



80 NEW SCOTLAND AVENUE  
ALBANY, NEW YORK 12208-3494  
*Albany Community Police Review Board  
c/o Government Law Center*

## NOTICE OF CPRB PUBLIC MONTHLY MEETING AGENDA

Thursday, June 13, 2024 - 6:00 PM

### THERE ARE THREE WAYS TO ATTEND AND PARTICIPATE:

1. **In Person:** West Wing Classroom (W212) of Albany Law School's 1928 Building, 80 New Scotland Avenue, Albany, NY 12208 ([Parking Lot Entrance on Holland Ave.](#))
2. **Online:** Participate via [Online Zoom](#) enter code: 812 8068 0884 and numeric meeting password: 880330
3. **Listen:** 1 646 931 3860 US and enter code: 812 8068 0884 and numeric meeting password: 880330

**SUBMIT WRITTEN PUBLIC COMMENT:** If you would like to submit written comment on an upcoming agenda item, please fill out the public comment form [here](#) on website at or email [cprb@albanylaw.edu](mailto:cprb@albanylaw.edu).

**BOARD MEMBERS:** Chair Nairobi Vives, Vice Chair Veneilya Harden, Secretary Paul Collins-Hackett, Reverend Dr. Victor L. Collier, Michael G. Gaynor, Antoinette Santos, John Levendosky, and Victor Person.

**STAFF:** Program Manager Michele Andre, Deputy Director of the Government Law Center Patrick Woods, Esq., Outside Counsel Michael Goldstein, and Outside Counsel Mark Mishler

The Albany Community Police Review Board (CPRB) independently reviews and investigates complaints of alleged misconduct committed by officers of the City of Albany Police Department (APD). The CPRB is staffed by civilians, and it is not part of the APD.

The CPRB holds a working meeting open to the public on the **second Thursday of every month**. CPRB's monthly meetings provide a platform for community members to learn more about the Board's scope and priorities. Board members also use the meetings to review complaints, ask questions, and share concerns about police-community relations in Albany neighborhoods. Speaking at Board Meetings is open to all. **Please be advised that according to Albany Law School, the possession of firearms or weapons is prohibited on any property owned or occupied by the school.**

### Albany Community Police Review Board Agenda

Thursday, June 13, 2024

- |   |                   |
|---|-------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <b>(N. Vives)</b> |
| <b>II. APPROVAL OF JUNE 13, 2024 AGENDA</b>   | <b>(N. Vives)</b> |
| <b>III. APD TRAINING UNIT ON UPCOMING ALBANY CITIZEN POLICE ACADEMY</b>                               |                   |
| <b>IV. COUNCILMEMBER ROMERO UPDATE ON CPRB ADMINISTRATIVE AGENCY TRANSITION - LOCAL LAW D OF 2024</b> |                   |
| <b>V. PUBLIC COMMENT (Three (3) minutes Per Person)</b>   | <b>(N. Vives)</b> |
| <b>VI. EXECUTIVE SESSION (Not Open to the Public)</b>   | <b>(N. Vives)</b> |
| <b>VII. REPORT FROM EXECUTIVE SESSION</b>   | <b>(N. Vives)</b> |
| <b>VIII. CONSIDERATION OF SUBPOENA</b>  |                   |

- A. Vote on the approval of the motion to compel the Subpoena Duces Tecum served in the independent investigation of the officer-involved shooting that occurred on April 17, 2024.

**IX. CASE UPDATE**

**A. CC2019-029**

**J. Levendosky & Monitor Al Lawrence**

The Complainant alleged several members of the Albany Police Department were rude, not sensitive, and sympathetic to the Complainant's sick mother. The complainant also alleged that a family member was left standing outside in her underpants for several hours. The complainant further alleged that she was pushed by Detective Heid and Sgt. Dolan.

**Allegation(s):** Use of Force (2cts), Conduct Standards (2cts)

1. Discussion
2. Complainant Related Public Comment
3. Action – Vote to approve each finding

**X. CASE REVIEW**

**A. CC2020-008**

**V. Harden**

The complainant alleged the City and Albany Police Department approved the use of tear gas in residential areas where protests were happening.

**Allegation(s):** Call Handling (1ct), Conduct Standards (1ct), Use of Force (1ct)

1. Discussion
2. Complainant Related Public Comment
3. Action – Vote to approve each finding

**B. CC2020-007**

**V. Harden**

The complainant alleged that officers fired tear gas without warning, fired rubber bullets without warning, and threw tear gas down streets that were clear of protestors.

**Allegation(s):** Call Handling (1ct), Conduct Standards (1ct), Use of Force (1ct)

1. Discussion
2. Complainant Related Public Comment
3. Action – Vote to approve each finding

**C. CC2020-001**

**A. Santos & Monitor Julie L. Schwartz**

The complainant is unhappy about how an assault call was handled in 2020 regarding her and her junior high school daughter and son. The complainant alleged while walking home with her (2) children that they were followed by a group of 30-45 students who attend a middle School in Albany. The complainant stated both her daughter and son attend the middle School and did not know these students. The complainant states the group wanted to fight her daughter and continuously followed them as they were walking home. The complainant stated she made over (17) phone calls to 911 and had an interaction with officers who failed to assist in resolving the issue. The complainant also alleged that the following Monday, officers refused to complete a report to document the incident.

