

Please e-mail comments about this plan to:
policereform@romepd.com

City of Rome

Rome Police Department



Police Reform and Reinvention Collaborative



ROME POLICE DEPARTMENT

★ A NYS ACCREDITED POLICE DEPT. ★

JUSTICE BUILDING
301 NORTH JAMES STREET
ROME, NEW YORK 13440

Chief's Office: (315) 339-7705

Chief's Administrative Office Fax: (315) 339-7706

Department Communications: (315) 339-7780

Department Fax: (315) 339-7793 Emergency: 911

JACQUELINE M. IZZO
Mayor

FRANK RETROSI, JR.
Commissioner of Public Safety

KEVIN C. BEACH
Chief of Police

KEVIN M. SIMONS
Deputy Chief



February 1, 2021

In keeping with compliance of New York State Executive Order #203 issued by Governor Andrew Cuomo, which requires each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law to perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.

Furthermore, each chief executive of such local government shall convene the head of the local police agency, and stakeholders in the community to develop such plan, which shall consider evidence-based policing strategies, including but not limited to, use of force policies, procedural justice; any studies addressing systemic racial bias or racial justice in policing; implicit bias awareness training; de-escalation training and practices; law enforcement assisted diversion programs; restorative justice practices; community-based outreach and conflict resolution; problem-oriented policing; hot spots policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program.

Additionally, the political subdivision, in coordination with its police agency, must consult with stakeholders, including but not limited to membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials, and create a plan to adopt and implement the recommendations resulting from its review and consultation, including any modifications, modernizations, and innovations to its policing deployments, strategies, policies, procedures, and practices, tailored to the specific needs of the community and general promotion of improved police agency and community relationships based on trust, fairness, accountability, and transparency, and which seek to reduce any racial disparities in policing.

Finally, such plan shall be offered for public comment to all citizens in the locality, and after consideration of such comments, shall be presented to the local legislative body in such political subdivision, which shall ratify or adopt such plan by local law or resolution, as appropriate, no later than April 1, 2021; and such local government shall transmit a certification to the Director of the Division of the Budget to affirm that such process has been complied with and such local law or resolution has been adopted, the City of Rome; hereby, submits the following plan:

City of Rome
Rome Police Department



Police Reform
And
Reinvention
Collaborative

Introduction

The City of Rome gained its reputation as the Copper City during the Industrial Revolution when the city produced an estimated 10 percent of all copper in the United States. Once a thriving industrial city, Rome has transformed itself to a City charging toward the 21st century focusing on the next generation of cybersecurity initiatives, unmanned aerial systems (UAS) testing and research, in conjunction with the world renowned Air Force Research Laboratory (AFRL) located at the former Griffiss Air Force Base, home to over 5000 employees amid a mix of high technology, Department of Defense facilities, and light industrial businesses. The City offers a rich quality of life with employment opportunities, an education system that prepares students for college, and a hospital that offers state of the art care, all with convenient accessibility to the region's offerings. Nestled in the middle of New York State, Rome is only a short distance from the high peaks of the Adirondacks, New York City and Boston, and the world famous Niagara Falls.

Within the City's boundaries you can find history, art, culture, and nature. Recreation opportunities are plentiful with the Mohawk River Trail connecting Rome's waterfront, historical sites, commercial districts, local schools, parks, the Griffiss Business and Technology Park, and residential neighborhoods, all while offering a unique multi-use trail recreational experience. Delta Lake State Park is located just north of the city offering endless activities in all four seasons with a boat launch, beach, campground, and all season fishing.

The Rome Police Department is comprised of 76 sworn full-time police officers, several part-time officers, and 2 civilians. In order to give the community the best police service, the department has several specialized units, which consist of several divisions. The department has been continually accredited by the State of New York since 2003.

In order to comply with the directives outlined in New York State Executive Order #203, a Community Advisory Committee was established in an effort to solicit thoughts and ideas from every aspect of the community. The committee is made up as follows:

MEMBER

Bruce Hairston
Mathew Miller
Pastor Maritza Perez
Pastor Jeff Heck
Pastor James Richardson
Deborah Grogan
Michael Manuele
Charles Sexton
Marilyn Boyd-Hawkins
Elder Patricia Brown
Pastor Tommy Jackson
Chief Kevin Beach
Captain David Collins
Lieutenant Sharon Rood

ORGANIZATION REPRESENTED

Branch Director YMCA of Rome
Rome Rescue Mission
Maranatha Church
Resurrection Life Church
Kingdom Harvest Apostolic Church
Branch Manager, First Source Federal CU
Rome Area Chamber of Commerce
Local small business owner
Rome Branch of the NAACP
Community member
Mount Calvary Baptist Church
Rome Police Department
Rome Police Department
Rome Police Department

This committee began meeting on August 10, 2020. Initially, meetings were scheduled monthly, but as more information has been introduced, they have been occurring on a bi-monthly basis. Input from these committee members has been invaluable in identifying the needs of the community served by the Rome Police Department, evaluating the department's current policies and practices, and establishing new policy and training initiatives for future implementation. This committee will remain in place well after the adoption of this plan in order to provide guidance to the department well into the future. Additionally, discussions were had with the

Rome Chapter of the NAACP, several local college professors, the Oneida County District Attorney's Office, Oneida County Public Defender's Office, The Oneida County Attorney, and the City of Rome Common Council. This dialogue will remain open and the City of Rome Administration and Police Administration will consider all suggestions offered by these agencies.

As a result of Governor Andrew Cuomo's Executive Order #203, the Rome Police Community Advisory Committee has identified areas of improvement and reform to be implemented at the Rome Police Department. Below is a list of topics discussed and the proposed changes as a result of the comprehensive review. Many of these topics are included in the body of the Rome Police Department's Police Reform and Reinvention Collaborative plan.

- **Use of Force Policy** (NYS Accreditation Standard 28.4). Discussed policy, training standards, and reporting, noting the Rome Police Department does not train nor authorize officers to use "choke holds." The department worked with Oneida County E911 to establish a category in their records management system (RMS) to track the race of persons involved with police contact. This data will be tracked and reported in the Rome Police Annual Report beginning in 2021. The department is currently in compliance with mandatory reporting guidelines through New York State.
- **Duty to Intervene Policy** (Accreditation Standard 14.1). As a result of discussions involving the George Floyd incident, a new policy has been introduced and implemented immediately.
- **Social Media Policy** (NYS Accreditation Standard 28.4). Discussed the existing policy and found deficiencies. Revisions were made and a new policy was implemented on 09/24/20. Additional updates made on 1/25/21 to specify protected classes as defined in *Title VII of the Civil Rights Act*.
- **In-Car Camera Policy** (Sec. 41.8 RPD Policy and Procedure Manual). Discussed policy and current equipment owned by the Rome Police Department. Concerns were raised relating to the lack of **Body Worn Cameras (BWC's)**. As a result of further discussions the department began researching BWC vendors and receiving quotes for the implementation of BWC's for Patrol Officers. Also, the department is researching funding sources and meeting with Rome Common Council members regarding future budget allocations for this project. The intent is to move forward with the purchase of BWC's. A timeline for completion has not been fully established.
- **Office of Professional Standards Policy** (NYS Accreditation Standard 25.1). Discussed policy, makeup of unit, and responsibilities.
- **Internal Affairs Policy** (NYS Accreditation Standard 25.1). Discussed policy and functions of internal affairs. Concerns were brought up relating to ease of access to personnel complaints. As a result of conversations, the *Rome Police Personnel Complaint Form* was placed on the home page of the website, readily available to the public.
- **Firearms Training Policy** (NYS Accreditation Standard 32.3). Discussed policy, methods, and duration of trainings, including Police Academy training and annual qualifications.
- **Rules of Conduct Policy** (NYS Accreditation Standard 14.1). Discussed the rules of conduct required of Rome Police Officers and explained the relationship between rules of conduct, Internal Affairs, and the Office of Professional Standards.

- **Use of Less than Lethal Devices Policy** (NYS Accreditation Standard 20.6). Discussed policy, authorized devices, training requirements, and qualifications.
- **Basic Course for Police** (NYS Accreditation Standard 32.1). Discussed all Rome Police Department officers having completed the NYS Basic Course for Police, and the training that is required to receive such certification.
- **Citizen Assessment Survey** (NYS Accreditation Standard 29.7). Existing quarterly surveys discussed. A more comprehensive review to establish a survey, which better represents underserved communities is being explored by the Advisory Committee. Assistance is being sought from the *College Community Partnership for Racial Justice*.
- **Domestic Incidents** – (NYS Accreditation Standard 44.1). Discussed policy and mandatory reporting. Policy update to include new procedure for securing and returning firearms when dealing with domestic incidents.
- **Health of Persons in Custody** – (NYS Accreditation Standard 64.2). New policy introduced as a result of discussions regarding Mental Health and Persons in Crisis. Bi-monthly meetings were established with MCAT to review Mental Health related calls for service. The department is inquiring on the ability to have a Mental Health Crisis Advocate on site at the Rome Police Department.
- **Additional In-Service Training Mandates** – As a result of policy review, training records review, and discussions, additional in-service training mandates have been added to include training in the areas of **Implicit Bias, De-escalation, Use of Force, Cultural Diversity, Persons in Crisis, Search and Seizure, and Ethics**.
- **Resource Information** – Cards listing contact numbers for mental health and social services will be printed and placed at the desk for those seeking information. Additionally, signage will be placed in the front foyer area listing these resources.

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What Functions are Performed by the Rome Police Department and What Functions Should or Should Not be Performed?

A relationship of trust and respect between law enforcement and the community must be based on a shared understanding of the functions each community wants its police force to perform. The mission of the Rome Police Department is to protect life and property, prevent crime, detect and arrest offenders. This shall be accomplished by enforcing all federal, state, and local laws over which this department has jurisdiction. The Rome Police Department is committed to service and taking positive action to maintain high standards in response to the community it serves. It is crucial that all the officers of the Rome Police Department remember that in the execution of this mission, they shall respect and protect the rights of individuals and perform this mission with honesty, courage, fidelity and sound judgment. The officers of the Rome Police Department must seek and preserve the public confidence by acting in a fair and impartial manner at all times, thereby protecting the constitutional rights of all persons.

The Patrol Division is responsible for general police services throughout the City of Rome. It is comprised of uniformed officers of various ranks. The following are prescribed roles for patrol: protection of life and property, preservation of the public peace, crime prevention, enforcement of the laws, arrest of offenders and recovery of property, and responding to all calls for service. General patrol duties include, but are not limited to: preliminary criminal investigations, accident investigations, issuance of uniform traffic summonses, enforcement of parking ordinances, executing arrest warrants, service of subpoenas, issuance of appearance tickets, traffic control, crowd control, crime prevention/pro-active patrol, and other duties as assigned by the chief of police or his designee(s). Each officer is directed to acquaint himself/herself with various residents, owners of businesses, and school officials within his/her zone(s) of patrol, and attempt to develop a rapport with them. Officers must concern themselves with the moral and physical welfare of children and juveniles, being especially alert in the vicinity of schools, parks, playgrounds, etc., for suspicious activity of strangers and loiterers. Further, he/she will be concerned with any activity indicative of or contributing to juvenile delinquency and take the necessary action to remedy the situation. Patrol officers will be observant for hazardous conditions in his/her zone which could prove dangerous to pedestrians, motor vehicle traffic, residents, or property. When discovering a potentially dangerous situation, he will take the appropriate action(s) necessary to correct the condition(s). Officers inspect his/her zone for the condition of street signs, as well as traffic control devices, and report promptly to the proper city department any that need repair. Officers make house checks of vacant homes within his/her zone, give particular attention to streets of heavy traffic, traffic signals, and other traffic control devices, and enforce the traffic and parking laws and ordinances, while taking appropriate action upon observing violations. Officers give special attention to motor vehicles within his/her zone, being suspicious of those which appear to be stolen, abandoned, unattended, or parked in unusual or out of the way places. Officers must patrol all streets within his/her zone, being alert for all of the above.

The Investigative Division of the Rome Police Department is made up of the detective division, special investigations unit, juvenile aid division, and child advocacy center member(s). It is the responsibility of the investigative division to initiate and pursue investigations, apprehend offenders, develop intelligence on criminal activity, cultivate informants, establish and maintain mutually cooperative relationships with other criminal justice agencies, assist in any way with an investigation by the patrol division, recover stolen property and complete assigned tasks. The detective division has the duty of conducting felony investigations, which is the primary responsibility of the division.

The special investigations unit has the primary responsibility of investigating crimes involving the use and sale of illegal drugs and any other investigations assigned to them by the commander of that unit or the deputy chief.

The juvenile aid division has primary responsibility to investigate all crimes committed by persons under the age of eighteen and investigate missing person complaints of both juveniles and adults.

The Child Advocacy Center member will work with this unit as assigned and investigate sexual assault crimes against persons under the age of seventeen.

When a complaint is received a patrol vehicle will respond and conduct a preliminary investigation to determine what crime has occurred and the seriousness of it. If the crime committed is a homicide, suicide, serious felony assault, sexual assault, serious burglary, fatal or serious motor vehicle accident, serious crime, serious disorder, riot, emergency, explosion or any other crime to be considered an unusual occurrence, the detective division will be notified. If no detective is on duty, the on-call detective will be called to respond.

In the case of incidents involving juveniles, juveniles have a great expectation of privacy and anonymity under New York State Law, and these rights are scrupulously protected at all times. Young offenders, especially first-time offenders, require extensive oversight and protection to divert them from future recidivism. Youthful victims need clear and visible support from law enforcement, especially if issues exist concerning their immediate family and guardianship. The procedures and courts related to juvenile justice are separate and distinct from adult venues, and juvenile investigators and officers must be completely acquainted with these to effectively perform their duties. A program utilized by the juvenile aid division is stationhouse adjustment. This program was developed to encourage all police agencies to divert juvenile offenders with minor infractions from the justice system. Stationhouse adjustments are made when the investigators or officers determine that a juvenile has been involved in a minor incident, and have little or no prior history of delinquent behavior. Juvenile investigators review all such cases and attempt to resolve them through means other than the signing of complaints of juvenile delinquency. Methods involved with stationhouse adjustment include the use of community service, assignment of restitution, referral to qualified counseling or youth associations, and direct interaction between investigators and the juveniles. The juvenile investigator is then left with the responsibility to act as mediator between the suspect's family and the victim's family. If the child has been a persistent problem, their parents are advised to seek help through the PINS referral program operated by the Oneida County Probation Department. PINS refers to "Person in Need of Supervision" and is for juveniles under the age of 18, who do not attend school or who are incorrigible, ungovernable, or habitually disobedient. The remaining youths had their case handled within the juvenile aid division. Many of these cases consisted of harassments, runaways, and counseling. All of these offenses are the type that family court/juvenile probation, as a matter of law, cannot accept. An attempt is made to see the juvenile and his/her parents at police headquarters to discuss all complaints.

