

DRAFT ASSESSMENT REPORT

May 6, 2016

TO: The New York State Law Enforcement Accreditation Council

FROM: Major James A. LaFarr
Warren County Sheriff's Office

SUBJECT: Reaccreditation Assessment of the University at Albany Police Department

I. Synopsis

From April 19, 2016 to April 21, 2016 a reaccreditation assessment was conducted for the University at Albany Police Department. The assessment team consisted of Major James A. LaFarr, Warren County Sheriff's Office (Team Leader), Captain (Ret.) Martin L. Corbett, Irondequoit Town Police Department and Sergeant Gail Barrella, Geddes Town Police Department.

The University at Albany Police Department consists of 62 full-time members, including 42 sworn police officers and 20 civilian staff. The agency is overseen by Chief of Police J. Frank Wiley, Deputy Chief Jennifer L. Fila, Deputy Chief Aran C. Mull, Inspector Paul C. Burlingame, Inspector Jennifer L. Baldwin and Captain William F. Yankowski. The Patrol Division consists of 26 full-time Police Officers, three Investigators, six Communications Officers, 13 Security Services Assistants and one Administrative Aide. The Police Department serves the State University of New York (SUNY) at Albany and is comprised of approximately five square miles. The uptown campus is divided between the municipalities of the City of Albany and the Town of Guilderland, in Albany County, New York. The downtown campus lies wholly within the City of Albany. The estimated campus population while school is in session exceeds 20,000 people.

The assessment team approved Departmental procedures for a total of 84 standards following the first review. For the remaining standards, documentation provided and/or written directives were initially considered to be insufficient. Department officials provided additional supporting documentation for the affected standards (6.2, 14.7, 21.1, 32.3, 32.4, 40.1, 43.6, 44.3, 47.5, 47.8, 50.1, 50.7, 50.8, 50.9, 51.1, 51.3, 51.6 and 58.4) or revised their directives for standards (7.1, 7.3, 8.12, 43.6, 47.1, 50.6, 50.7, 55.1, 58.3, 64.1) while the assessment team was on-site. It is the opinion of the assessment team that the Department was in compliance with all reviewed standards for the five year period prior to the conclusion of the assessment.

The University at Albany Police Department has worked diligently to maintain compliance with the current 110, previously 133, program standards. Any problems identified by the assessment team were minor in nature and were all corrected promptly and courteously while on-site. It's unanimously recommended that the Department be favorably considered for reaccreditation at this time.

II. Agency Information

University at Albany Police Department
1400 Washington Avenue
Albany NY 12222-0100
(518) 442-3130

Date of Initial Accreditation: 06/07/2011

Chief Executive Officer: Chief J. Frank Wiley

Program Manager: Sergeant Steven J. Grassmann
SGrassmann@albany.edu
(518) 442-3130

Personnel: Full-time sworn: 41
Full-time civilians: 20

Calls for Service: 2011: 25,652
2012: 29,335
2013: 31,798
2014: 37,409
2015: 39,273

The University at Albany Police Department is a full service law enforcement agency which provides police services to the students, faculty and visitors of the State University of New York at Albany 24 hours a day. The University at Albany Police Department is dispatched by their own Emergency Communications Center. There are numerous “blue light” phones throughout the campus which connect directly to the Police Department Communication Center. The Department actively participates in Community Policing Programs, Crime Prevention Programs, Rape Aggression Defense (R.A.D.) and a Bicycle Patrol services. The budget of the University at Albany Police Department during the 2015 fiscal year was approximately \$3,889,114.

III. Assessor Information

Team Leader: Major James A. LaFarr
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Assessor: Sergeant Gail Barrella
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IV. Community Information

The University at Albany Police Department is a full-time, full service law enforcement agency providing services to a population of over 20,000; including students, faculty, staff and visitors to the University at Albany. The five square mile service area is occupied by more than 20,000 students, faculty, employees and guests while school is in session. The University Police Department has jurisdictional responsibilities for both the uptown and downtown campuses. The uptown campus is located primarily in the City of Albany, with a small portion in the Town of Guilderland. The two downtown campuses are located in the City of Albany; the Draper Complex and Alumni Quad. In addition to patrolling these campuses, University Police Officers routinely render assistance to outside agencies. The University at Albany Police Department is one of 29 State University Police Departments with a total compliment of approximately 560 police officers throughout the state.

The University at Albany enjoys a strategic location in the City of Albany. The capital of the State of New York offers something for everyone, the center of a region remarkable for its natural and cultural resources. The Capital Region includes the cities of Albany, Schenectady and Troy, and has a population of approximately 838,000. Within a short distance are the Berkshires, the Catskills and the Adirondacks, the largest wilderness area east of the Mississippi River. The University at Albany Police Department is also in close proximity to two main Interstates, I-87 and I-90.

V. Assessment Logistics

On January 24, 2016, prior to the on-site assessment, the Team Leader conducted an off-site Ten File review of the following ten accreditation standards:

7.1 - Evidence & Non-Agency Property Mgt.	14.7 - Sexual Harassment
7.3 - Property Audit & Inventory Management	21.2 - Review of Force Causing Injuries
13.1 - Performance Evaluation System	33.1 - In Service Training - Length & Content
14.1 - Rules of Conduct	44.1 - Domestic Incidents
14.4 - Disciplinary System	44.2 - Hate Crimes

Of the ten standards received, eight were found to demonstrate compliance following the first review and two required apparent policy revisions. It was necessary to complete on-site interviews and observations for all ten standard files to verify full compliance.

All members of the team checked into the hotel on the evening of April 18, 2016. Once settled the team met in the hotel lobby to get acquainted and discuss assessment procedures. The assessors identified their areas of expertise and agreed on their initial assignments.

The assessors met with Chief J. Frank Wiley and members of the Department Command staff on the morning of April 19, 2016 to discuss the purpose and structure of the on-site visit. The team received a tour of the facility and an orientation of agency operations. The team was then escorted to a conference/training room adjacent to the office of the Department's program manager, Sgt. Steven J. Grassmann. Sgt. Grassmann was available at all times to answer questions and provide assistance to assessors during the entire on-site assessment.

The assessment team provided Chief Wiley and his command staff with a summary of their activities following each of the first two days on-site. The team briefed the Chief and his staff on the overall status of the assessment, the number of standards approved each day and the number of standards returned for revision or additional supporting documentation. The team also met at the close each day of the assessment to plan its activities for the following day.

The assessors completed their work on April 21, 2016. They shared their findings with Chief Wiley and his command staff during an exit interview prior to leaving. The team leader advised the Chief that the assessors would recommend the agency for reaccreditation.

VI. Assessment Procedures

This Assessment Team followed the strategy described below to verify compliance with program standards:

1. A team member reviewed a standard file to make an initial determination of whether or not the agency had complied with the applicable standard.
2. If the assessor determined that the policies and procedures were in order, the file folder was approved and the Standard Compliance Report/Policy Advice form was completed.
3. If the assessor did not believe that the file supported a finding of compliance, a second assessor and/or team leader would review the file.
4. If the assessors' concerns were resolved, either through discussion among the assessors or consultation with the program manager, the team leader would complete the Standard Compliance Report/Policy Advice form.
5. If the concerns could not be resolved the agency was informed of the necessary corrective action required and afforded the opportunity to amend the file.
6. In situations where there appeared to be periods of non-compliance during the current accreditation cycle, the team met to review the circumstances. All potential non-compliance issues were resolved prior to the completion of the assessment.
7. Interviews and other activities designed to supplement the documentation contained in the files were handled by the Assessor having the greatest experience in the subject area being reviewed.

VII. Verification Activities

Methods of verification included a formal tour of the entire agency; review of agency files, scheduled and unscheduled interviews with agency personnel, escorted visits to work areas, chance meetings with sworn and civilian members of the agency, observation of a live roll call and a ride-a-long.

The assessment team conducted multiple interviews for 106 of the 110 standards and made numerous observations relative to most standards to verify compliance. The assessors interviewed 16 sworn and 4 civilian employees. The team leader attempted to conduct an interview with a member of the Albany County District Attorney's Office. A request was submitted to Senior Assistant District Attorney David Rossi and no response to the request was received.

The following persons were interviewed:

Chief J. Frank Wiley	Police Officer Cameron Cox
Deputy Chief Jennifer L. Fila	Police Officer Christopher G. Lacosse
Deputy Chief Aran C. Mull	Police Officer Timothy Lanahan
Inspector Paul C. Burlingame	Police Officer Brett W. McLaughlin

Inspector Jennifer L. Baldwin	Police Officer Edward Meyers (K-9)
Captain William F. Yankowski	Police Officer Daniel Vandeyar
Lieutenant Kevin J. Krosky	Communication Officer Olivia DiBella
Lieutenant Christopher D. Prusak	Communication Officer Scott C. Dilcher
Sergeant Steven J. Grassmann	Communication Officer Michael W. Rathburn
Investigator Jeremy W. Clapper	Clerk Andrea Navedo, SUNY HR

Administrative Standards

Administration - Agency Role

- 1.1 Mission Statement - Compliance was verified through observation of Mission Statement posted in the police department lobby, in the general operations manual and on the agency website. Interviewed D.C. Fila and Sgt. Grassmann. **Reviewed by LaFarr**
- 1.2 Goals and Objectives - General Order 1.1.4 adequately addresses the standard. Compliance was verified by a review of annual goals and objectives for the past five years. Annual year end summaries of the agency's goals are disseminated to all members. Interviewed D.C. Fila and Sgt. Grassmann. **Reviewed by LaFarr**

Administration - Organization

- 2.1 Organizational Structure - General Order 11.1.1 clearly outlines the agency's organizational structure in compliance with the standard. Copies of rosters, organizational charts and agency staffing were reviewed. File contents also demonstrated compliance with consolidated standard 2.4. Interviewed Sgt. Grassmann, Lt. Krosky and C.P.S.O. Dilcher. **Reviewed by LaFarr**
- 2.2 Job Classifications - Multiple General Orders adequately outline the duties of each job classification for both sworn and non-sworn employees. Interviewed D.C. Fila and P.O. Meyers. **Reviewed by LaFarr**
- 2.3 Written Directives - General Order 1.1.3 establishes procedures, meeting all requirements of the standard, for the development of policies and procedures. Reviewed annual copies of general order distribution lists and e-mails tracking receipts of orders to verify compliance. All new orders are reviewed during roll call briefings prior to implementation. Interviewed D.C. Fila, Insp. Baldwin and Sgt. Grassmann. **Reviewed by LaFarr**
- 2.5 Map of Patrol Area - Map of patrol zones were in the folder and observed in the agency roll call/training room. Reviewed documents describing the agency review of patrol zones during capital improvements to verify compliance. Interviewed Sgt. Grassmann, Lt. Krosky and C.P.S.O. Dilcher. **Reviewed by LaFarr**
- 2.7 Responsibility and Authority - Multiple General Orders describe member responsibility commensurate with authority in compliance with standard. The supporting documentation included several redacted discipline reports. File contents also demonstrated compliance with consolidated standards 2.9 and 2.10. Interviewed D.C. Fila, D.C. Mull and Sgt. Grassmann. **Reviewed by LaFarr**

Administration - Health and Safety

- 3.1 Infectious Diseases - General Order 46.1.9 outlines procedures for prevention and post exposure response to infectious diseases meeting all requirements of the standard. Supporting documents included training records, SUNY Exposure Control Plan and employee accident reports. Observed personal protective equipment in agency vehicles and station. Interviewed Sgt. Grassmann and Lt. Krosky. **Reviewed by LaFarr**

Internal Administration - Fiscal Management

- 5.2 Accounting - System and Responsibility - General Orders 5.1.1 and 21.2.9 outline agency accounting and budgeting procedures in compliance with standard. Directive designates positions responsible. Supporting documentation consisted of financial reports, vouchers and purchase orders. File contents also demonstrated compliance with consolidated standard 5.1. Observed agency's budget/accounting system. Interviewed D.C. Fila and Insp. Baldwin. **Reviewed by LaFarr**
- 5.3 Safeguarding Cash - General Order 5.3 complies with standard. Agency does not maintain any petty cash, receive bail money or receive/disburse cash for any reason. Interviewed D.C. Fila, Insp. Baldwin and Sgt. Grassmann. **Reviewed by LaFarr**