**Allegation(s):** Call Handling (1ct)

1. Discussion
2. Complainant Related Public Comment
3. Action – Vote to approve each finding

**D. CC2022-008**

**A. Santos & Monitor Al Lawrence**

The complainant alleged that Officers harassed him and that he was assaulted by officers.

**Allegation(s):** Call Handling (1ct), Use of Force (1ct)

1. Discussion
2. Complainant Related Public Comment
3. Action – Vote to approve each finding

**E. CC2022-027**

**P. Collins-Hackett & Monitor Al Lawrence**

The complainant alleged she felt unsafe while officers attempted to assist her in retrieving items from the property. The complaint alleges during the process officers yelled at her and accused her of being difficult. The complainant felt officers' behavior was improper police etiquette.

**Allegation(s):** Call Handling (1ct)

1. Discussion

2. Complainant Related Public Comment

3. Action – Vote to approve each finding

**F. CC2022-034**

**P. Collins-Hackett & Monitor Al Lawrence**

The complainant alleged while out for a walk, an officer pulled up next to her and asked her where she was going; the complainant alleges the officer proceeded to ask for her phone number as well as sexual favors, which she declined.

**Allegation(s):** Conduct Standards (1ct)

1. Discussion

2. Complainant Related Public Comment

3. Action – Vote to approve each finding

**G. CC2022-045**

**A. Santos**

The complainant alleged an APD Officer had severe “road rage”, almost ran her off the road, and collided with her vehicle as a result.

**Allegation(s):** Conduct Standards (1ct)

1. Discussion

2. Complainant Related Public Comment

3. Action – Vote to approve each finding

**XI. CONSIDERATION OF COMPLAINT CLOSURE**

A. Complaint Out of Jurisdiction

i. Complaint Received 5/14/2024

ii. Complaint Received 5/6/2024

iii. Complaint Received 5/6/2024

iv. Complaint Received 4/18/2024

v. Complaint Received 2/14/2024

vi. Complaint Received 2/7/2024

B. Complaints Withdrawn

i. Complaint No. CC2024-012

ii. Complaint No. CC2023-009

**XII. REPORTS**

A. CPRB Standing Committee Reports

I. Bylaws and Rules

(A. Santos)

II. Community Outreach

(P. Collins-Hackett)

III. Investigation

(J. Levendosky)

IV. Mediation

(V. Collier & V. Harden)

V. Police Department Liaison

(V. Harden)

VI. Public Official Liaison

(N. Vives)

B. Report from the Office of Professional Standards

C. Report from the Government Law Center

(P. Woods & M. Andre)

D. Report from the Chair

(N. Vives)

**XIII. APPROVAL OF MEETING MINUTES**

(N. Vives)

A. Approval of Minutes from Regular Meeting on April 11, 2024

B. Approval of Minutes from Special Meeting on April 26, 2024

**XIV. NEW BUSINESS**

(N. Vives)

A. Resignation of Board Member, Matthew Ingram, Common Council Appointee

i. *“My term on the CPRB ended June 1, 2024. After nearly eight years of service on the Board (2016-2024), I wanted to write to mark the end of my term and to thank everyone. This experience has been an honor and a privilege. I remain committed to the larger project of building trust between the community and law enforcement, locally and elsewhere, and I hope to contribute to this project in the future, even if just as a private citizen supporting these ideas. Please let me know if I can help in any way.”* said Matthew Ingram, JD, PhD, Albany Common Council Appointee

B. Welcome New Board Member Michael G. Gaynor to the CPRB

C. Approval of Minor Amendments to the Mediation Protocol to Enhance the Program and Ensure Officers' Genuine Participation

- D. Updated Community Resource Guide Document that Include Crisis Support Contacts
- E. New CPRB Frequently Asked Questions and 2024-2025 Upcoming Events Documents

**XV. STATUS ON BOARD REQUEST**

- A. CPRB Sent Letter to Mayor Sheehan Regarding Recent Developments in Board Membership and Appointment Procedures
- B. CPRB Letter to Common Council regarding recent Resignation and Request for Consideration of Replacement
  - i. The Common Council noticed a [Call for Applications for the Albany Community Police Review Board](#) to fill one Board member opening. The deadline is **Sunday, June 30, 2024**, close of business.
- C. CPRB Sent Letter to OPS Commander Morey for APD Representative at CPRB Public Monthly Meeting
- D. CPRB Sent a Letter to the Budget Director Regarding a Request for Guidance on CPRB Budget Submission for Fiscal Year 2025 for budget timeline guidance and a template
- E. On May 15, CPRB received APD Response to March 15 Policy and Practice Recommendations Relating to South Station Arch Street Protest AD2021-054; See [New CPRB Policy Recommendation Tracker on Website](#).
- F. On June 11, CPRB received APD Response to April 12 Policy and Practice Recommendations to the Chief in April 12 Relating to APD General Order No. 2.4.05 (Office of Professional Standards - Compliant Procedures), and General Order No. 3.2.15 (Body Worn Cameras) and enhancing clarity of APD withdrawal form; See [New CPRB Policy Recommendation Tracker on Website](#).

