

AN ORDINANCE TO CREATE A NEW CHAPTER 37 OF THE CODE OF THE CITY OF  
SARATOGA SPRINGS, NY, ENTITLED "COMMUNITY POLICE BOARD"

BE IT ORDAINED by the City Council of the City of Saratoga Springs, NY, as follows:

SECTION 1: A new Chapter 37 of the Code of the City of Saratoga Springs, entitled  
"Community Police Board", is hereby enacted to read:

CHAPTER 37 COMMUNITY POLICE BOARD

37-1 FINDINGS AND PURPOSE

The City Council of the City of Saratoga Springs finds that the establishment of a citizen board to act as a liaison between the community and the Police Department is a proper way to provide communication, promote transparency and accountability, submit complaints, review policies, and further public safety and the general public interest.

The Council intends that members of the Community Police Board (CPB) shall be chosen to represent a range of culturally and economically diverse experiences and views, with consideration to the effect each appointment will have in maintaining that diversity of representation. The Council further intends that all members of the CPB be able to objectively, dispassionately, and fairly represent the community in all matters before the Board.

37-2 COMMUNITY POLICE BOARD

There is hereby created a board to be known as the Saratoga Springs Community Police Board (CPB). The CPB shall consist of five (5) members, all of whom shall be over eighteen (18) years of age and residents of the City of Saratoga Springs for at least three (3) years. Each City Council member shall propose one (1) person for appointment to the CPB, but each appointment shall be approved by at least three Council members. The terms of the members shall be staggered so that one member's term expires per year. No elected official, appointed official, or employee of the City of Saratoga Springs shall be a CPB member. All CPB members shall serve without compensation and shall be subject to both an initial background check and continuing education and training.

At its first meeting each year, the members of the CPB shall elect one of its members to serve as chair for that calendar year. The chair shall have responsibility to preside at meetings of the CPB and to organize agendas for each meeting.

37-3 FUNCTIONS OF THE BOARD

The CPB shall have authority to perform the following advisory functions:

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1. To recommend amendments to the rules, bylaws, policies and regulations, not inconsistent with the laws of the State of New York, for the administration of the city Police Department, and to submit such recommendations to the Chief of Police and the Commissioner of Public Safety.
2. To receive statements of appreciation from citizens regarding actions of members of the Police Department in the line of duty which should be recognized and commended, and to forward such statements to the Chief of Police to be presented to the commended department members.
3. To develop procedures and forms for the resolution of complaints by any person who, following his or her interaction with an officer or officers of the Police Department, alleges that said officer or officers acted in a manner contrary to the Department's rules, bylaws, policies or regulations. All such procedures and forms developed by the CPB shall be approved by the City Council.
4. To review all records held by the Police Department that are reasonably necessary to conduct a review of a submitted complaint.
5. To recommend, following the review of a complaint and a finding that an officer has acted in a manner contrary to the Department's rules, bylaws, policies or regulations, that further action be taken by the Chief of Police or the Commissioner of Public Safety to resolve the complaint.
6. To keep records of its proceedings, including files of all complaints and materials reviewed.
7. To make annual reports in writing to the City Council and to the public indicating the number of complaints reviewed by the CPB, as well as a summary of any policy or procedure recommendations and other actions taken.

SECTION 2: This ordinance shall take effect the day after publication as provided by the City Charter of the City of Saratoga Springs, NY

ADOPTED: