

# Southold Town Police Reform and Reinvention Collaborative Plan

February 2021

## Part I

### I. INTRODUCTION:

Pursuant to Executive Order No. 203, issued by Governor Cuomo on June 12, 2020, the Town of Southold was required to engage in creating a “Reform and Reinvention Collaborative.” These collaboratives were intended to bring the community together with police and public officials to undertake a process of review, reflection and reform ‘to foster trust, fairness and legitimacy’ within communities throughout our State and ‘to address any racial bias and disproportionate policing of communities of color’. This review was mandated due to the recent national incidents “...that have resulted in the deaths of unarmed civilians, predominately black and African-American men, that have undermined the public’s confidence and trust in our system of law enforcement and criminal justice...”. While it is recognized that the Town of Southold is small and does not have a documented pattern of such incidents, it surely is not immune to them, and as such it is necessary and prudent to be proactive and ensure that such incidents never occur in our community.

The review was also undertaken by the Town in response to a nearly simultaneous request from a local community based organization, the North Fork Unity Action Committee, for the Town to conduct a “proactive assessment of its entire Justice System” to ensure that it is equitable in the treatment of all individuals and groups in Southold. During the ensuing process which has first focused on policing in the Town, the Task Force sought the community’s ideas on what public safety should entail, analyzed current Police policies and procedures, researched current expertise on effective community policing and solicited the voices of all members of the Southold community to ensure equity, equality, public safety, and an enhanced mutual trust between the community and police and the justice system as a whole.

#### A. Department Profile:

<b>Municipality:</b> Town of Southold
<b>Law Enforcement Agency:</b> Southold Town Police Department
<b>Southold Town Supervisor:</b> Hon. Scott A. Russell
<b>Police Commissioners:</b> Hon. Scott A. Russell, Hon. Jill Doherty, Hon. Sarah E. Nappa, Hon. Louisa Evans, Hon. Robert Ghosio, Hon. James Dinizio, Jr.
<b>Southold Chief of Police:</b> Chief Martin Flatley

### **B. Municipality Demographics:**

Southold is the easternmost town located on the North Fork of Long Island consisting of approximately 22,170 people who are year round residents. Southold consists of 10 hamlets and 1 village covered by 1 police department. The 2019 Census data indicates that Southold Town is 95.3% White, 10% Hispanic/Latinx, and 2.1% Black or African American.

### **C. Agency Demographics:**

The Southold Town Police Department consists of 48 police officers. 42 of the police officers are white males, with 2 African American officers, and 1 Hispanic officer. There are 6 female officers.

## **II. REFORM & REINVENTION COLLABORATION PROCESS:**

### **A. Task Force Membership**

#### **Leadership:**

- Carolyn Peabody, Ph.D. LCSW: Chairperson
- Reverend Natalie Wimberly
- Stephen Kiely, Esq.
- Alison Byers, Psy.D.
- Liz Gillooly