Currently, the Rome Police Department provides personnel to serve as School Resource Officers (SRO's) and School Security Officers (SSO's) in the Rome City School District. Three full time officers serve as SRO's, one serving at Strough Middle School, and two serving at Rome Free Academy. The main objective of the SRO's is to prevent juvenile delinquency by promoting positive relationships between students and law enforcement officers. The SRO's position encompasses three major components, which allow the officer to achieve this goal: law enforcement, education, and counseling. These three components allow the school resource officer to take a proactive approach to law enforcement. The school resource officers are not just "cops" on campus. They provide all law enforcement duties on their campus and educate the students by teaching law related classes and other related subjects in the classrooms. They also counsel both students and parents on various topics. The school resource officer becomes involved in the students' lives, as a positive role model with the intent that the positive experiences students have with the officer will bridge the gap between juveniles and law enforcement. In doing so, the desired affect is to help prevent juvenile crime. Additionally, the police department has 7 part time officers that act as SSO's, with 5 officers working at any given time. The

goal of the program is to provide safety and security to all of the Rome City School District's Elementary Schools, while fostering a favorable relationship with the children, parents, and school staff. The school safety officers actively maintain the safety of the building, while taking time to socialize with the students. These officers have taken the opportunity and initiative to interact with the children in the classrooms, hallways, and during the lunch periods. The officers also prepare short classroom presentations, play games with students, and assist school district staff.

The Rome Police Department provides a coordinated response within the City of Rome, New York, in the event of a natural or manmade disaster, health care related pandemics, or other declarations under a state of emergency.

It should be noted that in cases of domestic violence, the Rome Police Department has entered into a collaboration of law enforcement agencies under the direction of YWCA. The program is called Danger Assessment for Law Enforcement (DALE) and will soon be instituted to help protect victims of domestic violence. When an officer responds to a call involving a dispute between intimate partners, he/she will be required to complete an assessment of the situation. When a victim is determined to be of high risk, the officer will advise the victim that his/her situation is extremely dangerous. The officer tells the victim that help is available and identifies the YWCA Mohawk Valley as the agency that provides domestic violence services. The officer informs the victim that law enforcement, prosecutors, and domestic violence services work together in a coordinated fashion to protect them. The officer provides the victim with materials that clearly identify the domestic violence services in their area and the contact information. This includes the hotline number and the Rome Police Department advocate's number. The officer will consider if materials are available in other languages and any statutory requirements to provide written information to victims. All forms, including those that are complete, incomplete, or declined, are supplements to the domestic incident report. The domestic violence advocate reviews all forms and coordinates all services necessary, including home visits by officers, in an attempt to preserve the victim's safety.

Most calls for service are dispatched by the Oneida County 911 Center. These employees and the function they serve are under the direct control and supervision of the County of Oneida.

Advisory Committee Discussion: Through discussions among members of the advisory committee, it was generally felt that the functions currently undertaken by the police department are necessary and remain so.

In the area of police response to overdoses, the responding officers are vital as in most cases they are the first to respond with life-saving Naloxone. Additionally, when overdose victims are brought to after the administering of Naloxone, they are many times violent and police officers must be there to ensure the victim's safety and the safety of any bystanders. Lastly, under section 22.09 of the New York State Mental Health Law, police officers have the authority to take into custody a person who is intoxicated or impaired and a danger to himself or another for the purpose of getting that individual treatment.

In the area of responding to mental health incidents involving emotionally disturbed persons, police response is necessary as they have the authority under section 9.41 of the New York State Mental Health Law to take a person into custody who is both mentally ill and a danger to himself or others for the purpose of taking that individual to the nearest intake hospital in order that the individual receive a mental health evaluation and necessary treatment. Much discussion was had on officer training to deal with mentally ill persons and the possibility of a co-response with a social worker.

Lastly, discussion was had concerning the law enforcement response to complaints involving autistic persons, hearing impaired individuals, and those persons who speak Spanish as their primary language.

Action Plan: *The Rome Police Department responded to 326 MHL calls in 2018, 304 MHL calls in 2019, and 300 MHL calls in 2020 for an average of 310 MHL calls per year. Discussions are well underway with Ms. Kristin Sauerbierre, L.C.S.W., clinical social worker and director of the Mobile Crisis Assessment Team (MCAT). Department wide mental health training has already been scheduled with Ms. Sauerbierre. Additionally, a plan is being formulated to initially have a co-response of Rome Police personnel and MCAT personnel, with the eventual possibility of have an MCAT staff member assigned to the Rome Police Department. However, at the present time, MCAT is severely understaffed and has no additional funding to add additional personnel or expand resources. Cards listing contact numbers for mental health and social services will be printed and placed at the desk for those seeking information. Additionally, signage will be placed in the front foyer area listing these resources.*

The Rome Police Department administration has long sought after a fluent Spanish speaking officer. Multiple recruitment attempts have been tried and will continue to be attempted. In the recent past, the opportunity was made available for members of the department to attend conversational Spanish classes at no cost to the officer. Several officers have taken this opportunity. This option will be explored again as will research be conducted on the use of Rosetta Stone for language training at the Rome Police Department. Additionally, the Director of Jervis Public Library, Lisa Matte, has offered a learning app, Transparent Language, for use by officers of the Rome Police Department. Moreover, she has offered technical assistance from library staff to officers wishing to load the app onto a PC, tablet, or smart phone. This app has interactive lessons that involve listening, reading, speaking, vocabulary building, proper pronunciation, situational phrases and conversation, and understanding the use of Spanish Grammar.

Interpreter services have been available for members of the Rome Police Department for many years and will continue to be made available and utilized as needed.

What are the Staffing Needs of the Police Department and What Does the Community Want?

Currently, the Rome Police Department has an authorized strength of 76 full time officers, 10 part-time officers, and 7 School Safety Officers. The department consists of three main divisions; patrol, investigative, and administrative. Patrol is responsible for responding to approximately 30,000 calls for service per year. Patrol zones divide the city into 4 general patrol sections. Patrol is overseen by the captain of patrol. Lieutenants act as watch commanders, responsible for deployment of personnel. Sergeants supervise the patrol officers on each shift/zone. Patrol officers respond to calls for service, prevent and investigate crimes, enforce traffic laws, and proactively patrol.

The investigative division is overseen by the detective commander and consists of the detective division investigating all felony crimes, the special investigations unit specializing in narcotic investigations, and members assigned to the Oneida County Child Advocacy Center, who investigate sexual crimes against person under the age of 17 years.

The juvenile aid division is overseen by a sergeant who investigates all crimes/infractions committed by person under 18 years of age. The Rome Police Department's Juvenile Aid Division also supervises the school resource officers, school safety officers, and investigates all missing persons.

The community impact unit has four selected officers who address and investigate quality of life issues, i.e. incidents of graffiti, homeless persons, city codes violations, and various other community relations.

The K-9 unit consists of two patrol teams and are utilized for tracking, illegal drug detection, and crowd control.

The special response team (SRT) is made up of 13 NYS certified SWAT operator officers, 2 NYS certified sniper/observer team officers, and a hostage negotiator. The team is utilized to execute high risk warrants, respond to barricaded subjects, and are assigned to dignitary security details.

The Rome Police Department Specialized Units consist of mountain bike patrol, ATV patrol, snowmobile patrol, motorcycle patrol, mobile command center, and mobile surveillance vehicle (Viper).

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

What Should the Police Department Budget Include?

The following pages contain the 2021 Rome Police Department Budget:

CITY OF ROME
INSIDE CORPORATION TAX DISTRICT
2021 APPROPRIATIONS ANALYSIS

The 2021 Inside Corporation Tax District calls for appropriations of \$10,869,341 which are \$196,714 less than 2020 appropriations of \$11,066,055.

SUMMARY

ITEM	2020	2021	INCREASE (DECREASE)
Salaries & Wages	\$ 6,010,725	\$ 5,994,726	\$ (15,999)
Land & Equipment	157,504	85,256	(72,248)
Supplies & Contractual Services	1,310,347	1,404,217	93,870
Other Sundry	3,587,479	3,385,142	(202,337)
TOTAL	\$ 11,066,055	\$10,869,341	(\$196,714)

SALARIES AND WAGES - DECREASE - \$ 15,999

The decrease primarily reflects nine vacant positions which are not expected to be filled until mid-year when the new cadets will attend officer training. While in school they only receive 75% of a new officer's salary. The new officers will replace retiring officers who were at a significantly higher rate of pay. Partially offsetting this factor is the 2% annual salary adjustment negotiated with the Police Benevolent for the contract years 2018 through 2022.

LAND AND EQUIPMENT - DECREASE - \$ 72,248

AI3120 - POLICE

208 EQUIPMENT

All Terrain Unit

Helmet FX41DS Flat - Blk LG	\$	170
Helmet FX41DS Flat - Blk LG		170
Helmet FX41DS Flat - Blk XL		170
Helmet FX41DS Flat - Blk XL		170

SRT

Four Avon 50 Gas Mask Kits	\$	2,100
Four Pack of C50 CBRN Filters		200

Traffic

Black Cat Radar Recorder Kit & Software	\$	4,700
Star Next Software		1,595

Detective Division

Six Sony MDR ZX110NC Noise Canceling Headphones	\$	309
Two Sony ICD-UX560 Digital Voice Recorders		200
Ten SanDisk Cruzer USB Flash Drive 32 GB		100
Ten SanDisk Cruzer USB Flash Drive 64 GB		130
Four Seagate Backup Plus 1 TB External Hard Drive		210
Two Streamlight Stinger DS LED HL Flashlight w/Charger		256

Detective Division (SIU)

Copystar 1 to 3 DVD Duplicator	\$	214
Nikon D7500 DSLR Body Camera		897
Tamron 18-400mm Lens for Nikon		599

Property and Evidence

Panasonic GETAC Tablet	\$	2,200
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Firearms

Replace Sights, Slings, Eye & Ear Protection, Etc.	\$	1,000
Replace Cardboard Backers & Qualification Targets		1,500
Three Glock Model 21 .45 ACP Pistols & GNS		1,500
Replace Expired Pepper Spray		700
Training Ammo - 10,000 Rounds .45 ACP		2,800
Training Ammo - 5,000 Rounds .223		1,800
Training Ammunition - 500 Rounds .45 ACP		200

Training Division/Tasers

Twenty-five Taser 25' X26P Air Cartridges	\$	825
One Hundred-fifty Taser 15' X26P Air Cartridges (Training)		4,050
Fifteen Space Cartridges Battery Pack - X26P		1,140
20 Conductive Targets		660

Forensics

Tamron 18-200mm Lens	\$	200
Phottix Mitros TTL Transceiver Flash		260
Zebra ZD420t Barcode Label Printer (X4)		1,904
Wireless Receiver, Contact Point & Siren for Evidence Bldg		647
Forensic Combo Dock		300
Ultra Block Forensic Card Reader		80

Information Technology

Seven SFF Desktops	\$	6,000
Six Laptops and Docking Stations		7,000
Website		10,000
Twenty-five 22" Monitors		4,000
Twenty-nine MS Office 2019 Pro		15,000

Communications/Radios

Three APX4000 VHF Model 2 Portable Radios	\$	9,300
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TOTAL INSIDE DISTRICT **\$ 85,256**

SUPPLIES & CONTRACTUAL SERVICES - INCREASE - \$93,870

The largest increase is for the leasing of 10 police vehicles acquired in 2020 for a full 12 months as well as the acquisition of two new vehicles in 2021 for a total increase in of \$44,801. Telephone charges of \$38,000 is the next largest increase. This expense was previously centralized in AG1680.410 for all City departments and was assigned to the individual departments for better control. Finally, \$10,000 is included for an update to the Department's web site while a \$10,491 increase in the allocation of Central Maintenance charges reflects prior years' utilization.

OTHER SUNDRY - DECREASE - \$202,337

Reflects anticipated decreases in the cost of providing health insurance of over \$270,000 partially offset by a \$69,009 increase in retirement expense reflecting an increase in rates charged by the system beginning in 2021.

2020 REAL PROPERTY TAX LEVY AND SURPLUS

Revenues Other Than Property Taxes are forecasted to decrease \$5,885 in 2021. The Budget anticipates a decline of \$77,000 in Court fees as the system has been slowed by the Covid virus as well as \$48,000 in Utility fees reflecting a long term decline in Spectrum, fka Time Warner connections. Interest earnings are anticipated to decline \$12,772 reflecting the precipitous decline in market interest rates in 2020 and Minor Sales \$18,000 reflecting the replacement of previously owned City vehicles with new leased cars and trucks. Finally, the City is anticipating refunds of real estate taxes from certiorari proceedings on commercial properties of almost \$42,000 in 2021.

Partially offsetting these factors is an anticipated 2% increase in Sales and Use Taxes and County Sales Taxes otherwise collectively referred to as simply Sales Taxes. Sales taxes are expected to increase \$58,068 from \$2,903,383 in the 2020 Budget to \$2,961,451 in the 2021 Budget. In addition School Resource Officer reimbursements are expected to increase \$95,150 over the 2020 Budget reflecting contracts approved earlier this year for 3 full time School Resource Officers for \$192,000 in the 2020-2021 school year and \$196,000 in the 2021-2022 school year as well as five full time School Security Officers at a rate each of \$210 per day for 181 school days. Finally, Payments in Lieu of Taxes are anticipated to increase \$42,750.

As a result of the \$188,414 decrease in Appropriations in comparison to the \$5,885 decrease in Revenues Other than Property Taxes the City will not have to increase property taxes in 2021 and will use \$198,088 less in Fund balance than was projected in the 2020 Budget. The property tax levy will increase \$15,559 only because the Assessment roll increased \$2.3 million to \$610,227,087.

