

## Citizen Review Board Minutes- July 5, 2012

**In attendance:** Crystal Collette, Demetria Gammage, Tafara Timmons, Lou Levine, Sarah McIlvain, Carole Horan, Timothy Jennings Bey, Diane Turner

1. Approval of minutes from June 7<sup>th</sup> and 12<sup>th</sup>
  - Minutes from the CRB board meeting on June 7, 2012 and the CRB Executive Session on June 12, 2012. Carole Horan moved for both sets of minutes to be approved, Sarah McIlvain seconded, **approved unanimously by the board.**
2. Reminder not to interfere or become involved in traffic stops
  - Joey spoke to the board about the importance of not interfering or interacting with SPD during traffic stops.
    - Joey did mention that if CRB board members had concerns about officer conduct at a traffic stop the member could record the patrol car number.
    - In the event that a CRB Board member is a witness in a case that comes under CRB review that person could not serve on the panel reviewing the case.
3. Approval for hiring an assistant for the CRB office and the development of a job description
  - Qualities brainstormed by board members:
    - Basic Office Skills- ability to draft professional letters, printing labels, mail merge, experience using a copy machine, database management, website management a plus
    - Skills to deal with a diverse public who will be filing complaints
    - Excellent communication skills
    - Ability to work flexible hours, some evenings and weekends
    - Experience in investigating a plus
    - Must be a resident of the City of Syracuse
4. Draft of CRB by-laws
  - Suggestions made on the organization and formatting of the by-laws
  - Removal of 3.18, 4.2, 4.7 discussed, consensus to remove
  - Section 4.9- all agreed that special meetings could be called by a petition of 4 board members instead of 5 members. This change should be made.
  - Section 7. Hearing Panels should be removed and developed into an independent document. Hearing Policies and Procedures.
  - Section 8.3- board determined that item c should be changed from “Not Resolved” to “Insufficient Evidence”. The rationale for this change should be noted. Discussion surrounded the importance of not communicating to complainants that a decision could not be made on their case. Insufficient evidence better communicates that the panel members could not make a determination based on the evidence presented or available.

- Section 10- consensus to remove
- 5. Discussion on hearing panel procedures
  - Board agrees that there should be a statement affirming truthfulness, but no formal oath
  - Board agrees with the language of the CRB statute that there will be no transcripts of the hearing because the purpose of the hearing is to serve the CRB process and not subsequent civil or criminal litigation.
  - Cross-examination guidelines to limit the scope to relevancy; also limit to 15 mins. subject to discretion of the board
  - Administrator must manage the hearing process very carefully
  - No police union representatives will be allowed if the subject officer does not appear at the hearing
- 6. Formation and scheduling of July hearing panels
  - Thursday, July 19<sup>th</sup> at 6:30pm- At-Large- Crystal Collette, Mayoral- Noble, District- Lou
  - Saturday, July 21<sup>st</sup> at 10am- At-Large-Demetria, Mayoral-Diane, District-Tafara
  - Monday, July 23<sup>rd</sup> – At-Large-Crystal, Mayoral-Noble, District- Carole
- 7. Committee updates
  - Use of force training scheduled with SPD for July 26, 2012 at 6:30pm
  - Community and Youth Engagement Committee- will meet before the next board meeting; Noble will convene. The committee will schedule two community forums in two districts before the August board meeting.
- 8. CRB role in officer involved shootings
  - Joey will be talking with Lance Deno, Chair of the Public Safety Committee about beginning the process of clarifying the Council's expectations around the CRB involvement in officer involved shootings.
- 9. New business
  - Joey will begin quarterly reports for the third quarter

Meeting adjourned at 7:40pm and moved into executive session to review cases.

Submitted by: Crystal Collette