**XVI. BOARD MEMBER COMMENTS (Time Permitting)**

**XVII. ADJOURNMENT**

**(N. Vives)**

**Materials Provided:**

- Mediation Protocols Tracked Changed Dated 5-10-24
- CPRB Letter to Mayor Sheehan Regarding Recent Developments in Board Membership and Appointment Procedures
- CPRB Letter to Common Council RE Resignation Notification and Request for Consideration of Replacement
- CPRB Letter to Common Council regarding recent Resignation and Request for Consideration of Replacement
- CPRB Letter to the Budget Director Regarding a Request for Guidance on CPRB Budget Submission for Fiscal Year 2025 for budget timeline guidance and a template
- 2024-2025 Upcoming Events Documents
- Community Resource Guide
- CPRB Frequently Asked Questions

During board meetings, all members and guests are expected to show utmost courtesy towards each other, speakers, and city employees. Refrain from making rude or derogatory remarks reflecting negatively on the integrity of others or making abusive comments about their motives or personalities.

**Public Comment** is an opportunity for members of the public to address the Community Police Review Board on matters under their jurisdiction. Public comment is limited to three (3) minutes per person out of courtesy to all community members who wish to speak.

**Accommodations:** CPRB provides accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address CPRB Board/Committee matters. A request must be made within 48 hours in advance of a Board or Committee meeting, depending on the service requested. Please contact the CPRB's Office by phone at (518) 445-2383 for information.





## Mediation Program Protocols of the Community Police Review Board of the City of Albany, New York

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Updated: May 10, 2024

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Effective Date: June 13, 2024

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The Albany Community Police Review Board (hereinafter “CPRB” or “the Board”) is an independent police oversight agency. The Board reviews and investigates complaints of alleged misconduct committed by officers of the Albany Police Department (APD). The Operating Procedures of the Board outline the powers and duties of the Board, the complaint process, and protocols for reviewing and investigating complaints of alleged police misconduct pursuant to the Code of the City of Albany, NY, §§ 42-332–42-352.

### I. Protocols for Mediation

- A. A voluntary mediation process shall be established and coordinated by the Administrative Agency in accordance with this section. Upon receipt of a complaint, the complaint may be considered appropriate for mediation unless the case involves an allegation of excessive force, an alleged violation of civil rights, an allegation of criminal conduct against an officer, the complaint is a result of an incident that involves an arrest, if there was an injury to either party or if there was property damage by an officer, pursuant to the Code of the City of Albany, NY, § 42-346(C). An eligible complaint shall be reviewed for the potential recommendation for mediation by the Board and by the Chief of Police or their designee.
  - a. Five members of the Board will be contacted by the Administrative Agency, and a decision will be made as to the appropriateness for mediation by a majority of those five members. A decision regarding mediation shall be made within two business days by both the Board and the Chief.
  - b. If either the Board or the Chief finds a complaint inappropriate for mediation, then the matter shall be referred to OPS for investigation consistent with this article. Neither the Board nor the Chief or their designee need to provide a reason for rejecting mediation.
  - c. If the parties agree to participate in mediation, the process shall follow the mediation protocols adopted by the Board, ~~and the complaint will not be investigated by the Police Department regardless of the outcome of the mediation.~~ If either party declines mediation, the matter shall be referred to OPS for investigation.
- B. If the case is deemed appropriate for mediation, both parties must agree prior to scheduling the mediation. OPS will contact the subject officer(s). The Administrative Agency will notify the complainant.
- C. All parties involved in the mediation process shall be informed that once mediation occurs, the complaint shall be considered “resolved.” Each party must acknowledge.
  - a. Understanding that the “resolution” is the fact that the mediation took place. The full Board shall issue a finding of “Mediated” for the record.
  - a-b. The officer’s failure to engage in good faith in the mediation will result in an investigation of the complaint with possible discipline. Good faith engagement is to be determined by the professional mediator.