2021 - 2022 BUDGET		2018	2019	2020	9/30/2020	2020	2021	2022
CODE	APPROPRIATIONS	ACTUAL	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET	PROJECTED
INSIDE DISTRICT SUMMARY								
AI 1370	DISCOUNT ON TAXES	0	0	0	0	0	0	0
AI 1900	SPECIAL ITEMS	51,109	61,099	52,624	52,624	148,482	54,425	87,146
AI 3120	POLICE	6,839,042	6,992,889	7,425,952	5,064,137	7,182,282	7,429,773	7,730,663
AI 9000	FRINGE BENEFITS	3,407,265	2,701,791	3,405,709	976,955	2,923,807	3,203,373	3,426,441
AI 9700	DEBT SERVICE	27,880	22,483	19,270	6,670	22,383	19,270	16,051
AI 9900	INTERFUND TRANSFERS	162,500	162,500	162,500	162,500	162,500	162,500	162,500
	TOTAL INSIDE DISTRICT	10,487,796	9,940,762	11,066,055	6,262,885	10,439,453	10,869,341	11,422,801

INSIDE DISTRICT APPROPRIATION BREAKDOWN

AI 1370	DISCOUNT ON TAXES							
AI 1370	402	DISCOUNT ON TAXES	0	0	0	0	0	0
AI 1370	418	CONTRACT SERVICES	0	0	0	0	0	0
AI 1370		TOTAL DISCOUNT ON TAXES	0	0	0	0	0	0
AI 1910	SPECIAL ITEMS							
AI 1910	413	INSURANCE	51,109	54,106	52,624	52,624	54,425	57,146
AI 1930	450	JUDGMENTS & CLAIMS	0	0	0	95,858	0	30,000
AI 1988	421	REFUND PRIOR YR PAYROLL TAX	0	6,993	0	0	0	0
AI 1990	451	CONTINGENCY	0	0	0	0	0	0
AI 1910		TOTAL INSURANCE	51,109	61,099	52,624	52,624	148,482	87,146

2021 - 2022 BUDGET		2018	2019	2020	9/30/2020	2020	2021	2022
CODE	APPROPRIATIONS	ACTUAL	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET	PROJECTED
POLICE								
AI 3120	151	SALARIES AND WAGES	5,281,542	5,371,270	5,760,725	3,938,744	5,506,275	5,744,726
AI 3120	153	OVERTIME	250,216	282,385	250,000	129,737	285,000	250,000
AI 3120	204	LAND AND BUILDINGS	0	0	0	0	0	0
AI 3120	205	FURNITURE AND FIXTURES	0	0	0	0	0	0
AI 3120	206	MACHINERY AND TOOLS	0	0	0	0	0	0
AI 3120	207	AUTOMOTIVE	173,358	186,546	0	0	0	0
AI 3120	208	EQUIPMENT	73,883	112,860	157,504	98,005	157,504	85,256
AI 3120	409	TRAVEL AND CONFERENCES	54,300	48,830	50,000	25,280	50,000	50,000
AI 3120	410	UTILITIES AND FUEL	0	0	0	0	0	0
AI 3120	41001	TELEPHONE CHARGES	0	0	0	0	0	38,000
AI 3120	411	DUES AND PUBLICATIONS	1,441	1,025	3,000	1,540	3,000	3,000
AI 3120	412	SERVICE CONTRACTS AND REPAIRS	65,974	73,178	60,000	39,942	60,000	60,000
AI 3120	414	SUPPLIES AND MATERIALS	20,205	16,317	20,000	29,345	33,000	20,000
AI 3120	415	MEDICAL	58,529	87,116	120,000	131,426	145,000	120,000
AI 3120	416	ADVERTISING AND PRINTING	1,842	510	3,000	126	3,000	3,000
AI 3120	417	POSTAGE AND FREIGHT	404	335	600	410	600	600
AI 3120	418	CONTRACT SERVICES	0	0	0	0	0	0
AI 3120	419	GASOLINE/DIESEL	94,180	87,258	110,000	51,763	110,000	110,000
AI 3120	420	UNIFORMS AND CLEANING	94,245	77,780	100,000	60,952	100,000	100,000
AI 3120	421	MISCELLANEOUS	1,069	1,240	2,000	0	2,000	2,000
AI 3120	453	CRIME PREVENTION	3,793	425	5,000	508	5,000	5,000
AI 3120	456	OPERATING LEASES	0	0	89,945	26,809	44,513	134,746
AI 3120	460	CENTRAL MAINTENANCE CHARGES	253,499	226,282	234,358	234,358	234,358	244,849
AI 3120	801	FICA/MEDICARE	410,561	419,531	459,820	295,193	443,033	458,597
AI 3120		TOTAL POLICE	6,839,042	6,992,889	7,425,952	5,064,137	7,182,282	7,429,773

2021 - 2022 BUDGET			2018	2019	2020	9/30/2020	2020	2021	2022
CODE	APPROPRIATIONS		ACTUAL	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET	PROJECTED
AI 9000	FRINGE BENEFITS								
AI 9010	800	STATE RETIREMENT	13,250	13,542	13,702	0	14,056	15,403	14,307
AI 9015	813	POLICE RETIREMENT	1,212,566	1,207,325	1,242,435	0	1,217,794	1,311,444	1,478,821
AI 9040	813	WORKERS COMP	0	0	0	0	0	0	0
AI 9045	813	LIFE INSURANCE POLICE	15,528	15,453	17,000	9,784	17,000	17,000	18,000
AI 9050	813	UNEMPLOYMENT INSURANCE	0	0	0	14,351	22,366	0	0
AI 9060	813	HOSPITAL INSURANCE POLICE	669,633	384,620	733,997	364,213	457,566	553,617	570,226
AI 9060	803	HOSP INS - POLICE RETIREES	1,197,833	815,538	1,088,934	349,542	909,402	1,033,616	1,064,625
AI 9060	819	MEDICARE ELIGIBLE	298,455	265,313	309,641	239,064	285,623	272,292	280,461
AI 9000	TOTAL FRINGE BENEFITS		3,407,265	2,701,791	3,405,709	976,955	2,923,807	3,203,373	3,426,441
AI 9700	DEBT SERVICE								
AI 9710	610	PRINCIPAL SERIAL BONDS	0	0	0	0	0	0	0
AI 9710	710	INTEREST SERIAL BONDS	0	0	0	0	0	0	0
AI 9730	606	PRINCIPAL BANS	0	0	0	0	0	0	0
AI 9789	700	OTHER DEBT INTEREST	21,633	15,813	12,600	0	15,713	12,600	9,381
AI 9790	602	CAPITAL LEASES	5,290	5,521	5,779	5,779	5,779	6,040	6,312
AI 9790	702	INTEREST CAPITAL LEASES	957	1,149	891	891	891	630	358
AI 9700	TOTAL DEBT SERVICE		27,880	22,483	19,270	6,670	22,383	19,270	16,051
AI 9900	INTERFUND TRANSFERS								
AI 9901	901	GENERAL CITY LIGHTING	162,500	162,500	162,500	162,500	162,500	162,500	162,500
AI 9711	499	DEBT SERVICE LEGAL FEES	0	0	0	0	0	0	0
AI 9795	903	INTERFUND LOANS REPAY TUCF	0	0	0	0	0	0	0
AI 9950	908	TRANSFER TO CAPITAL PROJECTS	0	0	0	0	0	0	0
AI 9900	TOTAL TRANSFERS		162,500	162,500	162,500	162,500	162,500	162,500	162,500
	GRAND TOTAL INSIDE DISTRICT		10,487,796	9,940,762	11,066,055	6,262,885	10,439,453	10,869,341	11,422,801

Operating Leases by Department

Department	Budget Code	Vehicle ID**	Year of Vehicle being Replaced	Make of Vehicle being Replaced	Model of Vehicle being Replaced	Year	Make	Model	Series	Delivery Date	Monthly Lease Cost	2021 Lease Cost Based on Est. Delivery Date	2021 Upfront Costs Upon Delivery	2021 Total Estimated Costs (Equipment Included)	2022 Total Estimated Costs	
Police	3120	128	2012	Dodge	Charger	2020	Ford	Police Interceptor Utility	Base All-wheel Drive	Aug-20	773.10	9,277.20	-	9,277.20	9,277.20	
Police	3120	116	2016	Ford	Explorer	2020	Ford	Police Interceptor Utility	Base All-wheel Drive	Aug-20	1,172.62	14,071.44	-	14,071.44	14,071.44	
Police	3120	117	2010	Ford	Explorer	2020	Ford	Police Interceptor Utility	Base All-wheel Drive	Aug-20	1,172.62	14,071.44	-	14,071.44	14,071.44	
Police	3120	153	2013	Chevy	Tahoe	2020	Ford	Explorer	Base 4dr 4x4	May-20	575.48	6,905.76	-	6,905.76	6,905.76	
Police	3120	165	2010	Chevy	Tahoe	2020	Ford	Explorer	Base 4dr 4x4	Jun-20	575.48	6,905.76	-	6,905.76	6,905.76	
Police	3120	163	2006	Ford	F-250	2020	Ford	F-250	XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW	Jul-20	659.46	7,913.52	-	7,913.52	7,913.52	
Police	3120	SSO 1	2010	Dodge	Charger	2019	Dodge	Charger	Police 4dr All-wheel Drive Sedan	Jan-20	548.04	6,576.48	-	6,576.48	6,576.48	
Police	3120	SII 2	2007	Saturn	Vue	2020	Nissan	Rogue	SV 4dr All-wheel Drive	Feb-20	418.83	5,025.96	-	5,025.96	5,025.96	
Police	3120	153	2010	Dodge	Charger	2020	Nissan	Rogue	SV 4dr All-wheel Drive	Feb-20	418.83	5,025.96	-	5,025.96	5,025.96	
Police	3120	138	2008	Dodge	Charger	2020	Nissan	Rogue	SV 4dr All-wheel Drive	Feb-20	418.83	5,025.96	-	5,025.96	5,025.96	
Police	3120	112	2015	Ford	Taurus	2021	Dodge	Charger	Police AWD Frontline	Mar-21	1,033.31	10,333.10	10,000.00	20,333.10	12,399.72	
Police	3120	114	2015	Ford	Police Interceptor	2021	Dodge	Charger	Police AWD Frontline	Mar-21	1,033.31	10,333.10	10,000.00	20,333.10	12,399.72	
Police	3120	SII 1	2007	Pontiac	G6	2021	Nissan	Rogue	S AWD Non Patrol	Jan-21	482.00	5,784.00	2,000.00	7,784.00	5,784.00	
Police	3120	SII 6	2011	Dodge	Grand Caravan	2021	Chrysler	Voyager	Non Patrol	Jan-21	458.00	5,496.00	-	5,496.00	5,496.00	
													TOTAL	134,746	116,879	
Engineering	1440	627	2009	Dodge	Cargo Van	2020	Chevrolet	Express 2500	Work Van Rear-wheel Drive Cargo Van	Oct-20	440.85	5,290.20	-	5,290.20	5,290.20	
														TOTAL	5,291	5,291
Muni Bldgs	1620	Muni Bldg - New	2020	Ford	Explorer	2020	Ford	Explorer	Base 4dr 4x4	Aug-20	575.48	6,905.76	-	6,905.76	6,905.76	
Muni Bldgs	1620	2806	2008	Ford	F-250 w/plow	2020	Ford	F-250	XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW	Apr-20	660.08	7,920.96	-	7,920.96	7,920.96	
														TOTAL	14,827	14,827
Codes	3620	209	2008	Chevy	Silverado	2020	Ford	F-150	XL 4x4 SuperCab Styleside 6.5 ft. box 145 in. WB	Jul-20	541.21	6,494.52	-	6,494.52	6,494.52	
														TOTAL	6,495	6,495
Streets	5110	280	2015	Ford	F-150 Pickup	2020	Ford	F-150	XL 4x4 SuperCab Styleside 6.5 ft. box 145 in. WB	Jun-20	562.14	6,745.68	-	6,745.68	6,745.68	
Streets	5110	267	2006	Chevy	1/2 Ton Pickup	2020	Ford	F-550 Chassis	XL 4x2 SD Crew Cab 203 in. WB DRW	Aug-20	936.86	11,242.32	-	11,242.32	11,242.32	
Streets	5110	289	2008	Chevy	1 Ton Pickup	2020	Ford	F-350 Chassis	XL 4x4 SD Regular Cab 145 in. WB DRW	Oct-20	756.30	9,075.60	-	9,075.60	9,075.60	
														TOTAL	27,064	27,064
Electrical	5138	Electrical-New				2020	Ford	F-150	XL 4x4 Regular Cab Styleside 8 ft. box 141 in. WB	Aug-20	596.19	7,154.28	-	7,154.28	7,154.28	
														TOTAL	7,155	7,155
Signs	5140	8301 / 570	1983	Ford	F-350	2020	Ford	F-350 Chassis	XL 4x2 SD Regular Cab 145 in. WB DRW	Oct-20	699.28	8,391.36	-	8,391.36	8,391.36	
														TOTAL	8,392	8,392

CODE	DEPT	TITLE	2021 #	FULL TIME	PART TIME	TOTAL
INSIDE CORPORATION						
AI 3120	POLICE	CHIEF	1	1		
		ASSISTANT CHIEF	1	1		
		CAPTAIN	3	3		
		DETECTIVE	9	9		
		LIEUTENANT	5	5		
		SERGEANT	8	8		
		POLICE OFFICER	49	49		
		POLICE OFFICER/INVEST	0	0		
		POLICE OFFICER/SR INVEST	0	0		
		ADMINISTRATIVE AIDE	2	2		
		COMPUTER OPERATOR	1		1	
		SCHOOL RESOURCE OFFICERS	4	4		
		PART TIME POLICE OFFICERS & MATRONS	14		14	97
TOTAL INSIDE CORPORATION			97	82	15	97

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

What Equipment Should the Rome Police Department Have and What Equipment Should They Not Have?

Currently, each uniformed officer in the Rome Police Department is equipped with a ballistic vest, an issued firearm, pepper spray, a Taser, an expandable police baton, handcuffs, and a radio. Officers may also be assigned to take a patrol rifle or shotgun with him/her. Once issued and signed out, these are secured in a locked rack in the patrol vehicle unless needed. Officers are assigned to a patrol vehicle, which is equipped with an in-car camera system including a portable audio microphone that is worn by the officer and synched to the camera system to record calls for service.

Members of the Rome Police Department Special Response Team have additional resources available to them to include Kevlar ballistic helmets, advance body armor, additional rifles and shotguns, tear gas, tear gas launchers, less than lethal rounds (bean bag rounds and foam batons), ballistic shields, entry tools, and disorienting diversionary devices.

Currently, the Rome Police Department does not utilize any surplus military equipment including armored vehicles, grenade launchers, and bayonets. Additionally, the department does not have water cannons or acoustic weapons.

