

Community Outreach

In an effort to enhance the relationship between the Police Department and the community, the CPRB can provide a program to educate the public about the purpose of the Board and the complaint review process. For more information about the CPRB or to arrange for a member to speak to your organization, please contact the City Clerk's Office at 382.5195.

Members of the Board

The members of the CPRB are selected by either the Mayor or the City Council to serve in this role because they possess a reputation for fairness, integrity and responsibility, and have demonstrated an active interest in public affairs and service to the community.

Each member undergoes significant training to enable them to review complaints made by citizens against police officers and make recommendations to the Mayor and the City Council of Schenectady regarding police policies and practices relevant to the goals of good policing.

Meetings

The CPRB meets monthly to conduct business. The public is always welcome and encouraged to attend. A copy of the meetings schedule may be obtained by contacting the City Clerk's Office.

Role of the CPRB Investigator

Should an investigation of a complaint be needed by the Board a civilian investigator may be employed at the request of the Board. The investigator has no affiliation with the Police Department. The duties of the investigator would be to:

- Provide professional input to the Board members to assist them in forming an opinion on each individual case.
- Accept citizen complaints and assist in the completion by the complaining person(s).

Civilian Police Review Board

City Hall, 105 Jay Street
Schenectady, NY 12305

RESPONSIBILITY STATEMENT

The CPRB's primary responsibility is to determine if your complaint received the attention it deserved. When the CPRB analyzes your complaint, it looks at the Schenectady Police Department's (SPD) investigation and decides if the SPD has done a complete and professional job. The CPRB cannot decide who is right and who is wrong. It cannot investigate your complaint ; it cannot determine if the events in your complaint happened or did not happen; and it cannot discipline officers.

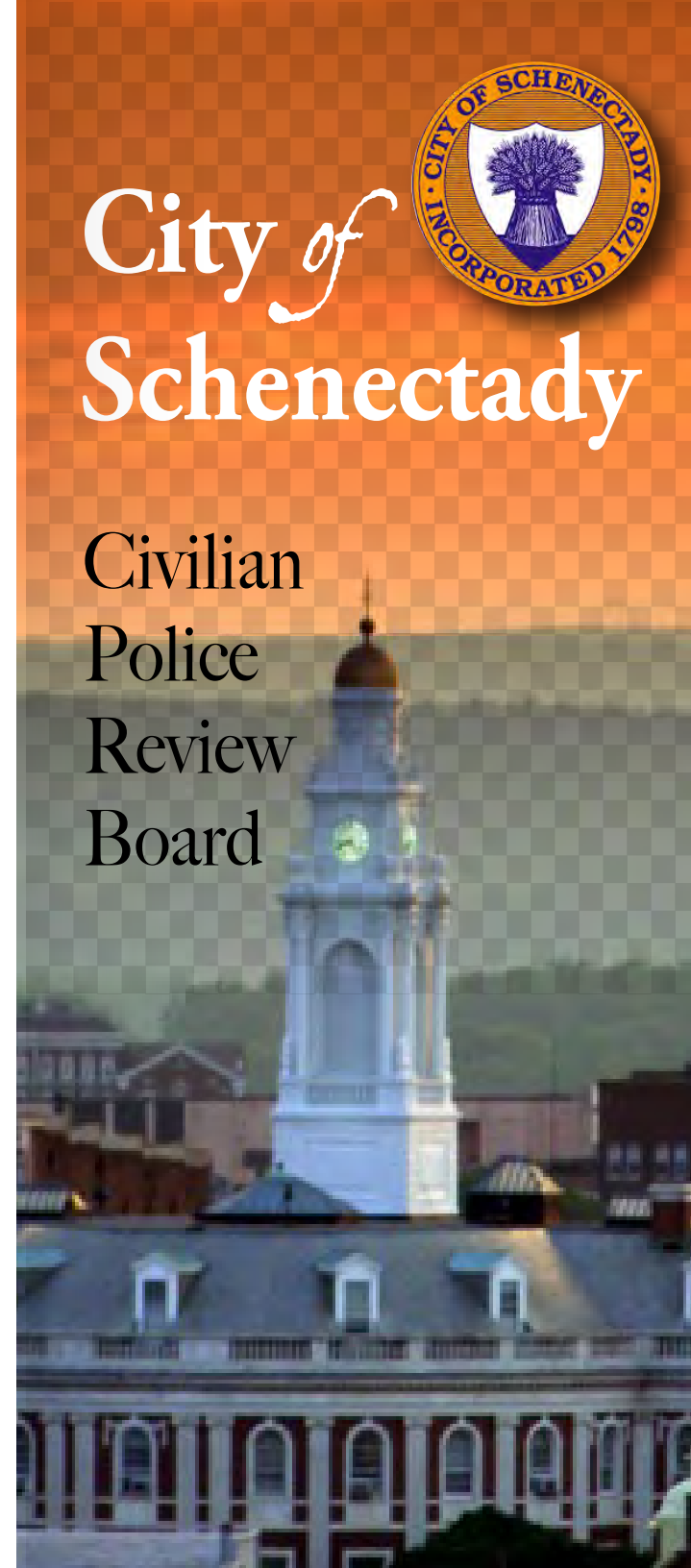
The CPRB's role is to determine if the SPD thoroughly investigated your complaint. Sometimes, the CPRB may disagree with the SPD about your complaints, but it can only decide if the Department did everything it could to investigate the events you stated.

fairness • integrity • responsibility



City of Schenectady

Civilian Police Review Board



What is the Civilian Police Review Board

The **Civilian Police Review Board** (CPRB) is an independent body established by the City of Schenectady to improve communication between the Police Department and the community, to increase police accountability and credibility with the public, and to create a complaint review process that is free from bias and informed of actual police practice. In addition to its authority to review and comment on completed investigations of complaints made by citizens against officers of the City of Schenectady Police Department for alleged misconduct, the Board may make recommendations to the City Council and the Mayor regarding police policies and practices relevant to the goals of good policing and the exercise of discretionary authority by police officers.

How to file a complaint

You may obtain a complaint packet from one of the following locations:

Online at www.schenectady.ny.gov

Schenectady Police Department
Liberty & Lafayette Streets,
518.382.5200 (ext., 5644 or 5645)

Office of the Mayor
City Hall, Jay Street, 518.382.5000

Schenectady County Human Rights Commission
797 Broadway, Room 305, 518.377.2982

Fill out the complaint form and return it to any of the locations listed on the opposite page. If you require help in completing the form, the organizations listed can assist you.

It is critical to include all pertinent information, names of witnesses, etc., in order for the Office of Professional Standards to conduct a thorough investigation of your complaint.

How will I know if the Office of Professional Standards (OPS) received my complaint?

You will receive a letter from the Office of Professional Standards notifying you that your complaint has been received.

What happens after I file the complaint?

The OPS will proceed with the following:

- Conduct an immediate investigation of the complaint.
- Submit the findings to the CPRB for review.

The CPRB will:

- Review a copy of the complaint.
- Review the findings of the OPS investigation.
- Request that OPS conduct further investigation of the complaint if necessary.
- Obtain further case specific information from the Chief of Police if needed.

Who make the final decision on my complaint?

You will receive a letter from the Office of Professional Standards notifying you that your complaint has been received.



to **protect** and to **serve**