- D. OPS shall send a notice to the subject officer(s) within two days of the mediation approval, which shall include the following:
- a. Complaint number;
  - b. Name of the complainant(s);
  - c. The allegations identified in the complaint;
  - d. An explanation of the mediation program;
  - e. An advisement to the officer(s) that the Assistant Chief has concluded that the case is appropriate for mediation;
  - f. An order from the Assistant Chief that the officer(s) contact OPS within the officer(s)' next three working days upon receipt of the notice;
  - g. An explanation that participation in the mediation program is voluntary and that, upon completion of the mediation, the complaint case status will be categorized as "Mediated - Resolved." ~~and~~
  - h. The involved officer(s)'s commander shall ensure that OPS provides notice to the involved officer(s) within three months after the Assistant Chief has concluded that the case is appropriate for mediation.
- E. When OPS is contacted by the officer(s), the Assistant Chief or their designee will ensure that the officer fully understands the mediation program and will ask the officer if they will participate in mediation. The officer will be advised that once the mediation begins, the complaint will not be investigated, regardless of the outcome of the mediation.
- F. The Administrative Agency shall send notice by email and/or Priority Mail, Return Receipt Requested to the complainant(s) within two days of the mediation approval, which shall include:
- a. Complaint number
  - b. An explanation of the mediation program
  - c. An advisement of the Board's decision that the case is appropriate for mediation
  - d. An advisement that the complainant must ~~shall~~ contact the Administrative Agency within three business days of receipt of the notice to be able to participate in the process
  - e. An explanation that participation in the mediation program is voluntary and that if the complainant does not wish to mediate the matter it will be referred to OPS.
  - f. An explanation that, upon completion of the mediation, the complaint will be categorized as "Mediated."
- G. When the Administrative Agency is contacted by the complainant(s), the Administrative Agency will ensure that the complainant(s) understands the mediation program and will ask the complainant(s) if he/she will participate in the mediation program. The mediator will provide the complainant(s) with a disclaimer that he/she will have to sign. The disclaimer will state that the complainant has been advised that once the mediation begins, then his/her complaint will not be investigated regardless of the outcome of the mediation and that the
- a. complaint shall be considered "resolved."
- H. If the Board and the Chief recommend a complaint for mediation, both the complainant and the officer will have the option of electing to continue with the mediation process.
- I. If either the officer or the complainant(s) refuses mediation, the matter will be referred to OPS for investigation.
- J. If both parties agree to mediation, the matter will be referred to a mediator. The Administrative Agency shall contact the mediator in cooperation with OPS, and the Assistant Chief or his/her designee shall provide all pertinent information so that the mediator can establish contact with the parties and set up the mediation session. The contact with the officer(s) shall be made by the Assistant Chief or designee.
- K. The Administrative Agency shall be responsible for ensuring that the mediation is scheduled at a

time reasonable for both the complainant(s) and the officer(s) and conducted in a timely fashion. Every reasonable effort shall be made to schedule mediation during an officer's normal working hours. Mediators shall conduct mediation sessions with officers and complainants at times and places agreed upon by the parties. Mediation sessions shall be closed to the public. If ~~the~~ scheduled mediations occurs outside of normal work hours, then officers shall receive overtime pay in accordance with the corresponding collective bargaining agreement. The mediation will take place at a neutral site (e.g.i.e., the mediator's office). No one is allowed to attend the mediation except the mediator, the subject officer(s), and the complainant(s) if said complainant is 18 years or older. Complainants under the age of 18 will be accompanied by ~~or who require~~ a guardian ~~or interpreter shall not be eligible~~ for mediation.

- L. If the complainant(s) fails to appear for the scheduled session the first time, the Administrative Agency or the mediator will contact the complainant(s) to see if he/she wants to reschedule the mediation. If the complainant(s) does not want to reschedule the mediation, then his/her complaint will be closed as "no finding." If the complainant(s) fails to appear for the second scheduled session, his/her complaint will be closed as "no finding." If the officer(s) fails to appear for the first scheduled session, then rescheduling will be at the discretion of the Administrative Agency. If mediation is not scheduled or rescheduled within three months, the Administrative Agency will forward the case to OPS for investigation.
- M. Upon the completion of the mediation process, the Board shall issue a finding of "Mediated." ~~and the allegations shall be deleted from the officer's Board history.~~
- N. Following the completion of mediation, each party will be requested to complete an Evaluation Form regarding the process and outcome. The Administrative Agency will forward copies of the Evaluation Form to the Board and the Assistant Chief. All documents regarding mediation shall be kept confidential.
- O. There is no procedure for appeal by either party following mediation. The case is considered closed upon the conclusion of the mediation session. Statements and records disclosed during mediation may not be disclosed or introduced in evidence during any judicial or
  - a. administrative proceedings, and mediators may not be compelled by a subpoena to give testimony or produce anything related to the mediation.
- P. Mediation shall be conducted at no cost to the complainant or officer by highly trained and experienced mediators selected from a list compiled by the Administrative Agency. The Administrative Agency, the Common Council, and the Mayor shall endeavor to reflect community diversity in this list of mediators. The Administrative Agency shall develop an appropriate training curriculum, which each mediator shall be required to complete. Each mediator shall be a graduate of the Albany Police Department's Community Police Academy. In addition, the Administrative Agency shall provide to the mediators, and the mediators shall undergo continuing education on issues related to the interaction between civilians and police officers from the perspectives of both the complainant and the police officer.
- Q. If the Board decides in its discretion that a mediator should be removed from service, the Assistant Chief shall be notified in writing and be given the opportunity to be heard prior to the Board entertaining a vote for removal.



80 NEW SCOTLAND AVENUE  
ALBANY, NEW YORK 12208-3494

*Albany Community Police Review Board  
c/o Government Law Center*

May 6, 2024

Mayor Kathy Sheehan  
Albany City Hall  
24 Eagle Street  
Albany, NY 12207

**Re: Recent Mayoral Appointment to Albany Community Police Review Board**

Dear Mayor Sheehan,

I am writing on behalf of the Albany Community Police Review Board (CPRB) regarding recent developments in Board membership and appointment procedures.