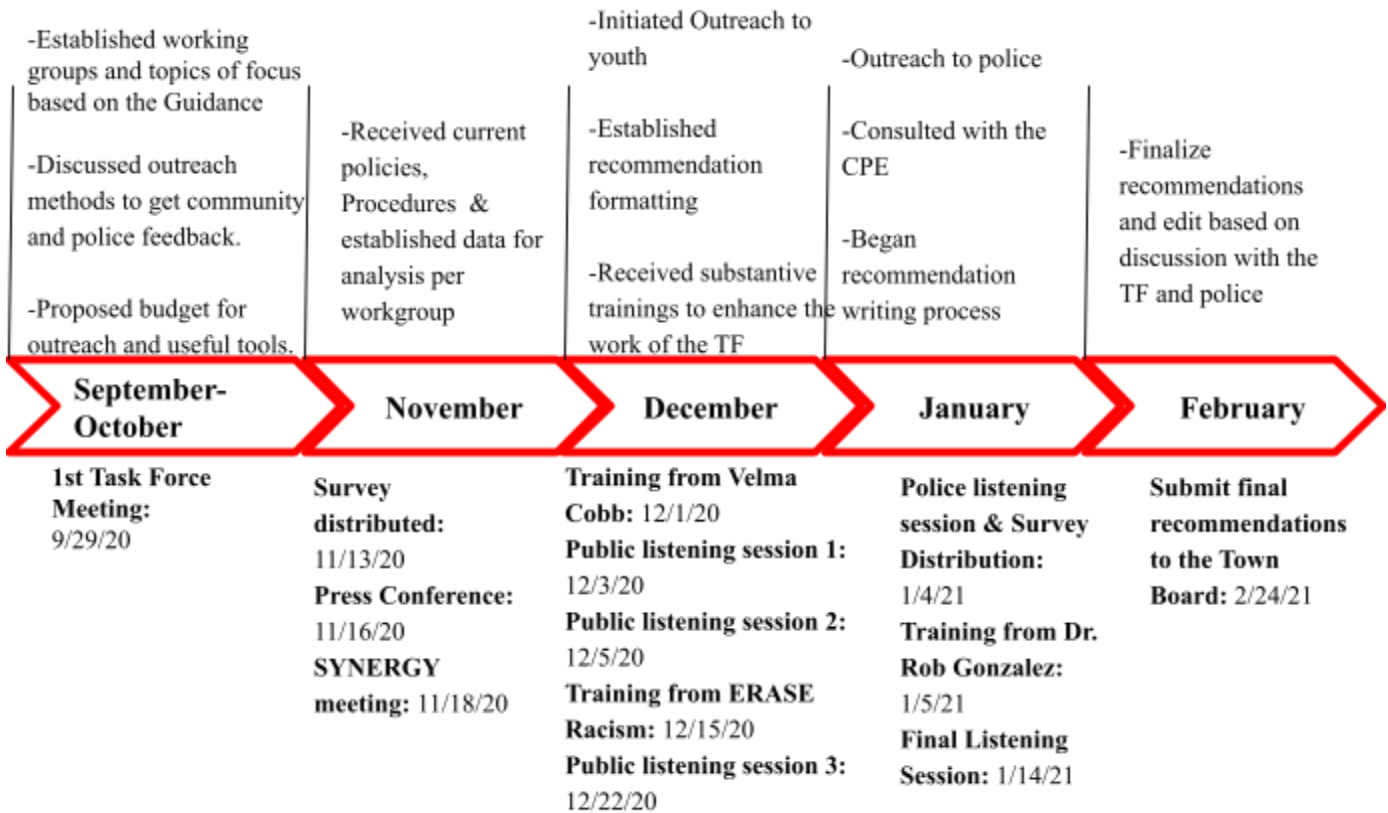
#### **Town Officials:**

- Supervisor Scott Russell, Town Board Liaison
- Martin Flatley, Chief of Police

#### **Members:**

- Anne Smith, Ed.D.
- Reverend Margaret Cowden, PhD
- Brian Hughes, Esq.
- John J. Slattery, Member Southold Police Advisory Board
- Laura Held, Esq.
- Brian O. Mealy
- Robert Knuts, Esq.
- Sonia Spar
- Paul Pallas. Village of Greenport, Village Administrator
- Valerie Shelby
- Hon. Jack Martilotta, Village of Greenport, Deputy Mayor, Village Trustee
- Leo Cuomo, Esq., Legal Aid
- Brendan Ahern, Esq. D.A. Office
- John Speyer, Esq.

## B. Process Implementation Approach & Timeline:



## III. OUTREACH & STAKEHOLDERS

### A. Community Outreach :

- **Community Assessment Survey**
  - 27 Survey questions, 6 demographic questions
  - Distributed via email, social media, website, and paper copies
  - Target Audience: All of Southold Town
  - Option to remain anonymous
  - 422 responses collected, 0.019% of Southold Town
- **Community Listening Sessions**
  - Conducted 4 public listening sessions via Zoom with an estimated 50 participants total
- **Other Outreach Efforts**

- Individual interviews, emails, social media contact, anonymous feedback forms, voicemails, personal conversations, and student outreach via class presentations

**B. Police Outreach**

- **Police Survey**
  - 25 questions with no demographic or identifying questions
  - Completely anonymous
  - Distributed as paper copies at the Police department and put into an anonymous envelope.
  - 30 responses collected, 61% of the Police Department
- **Police Listening Session**
  - The officers were invited to a private listening session with the Task Force
  - An estimated 9 officers were in attendance
- **Other Outreach Efforts**
  - Frequent contact with the Chief of Police, the PBA, and other officers