Advisory Committee Discussion: Much discussion was had on the use of body cameras by police agencies and the fact that the Rome Police Department does not currently have or utilize body cameras. Chief Beach advised the committee that the department will continue efforts in seeking ways to obtain body worn cameras. The department currently has had meetings with and have future meetings in place with sales representatives from Watch Guard and AXON and is exploring the possibility of a lease program that would initially reduce costs. A lease program for body worn cameras would cost approximately \$40,000 – \$50,000 per year over a 5-year period. Overall costs for the 5-year period would be approximately \$240,000 - \$250,000 for the 5 years. Members of the committee elaborated on the benefits of body worn cameras stating their acquisition and usage

is a “win/win situation”. They agreed that their implementation and usage would yield positive benefits by protecting the public and police. The committee discussed the possibility of the Rome Police Department seeking assistance with regard to body worn cameras from the Community Foundation of Utica and taking pledges from the Social Equity and Racial Justice Fund. Chief Beach advised that he would continue to seek grant funding from state and federal sources and has requested funding assistance from Senator Joseph Griffo’s Office, Assemblywoman Marianne Buttenschon’s office, and the Assistant Attorney General’s Office. It was later determined that the Attorney General’s Office would not be a funding source as there is a requirement that an agency have at least 130 sworn officers to qualify for funding through their office. Rome does not qualify.

Additionally, inquiries were made about a phone app or some type of app capable of providing assistance to communicate with Spanish speaking citizens.

Action Plan: *The Rome Police Department Administration will continue on-going discussions with the City Administration, City Council, and City Treasurer as to finding a way to purchase body cameras for the Rome Police Department. Research and discussions in this area will continue with body camera manufacturers and the police department will continue to research and seek out grant funding opportunities for their purchase.*

Research will continue on products, training, and methods for members of the Rome Police Department to better communicate with the Spanish speaking individuals living in the community.

How Should the Police Engage in Crowd Control?

The right of the people to assemble and speak freely is an accurate measure of our American Freedom. The Rome Police Department has no desire, nor has the authority to interfere in any way, in a lawful assembly of the public. Under normal conditions, if the crowd is orderly, it does not violate the law or harm property; it is of little concern to a peace officer. The attitude of the police officers at the scene of mass demonstration should be one of strict neutrality and professionalism. Police responsibility is to maintain law and order, and to safeguard the rights of all citizens, and should be alert and prepared to take action, in the event the law has been violated.

The general duties of the Rome Police Department in connection with demonstrations are the same as under the usual conditions in more common occurrences; that is to protect life and property, and to maintain order. Also, it is the responsibility of the police to direct traffic at the scene of any such assembly.

It is emphasized that police officers assigned to duty, where mass demonstrations are in progress regardless of their personal convictions, shall remain neutral and unbiased at all times. The officers shall treat all parties involved in the demonstration or who may be targets of the demonstration, impartially, fairly and with understanding; and must not engage in conversation with participants of either faction, unless giving a legal and necessary order.

All communications of any official nature necessary to the effective, efficient and orderly conduct of the police to meet their responsibilities fall upon the ranking officer on the scene.

The following rules of conduct are enforced by the Rome Police Department and must be observed by those conducting or participating in labor controversies, strikes, picket lines, and demonstrations. These rules will be set aside only upon the order of a court of competent jurisdiction.

Demonstration lines shall form on the sidewalk and shall confine themselves to the curbside of the sidewalk so as not to obstruct the passage of anyone wishing to pass along the sidewalk.

Demonstrators will not form along streets or roads unless no sidewalk is available, and then in that case shall confine themselves to the shoulder of the road unless permitted to do otherwise by the ranking officer on the scene.

No specific number is set for picketers or demonstrators, but prudent attention to the effect of numbers upon the free and orderly use of the area used for picketing is considered, and police may reasonably regulate the number of pickets in a given area. A court order may limit the number of pickets or demonstrators and such order, if valid, shall be enforced by the Rome Police Department.

Demonstrators must constantly keep moving. If a demonstration line stops or becomes unruly, it becomes a mob under the law and as such participants are subject to arrest.

People working in or having business in any of the organizations, which are a target of the demonstrators or picketers, have a right to freely pass. Anyone who wishes to enter or leave any such place may do so without being impeded, stopped, or threatened with bodily harm in any way. Anyone desiring to take merchandise in or out of such organization where a controversy is in progress may do so without being impeded, stopped, or threatened with bodily harm in any way. This applies to pedestrians, vehicles, railroad trains, etc.

Demonstrators may not in any way block a door passageway, driveway, crosswalk, or other entrance or exit to the organization, which is a target of the demonstration. Demonstrators may not impede traffic, pedestrians, vehicles, or railroad cars.

Demonstrators have a right to talk to people going in and out of an organization, which is a target of a demonstration; they may go to their homes and talk to them. They may talk to them anywhere providing they are orderly. Intimidation, threats, and coercion are violations of the law and will not be permitted. Demonstrators cannot require any one to listen. If a person does not want to talk to the demonstrators, union officials, pickets, etc., he does not have to and may freely go about his business without being stopped, impeded, intimidated, coerced, or threatened. If a demonstrator is on the entry way or porch on the private property of a person's home and refuses the owners requests for him to leave, the demonstrator may be charged with trespass if the home owner wishes to do so and provided he is willing to supply the officers with a complaint and supporting deposition(s).

Fighting, assault, violence, threat or intimidation are also violations of the law and are not permitted.

Firearms, knives, clubs, or any other weapon or device which may be readily utilized, as a weapon are not permitted.

A person may legally stand alongside of doors or entrances of an organization that is a target of a demonstration and pass out leaflets or pamphlets to persons going in or out, but they are not permitted to stand in front of the door or passageway.

In the event of violence or potential violence, police officers must attempt to de-escalate the situation through their training, whenever possible. If a response is further necessitated, the Rome Police Department does have access to less-than-lethal weapons through a Special Response Team activation.

The Rome Police Department does not maintain any armored vehicles, water cannons, acoustic weapons, grenade launchers, nor bayonets, and has no policy by which they would come to use such devices and weapons.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Procedural Justice and Community Policing at the Rome Police Department

Community participation and assistance are crucial for maintaining public safety. Strong relationships and collaboration between police and the community they serve, the application of modern management practices and organizational structures to create a culture of community partnership, transparency and accountability to communities, and a decentralized, proactive, community-based solution to community public safety priorities are essential to building trust among the police and the community.

***Community Policing:** The chief of police is responsible for community relations and community policing programs in the Rome Police Department. He may, however, designate specific projects to specific persons or units within the department. All requests for appearance, speeches, instruction, etc. by department members will be referred to the chief of police or his designee for assignment. All members of the Rome Police Department are considered to be community relations and crime prevention officers as all members are representatives of the department's goals and efforts. All members are to be role models to the community at all times. The conduct of each member reflects on the department as a whole. Department members are available to any community organization for demonstrations and lectures on public safety, crime prevention, and related topics. The Rome Police Department recognizes the importance of maintaining an atmosphere of openness with the community that all of its members serve. All departmental personnel must project a positive, professional image, and become involved in the community's needs. The conduct of each employee reflects on the entire police department. Every employee must be aware of the various programs that the department offers to the public. Citizens of the community are encouraged to participate in crime prevention through police/citizen-oriented programs.*

In August of 2012, the Rome Police Department launched a new initiative known as the community impact unit (CIU). The purpose of the community impact unit is dual-faceted: aggressively and proactively fight crime that often goes undetected behind the barriers of a mobile patrol car, to include quality of life issues and street crimes, and address crime, disorder, and fears rooted in the community before they produce persistent and increasingly severe crime. To accomplish these goals, members of the community impact unit strive to build and maintain a partnership with business owners, citizens, and visitors in the City of Rome, especially in heavily foot-trafficked areas, to include business areas, parks, and residential neighborhoods. These newly forged relationships will enable Rome Police Officers to strategically identify and address recurrent problems underlying various forms of criminality in the city. In turn, as officers learn of these problems, they implement dynamic problem-solving methods of policing designed to address crime at its most basic and fundamental levels. The success of their methods are continuously evaluated through data evaluations. Community impact unit officers are equipped with the following tools to complete their duties:

- Specialized community impact unit uniform.

- Cell phone designated specifically for the community impact unit equipped with voicemail messaging, and an e-mail address specifically for the CIU (ciu@romepd.com) to which CIU members, the detective commander, and the chiefs of police will have access.

- Business cards with CIU contact information designed for distribution to business owners, citizens, and visitors.

- Bicycle to conduct bicycle patrol efforts.

- Access to an electric vehicle.

- Access to motorized patrol units (both marked and unmarked).

- Access to an all-terrain vehicle (ATV).

Officers wear specialized and unique uniforms. Patrol efforts are based in the city's business and highly populated residential areas, to include heavily foot-trafficked streets as well as neighborhoods that are experiencing crime problems. CIU officers are free to travel throughout the City of Rome as they desire; however, efforts are made to contact each major business and pedestrian area as frequently as possible. CIU members interact with Rome's business owners, citizens, and visitors on streets, in businesses, and in residential areas. These contacts are not typically formal in nature, but rather instead attempt to build partnerships between the Rome Police Department and the citizens of Rome. CIU officers and detectives employ a problem-oriented policing strategy aimed to vigorously address crime problems in the City of Rome. Officers aggressively engage quality of life issues, including littering, loitering, public intoxication, and street narcotics use and distribution, growing neighborhood problems such as abandoned homes, lots, and vehicles, and persistent burglary or larceny issues in specific locations (crime "hot spots"). Surveillance may be conducted in accordance with the Rome Police Detective Division and Special Investigation Unit. Checkpoints may be conducted by the community impact unit to address criminal or safety problems within the City of Rome. These checkpoints may be focused to include checks of seatbelt and child-seat use, identification of drivers and occupants in areas that have been experiencing high crime rates (burglaries, larcenies, etc.), and other purposes as directed by the Chief of Police. **Checkpoints must always be conducted in a regular and pre-determined pattern, be clearly marked, and must be continuously evaluated for safety, traffic interference, and allocation of available resources.**

Advisory Committee Discussion: This committee was responsible for debating many topics and developing the Rome Police Reform and Reinvention Collaborative Plan.

Action Plan: *Procedural Justice Training has been introduced to the Rome Police Department mandatory in-service training curriculum. This annual training has begun in 2021 and will consist of 2 - 4 hours of classroom instruction. The Rome Police Department formed a citizen advisory committee in 2013. This committee comprised of a very diverse group of people from within the community. Committee members represented faith based organizations, different ethnic and cultural groups, business and youth leaders, concerned citizens, and the homeless community. The committee was instrumental in introducing several community events, including but not limited to the annual Shop with a Cop, community basketball games, and assisted with Law Enforcement Day. The citizen advisory committee met monthly or bi-monthly for more than five years, ending in 2018. In response to the Governor's executive order in June of 2020, a new community advisory committee was formed. In addition to representation from the previous committee, a representative from the local NAACP was added. This committee will remain in place and will continue to meet monthly to discuss police department business, policy and procedures, as well as reviewing law enforcement practices. The designated email address policereform@romepd.com will remain active for citizens to ask questions or voice their comments and concerns. All messages will be shared with the advisory committee for discussion and consideration. Many other topics covered in the plan are related to procedural justice, such as those listed under "community engagement."*

Discriminatory and/or Bias-based Stops, Searches, and Arrests: Discriminatory and/or bias-based stops, searches, and arrests are fundamentally unjust and counteractive to building the trust between the community and its police department. These actions are strictly prohibited by members of the Rome Police Department.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Chokeholds and Other Restrictive Breathing Techniques: In the wake of George Floyd's death by asphyxiation, a nationwide call to ban chokeholds and other restrictive breathing techniques arose. For over 30 years, the Rome Police Department has neither taught nor condoned these techniques. Having been signed into

law on June 12, 2020 by New York State Governor Andrew Cuomo, it is now a crime when as police officer uses a chokehold and causes serious physical injury or death.

Advisory Committee Discussion: Detective Commander Kevin James attended a meeting to explain to the committee use of force and defensive tactics. He further advised that the Rome Police Department does not teach or utilize chokeholds. There were no concerns or comments from the committee.

Action Plan: *No additional action taken.*

Using Force for Punitive or Retaliatory Reasons and Pretextual Stops: The practices of using force for punitive or retaliatory reasons and pretextual stops are prohibited by members of the Rome Police Department.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Informal Quotas for Summons, Tickets or Arrests: On or about February 14, 2019, the Philip S. McDonald Police Benevolent Association, who is the bargaining unit that represents the members of the Rome Police Department, filed a grievance with the Public Employees Relations Board (PERB) alleging that the City of Rome Police Department administration was utilizing a ticket quota system. On January 23, 2020, an arbitration hearing was held on the matter. The arbitrator ruled that even though no formal quota policy exists, some watch commanders did have an expectation for a certain number of tickets to be written, and therefore, an informal quota did exist.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *The city and police administrations have taken action through direct collaboration with its watch commanders to insure that this practice ceased immediately and will not occur again.*

Shooting at Moving Vehicles and High Speed Pursuits: A vehicular pursuit can result in a serious accident that could result in destruction of police or private property, serious physical injury, or death. A reckless disregard for the safety of others by the pursuing officer may cause him/her to be held personally, civilly and/or criminally liable for his/her acts. Due to these facts, it is necessary for the department to assist its officers in the safe performance of their duties by narrowly regulating the manner in which vehicular pursuits are undertaken and performed through policy and procedure. In addition to policy and procedure, emergency vehicle operations are regulated by Section 1104 of the New York State Vehicle and Traffic Law, which exempts an authorized emergency vehicle involved in emergency operations from some of the restrictions of the law. This exemption; however, **“shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the reckless disregard for the safety of others” (VTL 1104-4e)**. Even if a pursuit is authorized by law, no intention or continuation of a pursuit is mandated by law. Any officer’s first consideration in a pursuit situation must be **SAFETY**. **Think** before beginning or continuing a pursuit and take in to consideration the following: Is the pursuit **necessary**? Is the pursuit **reasonable**? Is the pursuit **well thought out**? Is the pursuit **authorized**? Should a pursuit be initiated, factors may become apparent that make it reasonable to end pursuit. The decision to initiate a vehicular pursuit must be based on the officer’s assessments based on all available facts. Common sense, training, and good judgment must be exercised at all times by any officer considering a vehicular pursuit. **The immediate danger to the public created by the pursuit must be less than the immediate or potential danger to the public should the suspect remain at large.** Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when the following criteria exist:

The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest and/or any other incident personally known to the officer that would require questioning the fleeing suspect; or

The officer has knowledge or information that the suspect operating the vehicle is about to commit, is committing, or has already committed a crime and refuses to stop at the direction of the officer and if allowed to flee, would present a danger to human life.

The pursuing officer shall consider the following factors in determining whether or not to initiate or continue a pursuit:

The performance capabilities of the pursuit vehicle;

The condition of the road surface upon which the pursuit is being conducted;

The amount of vehicular and pedestrian traffic in the area;

Weather conditions;

The seriousness of the violation of law;

Can and should the pursuit be ceased;

The standards relating to the use of force as justified by Article 35 of the New York State Penal Law; are mandated. Constant reevaluation of all the risks involved in initiating or continuing the pursuit must be ongoing.

