



**Police Review Board of the City of Geneva
DRAFT — Meeting Minutes
October 7, 2021 6:30pm
Geneva Housing Authority Conference Room B and via Zoom (1 member)**

Our mission is to openly, fairly, and impartially uphold City of Geneva Local Law 1-2021.

Attendance

Members attending: Ahmad Whitfield (Zoom), RJ Rapoza, Amaris Elliott-Engel, Rick Barnard,
Jessica Farrell (Chair), Theresa Johnson (Vice-Chair), Charles King (Secretary)

Subcommittee Member attending: Andrew Spink

Absent: Brian Whitley, Wil Wolf

City Staff/Trainers attending: Erica Collins

REVIEW OF PREVIOUS MEETING'S MINUTES

The minutes from 9/2/2021 were amended (under Attendance) to include Andrew Spink and Carrie Corron as Subcommittee Members present. Cosmetic change: the page numbers were also corrected.

Mr. Rapoza (seconded by Ms. Elliott-Engel) moved to approve the minutes with these changes.

Unanimously APPROVED by voice vote.

STATEMENT FROM BRIAN WHITLEY

Brian was not in attendance for the meeting. He has shared with the Chair that family matters will necessitate his resigning from the Board.

COMMITTEE REPORTS

Complaint Process

This committee met three times between meetings, and has been working on their

- 1) Complaint Form,
- 2) Complaint Form Instructions,

- 3) Receipt of Complaint letter boilerplate with Timeline,
- 4) Annual Report Log Sheet,
- 5) Letter to City Councilors explaining their potential role in the complaint intake process, and,
- 6) Levels of Access Overview.

Drafts of document 1, 2, and 4 were shared and discussed during this full Board meeting.

Regarding the Complaint Form, the Board has a few questions about confidentiality to discuss with the Chief when he attends the November meeting. Mr. King has gotten guidance from the City Clerk on information to share in document 3 on filing a Notice of Claim against the city (the Local Law requires that the Board informs complainants how to file a claim).

A goal for November is to discuss the relevant documents from this set with the Chief. Eventually, the Board plans to deploy these documents in large print and Spanish versions as well.

Ms. Farrell gave the Board an October 14th deadline for giving feedback on the documents so that she can send them to the Chief well in advance of the November meeting.

The Board discussed Box 26 of the Complaint Form/Instructions and how the Review Process Committee might have additions/refinements to offer there eventually relating to General Orders and a disciplinary matrix. Mr. King suggested that after the training with investigator Paul Chambers, it might make sense to add a Misleading/False Information complaint type here.

The Board discussed the Annual Log Sheet and talked about additional things that they might want to track (for example, body cam deployment), and how that the content on the Log Sheet might be amended at the time of the Annual Report updates, depending on what sorts of complaints had been filed.

Mr. Wolf has been working on the Levels of Access overview: What eyes get to see which thing and when? For confidentiality of complaints, who needs to know what when? Who can request information? At what stage do the documents get a “Person A, Person B” redaction?

The Board discussed the complaint intake procedures and how the post office has “Informed Delivery” services if the Board chooses to have a PO Box. With any form of intake, the Chair or Vice Chair will date stamp a complaint and begin the process.

There was some general discussion about Box 15. Ms. Johnson voiced some concerns that certain members of city government might wish to participate to a lesser extent if their names would be noted here. Ms. Farrell is working on a letter to send to City Council and relevant Staff informing them how they can best help complainants who come to them directly, and that should clarify how Box 15 is used.

Review Process Committee

This committee met four times between Board meetings and has been working on reading through the General Orders (GOs) comprehensively and composing a disciplinary matrix based on the form of Madison Wisconsin’s rubric, which is straightforward and exhaustive for that municipality. The Board had some discussion of if it might make sense to construct a matrix using broader categories, but the

committee is interested in pursuing a full reading of the General Orders at this time. The committee presented an example of how the members have been looking over individual GOs (in the case of their example, GO 409 “Body Worn Cameras”) and then producing a list of potential violations for the disciplinary matrix they are constructing..

External Communications Committee

This committee met once between Board meetings and shared the draft of a trifold brochure they’ve been working on. There was some discussion about changing some wording here and there in the trifold brochure, and how it would be deployed. The committee has also been talking about a social media presence for the PRB, even if it is a business card-type profile that points to an information website. Ms. Collins pointed out that the city has some rules for allowing or restricting social media comments that the PRB would need to abide by, and the Board will continue having that discussion at future meetings, especially after meeting with the Chair of the Rochester PAB (Shani Wilson) in the coming month. If the complaints process is ready to start in January, the Board will a draft press release to that effect.

TRAININGS

Discussion of Trainings Conducted

On September 23rd, Paul Chambers from the Ontario County Public Defender’s Office gave the Board his second training on interviewing techniques, focusing on rapport-based interviewing and interviewing tactics that help people remember events more accurately.

On September 24th, the Board participated in a session on Adverse Childhood Experiences (ACEs) along with staff from the Public Defender’s office. This training helped participants understand some general mental health disorders that are centered around how the brain reacts scientifically and psychologically to trauma and stress.

Trainings to Come

Ms. Farrell informed the Board that an October calendar is on the way, and it will include a training with Shani Wilson (ROC PAB). Ms. Collins shared that there are some General Orders trainings available through a retired Monroe County Investigator who charges \$60/hr for sessions and has no charge for prep time. Planning to meet with this individual was met with general approval.

PLAN FOR NEXT MEETING

The Chief of Police will be attending the Board’s November meeting, and the Board will present its complaint and review processes for discussion. The meeting will include a Zoom livestream. Ms. Farrell may have some opening comments that explain the purpose and Rules of Order for the meeting if it is attended by members of the public. Specific members of the public (PRB subcommittee members) may be invited to speak during the meeting. Generally, the Chief may have questions for the Board that the Board can help explain, and the Board may have questions for the Chief about his process and there may be some Q&A in both directions.

Ms. Elliott-Engel (seconded by Mr. Rapoza) moved to adjourn.

Unanimously APPROVED by voice vote.

Respectfully submitted by Charles King, Secretary