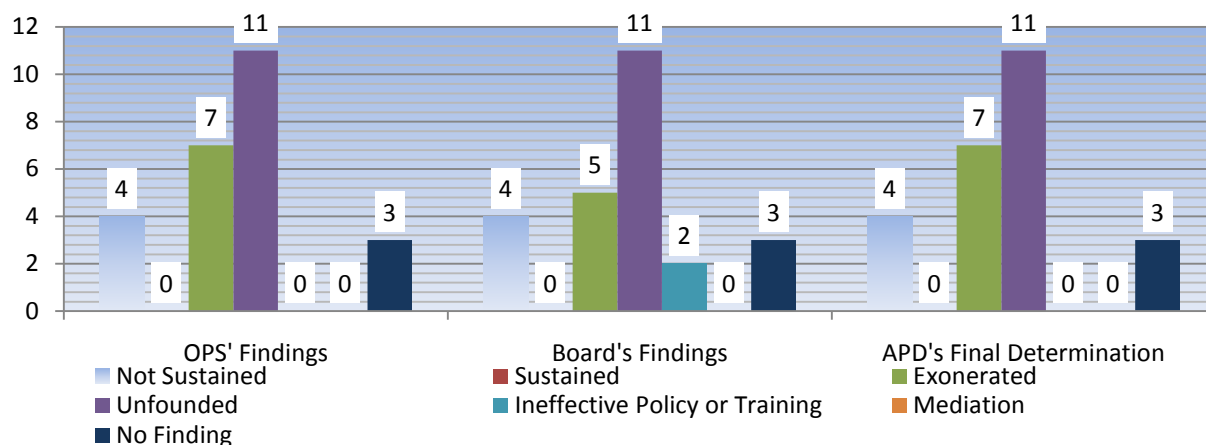


Figure 1: Comparison of Findings Made by the Board, the OPS, and the Albany Police Department during the Second Quarter of 2010.

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

- Nature of the Allegation(s):
- 1) Conduct Standards - an officer “singled out” the complainant;
 - 2) Conduct Standards - an officer rudely reached into the complainant’s vehicle, snatched her wallet from her hand, and took it back to his unit to print out tickets;
 - 3) Conduct Standards - the officer was negligent, and his demeanor was intimidating;
 - 4) Conduct Standards - there were three other vehicles double-parked that were not cited; *and*
 - 5) Conduct Standards - the complainant was issued a “no seat belt” ticket, and her seatbelt was engaged until the officer asked her for her license.

- 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 Action(s): At its March 11, 2010 meeting, the CPRB voted unanimously, pursuant to its authority under §42-343(F)(2) of the City Code, to request that the OPS further investigate the circumstances and conduct a more thorough investigation of the case.

CPRB No. 53-08/OPS No. C08-476 [monitor appointed]

Nature of the Allegation(s):

- 1) Call Handling - officers entered the complainant's house with lights and guns in his face;
- 2) Use of Force - officers put their knees in the complainant's back, ripped him off the floor in handcuffs, and dragged the complainant into the living room;
- 3) Conduct Standards - officers told the complainant that since his last complaint, he has made their lives a living hell with Internal Affairs; *and*
- 4) Call Handling - officers stole items from the complainant's apartment.

OPS Preliminary Finding(s):

- 1) **Exonerated** as to the first call handling allegation;
- 2) **Unfounded** as to the use of force allegation;
- 3) **Unfounded** as to the conduct standards allegation; *and*
- 4) **Unfounded** as to the second call handling allegation.

CPRB Finding(s):

- 1) **Exonerated** as to the first call handling allegation;
- 2) **Unfounded** as to the use of force allegation;
- 3) **Unfounded** as to the conduct standards allegation; *and*
- 4) **Unfounded** as to the second call handling allegation.

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

- 2) **Unfounded** as to the use of force allegation;
- 3) **Unfounded** as to the conduct standards allegation; *and*
- 4) **Unfounded** as to the second call handling allegation.

CPRB No. 54-08/OPS No. C08-477 [monitor appointed]

- Nature of the Allegation(s):
- 1) Conduct Standards - an officer used foul language when the complainant asked if he could talk to the officer who gave him the ticket;
 - 2) Use of Force - officers ran up behind the complainant, choked him, and grabbed his arms and hands and started to twist them; *and*
 - 3) Conduct Standards - officers on the scene were upset.

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

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

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

CPRB No. 2-09/OPS No. C08-842 [no monitor appointed]

- Nature of the Allegation(s):
- Conduct Standards - two officers stopped the complainant, asked the complainant for his ID, and told him that they received information that the complainant was dealing drugs.

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

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

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

CPRB No. 7-09/OPS No. CC2009-006 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - a public service officer issued the complainant a ticket knowing the meter was broken;

2) Conduct Standards - the public service officer made a smart comment about Obama being in office;

3) Conduct Standards - the public service officer referred to Corey Ellis as the reason the complainant was getting the ticket; *and*

4) Conduct Standards - this situation has happened more than once.