**IV. Foundational Recommendation Summaries**

Category	Goal	Recommendations <i>The Town Board shall:</i>
<b>Foundational Recommendation</b>	To further collaborative efforts and to build trust and ensure equitable treatment for all members of Southold,	1. Establish a standing Southold Town Community-Police Partnership Board (“CPPB”)
<b>Foundational Recommendation</b>	To establish the expected norms of respect and fairness in the treatment of community members and police	1. Ensure that the Police Department shall officially adopt and immediately institutionalize the tenets of Procedural Justice.
<b>Foundational Recommendation</b>	To ensure SPD is adequately resourced and supported in the interest of public safety for all	1. Adequately fund and staff Southold Police

	Southolders	
<b>Foundational Recommendation</b>	To ensure optimal physical and mental health, and morale of police officers	<ol style="list-style-type: none"> <li>1. Establish a working group of police rank &amp; file &amp; leadership and Town Board members to explore most feasible and health-sustaining scheduling structure for police officers to identify proposal within six months</li> </ol>
<b>Foundational Recommendation</b>	To increase legitimacy, professionalism & community trust	<ol style="list-style-type: none"> <li>1. Ensure that the SPD is accepted as an accredited agency by the New York State Law Enforcement Accreditation Program within (1) year of the adoption of the subject Plan, or as soon thereafter as practicable.</li> </ol>

# **Southold Justice Review and Reform Task Force Recommendations**

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**I. Community-Police Partnership Board (“CPPB”)**  
**(Foundational Recommendation)**

The Town Board shall:

1. Establish a standing Southold Town Community-Police Partnership Board (“CPPB”) which will:
  - a. Consist of (11) members including: (7) representatives from the community, prioritizing the inclusion of members who are Black, Brown, LGBTQ, people with disabilities, and those who work with such historically marginalized groups, (2) representatives from the Police, and (2) members of the Police Commissioners/town Board members, one of whom shall be the Town Supervisor.
  - b. Conduct a bi-annual review to examine the progress regarding recommendations enumerated in the adopted Plan.
  - c. Conduct an annual survey of the community and police regarding their experiences with policing.
  - d. Hold regular meetings with community leaders, police officers and interested residents to review data, discuss concerns, receive community comments, and maintain ongoing, trust-building dialogue.
  - e. Consult with the Town Board annually on the status of the implementation of enumerated recommendations in the adopted plan, as well as to provide any future recommendations.
  - f. The CPPB shall meet at least quarterly, in sessions open to the general public.

**II. Procedural Justice**  
**(Foundational Recommendation)**

The Town Board shall:

1. Ensure that the SPD officially adopts and institutionalizes the tenets of Procedural Justice.
2. Retain the services of a Procedural Justice Trainer from the Yale Law School “Justice Collaboratory” or similar entity to train the Department in the principles of Procedural Justice.
3. Ensure that the SPD designates an officer to be a procedural justice compliance officer who will be further trained in procedural justice, provide continuing training to officers, and ensure compliance of both internal and external procedural justice principles.
4. Hold a public hearing prior to adoption of any new general or special order issued or updated, that is likely to substantially impact the residents of Southold Town. This will increase transparency and give the public a voice.
1. Authorize the CPPB to conduct an annual audit, to be presented to the Town Board, of whether SPD has and is maintaining the principles of Procedural Justice both internally and externally.

**III. Mental Health & Wellness of the Officer**

The Town Board shall:

1. Pre-arrange and fund Critical Incident Stress Debriefing to enable expedited services when needed, made available at the department’s expense following officer-involved traumatic incidents.
2. Conduct annual in-service training with EAP or other support providers to increase awareness about signs of trauma and wellness strategies and decrease stigma.
3. Prominently display mental health resources
4. Prominently display mental health resources in numerous areas around the headquarters for easy access and updated regularly.
5. Identify and promote virtual mental health services.
6. Establish a consortium with other neighboring departments to pool resources.
7. Ensure that mental health wellness checks are routinized during annual physical evaluations in order to catch problems early when they are most treatable.
8. Ensure that spouses and families are covered by insurance as well, given that marital and financial challenges can affect job performance for officers if unacknowledged.
9. Ensure that insurance policies adequately cover mental health care as well as the physical needs of officers/partners.