Internal Administration - Agency Property

- 6.1 Requisitioning Property - General Order 6.1.1 outlines procedures for procurement and inventory of agency property meeting all requirements of the standard. Supporting documentation included SUNY inventory verification letters. Observed agency's electronic property management system and SUNY property tags affixed to various items throughout the department. Interviewed D.C. Fila, Insp. Baldwin and Sgt. Grassmann. **Reviewed by LaFarr**
- 6.2 Safeguarding Agency Weapons - The agency has a secure room with individually secures lockers to store agency weapons. General Order 1.3.2 complies with standard. Supporting documentation included annual copies of weapon inventories, but lacked copies of ammunition inventories. The ammunition inventory records were provided upon request. Interviewed Sgt. Grassmann, D.C. Fila and P.O. Meyers. **Reviewed by LaFarr**

Internal Administration - Non-Agency Property

- 7.1 Evidence and Non-Agency Property Management - General Orders 84.1.1, 84.1.2 and 43.1.4 outline agency evidence handling procedures. General Orders 84.1.1 and 43.1.4 failed to meet all requirements of the standard however. Policy revisions were requested and completed on-site for full compliance. Supporting documentation included evidence records/reports, chain of custody records, lab submission forms and various items of evidence packaging/labels. File contents also demonstrated compliance with consolidated standards 51.4 and 51.5. Observed agency evidence room, exterior storage locations and temporary evidence storage locations. Interviewed Capt. Yankowski (Evidence Custodian), Sgt. Grassmann and P.O. Meyers. **Reviewed by LaFarr**
- 7.2 Evidence Custodian Training - General Order 84.1.1 requires all personnel assigned as property clerk successfully complete a course in property room management in compliance with standard. Supporting documentation included training certificates demonstrating compliance. Interviewed Capt. Yankowski, Insp. Burlingame and Sgt. Grassmann. **Reviewed by LaFarr**
- 7.3 Property Accountability - General Order 84.1.1 outlines procedures for audit and inventory of agency

property/evidence room, but required revision to demonstrate compliance. A policy revision was requested and completed on-site for full compliance. Supporting documentation included annual copies of evidence audit/inventories. Interviewed Capt. Yankowski, Sgt. Grassmann and Insp. Burlingame. **Reviewed by LaFarr**

Internal Administration - Records

- 8.1 Records for Calls for Service - General Order 8.1.1 complies with standard. Supporting documents included copies of annual reports and incident logs. Observed department RMS, CAD and communication operations in use during on-site. Interviewed C.P.S.O. Dilcher, C.P.S.O. Rathburn, C.P.S.O. DiBella, P.O. Meyers and Sgt. Grassmann. **Reviewed by LaFarr**
- 8.2 Crime Reporting System - General Order 8.2.1 requires agency maintain full participation in NYS IBR and UCR systems in compliance with standard. Supporting documentation included annual copies of DCJS Summary Data Reports and UCR's. Observed agency RMS and LiveScan systems. Interviewed Sgt. Grassmann, C.P.S.O. Rathburn and Lt. Krosky. **Reviewed by LaFarr**
- 8.5 Records Retention - SUNY Police Albany maintains a records retention schedule through the SUNY College Administration. Supporting documentation included the SUNY records retention schedule and sample reports from each quarter of the past five years. Interviewed Sgt. Grassmann, Lt. Krosky and P.O. Meyers. **Reviewed by LaFarr**
- 8.7 Records Management System - Multiple agency General Orders adequately address each element of the standard. Supporting documents included sample copies of various reports, logs and records. File contents also demonstrated compliance with consolidated standards 8.6 and 8.8. Observed agency's electronic RMS and hard copy files during on-site. Interviewed Sgt. Grassmann and Lt. Krosky. **Reviewed by LaFarr**
- 8.11 Sealing Orders - General Order 8.11.1 adequately addresses the standard. Supporting documentation included copies of redacted sealing orders. Observed agency sealed records file. Interviewed Capt. Yankowski and Sgt. Grassmann. **Reviewed by LaFarr**
- 8.12 Record System for Warrants - General Order 71.2.1 outlines the management of warrants, but required a revision to meet all the elements of the standard. The revision was requested and completed during the on-site for full compliance. Supporting documents included annual copies of agency warrants. Observed the agency's electronic warrant system and warrant drawer maintained in the Communication Center to allow for 24-hour access. Interviewed Inv. Clapper, C.P.S.O. Dilcher, Sgt. Grassmann and P.O. Meyers. **Reviewed by LaFarr**
- 8.13 Legal Process - The only legal process executed by the agency are criminal warrants. General Order 71.2.1 adequately addresses the standard. Supporting documents included annual copies of warrant arrest records. Interviewed Inv. Clapper, Sgt. Grassmann, Lt. Krosky and P.O. Meyers. **Reviewed by LaFarr**

Personnel - Recruitment

- 11.1 Personnel Recruitment - General Order 32.1.1 outlines the selection process meeting all elements of the standard. Supporting documentation included various NYS Civil Service announcements, employment bulletins and brochures. File contents also demonstrated compliance with consolidated standards 11.2 and 11.3. Interviewed D.C. Fila, C.P.S.O. DiBella and P.O. Meyers. **Reviewed by LaFarr**

Personnel - Selection

- 12.1 Physical and Psychological Fitness Requirements - Agency selection/hiring procedures are in full compliance with New York State Civil Service Law. General Order 32.1.1 requires all candidates meet or exceed all physical and psychological standards. Supporting documents included various New York State Civil Service announcements. File contents also demonstrated compliance with consolidated standards 12.2, 12.3 and 12.4. Observed agency personnel files during on-site to verify compliance. Interviewed D.C. Fila, C.P.S.O DiBella and P.O. Meyers. **Reviewed by LaFarr**
- 12.5 Background Investigation - General Order 32.1.2 requires background investigations of all candidates. Supporting documentation included completed background investigation packets and a blank sample packet. Observed agency personnel files containing completed background investigation packets. Interviewed D.C. Fila, Sgt. Grassmann and C.P.S.O. DiBella. **Reviewed by LaFarr**
- 12.6 Oral Interviews - General Order 32.1.1 adequately addresses the standard. Supporting documentation included redacted oral interview records. Observed agency personnel files to verify compliance. Interviewed D.C. Fila, Sgt. Grassmann and P.O. Meyers. **Reviewed by LaFarr**
- 12.7 Employment Record Maintenance - The SUNY Albany Records Retention schedule requires personnel history files be maintained for a minimum of six year in compliance with standard. Supporting documentation included copies of employee rosters from SUNY Albany HR. Observed SUNY Albany Personnel Records. Interviewed D.C. Fila, Sgt. Grassmann and SUNY Personnel Clerk Andrea Navedo. **Reviewed by LaFarr**
- 12.8 Probation - General Orders 32.1.1 and 33.4.3 clearly outline one year new hire probationary periods as required and establishes process for employee performance reviews during the probationary period. Supporting documentation included Interviewed P.O. Cox. **Reviewed by Barrella**
- 12.9 Oath of Office - General Order 1.1.2 requires all law enforcement personnel complete an oath of office as required. Supporting documentation included sample copies of Oaths of Office administered during the previous five years. Interviewed D.C. Fila, Sgt. Grassmann and P.O. Meyers. **Reviewed by LaFarr**