On May 2, 2024, we were informed that Kevin Cannizzaro, a mayoral appointee to the CPRB, was removed rather than reinstated by your office. Mr. Cannizzaro was replaced without prior notice to, or discussion with, the Board. While we understand that you are not required to seek input from the Board, given our regular engagements with the Mayor's office through the CPRB Public Official Liaison Committee, this change was surprising.

As you are aware, the CPRB has actively sought information from your office regarding the replacement of another Board member whose term expired on October 26, 2023. The other board member is always willing to serve, if they can, but have been unable to assist in any of the Board's efforts for many months, leaving a significant void for the Board.

Given this history and the need to fill the void, we were surprised by your decision to replace Mr. Cannizzaro, an active and deeply involved Board member who could have been appointed for an additional three-year term. Mr. Cannizzaro has multiple cases assigned to him for review and is an active member of the Public Official Liaison Committee working on the time-sensitive transition into the City. Had the Board been given notice of the removal, we could have prepared and arranged for the reallocation of work in advance.

Indeed, during the October 2023 CPRB Public Official Liaison Committee meeting, we inquired about the Mayor's Call for Application process for CPRB membership. Your office informed us that the appointment process involves an informal review of resumes and subsequent appointments. Because the CPRB has only one full-time staff member, and because board member transitions take time and resources - including case reviews that are occurring, scheduling engagements with the Albany Police Department, and board member training - we advocated for

a more structured and communicative approach to these appointments to avoid what has occurred in this instance.

Looking ahead, we hope for improved communication and transparency regarding Mayoral Appointments to the CPRB. More transparent procedures will facilitate better strategic planning for the Board's operations and uphold its integrity and effectiveness. Thank you for your consideration.

Sincerely,



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Nairobi Vives, Esq., Chair  
Albany Community Police Review Board

CC:

Shaniqua Jackson, City Clerk  
Marisa Franchini, Corporation Counsel  
Brett Williams, Senior Assistant Corporation Counsel  
David Galin, Esq. Chief of Staff  
Anthony Battuello, Deputy Chef, Albany Police Department  
Melissa Morey, Commander, Albany Police Department  
Dr. Dorcey Applyrs, Chief City Auditor  
Hon. Corey Ellis, Council President of Common Council  
Hon. Kelly Kimbrough, President Pro Tem of Common Council  
Hon. Ginnie Farrell, Majority Leader of Common Council  
Michele Andre, Program Manager of CPRB  
Anne Pitlyk, Constituent Service Assistant



80 NEW SCOTLAND AVENUE  
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May 8, 2024

Honorable Corey Ellis  
President, Albany Common Council  
Albany City Hall  
24 Eagle Street, Room 202  
Albany, NY 12207

Shaniqua Jackson, City Clerk  
Albany City Hall  
24 Eagle Street, Room 202  
Albany, NY 12207

Dear President Ellis and City Clerk Jackson:

I write to inform you of the resignation of Matthew Ingram from the Community Police Review Board, effective June 1, 2024. Mr. Ingram, appointed by the Common Council, was due to serve until October 26, 2024. Originally filling a vacancy, he served successive terms until his recent resignation due to increased work commitments and personal changes.

On behalf of the Albany Community Police Review Board (CPRB), I kindly request your consideration of candidates to promptly fill Mr. Ingram's position. We seek to maintain the effectiveness and continuity of the Board's operations.

Should you require further information or have any questions, please feel free to contact me at the Government Law Center at (518) 445-2383. Thank you for your attention to this matter. Please keep us informed as your process for selecting a new member goes forward.

Sincerely,

Michele Andre, Program Manager  
Albany Community Police Review Board

cc:

Members of Albany Common Council  
Marisa Franchini, Corporation Counsel  
Brett Williams, Senior Assistant Corporation Counsel  
David Galin, Esq. Chief of Staff  
Anthony Battuello, Deputy Chef, Albany Police Department  
Melissa Morey, Commander, Albany Police Department  
Dr. Dorcey Applyrs, Chief City Auditor  
Nairobi Vives, Chair of Albany Community Police Review Board  
Anne Pitlyk, Constituent Service Assistant



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May 7, 2024

Budget Director Gideon Grande  
Albany City Hall  
24 Eagle Street  
Albany, NY 12207

**Subject: Request for Guidance on CPRB Budget Submission for Fiscal Year 2025**

Dear Budget Director Grande,

The Albany Community Police Review Board (CPRB) is reaching out to respectfully seek your guidance to ensure a smooth and transparent process for the CPRB's budget submission for the upcoming fiscal year 2025.

As you are aware, the CPRB is nearing the end of its contract with the Albany Law School's Government Law Center (GLC) to provide administrative services. The CPRB is in the midst of integrating CPRB staff into the City, which is a complex and time-consuming process. Accordingly, it is imperative for the CPRB to adequately plan to avoid any disruption in operations when the GLC contract terminates in December 2024.