**IV. Police Officer Staffing/Schedule**  
**(Foundational Recommendation)**

The Town Board shall:

1. Establish a working group of police rank & file & leadership and Town Board members to explore the most feasible and health-sustaining scheduling structure for police officers to identify a proposal within six months.
2. Adequately fund and staff Southold Police.
3. Consider hiring more seasonal officers to afford full time officers the time for training.

**V. Enhance Police Officer Training**

The Town Board shall:

1. Direct the SPD to undertake a comprehensive analysis of training needs; identify what certifications are in good standing and what have lapsed. This includes areas such as:
  - a. Firearms
  - b. EMT Recertification
  - c. De-escalation
  - d. Defense Tactics
2. Examine the role of Field Training Officers (FTO's) in giving hands-on training to new recruits by
  - a. Ensuring that FTO's comprehensively educate a new hire in understanding the demands of the police and unique needs of their local community.
  - b. Ensuring that the input from FTO is valued and used effectively before a new recruit is graduated.
3. Officially request access to information about the content of the curriculum of the Suffolk County Police Academy. This Task Force has been granted no access to the Academy training protocol. It must be reviewed by the Town Board and/or the CPPB in order to better understand whether there are specific areas of training (such as crisis intervention or basic language instruction) that should be enhanced by in-service training at the local level.
4. Ensure that the SPD keeps all officers up to date on state of the art practices, procedures and approaches, which is critical to ensuring that they are prepared and that the people of the Town can depend on such preparedness.
5. Ensure that Officers, as part of training, examine events in which force was used within the Department, in a non-disciplinary context. While it is not possible to specify all situations in which the use of force is either reasonable or unreasonable, officers should be given some direction and examples of what reasonableness means as a concept. This should be accomplished through ongoing training.
6. Identify possible alternative sources of funding for training needs including collaboration with neighboring towns.

**VI. 911 Dispatchers**

The Town Board shall:

1. Institute regular ongoing periodic training and refresher courses for 911 Dispatchers in the areas of cultural diversity, bias-reduction, mental health, substance abuse, and disability awareness that should include incorporating community members from different backgrounds, cultures, and communities within Southold.
2. Consider instituting a customer service survey to be sent out after 911 calls.

**VII. Incorporating Community Resources for People in Crisis**

The Town Board shall:

1. Implement a comprehensive Crisis Intervention Program that strengthens existing linkages between the SPD and mental health resources available to residents in Southold Town.
2. Mandate all SPD officers receive the basic 40 hours of CIT training, with annual refresher training.
3. Ensure that SPD encourages officers to self-select for advanced CIT training, create a team of CIT officers with advanced training, coordinated by an officer identified as the CIT liaison, and assure that a member of the specialized team is available on an on call basis or is assigned to as many shifts as possible.
4. Ensure that SPD provides advanced training for 911 dispatchers to coordinate efforts with the CIT team and liaison, to improve their ability to identify calls involving persons with mental illness, substance use or developmental challenges.
5. Hold an annual consultation with various mental health service providers and the police CIT liaison and officers, and Police Chief to assure proper coordination among partners, identify needs for improved linkages, and suggest content for further training.
6. Collaborate with the CPPB to review the implications of the CIT coordination findings.
7. Ensure the SPD data collection captures the number of incidents involving persons in crisis, either identified by 911 dispatchers or by the responding officer's report.

## **VIII. Policing and Youth, Prevention, Parent Support and School Resource Officers**

### The Town Board shall:

1. Annually survey students to better understand their experiences (both positive and negative) around SRO's and SPD in general.
2. Ensure the SRO's meet regularly with school principals as a group .
3. Organize a youth "synergy" event across the districts.
4. Strengthen connections with Family Service League, Mobile Crisis Response Teams and other Behavioral Health resources in order to enhance training, updates and portable response tools such as "tear off pads" with specific helplines and contacts for families.
5. Ensure that SRO's are specifically trained in Crisis Intervention strategies for responding to all youth-related incidents (on and off school grounds) where behavioral health or substance-related issues are present. (See Section VII)
6. Ensure protocols for SPD communication with school officials following incidents should be codified and clarified.
7. Ensure SRO's have formal planned opportunities to educate students about the various career paths in civil service, law enforcement and the justice system.
8. Conduct a formal annual review of the individual school district MOUs to clarify and revise as needed.
9. Amend Amend Policy 8.1 "Taking Custody of Juveniles" (Raise the Age) to reflect current New York State Law.
10. Address situations where "home strategies" are engaged for at-risk youth. SRO's will be notified early and formally in order to be better able to respond, either formally or informally in a supportive role, alongside EMT's or Behavioral Health practitioners.