Personnel - Performance Evaluations

- 13.1 Performance Evaluations - General Order 35.13.1 outlines performance evaluation system meeting all elements of the standard. Supporting documentation included annual copies of completed personnel evaluation records. Observed agency personnel records containing completed personnel evaluations during the on-site assessment. Interviewed D.C. Fila, Lt. Krosky and P.O. Meyers. **Reviewed by LaFarr**

Personnel - Discipline

- 14.1 Rules of Conduct - General Order 1.1.2 and 22.2.8 specify rules of conduct and appearance for personnel in compliance with all elements of the standard. Supporting documentation included redacted discipline and photographs of on-duty uniformed members in compliance. Observed sworn members in approved uniforms during on-site. Interviewed Sgt. Grassmann, P.O. Meyers and C.P.S.O. Dilcher. **Reviewed by LaFarr**
- 14.2 Court Appearances - General Order 26.1.1 properly addresses the standard. Reviewed copies of

court notices, subpoenas, e-mails and SUNY Conduct Hearing Requests. Interviewed P.O. McGlaughlin. **Reviewed by Corbett**

- 14.3 Legislative Restrictions on Officers - General Order 26.1.3 properly addresses the standard. Reviewed sample copies of the State statutes in the standard file. Interviewed P.O. McLaughlin. **Reviewed by Corbett**
- 14.4 Disciplinary System - General Order 26.1.7 establishes disciplinary procedures meeting all elements of the standard. Supporting documentation included copies of redacted discipline. Interviewed Chief Wiley, D.C. Mull, D.C. Fila and P.O. Lacosse (Union Delegate). **Reviewed by LaFarr**
- 14.7 Sexual Harassment - General Order 26.1.4 and the SUNY Albany Sexual Harassment Policy properly address the standard. Supporting documentation included copies of sexual harassment training certificates/records. Standard file did not contain documentation regarding sexual harassment investigation or a memorandum affirming no acts were committed. Copies of redacted sexual harassment investigation records were provided upon request. Interviewed D.C. Fila, Insp. Baldwin and Lt. Krosky. **Reviewed by LaFarr**

Personnel - Promotions

- 15.1 Promotional Process - General Order 35.15.1 supports all required bullets of standard. Supporting documentation included copy of NYS Public Officers Law, promotional job listings, NYS Civil Service Eligibles List and SUNY Promotion Appointment records. Interviewed Lt. Krosky. **Reviewed by Barrella**

Personnel - Grievances

- 16.1 Grievance Procedures - General Order 34.4.5 properly address standard. Supporting documentation included copies of grievance records and the PBA collective bargaining agreement. Interviewed Chief Wiley, P.O. Lacosse (Union Delegate), Sgt. Grassmann and Clerk Andrea Navedo (SUNY HR). **Reviewed by Corbett**

Personnel - Awards

- 17.1 Award Procedures and Criteria - General Order 35.17.1 properly addresses standard. Supporting documentation included awards ceremony packets. Observed several uniformed members wearing agency awards and a shadow box containing awards affixed to the wall of the police department. Interviewed P.O. McLaughlin. **Reviewed by Corbett**

Personnel - Death or Serious Injury of Agency Personnel

- 18.1 Death or Serious Injury of Agency Personnel - General Order 22.3.5 properly addresses standard. Supporting documentation included a black copy of Form A15 Member Death and Serious Injury Form. Observed completed Forms A15 in sealed envelopes. Interviewed Sgt. Grassmann. **Reviewed by Corbett**

Use of Force

- 20.1 Necessary Force - General Orders 1.3.1 and 1.3.2 require personnel use a level of force consistent with New York State Penal Law Article 35 in compliance with standard. Supporting documentation included annual copies of completed use of force records/reports and NYS Article 35 lesson plans.

Interviewed Lt. Krosky, Insp. Burlingame and P.O. Meyers. **Reviewed by Corbett**

- 20.5 Carrying of Firearms - Multiple agency General Orders properly address the standard. Supporting documentation included firearms sign-out records. Observed multiple sworn officers carrying their duty weapons. Interviewed Lt. Krosky (Training Supervisor), Insp. Burlingame and P.O. Meyers. **Reviewed by Corbett**
- 20.6 Less Lethal Substances/Devices - General Order 1.3.2 properly addresses the standard. Observed members wearing less lethal devices, as well as the storage to verify availability of such devices. Interviewed P.O. Meyers. **Reviewed by Corbett**

Use of Force - Agency Review

- 21.1 Review of Firearms Use - General Orders 1.3.2 and 1.3.3 properly address the standard. The file lacked any supporting documentation demonstrating compliance. A memo was provided upon request affirming there had been no firearms discharges during the accreditation cycle. Upon receipt of the requested supporting documentation the file also demonstrated compliance with consolidated standard 20.4. Interviewed D.C. Mull, Insp. Burlingame and Lt. Krosky. **Reviewed by Corbett**
- 21.2 Review of Force Causing Injuries - General Orders 1.3.3 and 1.3.1 outline procedures regarding appropriate review of force causing injuries meeting all requirements of the standard. Supporting documentation included completed use of force records containing the required supervisory reviews. Interviewed D.C. Mull, Lt. Krosky and P.O. Meyers. **Reviewed by LaFarr**