Upon the commencement of a pursuit, the pursuing officer will immediately activate emergency lights, audible device, and headlights. The pursuing officer must immediately notify communications center personnel that a pursuit is underway. The officer shall provide communications personnel with the following information:

Unit identification;

Location, speed, and direction of travel of the fleeing vehicle;

Description and license plate number, if known, of the fleeing vehicle;

Number of occupants in the fleeing vehicle, and descriptions, where possible; and reasons (including the violation of law) supporting the decision to pursue;

The use or threatened use of a weapon; and

As frequently as safety permits, any change in direction or areas being approached.

Failure to provide this information as well as any other applicable factors, to communications personnel may result in an immediate decision by a patrol supervisor assigned to monitor the pursuit to order termination of the pursuit. **A decision to discontinue a pursuit by any supervisor takes precedence over the pursuing officer's actions and said pursuit shall be immediately ceased.** The primary pursuit unit shall reduce the

level of pursuit to that of support or backup unit where the fleeing vehicle comes within closer proximity of another unit, or another unit has been assigned primary pursuit responsibility. Any primary or backup unit sustaining damage or experiencing failure of essential vehicular equipment during pursuit shall not be permitted to continue the pursuit. The unit shall notify communications of the situation so that another unit can be assigned to the pursuit. The responsibility of assigning a different primary and/or backup unit is that of the patrol supervisor. Upon notification that a pursuit is in progress, communications personnel shall immediately advise the patrol supervisors of essential information regarding this pursuit. Communications personnel shall carry out the following duties, activities, and responsibilities during the pursuit:

Receive and record all incoming information on the pursuit and pursued vehicle;

Control all radio communications and clear the radio channels of all non-emergency calls. If the pursuit is lengthy or involves a serious situation, other units shall be directed to use another radio channel for routine transmissions.

Obtain criminal record and vehicle checks of the suspects, as is practical.

Coordinate and dispatch backup assistance and other support units under the direction of the patrol supervisor; and

Notify the surrounding police agencies, where practical, when the pursuit may extend into their locality or if they may be of assistance.

Upon notification that a vehicular pursuit incident is in progress, the patrol supervisor shall immediately acknowledge the pursuit via the radio. He/She must then review the situation and decide if the pursuit should be continued. He/She will also assume the responsibility for the monitoring and control of the pursuit as it progresses. The patrol supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated. In controlling the pursuit incident, the patrol supervisor is responsible for the coordination of the pursuit as follows.

Directing pursuit vehicles into or out of the pursuit;

Re-designation of primary, support, or other backup vehicle responsibilities,

Approval or disapproval, and coordination of pursuit tactics; and

Approval or disapproval to leave jurisdiction to continue pursuit.

The patrol supervisor may approve and assign additional backup vehicles to assist the primary and backup pursuit vehicles based on analysis of:

The nature of the offense for which the pursuit was initiated;

The number of suspects and any known propensity for violence;

The number of officers in the pursuit vehicles;

Any damage or injuries to the assigned primary and backup vehicle or officers;

The number of officers necessary to make an arrest at the conclusion of the pursuit; and

Any other clear and articulate facts that would warrant the increased hazards caused by numerous pursuit vehicles.

Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit. Officers engaged in pursuit shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area. Officers engaged in pursuit shall at all times use caution and be prepared to stop at all controlled intersections. Officers are permitted to suspend conformance with normal traffic regulations during pursuit that is authorized by section 1104 of the New York State Vehicle and Traffic Law, as long as reasonable care is used when driving in a manner not otherwise permitted, and this action is reasonably necessary to gain control of the suspect. Unless expressly authorized by a patrol supervisor, pursuits shall be limited to the assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team or follow the pursuit on parallel streets. Officers may not intentionally use their vehicles to bump or ram the suspect's vehicle in order to force the vehicle to a stop off the road or in a ditch.

The Stinger Spike System is a tire deflation device utilized in an attempt to stop fleeing vehicles. The system is expandable, up to 15 ½ feet long, containing numerous hollow spikes on a durable nylon base. The device, when properly deployed, will cause a controlled deflation of the suspect's tire(s). Tires controlled deflation will cause a reduction in speed, thus allowing the pursuing officers to gain control over the suspect vehicle. Supervisors made aware of a vehicle fleeing the police may, at their discretion, may initiate steps to utilize the Stinger Spike System. The Stinger Spike System cannot be deployed on two wheeled vehicles unless the use of deadly force can be legally justified. Officers must deploy the Stinger Spike System via either a curbside deployment or deployment by pulling. Only officers trained in the Stinger Spike System are authorized to deploy it. The following must be considered prior to Spike Stinger System deployment:

The safety of all officers, citizens, and suspects is the top priority when considering the use of a tire deflation device.

Adequate distances in all directions to enable officer deploying the system to observe the suspect vehicle and other traffic as it approaches.

Traffic/weather conditions, population density, and road construction.

Natural barriers that will afford the deploying officer some degree of protection and/or concealment.

Roadway configurations, such as steep embankments and sharp curves should be avoided.

Communication with pursuing vehicles must be maintained so that both the deploying officer and pursuing units remain aware of each other's locations, the deployment location and the lane usage of the suspect vehicle.

The Stinger Spike System may be used to aid an outside agency in terminating a pursuit within the City of Rome per the approval of the shift supervisor. All Rome Police Department policies and procedures regarding the use of the Stinger Spike System must be adhered to. Under no circumstances will the device be used if there is a possibility that a non-target vehicle will run over them. The use of spike

strips on passenger buses, school buses, or vehicles transporting hazardous materials must be considered as to not pose an increased hazard. The deploying officer will immediately notify communications of the results of the deployment. The deploying officer will immediately pull the spike strips from the roadway. If it can safely be done, the deploying officer should attempt to make sure there are no loose spikes left in the roadway prior to clearing the scene. Use of the device is documented in the narrative of the incident report. Following the successful deployment of the unit, the officer will return the unit to Rome Police Department for a thorough inspection and any necessary maintenance. The deploying officer is responsible for insuring the spikes are replaced and the spike strip is placed back in service for the next use.

A decision to terminate pursuit may be the most rational means of preserving the lives and property of the public, the officers and the suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer, the patrol supervisor, the patrol commander or the shift commander. Pursuit shall be immediately terminated in any of the following circumstances:

Factors become apparent which present extraordinary danger to the officer or to the public in the opinion of the pursuing officer or at supervisory discretion.

Weather or traffic conditions that substantially increase the danger of pursuit beyond the worth of apprehending the suspect;

The distance between the pursuit and fleeing vehicles is so great that furthering the pursuit is futile.

The danger posed by continued pursuit to the public, the officers or the suspects is greater than the value of apprehending the suspect(s).

The violator's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to the safety of the public or police officers.

Radio communications is lost due to distance and/or technical problems.

The pursuit is ordered to be discontinued by any supervisor.

The pursuing officer shall relay this information to communications personnel, along with any further information acquired which may assist in an arrest at a later date.

The pursuing officer shall notify communications personnel when it is likely that a pursuit will continue into a neighboring jurisdiction, or across the corporation line. At this time, a decision by the patrol supervisor shall determine the status of the pursuit. If a decision is made to continue the pursuit into another jurisdiction, a change in radio talk groups to "Interagency (MRD)" may be advisable. If the pursuit extends into another jurisdiction, only the primary, one secondary unit, and the patrol supervisor are allowed to continue the pursuit. No other units are allowed to continue the pursuit without permission of the patrol supervisor. This decision is based on the determination that continuance of the pursuit is justified and/or if assistance from other police agencies is available. In the event that an outside agency is engaged in a vehicle pursuit that is entering or has the potential to enter the City of Rome, the patrol supervisor will monitor all radio transmissions and initially make the decision whether or not to assist with the pursuit. If the decision is made to assist, officers shall follow the guidelines set within the policy. Due to the inherent dangers, unmarked police vehicles of the department and police motorcycles, with the exception of unmarked traffic enforcement vehicles, will not ordinarily engage

in any pursuit operation except in exigent or extreme circumstances. The use of unmarked police vehicles and police motorcycles for traffic enforcement purposes is authorized; however, the use of unmarked police vehicles and police motorcycles in pursuits must be narrowly controlled. When an officer in an unmarked vehicle or on a police motorcycle feels like a pursuit may be imminent, further police broadcast containing all the information previously noted will be made. If a situation arises, (such as serious criminal activity that is occurring, about to occur, or has already occurred and the suspect is in immediate flight from the scene), and the officer operating an unmarked vehicle or police motorcycle cannot maintain visual contact with the suspect vehicle without pursuing, then the following must be strictly adhered to:

All provisions of policy and procedure as they apply to any pursuit with a marked vehicle will be in full effect. Officers are especially reminded about the use of emergency lights and sirens.

At the point in time where a marked police unit can become the primary unit, the unmarked unit or police motorcycle will immediately disengage from any further involvement in the actual pursuit operation, turning all operations over to marked police units.

As in any vehicular pursuit, common sense, training, and good judgment must be the overriding factors in considering initiation or continuing any pursuit in an unmarked vehicle. Always think **SAFETY** first.

In every instance of a vehicle pursuit, the initiating officer is required to prepare a written comprehensive report and analysis of the pursuit and forward same to the patrol supervisor. Included in this report is the following information:

Reason(s) for and justification regarding the initiation of the pursuit;

The personal information of the driver and any occupants in the vehicle;

Any and all violations of law that occurred either prior to or during the pursuit;

The route, speed, and duration of the pursuit;

Any significant event that occurred during the pursuit to include but not limited to any injuries, accidents, and/or damage to personal, private, public or police property.

The number of police vehicles involved (including outside existing agencies);

Any deviation from the policies and procedures as set forth in the Rome Police Department Policy and Procedure Manual regarding vehicular pursuits and the justification for such deviation;

The reason for termination or conclusion for the pursuit; and

Any other pertinent or relevant information not listed above.

Upon receiving this report, the patrol supervisor will review the report and forward same to the patrol commander. The patrol supervisor will also prepare and forward a report including his/her own observations, information, and comments. The patrol commander, upon receipt of the report in its entirety, shall review and approve said report and forward same to deputy chief of police. At the discretion of the deputy chief, any or all other officers (including supervisory personnel) involved with the pursuit may be directed to meet with him or

the designee(s) of his choice to review said pursuit operation. The purpose of this meeting is not for any disciplinary purpose, but rather for debriefing and critiquing purposes.

The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect life and property, and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must, at all times, be subservient to the protection of life. An officer may use deadly force to protect himself/herself or others from what he/she reasonably believes to be an imminent use of deadly physical force. Members of the Rome Police Department may use deadly physical force in accordance with the New York State Penal Law, section 35.30, subdivision 1 (c) ONLY when: “The use of deadly physical force is necessary to defend the police officer or peace officer or another person from what the Officer reasonably believes to be the use or imminent use of deadly physical force...” The fact that a police officer is justified in using deadly physical force **DOES NOT ALLOW RECKLESS CONDUCT BY A POLICE OFFICER.**

A police officer is not justified in using his/her firearm to fire a warning shot; therefore, **warning shots are prohibited.** Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured. The officer’s training, common sense, and reasonableness shall dictate. **Officers must not discharge a firearm from or at a moving vehicle, except as a measure of self-defense or defense of another when the suspect is using deadly physical force.**

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Use of the Rome Police Department Special Response Team (SRT) and No Knock Warrants: The Rome Police Department’s Special Response Team takes several provisions to safeguard the execution of no-knock search warrants. This takes several phases and begins with the originating unit’s search warrant application. Once the search warrant is obtained, a Rome Police Department Risk Assessment Form is completed to determine if the use of SRT is necessary and required. This form assigns numeric values to questions in order to determine the degree of risk incurred from the target of the search warrant. If it is determined SRT is needed, the SRT commander and the author of the search warrant have a meeting to strategize the execution of the warrant. Factors considered are: number of expected occupants, children present, vicious animals present, access to weapons, reason for the search warrant, and other factors. The SRT commander and the investigating detective will do a drive by of the residence to ensure the warrant is executed at the correct location. This occurs several times to gain as much information regarding the location as possible. A route to the search warrant location is then mapped out and driven to ensure it’s the most effective route to travel. The SRT commander then completes an Operations Order detailing an overview of the target location, the personnel needed, equipment needed, contingency plans, time of execution, targets of the warrant, reason for the search warrant, breach points, etc. The SRT commander also researches the target location in an attempt to gain as much information regarding the potential occupants and layout of the location. The Operations Order is presented to the team on the day of execution where team members get their assignments for the warrant execution. This is completed with the assistance of the investigating detective. The investigating detective unit routinely has a member assigned to the target location to get real time information regarding the condition of the target location. Following the execution of the search warrant, the SRT commander has a debrief meeting with the team members to assess the execution of the operation and completes an After-Action Report.

Advisory Committee Discussion: Captain Cheyenne Schoff attended a committee meeting to discuss the Special Response Team and firearm’s training. There were no concerns or comments from the committee.

Action Plan: *Through research and discussion of this portion of the plan, it was discovered that the Rome Police Department Special Response Team has an extensive policy written that encumbers the entirety of the units selection, training, and operation protocols, including high risk (no-knock) search warrants, but this policy was never added to the Rome Police Department Policy and Procedure Manual. This has been assigned to be placed into the policy manual. Additionally, sections of the manual pertaining to the Special Response Team and search warrants will be reviewed to ensure they are consistent with the policy pertaining to the Special Response Team.*

Less-Than-Lethal Weaponry such as Tasers and Pepper Spray: Officers are authorized to carry the department-issued PR-24 or expandable baton only. An officer may only use the PR-24 or expandable baton upon the completion of a PR-24 or expandable baton training course in which that officer must demonstrate competency in its use. The PR-24 or expandable baton may be used to protect the officer or another person using the techniques taught in respective training programs. The PR-24 or expandable baton may be used to affect an arrest, take a person into custody, or control a suspect or person who may injure himself/herself, the officer, or another person. Officers are cautioned against intentional blows to the head or spinal column of an individual, except in a situation where deadly physical force is needed and authorized. Rome Police Officers issued the PR-24 police baton or expandable baton will be responsible for retaining the weapons in their possession, and will exercise the same precautions for security as with a firearm. Officers have the option of carrying an expandable straight baton (i.e. Monadnock MEB or Asp) with certification and the approval of the chief of police.