## **IX. Officer Recruitment**

### **The Town Board shall:**

1. Increase its involvement in the recruitment process of police officers to ensure that future officers reflect the diversity of the town.
2. Engage in a marketing campaign using various social media platforms to reach potential candidates.
3. Consider hiring a marketing firm to develop a target marketing campaign to reach groups that would otherwise not respond to traditional methods.
4. Create and publish ads in the local news outlets, such as the Suffolk Times and the Patch and radio stations.
5. Develop/increase a mentoring program that includes enhanced guidance on the recruitment process, e.g., practice for tests, physical fitness training.
6. Engage in active outreach to both male and female youth in all Southold communities
7. Update the Town website:
  - a. Include detailed facts about the process/timing to become a police officer,
  - b. Link to the Academy and to information about the civil service exam.
8. Enter into dialogue with East End towns about the need for recruitment and initiate dialogue with the county to possibly increase the frequency of testing and academy classes.
9. Investigate the possibility of diverse officers being recruited and relocating from other parts of Suffolk County to join the force.
10. Conduct an annual review of officer to population ratio to ensure that ratio is appropriate.
11. Develop a program for hiring/budgeting at regular intervals to prepare for future retirements.

## **X. Police Strategies/Use of Force**

### **The Town Board shall:**

1. Amend the Use of Force Policy to make clear to officers that the list of four actions in section IX of General Order 2.04 is in no way exhaustive.
2. Ensure a stand alone de-escalation policy is drafted and included in the General Orders detailing the steps to be taken to de-escalate a situation as well as steps to be taken before force can be used. <sup>3</sup>
3. Amend Reporting policies to include Use of Force incidents in accordance with the following:
  - a. Any force used by the subject, any threat made to officers or others, and any evidence of intoxication or mental health issues must be reported in the document.
  - b. In addition to the mandatory fields, reports will include:
    - i. The name of the officer completing the report
    - ii. The location, date, and time of the incident
    - iii. A description of the events leading up to the use of force
    - iv. The number and names of officers at the scene of the incident and whether a senior officer acting in a supervisory capacity was present or consulted with at the scene <sup>4</sup>
  - c. Procedure: After an officer submits the report to his or her supervisor that report is to be passed up the chain of command until it reaches the Chief of Police for review. The Chief will be made aware of any and all incidents that occur regardless of whether there is any reason to consider disciplinary action.
  - d. After use of force incident reports are reviewed by the Chief of Police they must be reported to and reviewed by the Commissioners (Southold Town Board) regardless of whether the Police Department has taken disciplinary action. This should not create an undue burden for the Commissioners given the fact that in 2020 only five complaints were lodged against officers and of those, it is not known how many of those complaints involved the use of force, as the nature of the complaint has not been required to be reported. If the Commissioners deem it appropriate they shall refer a complaint to the Office of the District Attorney.
3. Investigate the option for SPD implementing an Early Intervention System to include data taken from arrest and incident reports. This data is to be entered by non-police personnel with conclusions from that data to be drawn by supervisors;
4. Ensure the SPD creates an exhaustive list of near-miss events, published to all officers and required for inclusion in Use of Force Reports and provided to the Town's Police Commissioners.