Internal Affairs

- 25.1 Internal Affairs Function - General Orders 52.1.1 and 21.2.8 properly address the standard. Folder documentation demonstrated compliance. Folder contents also demonstrated compliance for consolidated standards 25.2, 25.6 and 25.8. Observed agency personnel records during on-site. Interviewed Chief Wiley, D.C. Mull and Clerk Andrea Navedo (SUNY HR). **Reviewed by Corbett**

Public Relations - Public Information

- 28.1 Public Information Function and Media - General Order 16.2.14 properly addresses all elements of the standard. Supporting documentation included copies of media releases, campus bulletins from the PD and responses to Freedom of Information Law requests. File contents also demonstrate compliance with consolidated standards 8.7, 28.2 and 28.3. Interviewed Insp. Baldwin (Public Relations Officer), D.C. Fila and Sgt. Grassmann (Records Access Officer - FOIL). **Reviewed by LaFarr**
- 28.4 Social Media - General Order 81.5.6 properly addresses all required bullets of the standard. Supporting documentation included copies of agency social media pages (Facebook, Twitter and SUNY webpage). Observed the SUNY Police Albany webpage. Interviewed Sgt. Grassmann. **Reviewed by Barrella**

Public Relations - Community Relations

- 29.1 Responsibility of Personnel - General Orders 16.2.1, 21.2.18 and 21.2.9 properly address all elements of the standard. Supporting documents included copies of various community events and programs, as well as brochures for services available through the department. File contents also

demonstrated compliance with consolidated standard 29.2. Interviewed Insp. Baldwin. **Reviewed by Barrella**

- 29.3 Crime Prevention - General Order 16.2.1 properly addresses standard. Supporting documentation included reflect various officers assigned to public relations events. Interviewed Insp. Baldwin. **Reviewed by Barrella**
- 29.4 Crime Victims - General Order 29.4.1 properly addresses the standard. Sample copies of Crime Victims Board flyers are provided in the file. Observed various pamphlets in the lobby. Interviewed Insp. Baldwin. **Reviewed by Barrella**
- 29.5 Sex Offense Victims - General Order 42.1.6 properly addresses the standard. Supporting documentation included various sexual assault and rape crisis forms. Interviewed Sgt. Grassmann. **Reviewed by Barrella**
- 29.6 Sex Offender Management - General Order 29.6.1 properly addresses notification to community and references verification of enrolled students or university employees. Supporting documentation included copy of campus online sex offender registry. Interviewed D.C. Mull and Sgt. Grassmann. **Reviewed by Barrella**

Training Standards

Basic Training

- 32.1 Basic Course for Police Officers - General Order 33.1.1 properly addresses standard. Supporting documentation included copies of Basic Course training certificates, basic academy schedules and basic course curriculum. Observed agency personnel files containing Basic Course training certificates. Interviewed Sgt. Grassmann. **Reviewed by Barrella**
- 32.3 Firearms Training - General Orders 33.2.1, 33.1.0 and 33.1.1 properly address all elements of the standard. Supporting documentation included Basic Course training certificates and in-service firearms training records. The file lacked in-service firearms training records for each year of the accreditation cycle. The training records were provided upon request. Interviewed P.O. Lacosse (Firearms Instructor). **Reviewed by Barrella**
- 32.4 Use of Less Lethal Substances/Devices - Multiple General Orders properly address all elements of the standard. Supporting documentation included in-service training records for baton, OC Spray, ECD and use of physical force. The file lacked in-service firearms training records for each year of the accreditation cycle. The training records were provided upon request. Interviewed P.O. Lacosse and Sgt. Grassmann. **Reviewed by Barrella**
- 32.5 Field Training - General Order 33.4.3 outlines procedures, meeting all requirements of the standard, for officer field training. Supporting documentation included copies of DOR's, FIO Instructor certificates, training records and standard evaluation guide. Interviewed P.O. Cox. **Reviewed by Barrella**

In-Service Training

- 33.1 In-Service Training Length and Content - General Order 33.1.1 requires all members receive at least 21 hour of in-service training annually, with minimums of firearms, legal updates and use of force reviews. Supporting documentation included copies of training records, certificates and training

logs. Interviewed Sgt. Grassmann, Lt. Krosky (Training Supervisor) and P.O. Meyers. **Reviewed by LaFarr**

- 33.2 Instructor Qualifications - General Order 33.1.1 requires the agency utilize certified instructors for all in-service training in compliance with standard. Supporting documentation included copies of Instructor Development Course training certificates. Observed agency training records and certificates during on-site. Interviewed Sgt. Grassmann, Insp. Baldwin and Lt. Prusak. **Reviewed by LaFarr**
- 33.3 Specialized Training - General Order 33.3.1 outlines requirements for specialized training in compliance with standard. Several additional General Orders address the specific training requirement. Supporting documentation included annual copies of training certificates, various training records and training logs. Observed sample copies of specialized training records in agency personnel files. Interviewed Sgt. Grassmann, Insp. Baldwin, Lt. Prusak (FTO Supervisor) and P.O. Meyers (K-9). **Reviewed by LaFarr**

Supervisory Training

- 34.1 First Line Supervisory Training - General Order 33.4.4 requires all first-line supervisors successfully complete a Course in Police Supervision in compliance with standard. Supporting documentation included Course in Police Supervision training certificates. Observed Course in Police Supervision training certificates in agency personnel files during the on-site. Interviewed Sgt. Grassmann, Lt. Krosky and Lt. Prusak. **Reviewed by LaFarr**
- 34.2 Annual Supervisory Training - General Order 33.1.1 requires all supervisors receive annual training to enhance supervisory ability in compliance with standard. Supporting documentation included annual copies of supervisory lesson plans and agency training logs containing supervisor training. Interviewed Sgt. Grassmann, Lt. Krosky and Lt. Prusak. **Reviewed by LaFarr**