The use of pepper mace is a legal right granted to police officers as an alternative force in those situations where the potential for injury to an officer or citizen exists, but where the application for deadly physical force would be considered extreme. The use of pepper mace will be limited to that degree of force, which is reasonably necessary to provide protection for the officer, a third party, and/or to effect a legal arrest. Each officer may be issued a canister of pepper mace and a holster. Such issuance shall be recorded by serial number and kept on file by the department. Officers shall be responsible for retaining the pepper mace in their possession and will exercise the same precautions for its security as is required for the issued firearms and police baton. Officers will carry only the pepper mace that is issued by the department. Pepper mace shall be carried in the department authorized holster only. All officers may carry the mace whether they are uniformed or plain clothes personnel. After using the pepper mace, it is the responsibility of each officer to test the unit to see if there is sufficient amount left in the canister to remain in service. If not, the officer is responsible for obtaining a replacement. If not used, the officer should check the unit every three (3) months for its satisfactory performance. If not satisfactory, then the officer shall obtain a replacement. Pepper mace shall never be used as a threat to make a person comply with an officer's verbal order, unless such use is justified under department regulations and as prescribed above, against any person in retaliation for their verbal abuse or other disapproving actions toward an officer, or to elicit information from any person. Pepper mace is most effective up to ten (10) feet. It should be used in short bursts; not in prolonged sprays. A couple of one second bursts will usually be sufficient to subdue a subject. Officers shall rely on their training methodology in the use of pepper mace. The officer shall insure that water is made available to the person to flush the affected areas as soon as practical after being sprayed. The subject shall also be informed that medical attention is available. If the person desires medical attention, or otherwise appears in need of some, it is the responsibility of the officer discharging the pepper mace to notify the patrol commander and to ensure that the person is transported to receive medical attention. Within one (1) hour of exposure, the arresting officer or person in charge of the lockup will interview the subject to determine if the subject is okay or if he/she needs further medical attention and/or treatment. Whenever pepper mace is used, except for training purposes, the patrol commander will be notified. This use will be noted in a Use of Force Report on the incident. This report will indicate why it was

used, the circumstances surrounding its use, and the results of such use. The report will be forwarded to the Office of the Chief of Police. Further investigation of the incident, if warranted, will be completed at the direction of the chief of police. If the subject is transported to the Oneida County Correctional Facility, their personnel should be notified of the subject's exposure to pepper mace.

The Taser X26 ECD is a less-than-lethal conducted energy weapon that uses nitrogen propelled wires to conduct energy at 26 watts and 50,000 volts target, thereby controlling and overriding the sensory and motor and nervous systems. The human nervous system communicates by means of simple electrical impulses. The Taser X26 ECD sends out short duration, high voltage electrical waves that overpower the normal electrical signals within the nerve fibers, causing neuro-muscular disruption. Neuro-muscular incapacitation (NMI) systems override the central nervous systems and take direct control of the skeletal muscles. The Taser X26 ECD is a neuro-muscular incapacitation system and affects the sensory and motor nervous systems. The Taser X26 ECD is designed to restrain violent individuals, where alternative restraint tactics have been or are reasonably likely to fail and/or where it would be unsafe for officers to approach a subject to apply restraints. The Taser X26 ECD fires two probes (darts) connected to the device by fine insulated wires. Once in place, the electricity can be discharged into the subject at the control of the Taser X26 ECD operator. Only officers who have successfully completed the Rome Police Department's approved course of instruction on the use of the Taser X26 ECD are authorized to use it in any situation. Officers of the Rome Police Department will receive refresher training in the use of the Taser X26 ECD on an annual basis or in accordance with the manufacturer's recommendations. User certification is valid for one year (re-certification is required once every year). Instructor certification is valid for two years (recertification is required once every two years conducted by a master Taser instructor). The Taser X26 ECD shall be carried on the officer's duty belt in an approved Taser holster. The Taser X26 ECD may be used when other less-than-lethal force options have been ineffective or when it reasonable appears those options will be ineffective in subduing the subject. The Taser x26 ECD should not be pointed at any individual unless the officer involved reasonably believes it will be necessary to use the device. All certified trained officers will use the TaserX26 ECD in accordance with established training protocols taught during the certification process before the deployment of the ECD. The Taser X26 ECD shall not be used when the operator cannot, for safety or other reasons, approach the subject within the effective range of the device, in proximity of flammable liquids, gases, blasting materials or any other combustible materials that may be ignited by use of the device, including but not limited to any subject who may have been contaminated with combustible liquids, or when it is reasonable to believe that incapacitation of the subject may result in serious injury or death or in situations where the subject's fall may result in serious injury or death. The Taser X26ECD shall never be used punitively or for the purpose of coercion. In non-lethal force situations, when possible, officers should avoid using the Taser X26 ECD on:

Persons in control of a vehicle.

Women known to be pregnant.

People with known heart problems.

People with apparent debilitation illness or the elderly.

Children obviously under the age of 8.

Anyone under 50 pounds regardless of age.

Individuals with known neuromuscular disorders such as muscular sclerosis muscular dystrophy or epilepsy.

Subjects in handcuffs.

After deployment, normally, the ECW darts may be removed from the subject once he or she has been restrained. Universal precautions shall be followed to protect the officer from the transfer of body fluids. The suspect shall be taken to an emergency care facility for removal of the dart in cases where it has penetrated sensitive tissue areas (such as the groin, female breast, face, or neck), in cases where the suspect requests such care, or when the deploying officer or supervisor determines that it is otherwise necessary. Photographs of the affected area should be taken after the dart is removed. If **NO** injuries (with the exception of the probe penetration areas), respiratory or cardiac problems are reported by the tasered subject and none are observed, the subject may be transported to the Rome Police Department (or other police department) to be processed. If injuries (with the exception of the probe penetration areas), respiratory or cardiac problems **are** reported by the tasered subject or are observed, then emergency medical services (EMS) are to be contacted. Per the Mid State Regional Medical Advisory Committee Policy, all calls to EMS regarding the use of a Taser will require EMS personnel to transport all tased subjects to an emergency department. If at the time of transport the tased subject is not violent, an appearance ticket may be issued if no arrest is to be made at that time and the subject will be located at a later time for arrest and processing. If the subject is violent, assistance will be given to EMS and emergency room staff in restraining the subject. A supervisor will advise of the decision to transport when the subject who was tased is arrested, arraigned, and then transported to the jail. The transporting officer must inform the jail deputy that the prisoner was tased. This verbal notification must be documented in our arrest paperwork and the Taser Use of Force Report. The deputy's name must be documented as well as the date and time of the notification. Use of the ECD is considered a use of force and is subject to the same reporting documentation as is required by the Rome Police Department for other uses of force. The officer deploying the ECD shall indicate in the report, in addition to other requested information, the serial number of the Taser unit used, the distance from the subject from which the ECD was fired, locations of impact on the subject, and an evaluation of effectiveness of the device. After the deployment/use of the Taser X26 ECD the ECD will be removed and secured in the watch commander's office. At the earliest convenience, the ECD shall be turned over to a Taser administrator or his/her designee for the downloading of information from the ECD. The Taser administrator or her/her designee will retain all records and download information.

Members of the Rome Police Department will render appropriate medical aid after the use of lethal or less-than-lethal force.

Members will immediately report to a supervisor both verbally and later in writing all circumstances involving the use of force as it is defined the appropriate section.

Any officer that uses pepper spray (OC) (other than in training), will insure that the canister is safeguarded and will surrender it to the firearms officer for inspection. Once, in the opinions of the firearms officer, the canister is in proper working order it may be reissued the officer. If the canister is deemed to have been discharged to the point that there is no longer an effective amount of OC, a new canister will be issued.

Blackjacks, weighted ("saps") gloves, stun guns, brass knuckles, and any knife specifically prohibited by Section 265 of the New York State Penal Law are forbidden to be carried or used by members of the Rome Police Department.

Flashlights are not to be used as an offensive or defensive weapon in a situation where the use of physical force or deadly physical force is needed, unless no other adequate instrument is available to protect the officer or a third party.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Facial Recognition Technology: The Rome Police Department does not utilize facial recognition technology nor are there any plans to do so.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Law Enforcement Strategies to Reduce Racial Disparities and Build Trust

Law enforcement experts have suggested that various policing and criminal justice strategies can reduce racial disparities and build trust between police departments and the community.

Using Summonses Rather than Warrantless Arrests for Specified Offenses: Police officers have broad discretion to choose between treating certain incidents as misdemeanor crimes and making warrantless arrests, or treating such incidents as civil infractions or violations and issuing appearance tickets or summonses. With the enactment of “New York State Bail Reform Laws” taking effect on January 1, 2020, a concerted effort has been undertaken at the Rome Police Department to avoid taking a suspect into custody on a misdemeanor charge or violation if at all possible. When able, officers are directed to issue an appearance ticket if the suspect is present and to file for a summons with Rome City Court when the suspect is not present. The exceptions to this include violations of the Family Court Act which mandate arrest, suspects who present a danger to the public, and those with outstanding warrants.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Diversion Programs: As noted above, the Rome Police Department Juvenile Aid Division has a variety of diversion programs available for use. A program utilized by the juvenile aid division is stationhouse adjustment. This program was developed to encourage all police agencies to divert juvenile offenders with minor infractions from the justice system. Stationhouse adjustments are made when the investigators or officers determine that a juvenile has been involved in a minor incident, and have little or no prior history of delinquent behavior. Juvenile investigators review all such cases and attempt to resolve them through means other than the signing of complaints of juvenile delinquency. Methods involved with stationhouse adjustment include the use of community service, assignment of restitution, referral to qualified counseling or youth associations, and direct interaction between investigators and the juveniles. The juvenile investigator is then left with the responsibility to act as mediator between the suspect’s family and the victim’s family. If the child has been a persistent problem, their parents are advised to seek help through the PINS referral program operated by the Oneida County Probation Department. PINS refers to “person in need of supervision” and is for juveniles under the age of 18, who do not attend school or who are incorrigible, ungovernable, or habitually disobedient. The remaining youths had their case handled within the juvenile aid division. Many of these cases consisted of harassments, runaways, and counseling. All of these offenses are the type that family court/juvenile probation,

as a matter of law, cannot accept. An attempt is made to meet with the juvenile and his/her parents at police headquarters to discuss all complaints.

Additionally, the Oneida County District Attorney's Office has implemented a diversion program for those charged under the vehicle and traffic law. For many offenses, the opportunity is granted to the offender to have his traffic ticket addressed civilly, rather than through criminal court.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Restorative Justice Programs: Restorative justice programs offer people a meaningful chance to respond to conflict outside of the traditional courtroom process. Restorative justice brings the affected parties together, mediated by a trained community member, allowing the aggrieved parties to vocalize hurt and encouraging accountability. The aim is healing rather than punishment, and it requires cooperation between all sides of a conflict, such as between a perpetrator and a victim, to achieve an understanding of what occurred and arrive at a mutually acceptable resolution. Restorative justice programs are under the direct authority of the Oneida County District Attorney's Office and not the City of Rome or its police department.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Community-Based Outreach and Violence Interruption Programs: Community based outreach and violence interruption programs aim to curb violence by working with high-risk individuals and connecting them with services, programs, and other community engagement initiatives, so as to interrupt the cycle of crime. Many of these programs are a direct responsibility and fall under the direction and supervision of the Oneida County Probation Department. As previously outlined, the Rome Police Department has entered into a collaboration of law enforcement agencies under the direction of YWCA. The program is called Danger Assessment for Law Enforcement (DALE) and will soon be instituted to help protect victims of domestic violence. When an officer responds to a call involving a dispute between intimate partners, he/she will be required to complete an assessment of the situation. When a victim is determined to be of high risk, the officer will advise the victim that his/her situation is extremely dangerous. The officer tells the victim that help is available and identifies the YWCA Mohawk Valley as the agency that provides domestic violence services. The officer informs the victim that law enforcement, prosecutors and domestic violence services work together in a coordinated fashion to protect them. The officer provides the victim with materials that clearly identify the domestic violence services in their area and the contact information. This includes the hotline number and the Rome Police Department advocate's number. The officer will consider if materials are available in other languages and any statutory requirements to provide written information to victims. All forms, including those that are complete, incomplete, or declined, are supplements to the Domestic Incident Report. The domestic violence advocate shall review all forms and will coordinate all services necessary, including home visits by officers, in an attempt to preserve the victim's safety.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *Cards listing contact numbers for mental health and social services will be printed and placed at the desk for those seeking information. Additionally, signage will be placed in the front foyer area listing these resources.*

Hot-Spot Policing and Focused Deterrence: Hot spot and deterrence policing can have both public safety and community benefits. In response to multiple complaints and calls for service to a certain geographical area, the

Rome Police Department supervisors may issue directed patrols to their patrol officers in an attempt to focus police attention to an area and rectify a problem. They may also call for a zero-tolerance approach when addressing such an area; thereby, taking an officers discretion away and directing him to address all violators of the law. Supervisors must ensure that this type of enforcement is supported by that community or neighborhood, officers implement these patrols in a race-neutral and transparent fashion, and these patrols are vigilantly monitored.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

De-Escalation Strategies: De-escalation has been called several things throughout the past, including “people skills” and “verbal judo.” Essentially, de-escalation is the act of moving from a state of high tension to a state of reduced tension. De-escalation has proven effective in certain circumstances to diffuse what would otherwise be a dangerous encounter. When the situation allows, officers can turn to de-escalation tactics and training and still complete their mission to protect and serve. As the role of police officers continues to expand from exclusively crime fighting to encompass other service-oriented functions, officers must be able to recognize the characteristics of individuals in crisis in order to provide an effective and helpful resolution to the situation while reducing liability and risk of injury. De-escalation tactics predominantly seem to involve securing the scene at hand and attempting to calmly communicate with the citizen involved. The responding officer should present a genuine willingness to understand and help. Effective communication must occur so that the officer and individual can understand each other. In July 2020, the Rome Police Department began training all its officers in cultural awareness, ethics, and de-escalation.

Advisory Committee Discussion: Lieutenant Sharon Rood and Detective Commander Kevin James discussed recent in-service de-escalation training including the implementation of reality-based role playing. No recommendations or concerns from the committee.

Action Plan: *No additional action taken.*

Can the City of Rome and its Police Department Effectively Identify, Investigate and Prosecute Hate Crimes?

Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate and bias and designed to infringe upon the rights of individuals are viewed very seriously by this agency and will be given high priority. This agency shall employ all necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency is mindful of and responsive to the security concerns of victims and their families. Officers will conduct a thorough and complete investigation in all suspected and confirmed hate crime incidents and assist the local prosecutor. Officers must make every effort to become familiar with organized hate groups operating in the community and police contacts should be documented.