## **XI. Bias-free Policing and Traffic Stops**

The Town Board shall:

1. Ensure SPD conducts all law enforcement activities without discrimination and such activities are based on observable conduct or specific information that provides a legal basis for the activity.
2. Ensure SPD records and reports demographic information, including race, for all law enforcement activities, including pedestrian and vehicle stops, detentions, frisks, searches, seizures, arrests, uses of force, and complaint data, according to the department's formal data collection processes.
3. Intervene to prevent or stop discriminatory police activities. Policy and procedures must require that officers that observe discriminatory behavior on the parts of fellow officers and do not intervene are culpable and subject to discipline by SPD.
4. Enact policies and procedures which require that officers report bias-based incidents that they witness or are aware of.
5. Ensure each patrol car is equipped with a designated device, such as a department issued cell phone, used exclusively for Officers to access the language line in order to ensure that any/all interactions with Spanish speaking individuals are afforded the same respect given to English speaking citizens.
6. Ensure SPD officers are adequately trained, particularly in areas such as the following:
  - a. The negative effects of discriminatory policing on police legitimacy.
  - b. Constitutional and other legal protections that safeguard against unlawful discrimination.
  - c. The history of racism and discrimination in the United States and globally.
  - d. Procedural justice principles including respect, bias free decision-making, explaining process during interactions and allowing people to express themselves during interactions with the community.
  - e. The impact of arbitrary classifications, stereotypes, and biases, including subconscious or implicit biases.
  - f. How to minimize the effects of bias when officers recognize it.
  - g. Cultural competency and humility, including cross cultural communication skills (so officers can appreciate cultural and ethnic norms and differences.)
  - h. Data collection protocols to identify and evaluate patterns of discriminatory practices.
  - i. Deescalation training.
  - j. How to intervene to prevent or stop misconduct.
  - k. Updated Use of Force training (see policy).

## **XII. Update Discrimination Policy**

The Town Board shall:

1. Amend General Order 2.08 on Discrimination, to include that:
  - a. “The purpose of this policy is to prohibit discrimination and harassment of any form” and establish what the intention of the policy is as well as what it seeks to do.
  - b. Remove the word “may” from General Order 2.08, as this implies that enforcement will not occur and that discrimination practices can continue due to lack of supervision. By replacing “may” with “shall” ensures active enforceability.
  - c. Include definitions of key terms that provides an active frame of reference for the police officers, such as:
    - i. Discrimination
    - ii. Harassment
    - iii. Any other conduct that would be defined as discrimination and/or discriminatory acts (i.e quid pro quo, retaliation)<sup>3</sup>
2. Ensure enforcement of the Discrimination Policy to require that:
  - a. Any violation of the discrimination policy will immediately be reported to the Commissioners and will result in disciplinary action, and
  - b. Establish that any complaints brought to the Commissioners, the Chief and Supervisory staff will remain anonymous in strictest confidence, and that<sup>4</sup>
  - c. The Commissioners, Chief and Supervisory staff will take prompt and reasonable steps to ensure the mitigation and elimination of any discrimination and harassment occurring with police officers within their jurisdiction.<sup>5</sup>
3. Update the Grooming Policy found in General Order 1.04 “Duties of the Department” to comply with the current human rights law by adopting a policy similar if not identical to the NYPD model as outlined here:

[https://www1.nyc.gov/assets/nypd/downloads/pdf/public\\_information/public-pguide1.pdf](https://www1.nyc.gov/assets/nypd/downloads/pdf/public_information/public-pguide1.pdf) p113

### **XIII. Improve Investigations of Civilian Complaints**

#### **The Town Board shall:**

1. Amend General Order 4.01 - The Internal Affairs Policy:
  - a. To add the following allegations of SPD employee misconduct to the list of Category 1 Complaints specified in General Order 4.01:
    - i. On-duty physical or verbal intimidation of a civilian;
    - ii. Retaliation against a civilian in response to information provided by a civilian in any complaint.
  - b. To clarify that no investigation of alleged Category I police misconduct shall be conducted by the immediate supervisor of the SPD employee who is the subject of the complaint.
  - c. To include that all investigations should address the question of whether inadequate supervision or training of the SPD employee who is the subject of the complaint contributed significantly to the conduct identified in the complaint.
  - d. To prevent the Duty Sergeant or supervising officer who receives a complaint via telephone or email from communicating to a complainant that the credibility of their complaint depends on their willingness to appear in person at police headquarters to fill out a written complaint form.
  - e. To clarify that the Duty Sergeant or supervising officer who receives a complaint via telephone or any other means must process the complaint by creating either a Civilian Complaint Report or a Negative Personal Contact report.
  - f. To clarify whether or not a complaint is “Sustained” or “Not Sustained” should be based upon the preponderance of the evidence obtained and evaluated during the investigation. The “Non-Sustained” disposition should be defined as “not proven by a preponderance of the evidence.” If the disposition of the investigation is “Not Sustained”, and the civilian complaint is a Category I complaint, the SPD should provide a short written concerning the Disposition to the complainant if the complainant has not chosen to remain anonymous or has filed the complaint through *pro bono* legal counsel.
  - g. To specify the range of sanctions that may be imposed by the SPD for both Category I and Category II misconduct. The range of sanctions for Category I misconduct should include termination of employment and suspension from employment. Monetary sanctions should be proportional to the severity of the sustained misconduct.
  - h. To include that any SPD officer who becomes the subject of a “Sustained” disposition for more than one Category I complaint or more than two Category II complaints should be suspended for a period of time consistent with the severity of the multiple instances of misconduct.
  - i. To clarify that the Disposition of a Category I Complaint, including any sanction for a Category I Complaint that is Sustained, should be reviewed and approved by the Police Commissioners of the SPD prior to the Disposition becoming final. In addition, it should be clarified that the Police Commissioners have the authority to cause the SPD to conduct additional investigative steps