In that vein, the CPRB requests insight into the specific details and requirements that the CPRB should include in its budget proposal to your administration. Specifically, we seek clarification on the deadline for submission and any recommended templates or formats for the budget submission to the City administration.

Thank you for your attention to this matter. The CPRB would be pleased to meet with you or your designee as soon as possible, preferably no later than June 1, 2024. Please do not hesitate to reach out to me at your convenience should you have any questions or require further discussion.

Sincerely,

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Nairobi Vives, Esq., Chair  
Albany Community Police Review Board

CC:  
Mayor Kathy Sheehan  
Members of Albany Common Council





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## Upcoming Events

### 2024–2025 At a Glance

#### JUNE

6/9 CPRB Walking in Capital Pride Parade and Festival, 10:30 a.m. – 1 p.m. (Washington Park)

6/11 CPRB Presentation to APD New Recruits Session 12, 10 a.m.–11 a.m. (Washington Ext)

6/15 CPRB Walking in Capital YMCA African Heritage Parade, 11:00 a.m. – 1 p.m. (Washington Park)

6/29 CPRB Tabling at ALERT: Albany Sports and Skills Challenge 2024 (Washington Park)

#### JULY

7/27 CPRB Retreat, 10:00 a.m. – 4 p.m. (Albany Law School)

#### AUGUST

n/a

#### SEPTEMBER

9/14 ALERT: Unite the City (Washington Park)

9/17 to 9/20 DCJS Public Safety Symposium (Empire State Plaza)

#### OCTOBER

10/14 to 10/17 2024 Annual NACOLE Conference - Progress. Preservation. Perseverance (Tucson, AZ)

10/15 CPRB, RPAB and NYC CCRB and NACOLE Conference Session - Overcoming Obstacles: Strategies for

Effective Civilian Oversight of Law Enforcement, 10:15 am to 11:45 am MT (Tucson, AZ)

#### NOVEMBER

**TBD** CNYS Black Expo

#### DECEMBER

n/a

#### JANUARY

n/a

#### FEBRUARY

**TBD** New York State Association of Black & Puerto Rican Legislators Annual Legislative Conference Craft Expo & Business Fair (Empire State Plaza)

#### MARCH

**TBD** SOMOS, Inc. Conference in Albany (Empire State Plaza)

#### APRIL

**TBD** Albany County Crime Victim and Sexual Violence Center (CVSVC) Take Back the Night rally and March (Washington Park)

**TBD** Pro Bono Society's Senior Citizens' Law Day (Albany Law School)

#### MAY

n/a

#### TO BE SCHEDULED:

**May be invited to collaborate:**



# COMMUNITY RESOURCE GUIDE

## Where can I share concerns about police conduct?

### Albany Community Police Review Board

Phone: 518-445-2383

Email: [cprb@albanylaw.edu](mailto:cprb@albanylaw.edu)

Web: [www.albanycprb.org](http://www.albanycprb.org)

File a Complaint:

[www.albanycprb.org/file-a-complaint](http://www.albanycprb.org/file-a-complaint)

### Albany Community Police Advisory Committee

Email: [info@acpac518.org](mailto:info@acpac518.org)

Web: [www.albanyny.gov/870/Albany-Community-Police-Advisory-Committ](http://www.albanyny.gov/870/Albany-Community-Police-Advisory-Committ)

### NYS Office of the Attorney General Law Enforcement Misconduct Investigative Office

Phone: 1-800-771-7755

Web: [ag.ny.gov/bureau/LEMIO](http://ag.ny.gov/bureau/LEMIO)

### Albany Police Department Office of Professional Standards

Phone: 518-462-8017

Web: [www.albanyny.gov/351/Professional-Standards](http://www.albanyny.gov/351/Professional-Standards)

### City of Albany Commission on Human Rights

Phone: 518-434-5102

Email: [humanrights@albanyny.gov](mailto:humanrights@albanyny.gov)

Web: [www.albanyny.gov/645/Commission-on-Human-Rights](http://www.albanyny.gov/645/Commission-on-Human-Rights)

### U.S. Department of Justice Civil Rights Division

Phone: 1-855-856-1247

TTY: 202-514-0716

Web: [civilrights.justice.gov](http://civilrights.justice.gov)

## Where can I find legal help and information?

### Center for Law and Justice

Phone: 518-427-8361

Email: [info.cflj@gmail.com](mailto:info.cflj@gmail.com)

Web: [www.cflj.org](http://www.cflj.org)

### The Legal Project

Phone: 518-435-1770

Email: [info@legalproject.org](mailto:info@legalproject.org)

Web: [legalproject.org](http://legalproject.org)

### New York Crime Victims Civil Legal Help

Web: [crimevictimshelpny.org](http://crimevictimshelpny.org)

### Legal Aid Society of Northeastern New York

Toll-Free Legal Line: 866-628-0087

Web: [www.lasnny.org](http://www.lasnny.org)

### The Justice Center at Albany Law School

Phone: 518-445-2328

Web: [www.albanylaw.edu/the-justice-center](http://www.albanylaw.edu/the-justice-center)

### NYCLU Capital Region Office

Phone: 518-436-8594

Email: [mtrimble@nyclu.org](mailto:mtrimble@nyclu.org)

Web: [www.nyclu.org/en/chapters/capital-region](http://www.nyclu.org/en/chapters/capital-region)

## Where can I find mental health support?

### Albany County Department of Mental Health

Phone: 518-447-4555

Web: [albanycounty.com/departments/mental-health](http://albanycounty.com/departments/mental-health)

### 988 Suicide & Crisis Lifeline

If your life or someone else's life is in imminent danger, call 911. If you are in crisis and need immediate help, please call 988.