Initial responding officers at the scene of a suspected hate crime will take preliminary actions deemed necessary, including, but not limited to, the following:

Secure the scene. De-escalation steps should be taken so that the initial situation does not intensify. This includes, but is not limited to:

Stabilizing injured victims and requesting medical aid.

Providing protection to victims and witnesses by increased police presence.

Protect the crime scene and have technicians collect and photograph physical evidence such as hate literature, spray paint cans, and symbolic objects used by hate groups, such as swastikas and crosses.

Identify criminal evidence on the victim if applicable.

Request the assistance of a translator or counselor when necessary.

Request the assistance of an investigator and supervisor.

Conduct a preliminary investigation and record information on:

The identity of suspected perpetrators,

The identity of witnesses, including those no longer at the scene,

Prior bias-motivated occurrences in the immediate area or against the same victim. (Check with Crime Analyst, NYSIC (518) 786-2100 and/or the Mohawk Valley Regional Crime Analysis Center), and

Take statements made by suspects; exact language is critical.

Arrest suspected perpetrators if probable cause exists. Conduct interview and attempt to establish motive and consult with prosecutor if there is a question as to proper criminal charges.

Take measures to ensure that necessary preliminary actions have been taken and brief the responding supervisor as to those actions.

During the investigation, look for possible signs that the incident may be a hate crime:

The motivation of the perpetrator or lack of motive.

Statements made by the perpetrator.

The presence of multiple perpetrators.

The display of offensive symbols, words or acts.

Was any hate literature found in the possession of the suspect?

Is the victim the only person of a particular group at a park or facility?

Is the victim from a different racial, ethnic, religious group than the perpetrator?

The absence of any motive. The brutal nature of a particular incident could denote a hate crime, particularly when the perpetrator and victim don't know each other.

The perpetrator's perception of the victim, whether accurate or not.

The date, time, or circumstances of the occurrence, such as on a religious holiday or an event occurring at a gathering of a group of people affiliated by ethnicity, religion, sexual orientation, etc.

Multiple incidents occurring in a short time period and all the victims were of the same identifiable group or protected class.

Were the real intentions of the perpetrator racial, color, religious, or ethnic oriented, or were there other reasons such as pranks, unrelated vandalism, or a dispute arising out of a non-bias related disagreement?

Incident occurred in proximity to an establishment that could be associated with one of the protected classes.

The perpetrator targeted a particular portion of the victim's body.

The victim's perception that he/she was selected because they are a member of an identifiable group.

The mere mention of a bias remark does not make an incident bias motivated, just as the absence of a remark does not make an incident without bias. Even the mere perception that the incident may be motivated by bias shall necessitate a notification to a patrol supervisor.

Be cognizant of dual motivation by some suspects. Example: a suspect may be looking to commit robberies but specifically targets elderly victims.

Note that an attack against a transgender victim could be covered under sexual orientation or gender.

The supervisor shall confer with the initial responding officer(s), take measures to ensure that necessary preliminary actions have been taken, and make appropriate departmental notifications as necessary. The supervisor shall request any appropriate additional personnel necessary to accomplish the following:

Provide immediate assistance to the crime victim.

Express the law enforcement agency's official position on the importance of these cases, and describe the measures that will be taken to apprehend the perpetrators.

Express the department's interest in protecting victims' anonymity whenever possible.

Allow the victim a period in which to express his or her immediate concerns and express his or her feelings.

Communicate with concerned community-based organizations, civic groups, and religious institutions regarding the suspected or confirmed bias incident.

Identify individuals or agencies that may provide support and assistance. These may include family members or close acquaintances, a family clergyman or departmental chaplain, as well as community service agencies that provide victim assistance, shelter, food, clothing, child care, or other related services. Provide information regarding New York State Crime Victims Board.

Tell the victim about the probable sequence of events in the investigation and prosecution.

Explain security measures and precautions to the victim.

Ensure that officers conduct a thorough preliminary investigation.

Ensure that all relevant facts are documented on an incident or arrest report or both and make an initial determination as to whether the incident should be classified as a hate crime.

Notify the detective commander as to the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

Take preventive measures to ensure the safety of the victim.

Notify other appropriate personnel in the chain of command.

If responding to the scene of an alleged hate crime, detectives shall assume control of the follow-up investigation to include the following:

Ensure that the scene is properly protected, preserved, and processed and that all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed (e.g., painted words or signs on a wall), the owner of the property shall be contacted to do all that is possible to ensure that the graffiti is removed as soon as possible. The officer or detective shall follow-up to ensure that this is accomplished in a timely manner.

Conduct a comprehensive interview with all victims and witnesses (and depose) at the scene, or as soon as possible thereafter, and canvass the neighborhood for additional sources of information.

Work closely with the prosecutor's office to ensure that a legally adequate case is developed for prosecution.

Coordinate the investigation with agency, state, and regional crime analysis centers. These sources shall provide the investigative officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.

Coordinate the investigation with other units of the agency and with outside agencies where appropriate.

Maintain contact with the initial responding officer and keep him or her apprised of the status of the case.

Recommend to the commanding officer whether the incident should be classified as a hate crime.

Investigative officers shall take steps to ensure that appropriate assistance is being provided to hate crime victims, to include the following measures:

Contact the victim periodically to determine whether he or she is receiving adequate and appropriate assistance.

Provide ongoing information to the victim about the status of the criminal investigation.

Attempt, whenever possible, to conduct all interviews with victims at their convenience and minimize, to the degree possible, interactions in which victims have to relate the incident.

Incident reports should clearly indicate the following information:

Offense – Hate Crime designated by the Penal Law.

Victim age, gender, race, and ethnicity (when victim(s) is an individual(s)).

Offender age, gender, race, and ethnicity (when available).

The narrative portion of the incident report should document that the victim(s) was intentionally selected or that the act was intentionally committed because of a belief or perception regarding such victim's race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. The specific bias motivation of the perpetrator should be documented.

The "Hate Crimes Law" is a sentencing enhancement statute. Thus, when the specified crime is a misdemeanor or a class C, D, or E, felony, the hate crime shall be deemed to be one category higher. It is important to realize that a class A misdemeanor charged as a hate crime is deemed a class E felony. This may affect the manner in which the case is handled (e.g., arraignment, bail, grand jury). Reporting of hate crime arrests is statutorily required. It is essential that if an individual is being charged with a hate crime, the arrest is properly coded.

Hate crimes are viewed in the community not only as a crime against the targeted victim(s), but also as a crime against the victim's identification group as a whole. Working constructively with segments of this larger community after such crimes is essential to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report those crimes. This is particularly important if an upward trend has been identified in these crimes. Towards this end, this agency's community relations function, or officers so assigned, shall perform the following:

Provide victim(s) with a point of contact in the department to whom they can direct questions or concerns, and keep them informed of the case progress including the end result of the investigation or prosecution.

Protect the privacy of the victim and their families as much as possible.

Provide any direct assistance reasonably possible and referral assistance to the victim and the family of the victim.

Meet with neighborhood groups, residents in target communities and other identified groups, to allay fears, emphasize the agency's concern over this and related incidents, reduce the potential for counter-violence and reprisals, and provide safety, security, and crime prevention information.

Engage the media as partners in restoring victimized communities through sensitive and accurate reporting. Information regarding hate crimes should be prepared for the media in an accurate and timely manner.

Conduct public meetings or forums designed to address the community-wide impact of hate crime and violence in general.

Establish liaisons with formal community-based organizations and leaders to mobilize resources that can be used to assist victims and prevent future hate incidents and crimes.

Expand, where appropriate, preventive programs such as hate, bias, and crime reduction seminars for school children.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Community Engagement

Community engagement is imperative to forming trust between officers and the citizens in the neighborhoods they police. Community-oriented policing seeks to address the causes of crime and to reduce fear of social disorder through problem-solving strategies and police-community partnerships.

Community outreach plans: As previously outlined, in August of 2012, the Rome Police Department launched a new initiative known as the community impact unit (CIU). The purpose of the community impact unit is dual-faceted: aggressively and proactively fight crime that often goes undetected behind the barriers of a mobile patrol car, to include quality of life issues and street crimes, and address crime, disorder, and fears rooted in the community before they produce persistent and increasingly severe crime. To accomplish these goals, members of the community impact unit strive to build and maintain a partnership with business owners, citizens, and visitors in the City of Rome, especially in heavily foot-trafficked areas, to include business areas, parks, and residential neighborhoods. These newly forged relationships will enable Rome Police Officers to strategically identify and address recurrent problems underlying various forms of criminality in the city. In turn, as officers learn of these problems, they will implement dynamic problem-solving methods of policing designed to address crime at its most basic and fundamental levels.

Each year, with the exception of 2020 due to Covid-19 restrictions, the Rome Police Department hosts a "Law Enforcement Day." This day-long celebration is open to the entire community, who is invited to come out to a local park to interact with law enforcement agencies from across the state. Police equipment is displayed and tactics are demonstrated. Small amusement devices and games are there for the kids and the day is filled with music supplied by local DJ's and bands. The day culminates with a fireworks display that is second to none.

Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear. Neighborhood Watch fights the isolation that crime both creates and feeds upon. It forges bonds among area residents and its success is hinged on improving communications between neighbors and achieving and

sustaining an appropriate level of neighborhood involvement to a point where the neighbors realize and/or achieves prevention of burglaries and other property crimes. Any community resident can join; young and old, single and married, renter and homeowner. A few concerned residents, a community organization, or a law enforcement agency can spearhead the efforts to organize a watch. Members may learn how to make their homes more secure, watch out for each other and the neighborhood, and report activities that raise their suspicions to their local police agency. Watch groups are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch helps build pride and serves as a springboard for efforts that address community concerns.

Central New York Retail Crime Alliance (CNYORCA) is a coalition of retail stores who work in conjunction with law enforcement to combat organized retail theft in the Central NY area. This alliance allows retailers and law enforcement to communicate about criminal activity impacting businesses on a real-time basis while preventing other partners from being victimized. The organization was formed with the following goals:

- Prevent and deter retail theft.

- Exchange and share information on retail theft suspects.

- Track and share information on organized theft rings.

- Provide education and training for retail establishments in areas of theft and fraud.

Through this collaborative partnership, law enforcement and the business community are able to work together to identify offenders and resolve cases, all while developing new and innovative ways to combat ORC networks.

The Rome Police Department Child Passenger Safety Program has enabled trained/certified officers to check citizen's personal vehicles for the proper installation and fit of child safety seats at the Rome Police Department. The department conducts fitting stations several times a month throughout the year. The technicians also schedule appointments throughout the year to accommodate anyone who cannot make the scheduled station dates.

Civilian Police Academies, which have been ongoing since 2005, introduce residents to a new way of thinking by educating residents in areas of law enforcement. This knowledge allows residents the opportunity to see not only procedures followed by the officer, but also the insight as to what an officer is responsible for and the many hats he/she wears. The Volunteers in Police Service Program (VIPS) is one of five Citizen Corps partner programs. The International Association of Chiefs of Police manages and implements the VIPS Program in partnership with, and on behalf of, the White House Office of the USA Freedom Corps and the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The VIPS programs ultimate goal is to enhance the capacity of state and local law enforcement to utilize volunteers. From an operational aspect, the VIPS were first called into service in July of 2008. Since that time, the VIPS have collectively provided thousands of hours of volunteer service to the City of Rome. From the inception of the Volunteers in Police Services of Rome in 2008, this organization became a very visible and positive force in the City of Rome. This is directly due to the dedication, enthusiasm, and esprit de corps of its members. Members of VIPS are called upon to provide traffic control at major incidents as well as other duties. It is rare to find a group of people that are so willing to volunteer their time and energy without the expectation of anything, other than the personal satisfaction that is obtained through service to the community in return. The Volunteers in Police Services of Rome and its membership are worthy of all due respect, esteem, and cooperation, from the Administration of the City of Rome, its public safety departments, and citizenry of the city, for their dedicated service to the City of Rome.

The Rome Police Department offers the public an opportunity to receive alert messages on a cell phone via text message. Anytime that an emergency situation arises that may affect the citizens of Rome, New York, a "crawler" is activated which scrolls across the top of each page on their website (www.romepd.com). The "crawler" will display the emergency information and will be updated with any follow-up information. An email alert, which also displays the emergency information, is sent to anyone who has registered for email alerts.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Citizen advisory boards and committees: Community engagement emphasizes working with residents to promote public safety. Law enforcement agencies can work with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community. A community advisory committee is a group that meets regularly to provide advice and perspectives to executive law enforcement agencies. The membership must reflect and represent all areas of the community. In or about May 2013, the Rome Police Department put together its initial community advisory committee made up of members from the various community outreach groups, faith-based organizations, business leaders, and community leaders. This group met periodically and regularly through 2018. At the end of 2018, interest in this group began to wane as members did not have additional or on-going topics or concerns they wanted to address. In early 2019, this committee became defunct. After the issuance of the Governor's executive order on police reform, Chief Beach reactivated a community advisory committee. Some members of the original group who maintained interest were retained and members from other organizations were added to reflect as many stakeholders and communities in the City of Rome as possible. This group began to meet monthly, then increased meetings to twice per month. It is anticipated that this committee will remain intact long after the collaboration on police reform in order to guide the Rome Police Department well into the future.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Partnership with community organizations and faith communities: It is important to work within the community in order to build trust and nurture legitimacy. Law enforcement agencies can proactively increase public trust by initiating positive non-enforcement activities. The Rome Police Department has developed a special bond with several local organizations and faith based communities including the Mount Calvary Church, whom they assist each year with a Martin Luther King, Jr. Day March, the Maranatha Church representing the Hispanic community, the Resurrection Life Church, Kingdom Harvest Apostolic Church, St. Peter's Roman Catholic Church, and the Rome Wesleyan Church, who sponsor law enforcement awards each year.

Each year, the Rome Police Department also sponsors a "No Shave November" to raise money for the Rome Rescue Mission, participates in fundraisers to support Special Olympics, and undertakes campaigns to benefit the American Red Cross, Autism Awareness, and the American Cancer Society.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Partnering with students and schools: The members of the Rome Police Department participate in several programs to benefit and establish relationships with local students.

“Shop with a Cop” is held every year in the month of December. Over one hundred less fortunate children are selected by the Rome City School District to accompany a police officer to Wal-Mart. The child is given a gift card of \$100, money raised through fundraisers and sponsorships by the Rome Police Department, to spend as he/she chooses. The officer assists them with their shopping and volunteers wrap the selections if the child so chooses. The child is then given a lunch to take home with him/her. Each year, Santa Claus attends the event and the child has his photograph taken with the officer and Santa.