and provide additional information to the Police Commissioners concerning a Category I Complaint prior to the finalization of the Disposition of that Category I Complaint.

2. Direct the SPD to publish an annual report that includes all of the following information:
  - a. The number of civilian complaints received during the prior year, including the number of Category I and Category II Complaints;
  - b. The nature of the Category I and II complaints including a one-sentence description of the allegations made, without disclosing the identity of either the SPD employee or the complainant;
  - c. The Dispositions of the Category I and II complaints during the relevant time period
  - d. The sanctions imposed in connection with any Category I or Category II complaints that are Sustained, again without disclosing the identity of the SPD employee or the complainant.
3. Create on the Town website an information page that describes the SPD's Internal Affairs Policies and Procedures and provides contact information for a group of local attorneys willing to provide *pro bono* legal counsel to Southold Town residents who wish to submit a complaint concerning alleged misconduct for internal review by the SPD. The *pro bono* counsel will only serve the complainants in connection with the internal investigation and shall not represent any complainants in any civil litigation concerning the events giving rise to the complaint. The primary purpose of providing access to *pro bono* legal counsel is to improve the quality of the information presented to the SPD for internal investigation and to better protect the anonymity of any civilian who wishes to make an anonymous complaint. An added benefit will be to provide the civilian with a better understanding of the SPD's investigation of their complaint, regardless of the disposition of the complaint.

#### **XIV. Filing Complaints**

##### **The Town Board shall:**

1. Increase transparency Regarding the Complaint Process:
  - i. Easily understood statements that are also translated into Spanish about the right to file a complaint, information and details about the process of filing a complaint should be easily found as a link on the first page of the SPD's website along with the re-written General Order that serves as the guiding policy for the Department.
2. Inform the community where Complaints can be Registered/Submitted:
  - ii. Community members should be able access information about the complaint process, a complaint form, be able to submit complaints at Town Hall and be provided with a copy of their submitted complaint.
3. Create a mechanism for Receipt of Complaint Information
  - i. A simple sample online form can be found here:  
<https://www.burlingtonvt.gov/Police/BPDComplaintSubmission>  
A simple sample printed complaint form with a clear brief description of the policy and process can be found here:  
<https://www.burlingtonvt.gov/sites/default/files/Citizen%20Complaint%20Process%20%26%20Form.pdf>
4. Set a Time Limit for Complaint Investigation
  - i. A defined Time Limit should be established and published on all media describing the complaint process
5. Ensure Transparency & Faithful Representation of Statements given during the Initial Complaint and Evidence Gathering
  - i. Police policy should require that the complaint and statements by witnesses be audio-recorded. Should an individual decline to be recorded, he/she would need to sign a waiver.
6. Ensure Transparency & Procedural Justice Regarding the Entire Complaint Process for Complainants
  - i. Easily understood description of the investigative procedure and timeline should be published on the Police Department website as well as posted / provided when the complaint is submitted.
7. Ensure Transparency & Procedural Justice Regarding the Entire Complaint Process for Officers
  - i. Policy should articulate the inclusion of the named officer to be updated and informed throughout the complaint process.
8. Ensure Transparency regarding the Appeals Process
  - i. Steps for appealing the decision in any complaint should be specified in policy that establishes and defines the appeals process. For example:
    1. "Prior to the end of the time limit, the complainant shall be informed in writing of the decision and outcome of the complaint. If the complainant does not agree with the outcome, he or she

may file an appeal with the Town Supervisor who serves as the Chair of the Town's Police Commissioners or any other Police Commissioner. The form for such an appeal should be published and accessible online and throughout the Town at such locations as public libraries, Town Hall, etc.”