Training Records

- 35.1 Personnel Training Records - General Order 33.1.1 requires training records are maintained up-to-date for all sworn personnel in compliance with standard. Supporting documentation included annual copies of training certificates and agency training logs. Observed agency personnel training records during on-site. Interviewed Sgt. Grassmann, Lt. Krosky and Lt. Prusak. **Reviewed by LaFarr**
- 35.2 Training Courses - General Order requires accurate maintenance of training records for all training courses attended by sworn personnel in compliance with standard. Supporting documentation included annual copies of training certificates, training logs, course curriculums, lesson plans and training materials. Observed agency training files maintained in the Supervisor's Office during the on-site. Interviewed D.C. Fila, Lt. Krosky, Lt. Prusak and Sgt. Grassmann. **Reviewed by LaFarr**
- 35.3 Agency Sponsored Courses - General Order 33.1.1 requires accurate maintenance of training records for all agency sponsored courses in compliance with standard. Supporting documentation included annual copies of course curriculums, lesson plans and training materials. Observed agency training files maintained in the Supervisor's Office during the on-site. Interviewed D.C. Fila, Lt. Krosky, Lt. Prusak and Sgt. Grassmann. **Reviewed by LaFarr**

Operational Standards

Patrol - Patrol Functions

- 40.1 Responsibilities of Patrol Officers - General Orders 21.2.18 and 43.1.1 outline the agency functions of patrol and identify specific duties and responsibilities. Folder lacked a directive describing the patrol preliminary investigation function. General Order 42.0.0 was provided upon request for full compliance. Reviewed annual copies of completed incident reports and logs. Supporting documentation also demonstrated compliance with consolidated standard 39.1. Participated in a ride-a-long to further verify compliance with standard. Interviewed P.O. Lacosse and P.O. Vandeyar. **Reviewed by Corbett**
- 40.2 Supervisor Responsibilities - General Order 40.1.2 properly addresses the standard. Reviewed annual copies of completed incident reports with supervisory response demonstrating compliance. Interviewed Lt. Prusak and P.O. Lacosse. **Reviewed by Corbett**
- 40.3 Command Protocol - General Order 40.1.2 properly addresses the standard. Folder documentation demonstrated compliance. Interviewed Lt. Prusak. **Reviewed by Corbett**

Patrol - Equipment

- 41.1 Vests - General Orders 22.2.10 and 22.2.8 properly address the standard. Reviewed copies of body armor issue lists and invoices for body armor purchases. Observed members on-duty properly equipped with soft body armor during the assessment. Interviewed P.O. Vandeyar and P.O. Meyer. **Reviewed by Corbett**
- 41.3 Authorized Apparel and Equipment - General Order 22.2.8 properly addresses the standard. Folder documentation demonstrated compliance. Observed on-duty in uniform at shift change and uniform stock in storage area during on-site. Interviewed Sgt. Grassmann and P.O. Meyers. **Reviewed by Corbett**

Patrol - Vehicles

- 42.1 Patrol Vehicles - General Order 41.2.2 properly addresses the standard. Folder documentation demonstrated compliance with this standard and also consolidated standard 42.2. Observed the agency fleet during the assessment and the overwhelming majority of vehicles are conspicuously marked. Inspected unit 740 during ride-a-long to verify compliance regarding required equipment. Unit was not properly equipped with barrier tape. Item was added to the vehicle upon request. Interviewed Sgt. Sgt. Grassmann and P.O. Vandeyar. **Reviewed by Corbett**
- 42.3 Seat Belts - General Order 39.3.3 properly addresses the standard. Observed uniformed members utilizing safety restraint devices demonstrating compliance. Agency did not have any patrol vehicle accidents during this accreditation cycle to permit review of NYS MV-104A forms. Interviewed Sgt. Grassmann and P.O. Vandeyar. **Reviewed by Corbett**
- 42.4 Special Purposes Vehicles - Reviewed memorandum in file affirming agency does not utilize any special purpose vehicles. No special purpose vehicles were observed during the on-site. Interviewed Sgt. Grassmann and D.C. Fila. **Reviewed by Corbett**

Patrol - Activities

- 43.1 Responding to Calls - General Orders 41.1.1 and 41.1.2 properly address the standard. No members were observed responding to a call for service during the on-site. Interviewed P.O. Vandeyar. G.O. review and interview demonstrate compliance with this standard and also consolidated standard 41.2. **Reviewed by Corbett**
- 43.2 Recording Officer Status - General Orders 82.2.5 and 81.1.2 properly address the standard. Folder documentation demonstrates compliance. Observed dispatchers monitoring and recording the status of officers and patrol during a ride-a-long. Interviewed P.O. Vandeyar, C.P.S.O. Rathburn, C.P.S.O. Dilcher and C.P.S.O. DiBella. **Reviewed by Corbett**
- 43.3 Law Enforcement Response - General Order 81.2.1 properly addresses the standard. Reviewed folder documentation demonstrating compliance with this standard and also consolidated standard 55.2. Interviewed C.P.S.O. Rathburn, C.P.S.O. Dilcher and D.C. Fila. **Reviewed by Corbett**
- 43.4 Vehicle Pursuits - General Order 61.7.9 properly addresses the standard. Reviewed pursuit related incident reports demonstrating compliance with the standard. Interviewed Sgt. Grassmann, P.O. McLaughlin and C.P.S.O. Rathburn. **Reviewed by Corbett**
- 43.5 Roadblocks - General Order 61.7.9 properly addresses the standard. Interviewed P.O. McLaughlin. Review of GO and interview demonstrated compliance. **Reviewed by Corbett**
- 43.6 Specialized Units - General Orders 16.2.0, 16.2.6, 16.3.6, 16.2.2 and 16.2.3 address the standard. General Orders 16.2.6 and 16.3.6 failed to designate the position responsible for supervision of K-9 unit. Policy revision was requested and completed on-site.
- Folder documentation supported compliance, but lacked required equipment listings for several specialized units. The equipment listings were requested and provided while on-site. Interviewed Sgt. Grassmann and P.O. Meyers (K-9). **Reviewed by Corbett**
- 43.7 Notifying Next of Kin - General Order 55.2.6 properly addresses the standard. Reviewed copies of incident reports involving appropriate notifications. Interviewed P.O. McLaughlin. **Reviewed by Corbett**

Patrol - Specialized Incidents

- 44.1 Domestic Incidents - General Order 44.1.1 outlines the agency response to domestic incidences, in accordance with the Family Protection and Domestic Violence Intervention Act of 1994 as required. Reviewed annual copies of Domestic Incident Reports and domestic violence related training records in the file folder demonstrating compliance. Observed case files containing appropriately prepared Domestic Incident reports. Interviewed P.O. Meyers, P.O. McLaughlin and C.P.S.O. DiBella. **Reviewed by LaFarr**
- 44.2 Hate Crimes - General Order 42.1.7 outlines the agency response to hate crime incidents in compliance with the standard. Prior to the on-site assessment team was advised the agency did not have a hate crime directive until 2016 and this issue of non-compliance was already resolved with DCJS.

