



**City of Albany
Common Council**

CALL FOR APPLICATIONS

Albany Community Police Review Board (CPRB)

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

Title of Position:

Member, Community Police Review Board

Term of Appointment:

Appointments are typically for a three-year term (except where to fill a vacancy) with eligibility for reappointment to an additional term of three years. No member shall serve for a period that exceeds two consecutive three-year terms; provided, however, that an appointment to fill a vacancy in an unexpired term shall not apply to the limitations in terms of service otherwise applicable.

The start date and duration of appointments may be effected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

Qualifications of Members:

Members of the CPRB shall reside in the City of Albany and possess a reputation for fairness, integrity and responsibility and have demonstrated an active interest in public affairs and service. The Common Council and the Mayor shall endeavor to reflect community diversity in their appointments, including income level, race, ethnicity, age, gender, sexual orientation and experience and shall, in their appointments, solicit recommendations from the community.

Applicants who are current or former Albany Police Department (APD) Officers, current employees of the City of Albany, and the immediate relatives of officers and employees are not eligible for appointment.

Position Responsibilities/Duties:

In 2000, the City of Albany established the Community Police Review Board (CPRB). This independent body is tasked with improving the relationship between the police department and the communities they serve by enhancing communication, increasing police accountability, and creating a complaint review process that is free from bias and informed by actual police practice. The CPRB accomplishes these goals through independent and impartial investigations, policy recommendations, and community outreach.

CPRB's responsibilities include receiving and reviewing community complaints of police misconduct by officers of the Albany Police Department (APD), reviewing any investigation conducted by APD's Office of Professional Standards (OPS), conducting independent investigations into alleged police misconduct, reviewing APD and OPS policy, providing policy recommendations to the Mayor, Common Council, and Police Chief, developing a police disciplinary matrix, and conducting independent investigations into alleged police misconduct.

The Board is required to undergo significant training. Completion of an orientation program concerning the goals, powers, and procedures of the CPRB is required before a member may participate as a voting member. In addition, graduation from the Albany Police Department's Community Police Academy within six months of the start of the member's term is required. Members are also required to undergo continuing education on issues related to the interaction between civilians and police officers from the perspectives of both the citizen and the police officer.

The scope of the board members' duties includes, but is not limited to, participating in the review, consideration, and determination of Board actions concerning complaints, reviewing and assessing APD General Orders/policies, procedures, patterns, practices, and training, and presenting recommendations to both the Board and APD for changes. Additionally, board members are responsible for engaging in a wide-ranging program of outreach to all sectors of the city populace, with the objective of informing the diverse communities of Albany regarding the Board's mission, duties, functions, powers, and responsibilities. The Board meets once monthly on the second Thursday at 6 pm of every month. Board members are tasked with a variety of responsibilities that extend beyond their attendance at monthly meetings. They are also required to attend special meetings for critical incidents, as well as one of the committee meetings of the Board.

The Community Police Review Board is a nine-member body jointly appointed by the Mayor (four members) and the Common Council (five members). Board members are compensated with a \$250 monthly stipend.

Statutory Authority:

Part 33 (Community Police Review Board) of Chapter 42 (Departments and Commissions) of the Code of the City of Albany

Application Requirement:

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council
Attn: Shaniqua Jackson, City Clerk
Room 202, City Hall, Albany, NY 12207
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: commoncouncil@albanyny.gov/
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

Deadline for Applications:

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

Policy Statement

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.