### CDPC Crisis Unit & Mobile Crisis Team

Crisis Line: 518-549-6500 (24/7)

Phone: 518-549-6000

Web: [omh.ny.gov/omhweb/facilities/cdpc/index.htm](http://omh.ny.gov/omhweb/facilities/cdpc/index.htm)

### NYS Crisis Text Line

Anonymous texting service available 24/7

Text GOT5 to 741741.



[www.albanycprb.org](http://www.albanycprb.org)



518-445-2383



[cprb@albanylaw.edu](mailto:cprb@albanylaw.edu)

## Where can I find support as a victim of violence or crime?

### Urban Grief

Phone: 518-203-3818  
 Email: [info@urbangrief.org](mailto:info@urbangrief.org)  
 Web: [www.urbangrief.org](http://www.urbangrief.org)

### Albany County Crime Victims and Sexual Violence Center

Sexual Assault Hotline: 518-447-7716  
 Phone: 518-447-7100  
 Email: [cvsvc@albanycounty.com](mailto:cvsvc@albanycounty.com)  
 Web:  
[www.albanycounty.com/departments/crime-victim-and-sexual-violence-center](http://www.albanycounty.com/departments/crime-victim-and-sexual-violence-center)

### Crime Victims Unit at the Albany County District Attorney's Office

Phone: 518-694-8445  
 Web:  
[albanycountyda.com/Bureaus/CrimeVictimsUnit/Main.aspx](http://albanycountyda.com/Bureaus/CrimeVictimsUnit/Main.aspx)

### In Our Own Voices, Inc.

Phone: 518-432-4188  
 Email: [info@inourownvoices.org](mailto:info@inourownvoices.org)  
 Web: [www.ioov.org](http://www.ioov.org)

### Equinox, Inc.

Domestic Abuse Hotline: 518-432-7865  
 Phone: 518-434-6135  
 Web: [www.equinoxinc.org](http://www.equinoxinc.org)

### Albany 518 SNUG

Phone: 518-694-9191  
 Email: [snugteam@ta-cr.org](mailto:snugteam@ta-cr.org)  
 Web: [trinityalliancealbany.org/anti-violence](http://trinityalliancealbany.org/anti-violence)

### New York State Office of Victim Services

Toll-Free Number: 1-800-247-8035  
 Web: [ovs.ny.gov/victim-compensation](http://ovs.ny.gov/victim-compensation)

## Where can I find additional resources?

### Free Food Fridge Albany

Find a Fridge: [freefoodfridgealbany.com/find-a-fridge](http://freefoodfridgealbany.com/find-a-fridge)

### The Food Pantries for the Capital District

Find Food Now: [map.thefoodpantries.org](http://map.thefoodpantries.org)

### South End Children's Cafe

25 Warren Street, Albany, NY 12202  
 Phone: 518-275-8890  
 Web: [southendchildrenscafe.org](http://southendchildrenscafe.org)

### Homeless and Travelers Aid Society

138 Central Avenue, Albany, NY 12206  
 Phone: 518-463-2124  
 Email: [info@hatas.org](mailto:info@hatas.org)  
 Web: [hatas.org](http://hatas.org)

### OASAS Hope Line

New York State's hotline for problem gambling and chemical dependency.  
 Call 1-877-HOPENY or text HOPENY (467369).

### Alliance for Positive Health

Services include free & confidential testing for HIV and STIs, HIV/STI prevention and care, substance use and addiction, LGBTQ+ health, and housing.  
 Phone: 518-434-4686  
 Web: [www.allianceforpositivehealth.org](http://www.allianceforpositivehealth.org)

### VA Albany Stratton Medical Center

113 Holland Ave, Albany, NY 12208  
 Phone: 518-626-5000  
 Mental Health: 518-626-5339  
 Web: [va.gov/albany-health-care](http://va.gov/albany-health-care)

### United Tenants of Albany, Inc.

Housing Hotline: 518-426-8997 ext. 3  
 Phone: 518-436-8997  
 Email: [info@unitedtenantsalbany.org](mailto:info@unitedtenantsalbany.org)  
 Web: [unitedtenantsalbany.org](http://unitedtenantsalbany.org)



[www.albanycprb.org](http://www.albanycprb.org)



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[cprb@albanylaw.edu](mailto:cprb@albanylaw.edu)

# Albany Community Police Review Board (CPRB) FREQUENTLY ASKED QUESTIONS (FAQs)

## What is the CPRB?

The Albany Community Police Review Board (CPRB) independently reviews and investigates complaints of alleged misconduct committed by officers of the City of Albany Police Department (APD). The CPRB is staffed by civilians, and it is not part of the APD.