Supporting documentation included annual copies of DCJS IJP submission reports indicating no hate crime incidents for each year of the accreditation cycle. SUNY Albany Police investigated an

assault incident on January 30, 2016 that attracted significant media exposure due to the racially charged allegations. This investigation was determined by members of the Albany County District Attorney's Office not to be a hate crime incident.

The folder also contained copies of hate crime training records and annual training logs further demonstrating the agency's compliance with the standard. Observed the SUNY Albany webpage which specifically addresses hate and bias related crimes. Interviewed P.O. Meyers, Sgt. Grassmann and D.C. Fila. **Reviewed by LaFarr**

- 44.3 Missing Persons - General Order 42.1.5 adequately supports all requirements of the standard. Supporting documentation included missing person incident reports for 2012 through 2014. A missing person incident report for 2015 was provided upon request. Also, a memo was provided affirming no missing person incidents have been investigated by the agency in 2016. Interviewed Sgt. Grassmann. **Reviewed by Barrella**

Traffic

- 47.1 Enforcement of Traffic Violations - General Orders 61.7.1 and 61.7.2 address the standard, but failed to properly address all bullets. Policy revisions were requested and completed during the on-site. Supporting documentation included TraCs ticket logs and UTT accountability log book. Interviewed Sgt. Grassmann. **Reviewed by Barrella**
- 47.2 Stopping Violators - General Order 61.7.2 provides detailed procedures for stopping, approaching and addressing traffic law violators in compliance with standard. Supporting documentation included a list of traffic stops conducted for 2012 - 2016. Interviewed P.O. Lanahan. **Reviewed by Barrella**
- 47.3 High Visibility Clothing - General Order 61.7.3 properly addresses the standard. Supporting documentation included photographs of on-duty officers wearing reflective vests. Observed high visibility clothing, traffic vests, in a marked patrol vehicle. **Reviewed by Barrella**
- 47.4 Speed Measuring Devices - General Order 61.7.4 properly addresses the standard. Supporting documentation included annual copies of radar calibration records for 2012 - 2015, not completed for 2016, and training certificates for radar/Lidar operators. Observed annual calibration and certification records for agency radar units during the assessment. Interviewed Lt. Krosky, P.O. Lacosse and P.O. Vandeyar. **Reviewed by Barrella**
- 47.5 Impaired and Intoxicated Driving Cases - General Order 61.7.5 adequately addresses all bullets of the standard. Supporting documentation included NYS Department of Health BTO Certificates and DRE training records. Folder contained DWI reports for 2013 - 2016, but no records for 2012. The 2012 DWI reports were requested and provided while on-site. Interviewed Sgt. Grassmann **Reviewed by Barrella**
- 47.6 Hazardous Road Conditions - General Order 61.7.6 properly addresses the standard. Supporting documentation included 2012 - 2016 incident reports involving hazardous conditions. **Reviewed by Barrella**
- 47.7 Accident Reporting/Investigations - General Order 61.7.7 properly addresses the standard. Supporting documentation included 2012 - 2016 accident reports. **Reviewed by Barrella**
- 47.8 Towing and Impoundment - General Order 61.7.8 and 61.7.5 properly address standard. Supporting

documentation included tow reports for 2012 - 2015, but lacked reports for 2016. A 2016 tow report was requested and provided while on-site. Interviewed Sgt. Grassmann. **Reviewed by Barrella**

Criminal Investigations - Methods

- 50.1 Criminal Investigations - General Orders 42.0.0, 42.0.1, 42.0.2 and 73.2.2 properly address all requirements of the standard. Folder lacked sufficient supporting documentation to demonstrate compliance. Copies of incident reports, investigation reports and Miranda waivers were requested and provided while on-site. Supporting documentation received demonstrated compliance with this standard and also consolidated standards 50.2 and 50.3. Observed agency case management system. Interviewed Insp. Burlingame and Inv. Clapper. **Reviewed by Corbett**
- 50.4 Juvenile Operations - General Order 42.0.4 and 8.9.1 properly address the standard. Folder documentation demonstrated compliance with this standard and also consolidated standard 8.9. Observed the location authorized for juvenile interviews and the Office of Court Administration authorization letter. Observation of secure juvenile records was completed by LaFarr. Interviewed P.O. Lacosse (Juvenile Officer) and Capt. Yankowski. **Reviewed by Corbett**
- 50.5 Informants - General Order 42.0.5 properly addresses the standard. Folder documentation demonstrated compliance. Interviewed Insp. Burlingame. **Reviewed by Corbett**
- 50.6 Aids for Detecting Deception - General Order 42.0.2 addresses the standard, but failed to designate the position or agency responsible for completing the function. Agency utilizes Investigators from NYSP BCI to conduct polygraph examinations. A revision of the directive was requested and completed while on-site. Interviewed Insp. Burlingame. **Reviewed by Corbett**
- 50.7 Intelligence Collection and Sharing - General Order addresses the standard, but failed to meet the requirements of all bullets. A revision was requested and completed while on-site. Folder documentation supported compliance, but lacked an MOU between the DCJS Crime Analysis Unit and SUNY Albany Police. The MOU was requested and provided while on-site. The DCJS Crime Analysis monitor was observed in the communications center. Interviewed Sgt. Grassmann. **Reviewed by Corbett**
- 50.8 Fingerprinting and Photographing Defendants - General Order 42.0.8 properly addresses the standard. Supporting documentation included booking data sheets and booking search results, but were not provided for each year of the accreditation cycle. The additional booking sheets were requested and provided while on-site. Observed the agency's Live Scan station in their booking area. Interviewed Sgt. Grassmann, P.O. Lacosse and P.O. Vandeyar. **Reviewed by Corbett**
- 50.9 DNA Databank - General Order 43.1.5 properly addresses the standard. Folder did not contain any documentation demonstrating compliance. Requested a memorandum affirming no DNA samples have been secured during the accreditation cycle. Observed DNA collection kits in the booking area during the assessment. Interviewed Lt. Prusak and P.O. Lacosse. **Reviewed by Corbett**