9. Ensure Transparency regarding Public Access to Complaint Outcomes and Patterns

- i. In the interest of increasing the public's sense of trust in the police, policy should be established that requires that de-identified information about complaints and their outcomes should be published on the Police Department's website and be available on request.

### **XV. Translation of Police Policies**

The Town Boar shall:

1. Translate all current policing policies to Spanish.
2. Ensure that all policing policies are made available on the Town and Police websites in both English and Spanish.
3. Ensure that any current and future forms available for public use, such as record release forms and complaint forms, are available in both English and Spanish.
4. Ensure that each patrol car is equipped with a designated device to be used for access to the language line to ensure that all interactions with Spanish speaking individuals include clear and respectful communication.

## **XVI. A Framework for New Technology**

### **The Town Board shall:**

1. Adopt the following framework for implementing any new technologies used to aid in policing:
  - a. Public input prior to adoption of new technology.
    - i. *Law enforcement agencies should encourage public engagement and collaboration, including the use of community advisory bodies, when developing a policy for the use of a new technology.*
  - b. Perform a cost-benefit analysis when adopting new technologies.
  - c. Develop policies or procedures for training officers on how to properly use new technology, defining proper vs improper use.
  - d. Ensure that vendor contracts do not interfere with transparency.
  - e. Public input and review after a new technology has been put to use.
    - i. *Law enforcement agencies should include an evaluation or assessment process to gauge the effectiveness of any new technology, soliciting input from all levels of the agency, from line officer to leadership, as well as assessment from members of the community. The CPPB should review effectiveness and community feedback.<sup>8</sup>*
  - f. Require the department to disclose all technologies it uses to the public.
2. Prepare a report using the subject framework to evaluate the need for Body-Worn Cameras.
  - a. Begin investigating grants to finance the cost of BWC including the cost of data storage and plan to purchase and implement a BWC program in the next year.
  - b. Explore the viability of working with neighboring municipalities in order to share in the financing of the BWC program, via an intermunicipal agreement.
  - c. If adopted, officers in SPD shall follow the same protocol as NYS Police Patrol for use of BWC, requiring them to record immediately before exiting a patrol vehicle to interact with a person or situation, all uses of force; all arrests and summonses; all interactions with individuals suspected of criminal activity; all searches of persons and property, any call to a crime in progress; investigative actions involving interactions with members of the public; any interaction with an emotionally disturbed person; and any instances where an officer feels any imminent danger or the need to document their time on duty.<sup>10</sup>

## **XVII. Use of Social Media for Transparency and Relationship Building**

### **The Town Board shall:**

1. Direct the SPD to use a bilingual social media manager to engage with the local community.
  - a. Social media should be used for inspiring the youth to aid in recruitment.
  - a. Officers and the Department should incentivize positive interactions and ensure that praise, respect and appreciation is lavished when appropriate. This will help to create a positive cultural shift toward community policing.

### **XVIII. Lexipol & Accreditation**

#### **The Town Board shall:**

1. Ensure that any policies produced by Lexipol are fully vetted by the Town Board, and those of “significance” by the public via a public hearing, and include any proposed changes thereto.
2. Ensure that any Lexipol policies incorporate the recommendations adopted by the Town Board, as enunciated in the Plan.
3. Translate existing policing policies, forms and records into Spanish and ensure any updates or new documents are available in both English and Spanish.
4. Ensure that the CPPB has the opportunity to engage with Lexipol to assure alignment with the recommendations adopted in the Plan as well as future engagement on new policies and procedures which may be issued. (see Recommendation: Establishment of a standing Southold Town Community—Police Partnership Board)
5. Ensure that the SPD is accepted as an accredited agency by the New York State Law Enforcement Accreditation Program within (1) year of the adoption of the subject Plan, or as soon thereafter as practicable.