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

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

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

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

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

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

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

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

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

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

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

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

CPRB No. 13-09/OPS No. CC2009-021 [monitor appointed]

Nature of the Allegation(s): 1) Call Handling - the officer had no right to stop and search the complainant; *and*

2) Use of Force - the officer used excessive force and kicked the complainant's legs causing injury to his knee and foot.

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

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

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

CPRB No. 23-09/OPS No. CC2009-41 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - the complainant called 911 to report two teenagers fighting, and he was still on the phone with 911 when two officers approached his car and demanded to see his license and registration, and when he tried to explain the situation, the officers were not interested;
2) Call Handling - the teenagers who had been fighting got away because the officers demanded to see the complainant's license and registration; and
3) Conduct Standards - the complainant was doing the right thing by reporting the incident, but was victimized by the police, and they never questioned him about the fight or stabbing.

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

CPRB Action(s): At its February 18, 2010 meeting, the Board voted unanimously, pursuant to its authority under §42-343(F)(2) of the City Code, to request that the OPS further investigate the circumstances and provide an explanation of the nature of its interview with the complainant in order to reconcile the complainant's allegations with the officer's version; an explanation as to whether the complainant was operating the vehicle when the officers initiated the traffic stop; whether, upon arrival of the officers, the complainant promptly

ended his phone call with the 911 dispatcher; and whether operating a mobile phone in a parked car is grounds for a UTT.

CPRB No. 38-09/OPS No. CC2009-080 [monitor appointed]

Nature of the Allegation(s): 1) Use of Force - an officer pushed the complainant into a car;
2) Call Handling - the complainant was approached for no reason;
and
3) Arrest Authority and Procedures - the complainant was unlawfully arrested.

OPS Preliminary Finding(s): 1) **Exonerated** as to the use of force allegation;
2) **Exonerated** as to the call handling allegation; *and*
3) **Exonerated** as to the arrest authority and procedures allegation.

CPRB Finding(s): 1) **Exonerated** as to the use of force allegation;
2) **Ineffective Policy and Training** as to the call handling allegation; *and*
3) **Ineffective Policy and Training** as to the arrest authority and procedures allegation.

APD Final Determination(s): 1) **Exonerated** as to the use of force allegation;
2) **Exonerated** as to the call handling allegation; *and*
3) **Exonerated** as to the arrest authority and procedures allegation.

CPRB No. 42-09/OPS No. CC2009-096 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - the complainant was illegally detained, falsely arrested, and his property was seized;
2) Conduct Standards - a detective told the complainant that they were investigating burglaries, and if the complainant gave him his DNA, the complainant would be ruled out;
3) Conduct Standards - the complainant was detained for 2.5 hours;
and

4) Conduct Standards - complainant was detained, his DNA taken, and he signed a form under duress.

OPS Preliminary Finding(s): 1) **Unfounded** 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) **Not Sustained** as to the fourth conduct standards allegation.

CPRB Finding(s): 1) **Unfounded** 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) **Not Sustained** as to the fourth conduct standards allegation.

APD Final Determination(s): 1) **Unfounded** 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) **Not Sustained** as to the fourth conduct standards allegation.

CPRB No. 43-09/OPS No. CC2009-092 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - an officer lied under oath during testimony in the complainant's parking trial; *and*
2) Conduct Standards - the officer parked his car in front of the fire hydrant.

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.

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. 47-09/OPS No. CC2009-108 [no monitor appointed]

Nature of the Allegation(s): 1) Conduct Standards - officers acted unprofessionally; *and*
2) Call Handling - officers seized the complainant's money and never returned it.

OPS Preliminary Finding(s): 1) **No Finding** as to the conduct standards allegation; *and*
2) **No Finding** as to the call handling allegations.

CPRB Finding(s): 1) **No Finding** as to the conduct standards allegation; *and*
2) **No Finding** as to the call handling allegations.

APD Final Determination(s): 1) **No Finding** as to the conduct standards allegation; *and*
2) **No Finding** as to the call handling allegations.

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.

POLICE DEPARTMENT LIAISON - POLICY REVIEW/RECOMMENDATIONS

During the second quarter of 2010, members of the Board participated in an overview and demonstration of the video camera and audio system in the patrol cars at the OPS. The Board is pleased with the effectiveness of the system and its sound capacity.

The Board continued its discussions with the OPS regarding the APD's Early Warning System called IAPRO. The Blue Team for the IAPRO training will meet in April as the APD moves towards a more comprehensive Early Warning System.

TASK FORCE ON MONITORS

During the second quarter of 2010, all five (5) current monitors were back in rotation to be assigned complaints. Mayor Gerald Jennings and the Common Council approved the list of prospective monitors. As a result, the Board has increased its list of monitors to ten (10). The Board also discussed its monitor protocol and sent a letter to the monitors regarding the timeliness requirement outlined in the protocol for submitting their reports.