Scenes of Incidents

- 51.1 Processing Scenes - General Orders 16.2.16 and 43.1.1 properly address the standard. Supporting documentation included only E.T. reports for 2015 - 2016. E.T. reports and photo logs for the missing years were requested and provided while on-site. Interviewed Sgt. Grassmann **Reviewed by Barrella**

- 51.2 Equipment - General Order 43.1.1 properly addresses all bullets of the standard. Supporting documentation included on-call E.T. lists, training certificates, E.T. supply cabinet list and E.T. forms. Observed crime scene equipment and cameras during assessment. Interviewed Sgt. Grassmann. **Reviewed by Barrella**
- 51.3 Photographs - General Order 43.1.1 properly addresses the standard. Supporting documentation included camera shot sheets, photo logs and training certificates, but lacked appropriate support for all years. Copies of reports for the missing years were requested and provided while on-site. Interviewed Sgt. Grassmann. **Reviewed by Barrella**
- 51.6 Incident Reports - General Orders 8.7.1, 43.1.1 and 44.1.1 properly address standard. Supporting documentation included copies for reports for 2012 - 2015, but lacked reports for 2016. The missing reports were requested and provided while on-site. Interviewed Sgt. Grassmann. General Order 43.1.1 properly addresses all bullets of the standard. Supporting documentation included on-call E.T. lists, training certificates, E.T. supply cabinet list and E.T. forms. Observed crime scene equipment and cameras during assessment. Interviewed Sgt. Grassmann. **Reviewed by Barrella**

Communications

- 55.1 Responsibilities and Procedures - Multiple General Orders address most bullets of the standard, but lacked any reference to 24-hour telephone communications. A revision to General Order 81.1.2 was requested and completed while on-site. Observed dispatchers engaged in radio and telephone communications during the assessment. Interviewed C.P.S.O. Dilcher and C.P.S.O. DiBella. **Reviewed by Barrella**
- 55.3 Two-Way Radios - General Order 81.1.2 properly addresses standard. Supporting documentation included copy of agency radio license, portable radio purchase orders and sign out sheets. Observed portable radio banks in station and officers properly equipped while on-duty. Interviewed P.O. Lanahan, C.P.S.O. Dilcher and C.P.S.O. DiBella. **Reviewed by Barrella**
- 55.4 Communications with Patrol Officers - General Order 81.1.2 outlines procedures for transmission conduct, including time checks, in compliance with the standard. Observed radio communications during the assessment. Interviewed P.O. Lanahan and C.P.S.O. Dilcher. **Reviewed by Barrella**
- 55.5 Intra-Agency Cooperation - General Order 81.5.5 properly addresses the standard. Supporting documentation included inter-departmental memorandums, e-mails and meeting minutes demonstrating compliance. Observed agency roll call where information sharing occurred. **Reviewed by Barrella**

Unusual Occurrences

- 58.1 Mutual Aid - General Order properly addresses the standard. Supporting documentation included MOU between SUNY Police Albany and multiple surrounding agencies and annual copies of reports documenting appropriate mutual aid response. Interviewed Sgt. Grassmann **Reviewed by Barrella**
- 58.2 Disaster Plans - Multiple General Orders properly address all bullets of the standard. Supporting documentation included the SUNY Albany Emergency Management Plan. Interviewed D.C. Mull and Sgt. Grassmann. **Reviewed by Barrella**
- 58.3 Continuity of Operations Plan (COOP) - Folder included a comprehensive Continuity of Operations Plan which required only a minor revision to ensure full compliance with standard. This standard is

new and therefore no supporting documentation was available for review. Interviewed Sgt. Grassmann. **Reviewed by Barrella**

- 58.4 Emergency Mobilization Plan - General Order 46.1.1 properly addresses all bullets of the standard. Supporting memos indicated that reviews, table-top exercises and unannounced drills are conducted annually. The SUNY Police Albany Emergency Mobilization Plan was not included in the folder. A copy was requested and provided while on-site. Interviewed Sgt. Grassmann **Reviewed by Barrella**

Prisoner Transport

- 64.1 Prisoner Transport and Safety - General Order 73.1.2 addresses the standard, but lacked direction regarding the transporting of impaired prisoners. A policy revision was requested and completed while on-site. Memorandums in the folder affirmed no prisoner escapes during the five year period. Interviewed P.O. Meyers. **Reviewed by Barrella**

VIII. Labor/Contractual Issues

In addition to the interviews listed above, the assessment team also met with P.O. Christopher G. Lacosse, a representative of the union that represents officers of the University at Albany Police Department. We discussed accreditation standards that impacted labor and contractual issues with Officer Lacosse. He reported that the accreditation process did not adversely impact members of the union. He reported that grievances are minimal and often resolved at an informal stages.

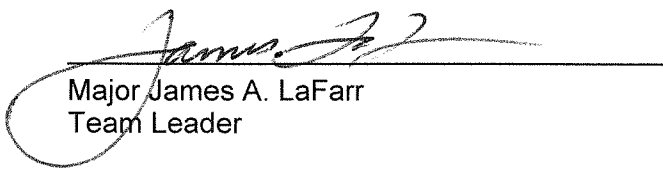
IX. Standard Compliance

The assessment team verified that the agency complied with all 110 standards. The team approved Department procedures for 84 standards (76%) following the first review. Agency files for the remaining 26 standards required additional documentation, policy revisions and/or some type of update. The program manager provided the appropriate supplemental materials in all instances.

X. Overall Assessment

The University at Albany Police Department has done a good job with their efforts to maintain compliance with Accreditation Standards. Chief Wiley and his command staff demonstrated a tremendous commitment towards maintaining NYS Law Enforcement Accreditation. The staff exhibited high morale and seemed to embrace the accreditation process. All agency personnel encountered were professional, cordial and cooperative during the on-site assessment.

After careful consideration, the assessment team unanimously recommends that the University at Albany Police Department be favorably considered for reaccreditation at this time. I have reviewed the contents of this report with my fellow assessors, and they concur with the findings and recommendations.


Major James A. LaFarr
Team Leader