## How do I file a complaint?

If you have experienced or witnessed potential misconduct by a member of the APD:

- Fill out the complaint form online or download a paper form at [www.albanycprb.org](http://www.albanycprb.org). Click “File a Complaint.”
- Send your signed complaint form via email to [cprb@albanylaw.edu](mailto:cprb@albanylaw.edu) or mail the paper copy to: Albany Community Police Review Board via Government Law Center, Albany Law School, 80 New Scotland Ave, Albany, NY 12208.

The Complaint Form is available in English and Spanish at [www.albanycprb.org](http://www.albanycprb.org).

## Where can I get a complaint form?

- The CPRB website: [www.albanycprb.org](http://www.albanycprb.org)
- Albany Public Libraries: visit [www.albanypubliclibrary.org/locations](http://www.albanypubliclibrary.org/locations)
- Any Albany Police Station
- Albany Community Development Agency\*
- Albany Housing Authority\*
- Capital District Gay & Lesbian Community Council\*
- Center for Law and Justice\*
- Government Law Center of Albany Law School
- New York Civil Liberties Union\*

Organizations marked with an asterisk (\*) have agreed to provide assistance with filling out complaint forms.

## Can I file an anonymous complaint?

You can file an anonymous complaint if you witnessed or were directly involved in an incident. If you choose to be anonymous, we will not be able to contact you with potential follow-up questions or provide you with any information about the case. If you would like our office to follow up with you, please be sure to provide your first and last name, phone number, and/or email or mailing address.

## Can I file a complaint without the officer’s name and badge number?

Yes. We often get complaints against unidentified officers. In most of these cases, our investigators or APD detectives are able to identify the officer using police department records and documents. We may need to interview you a second time and have you view officer photos to make a positive ID.

## What happens after I file a complaint?

You will receive a letter from the Board notifying you that your complaint has been received.

Staff at the CPRB and APD Office of Professional Standards (OPS) will determine if it falls within the CPRB’s jurisdiction. If your complaint is not in our jurisdiction, it is referred to the appropriate agency or entity to investigate the incident. If it is within our jurisdiction, you will receive a letter from the CPRB informing you of our next steps.

## JURISDICTION

The CPRB has the authority to review or investigate complaints of alleged misconduct committed only by members of the APD. Complaints against members of police departments other than the APD must be filed with the appropriate local or state authority.



[www.albanycprb.org](http://www.albanycprb.org)



518-445-2383



[cprb@albanylaw.edu](mailto:cprb@albanylaw.edu)

### How are complaints resolved?

The CPRB determines whether complaints are appropriate for monitoring, investigation, or mediation.

#### MONITOR

If the complaint is determined appropriate for review, the APD Office of Professional Standards (OPS) will lead the investigation. The CPRB can assign a monitor to observe and monitor the OPS investigation of a complaint if the allegation involves excessive force or civil rights violation.

#### INVESTIGATION

A CPRB investigation is a comprehensive way to gather evidence about allegations of police conduct within the CPRB's purview and prepare reports for action by the Board. The CPRB investigators gather as much evidence as possible, including obtaining video evidence and statements from witnesses and officers.

An investigation can take several months to complete. Your cooperation, which will involve answering questions and giving a complete statement about the incident, is vital. When the investigation is complete, the CPRB makes a determination of whether the officer violated APD policy.

#### MEDIATION

Mediation provides an opportunity for civilians and police officers to meet in a safe, quiet, and private space with a trained and impartial mediator to talk confidentially about what happened. Mediation is a voluntary process — all parties must agree to participate. You can request mediation on your complaint form.

### Why is filing a complaint beneficial for the community?

Findings from your complaint can be used to address gaps in APD policies and procedures.

### Does the CPRB discipline officers?

No. If the CPRB determines that an officer committed misconduct, it recommends discipline, ranging from verbal warning to termination from the APD for the most serious violations. Only the Chief of Police has the authority to decide the level of discipline and impose punishment on an officer.

### Do complaints remain on an officer's record?

Yes. Regardless of the outcome, all complaints remain on an officer's CPRB history, which is part of their personnel record at the police department. This includes complaints that are resolved through our mediation program.

### What if the police officer retaliates against me for filing a complaint?

If you believe the APD is retaliating against you for filing a complaint with the CPRB, notify us immediately. The CPRB refers all complaints of retaliation to the APD's Office of Professional Standards (OPS); however, if the conduct alleged in the retaliation complaint is determined to fall within the CPRB's jurisdiction, we will generate a new complaint and open an investigation into the alleged retaliation in addition to the OPS referral.

### If I am in jail, do I have the right to file a complaint?

Yes, you have that right; it doesn't matter whether or not you are currently incarcerated. Our investigator can visit city or county jails in order to interview complainants.

### Can the CPRB help me with a summons or arrest?

No, we do not have the jurisdiction. A summons or an arrest can only be resolved in court. We cannot provide any legal advice or assistance. You should seek guidance from a licensed attorney.



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