

**City of Syracuse  
Citizen Review Board  
Meeting Minutes  
Thursday, February 6, 2014  
5:30 PM - 7:30 PM  
Common Council Chambers  
Public Comment - 20 minutes at 6:30 PM**

<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>	<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>	<u>Name</u>	<u>P</u>	<u>A</u>	<u>E</u>
Barber, William	X			Masella, Joseph	X			<b>Common Councilor</b>			
Horan, Carole J.	X			Stuart-McIlvain, Sarah	X			Hunter, Pamela	X		
Jennings-Bey, Timothy	X			Timmons, Tafara Blake		X					
Levine, Louis	X			Turner, V. Diane	X						
Livingston, Mallory	X			Lipari, Joseph L.	X						
Mack, Raheem	X			Pearson, Betty L.	X						

On Thursday, February 6, 2014, the City of Syracuse Citizen Review Board (CRB) held an open, stated meeting at 304 City Hall in the Common Council Chambers.

Mr. Masella, Board Chair, called the meeting to order and announced that the meeting was being held pursuant to notice and that a quorum was present.

1. On motion duly made by Ms. Horan, seconded by Mr. Barber and adopted, the Board approved the Minutes of the January 9, 2014 Board meeting.
2. Chairman's Items
  - a. Discussion & review of annual CRB Training and Planning Seminar - Mr. Masella felt the day was excellently conceived, planned and carried out. Ms. McIlvain expressed concern that Mr. Lipari paid for the lunch personally. Ms. Horan thanked Board members and staff for their contributions and passed out a thank you note for Donna Oppedisano to be signed by everyone.
  - b. 2014 Goals & Priorities – Mr. Lipari shared the goals, priorities and key strategies for the year which are: 1. Increase Awareness of CRB; 2. Create CRB Operational Excellence and 3. Build Friends and Allies. Eight additional goals were created for 2014. They are: break down police resistance by working with Police Retirees Association & PBA; consider further use of subpoena power; establish Police Liaison Committee; increase Outreach through Crime Prevention Bureau & Community Relations Bureau; 90% monthly meeting attendance; tighter board meetings by improving agenda process; pursue Grant opportunities through Congressman Maffei's office and build relationships with elected officials through board members, not just the Administrator.

- c. Update on meeting with Corporation Counsel on Notice of Claim Policy – We are waiting to hear on changing the policy.
  - d. Discussion of Board’s grant of discretionary spending authority to Administrator – The board reconfirmed its \$500 per month limit on discretionary spending by the Administrator and asked that an expense report be presented at each monthly meeting. The Administrator supported the suggestion and agreed to do so.
3. Administrator’s Report
- a. CRB Policy Recommendations for 2013 Annual Report
    - 1. In-service training for all officers on the SPD’s policy on conducting High-Risk Traffic stops (Felony stops) and training on identifying under what conditions such stops are appropriate.
    - 2. In-service training for all officers on the SPD’s policy on offering to reduce or eliminate charges in exchange for information or cooperation from criminal suspects. Such offers should only be made in coordination with the District Attorney’s office.
    - 3. The CRB recommends that the SPD and the City’s Law Department begin a process to review its Use of Force policy to ensure that it meets current best practices promoted by the U.S. Department of Justice.
    - 4. The CRB recommends that the SPD develop a clear policy on the use of police vehicles when chasing a suspect who is on foot or bicycle.
  - Reminder of 2012 CRB Policy Recommendations (never implemented):
    - 1. Securing Entryways following a Forced Entry
    - 2. Provision of Property Receipts for Seized Currency
    - 3. Inclusion of a Non-Retaliation clause in SPD’s complaint procedures
  - b. On motion duly made by Ms. Livingston, seconded by Ms. Horan, the Board approved Mr. Lipari attending Internal Affairs training at the Institute for Police Training and Management at the University of North Florida in Jacksonville, FL, February 24 to 28. Targeted to officers dedicated to internal affairs and professional compliance units, law enforcement administrators, human resource and city/county managers who oversee the personnel assigned to a law enforcement agency, this is a comprehensive course that will take him step-by-step through the process of conducting professional and objective internal affairs investigations. He will gain an understanding of police ethics, barriers that may hinder ethical behavior and common types of police misconduct. He will also be guided through the legal requirements surrounding internal affairs investigations. He will gain in-depth information on the latest rulings and accepted procedures from department policies and relevant administrative laws to the legal issues related to record keeping and the releasing of information to the media. In addition, he will be provided with effective techniques to prepare for and conduct interviews of

complainants, witnesses and accused officers. Since many of these cases do not have tangible evidence, the successful resolution often depends upon the skills of the interviewer. Topics include: Police ethics, Policies, rules, standards, and procedures Misconduct and discipline, Complaint processing, Preparing for and conducting interviews, Legal issues and case law, Special investigations, Record keeping requirements and Group projects and presentations

- c. January case statistics - Six new cases were received in January. Six cases will be reviewed during Executive Session.
4. Committees
    - a. Outreach, Development, and Government Relations Committees to acquire formal letters of support from community members and organizations for 2013 Annual Report.
  5. Public Comment

Mr. Mikiel Anderson asked when a new Board member would be named and about the strategic goals. Councilor Pamela Hunter shared that three people have expressed interest in the open Board position. She will be meeting with Chief Fowler in the near future as she is chair of the Public Safety Committee of the Common Council.
  6. Meeting Adjourns to Executive Session

On motion duly made, seconded and unanimously adopted, the Board adjourned its meeting.

Respectfully submitted,

Betty L. Pearson  
Typist II, Citizen Review Board