MEETINGS

The Board met as a whole two (2) times for the conduct of business during the second quarter of 2010. Meetings were held on February 18, 2010 and March 11, 2010. The February 18, 2010 meeting was held at the Labor Temple, 890 3rd Street, on the 2nd floor meeting room. The March 11, 2010 meeting was held at the Albany Public Library, 161 Washington Avenue, in the Large Auditorium. A meeting had been scheduled for April 8, 2010, but was canceled due to a lack of a quorum. There was a public comment period at each meeting.

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 second quarter of 2010, new Board member Akosua Yeboah enrolled in the Albany Police Citizen's Academy, which was scheduled for fifteen (15) weeks, starting on March 2, 2010. Ms. Yeboah will fulfill the legislative requirement for an APD ride-along as a part of the Academy. The ride-along consists of a Board member riding with an APD officer during his/her work shift and serves as an opportunity for the Board members to observe the interaction between the officers and the community.

REPORTS

At its February 18, 2010 meeting, the Board voted unanimously to approve its Fourth Quarterly Report for 2008 and Annual Report for 2008, prepared and submitted by the Government Law Center.

OTHER

CPRB Survey

During the second quarter of 2010, substantial progress was made on the ongoing CPRB survey. The survey will use data collected from voluntary complainant interviews to determine complainant satisfaction with the CPRB. The survey will also provide data regarding community opinion about the CPRB.

GOVERNMENT LAW CENTER

During the second 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:

- Coordinated, scheduled, and participated in the APD demonstration of its cameras in patrol vehicles.
- Drafted and forwarded correspondence to monitors and the Board regarding the timeliness requirement described in the monitors' protocol.
- Notified complainants and Board members of the April 8, 2010 canceled Board meeting.
- Supplied necessary complaint data to Robert Worden of the Finn Institute for completion of the CPRB survey.
- Arranged logistics for the Board's Outreach Committee to meet with the Second Avenue Neighborhood Association.
- Arranged logistics for the Board's Outreach Committee to meet with the NAACP.

- Arranged logistics for the Board's Outreach Committee to meet with the Center Square Neighborhood Association.
- Arranged logistics for the Board's Outreach Committee to meet with the Park South Neighborhood Association.
- Sent a requested copy of the SOP section dealing with tasers to the Assistant Corporation Counsel.
- Provided information regarding CPRB legislation and practices to a researcher studying the progress and structures of Citizen Police Boards.
- Drafted and forwarded correspondence to Deputy Chief Stephen Reilly regarding the citizen grievance form process.
- Forwarded correspondence to the Board from Deputy Chief Stephen Reilly regarding the citizen grievance form process.
- Forwarded outstanding correspondence to Deputy Chief Stephen Reilly.
- Drafted and forwarded correspondence to the OPS regarding a further investigation request for CPRB 45-08/OPS No. C08-409 and CPRB No. 23-09/OPS No. CC2009-41.
- Coordinator of the Board Sharmaine Moseley enrolled in the Albany Citizen Police Academy.
- Forwarded the Albany Citizen Police Academy application to the Board.
- Updated and forwarded the Board's schedule for monitor appointments.
- Drafted and forwarded correspondence to the Mayor and Common Council notifying them of the need to fill the vacancy created by Daniel Fitzgerald's resignation, and the re-appointments of Board members Andrew Phelan Jr. and Reverend Edward Smart.
- Received and forwarded to the Board from the Mayor the re-appointment letters of Board members Reverend Edward Smart and Andrew Phelan, Jr.
- Interviewed and hired one (1) student intern to assist with the CPRB database, quarterly reports and minutes.
- Drafted and forwarded correspondence to Chief James Tuffey requesting the APD's final determinations for complaints reviewed by the Board.
- Forwarded correspondence to the Board from Chief Tuffey on the APD's final determinations for complaints reviewed by the Board.

- Drafted and forwarded to the Board for review its Third Quarterly Report for 2008.
- Drafted and forwarded to the Board for review its Annual Report for 2008 and Fourth Quarterly Report for 2008.
- Forwarded the Board's 2008 Annual Report and 2008 Fourth Quarterly Report to its members, City of Albany public officials, and residents.
- 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 regarding Freedom of Information Law (FOIL) requests.
- Forwarded the updated database scorecard and the grievance form chart 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; one (1) APD demonstration; and four (4) community outreach 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) APD demonstration;
- 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 second 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, new Board members and the new meeting schedule;
- Maintained regular communications with Board members, the Police Department, and the Corporation Counsel's Office; *and*,
- Answered inquiries from the community and the media about the Board and the complaint review process.

CONCLUSION

The Board had an active second quarter, which included: holding two (2) regular monthly meetings; four (4) community outreach meetings; attending an APD camera/audio demonstration; and reviewing eleven (11) complaints. The Board continued its efforts in scheduling additional outreach meetings. In addition, the Board continued to work closely with the APD towards the enactment of its four (4) initiatives.

Respectfully submitted,

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

Dated: May 1, 2010