The Rome Police Department also offers unpaid internships to local college and high school students interested in becoming police officers and/or needing the internship to complete their college/high school degree. On this same note, the Rome Police Department hosts a one-day shadowing program where high school students from across the area as they spend the day with an officer to see what it is like to be a police officer.

“Kops for Kids” is a program offered under the department’s juvenile aid division to at-risk kids. The juvenile aid officer and school resource officers take the students under their wing during the summer and attend trips and outings together in order to foster a positive relationship with the students and keep them on the right track.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Fostering Community–Oriented Leadership, Culture and Accountability

Police culture determines behavior more powerfully than policies and rules. Accountability is essential for a strong institutional culture and for a mutual trust between the community and the police.

Leadership and Culture

Is the leadership selection process designed to produce the police-community relationship desired?

The Rome Police Department is a full service department under the auspices of the New York State Civil Service Division. Appointment to any Civil Service promotional position in the department is made from an eligible list, which has been established by a promotional examination through the Rome Civil Service Office. As a result, the Rome Civil Service Commission has the responsibility of establishing job announcements, assuring compliance with all New York State Civil Service requirements and maintaining the eligibility lists for all Civil Service promotional positions within the department. The Rome Civil Service Commission is also responsible for the administration of the Civil Service examinations as required by law.

The basis for promotion to civil service ranks within the department shall be the result of the applicant’s test mark on the Civil Service list for that position and his/her qualifications without regard to sex, age, ethnic origin, race, or religion. The Commissioner of Public Safety, the Chief of Police or his designee, in conjunction with the Rome Civil Service Office is responsible for the administration of the promotional selection process. Each promotional candidate must successfully complete all the steps of this process to become eligible for promotion within the Rome Police Department. The Rome Civil Service Office shall furnish a list of all eligible candidates who have successfully passed the Civil Service test for the promotional position for which a vacancy exists. Candidates will then be required to appear before an Oral Review Board consisting of the Commissioner of Public Safety, Chief of Police, Deputy Chief of Police, and the Mayor (or his designee). This board will follow a prescribed format. Candidates will then be notified by letter as to his/her promotional status.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the officer evaluation structure help advance the department’s policing goals?

The Rome Police Department has the duty to provide professional law enforcement services to the community. One of the facets of these services is proper work performance of all the department’s police officers and civilian personnel assigned to the police department. Performance evaluation is one measure of a person’s ability to perform assigned duties as directed by supervisors and in accordance with departmental policies and procedures. This process of performance evaluation is viewed as a serious supervisory function designed to achieve the following objectives:

To allow fair and impartial decisions by management.

To maintain and improve performance.

To provide a medium for personnel counseling.

To facilitate proper decisions regarding probationary members.

To provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines.

To identify training needs.

To assist in ascertaining and encouraging improvements in services rendered, and provide for more effective supervision.

To provide data for consideration in selection for assignments, transfers, promotions and other personnel actions.

To provide data for consideration for disciplinary actions.

To provide insight to a supervisor’s ability to recognize strengths and weaknesses in subordinates and to effectively maximize subordinates’ strong points while minimizing weaknesses through professional supervision.

The rating period will only cover the one-year period from the previous year (October – September). The chief of police is responsible for the administration of the performance evaluation program. The chief or his/her designee is responsible for distributing the evaluation forms to all the appropriate supervisory personnel one week prior to beginning evaluations. Police officers of this department are evaluated through the use of the RPD - Performance Evaluation Report Form and the RPD - Rating Guidelines Form, as supplied by the chief of police. All performance evaluation forms are treated as **CONFIDENTIAL INFORMATION**. All ratings become part of the officers’/civilians’ permanent personnel record. All personnel conducting evaluation ratings receive instruction concerning rating procedures and their responsibilities. The rater is required to, while completing the employee’s evaluation form:

Rate his/her performance in strict accordance with the performance standards listed in the explanation of

the RPD Performance Evaluation Report (or during civilian evaluations, the standards listed on the evaluation form for civilian personnel), and not on any individual biases or prejudices the rater may have.

Be prepared to discuss any issue of performance function raised by the evaluation with the employee rated.

Be prepared to document in writing in the space provided on the evaluation form the employee's strengths and deficiencies. Specific examples should be noted by the rater, using the reverse side of the evaluation form if needed.

Develop an "action plan" for employees who rate in the unsatisfactory/below standard category. An "action plan" is a performance improvement plan developed by the rating supervisor that addresses area(s) in need of improvement by the employee and provides a means of improvement which are attainable by said employee.

Upon the completion of each evaluation, the rater will forward a copy of the completed evaluation to the rater's immediate supervisor for review. During this review, the rater's supervisor will have the opportunity to make changes and or suggestions to ensure a complete, accurate, and unbiased evaluation. After the review is completed, the rater will then schedule an interview with the employee being evaluated and review the evaluation form with him/her. This interview will be utilized as an opportunity for the rater and the employee to discuss:

The performance appraisal.

Issues of career development concerning the employee's duties and responsibilities.

How the employee has fulfilled his/her duties and responsibilities throughout the rating period.

What the rater expects of the employee as far as performance expectations.

Methods of attaining desired career objectives.

If requested, a complete explanation of the rating system, criteria used, and purpose.

Upon Completion of the Evaluation Interview, if the employee rated requests to do so, he/she will be afforded the opportunity to attach a separate sheet containing any written rebuttal or comments to the evaluation form, after which he/she will be asked to sign the evaluation form (indicating the receipt and reading of the form only). At this time, the employee rated may request to have the Performance Evaluation Report/Employee Performance Evaluation reviewed. A copy of the evaluation form will be provided to the employee rated upon request. The evaluation form will be signed and dated by the rater, and reviewed, signed, and dated by the rater's supervisor. If the evaluation is not contested, it will be forwarded to the chief of police.

After the employee has indicated on the evaluation form and to the rater his/her desire for a review, the following will be completed within ten (10) working days by the reviewing officer's supervisor (if the reviewing officer's supervisor is absent due to vacation, sickness, etc. during the ten (10) day period, the review will be held in abeyance until such time as the reviewing officer returns to duty):

Schedule an interview with the rater, discussing the points of evaluation in question.

Schedule an interview with the employee requesting the review, discussing the points of the evaluation he/she is contesting.

After having heard the rater's and the requesting employee's statements regarding the contested area(s) of the evaluation, the reviewing officer will arrive at an impartial and objective resolution, and make a written report documenting his/her findings to the chief of police.

The chief of police will attach the reviewing officer's written report to the original performance evaluation, and a copy will be given to the employee requesting the review. The findings of the reviewing officer will be considered final, but does not preclude further review by the chief of police if such further review is deemed necessary. The decision of the chief will be final.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

What incentives does the department offer officers to advance policing goals?

The Rome Police Department has established as policy the recognition of employees who distinguish themselves by heroic action or meritorious service. The provisions of this policy include a basic responsibility of good supervision, and also to instill pride and promote morale, is the recognition and reporting of outstanding deeds, conduct, and exceptional performance by members of the Rome Police Department. All personnel, regardless of rank, are encouraged to report any outstanding achievement, deed and/or heroic act performed by a member of the department, which they have knowledge of. Commendations may be awarded at any time for outstanding service to the public. Annually, the department awards medals at a public ceremony. Any officer of the Rome Police Department witnessing an exemplary act performed or accomplished by another member of the department may initiate request for departmental recognition. Recommendations are forwarded to the awards committee chairperson through the chain of command. Each supervisor who reviews the form may provide written comments on the incident and merits of the award nomination. All recognition awards issued to Rome Police Department members by other agencies or organizations in the past may be recognized by this department after available documentation is reviewed and sustained by the awards committee. If after review it is determined that all criteria have been met, the chief of police will determine the proper award bar for issue and appropriate display. The awards committee consists of a number of members of the Rome Police Department appointed by the chief of police. The number of members on the awards committee is at the discretion of the chief of police. All commendations recommended by the awards committee are forwarded to the chief for review and approval. Awards presented by the department are: officer of the month, medal of valor, lifesaving award, police purple heart award, unit commendation, exceptional service award, safe driver, meritorious police duty award, veteran's service, chief's letter of commendation, good conduct, educational achievement, community service, police achievement, officer of the year, fitness award, and the chief's award.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the hiring and promotion process help build an effective and diverse leadership team?

The promotional process has been outlined above.

The Rome Police Department is a Civil Service agency and as a result, the Rome Civil Service Commission has the responsibility of establishing job announcements for all Civil Service positions within the department. The Rome Civil Service Commission is also responsible for the administration of the Civil Service examinations as required by law. The job announcement for every entry law enforcement position will include, but not be limited to, a description of the duties associated with the position to be filled, the requirements that must be met in order to qualify for the position, information that prospective candidates need to know about the application process, and notice that the City of Rome is an Equal Opportunity Employer.

The chief of police or his designee, in conjunction with the Rome Civil Service Office, is responsible for the administration of the selection process. Each candidate must successfully complete all the steps of this process to become eligible for appointment to the Rome Police Department. The Rome Civil Service Office shall furnish a list of all eligible candidates who have successfully passed the entry level Civil Service test for police officer. This list is canvassed with a return date for response by all eligible candidates. An informational meeting is conducted to explain the selection process. All candidates in attendance at this meeting shall receive a background information packet for completion. Any candidate not in attendance will be sent a letter with instructions regarding obtaining and completing the background information packet. All candidates are scheduled to complete a physical agility test as prescribed by the New York State Municipal Training Council. A background investigation shall be conducted (to include a preliminary interview with the officer conducting the investigation). Candidates are required to appear before an oral review board consisting of the commissioner of public safety, chief of police, deputy chief of police, and the mayor (or his/her designee). A conditional offer of employment is issued to all successful eligible candidates and each will be required to submit to a medical physical as prescribed by the New York State Municipal Training Council, a psychological test screening, drug and alcohol testing, a polygraph exam to include a secondary background questionnaire.

All successful candidates for the entry level law enforcement position with the Rome Police Department publicly take and sign an oath of office to enforce the law and to uphold the Constitution of the United States of America. The oath of office will be administered by and filed with the Rome City Clerk. All successful candidates for the entry level law Enforcement position with the Rome Police Department must successfully complete a period of probation lasting at least one year from the officer's date of employment. This probationary period will consist of approximately 22 weeks of academy training, 12 weeks of supervised field training, and at least 16 weeks of unsupervised field training. All probationary officers are evaluated periodically throughout their probation period. Standards for lateral hires may be different given the employee's time in police service.

Advisory Committee Discussion: The committee discussed employers identifying areas of concern during the hiring process including inappropriate behavior on social media or in their personal lives. Additionally the committee discussed the need for assistance from churches and community groups in recruiting a diverse candidate pool, especially in seeking applicants that speak Spanish and/or reading a second language other than English. As a result of discussions, the department's policy was updated on September 26, 2020 and January 25, 2021 to reflect the concerns of the community.

Action Plan: *The Rome Police Department does and has been for a very long time conducted background investigations of its candidates to uncover past inappropriate behavior. With the onset of social media, background investigators now require candidates to allow them access to all their social media sites where they are scrutinized for inappropriate behavior and/or postings.*

The Rome Police Department administration will continue to work with all community organizations and all recruitment outlets in order to expand the recruitment of a continuously more diverse police department.

What is the department's strategy to ensure that cultural-norms and informal processes reflect formal rules and policies?

Law enforcement administrators can create policies and set rules and guidelines, but if policies conflict with institutional culture, these policies will not become part of the institutional fabric and may not effectively guide individual behavior. The Rome Police Department leadership is committed to and demonstrates the values important to the department and the community.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Tracking and Reviewing Use of Force and Identifying Misconduct

When should officers be required to report use of force to their supervisor?

The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and to preserve the integrity of the department. As such, it is the policy of the Rome Police Department that every officer report all incidents where force was used, as described herein, in a timely, complete, and accurate manner, as described by this policy. Any officer who uses force, is a witness to a use of force incident, or who authorizes conduct leading to a use of force incident shall not be allowed to conduct the review or investigation into the incident.

Use of force incidents can be broken into three force levels. Level 1 includes a firearm intentionally pointed at a person, a weaponless defense technique applied to a vulnerable area, excluding strikes (i.e. hair grab, pressure to the jaw line, shoulder grab), an on-duty firearm discharge to dispatch an injured animal, and a weaponless defense technique control hold applied (i.e. forcible arm bar or forcible escort (elbow)). A simple grabbing of a person to help guide or maintain control without any resistance does not constitute a reportable use of force incident or event. Also, unresisted handcuffing is not considered a reportable use of force incident.

Level 2 includes a chemical agent applied to a person and the use of an ECW involving one or more probes impacting or penetrating the subject's clothing or skin, a drive stun conducted or attempted, and an ECW fired at a person, but missing; any impact weapon, including specialty impact munitions, or any other instrument is used in an attempt to strike another person but no contact is made; the impact weapon is used for a non-striking purpose (e.g. prying limbs, moving or controlling a person); a weaponless defense technique, other than control holds, but excluding strikes to the head (i.e. hand/palm/elbow strikes, kicks, leg sweeps, and takedowns); an on-duty firearm discharge at an animal, other than to dispatch an injured animal; any strike to the head (except for an intentional strike with an impact weapon); use of impact weapons, including specialty impact munitions or any other object, to strike a subject and contact is made, regardless of injury; a police canine bites the clothing or the skin of a subject, or otherwise injures a subject, any use of force which results in injuries to the subject requiring emergency medical treatment (beyond first aid) or hospital admittance.

Level 3 encompasses any use of force resulting in death, any critical firearm discharge regardless of injury, any force which creates a substantial risk of causing death, any force which causes serious bodily injuries, and any intentional impact weapon strike to the head.

The officer shall, as soon as possible, notify their supervisor or officer in charge (OIC) of any reportable use of force. The officer shall, as soon as practicable; following all reportable level 1 and level 2, use of force

incidents, complete a Use of Force Report Form. In level 1 and level 2, the completed Use of Force Report Form shall be submitted to the shift supervisor prior to the officer completing his/her tour of duty. When completing the report, officers are also required to provide a written narrative statement of the event. Each officer who uses force submits a separate written Use of Force Report. The officer must articulate, in specific detail, the facts and circumstances surrounding the force used. Any officer who witnesses a reportable use of force must advise a shift supervisor, or appropriate commanding officer and submit required supplemental reports. If an officer uses force on more than one subject during the same event, the officer must complete separate Use of Force Report Forms. If an officer is unable to complete the report due to injury or illness, the officer's immediate supervisor completes it to the best extent possible. A reportable use of force shall be reviewed and if necessary investigated by a supervisor of a higher rank than the officer using force.

Advisory Committee Discussion: Detective Commander Kevin James presented the use of force policy and defensive tactics training policy at a committee meeting. No recommendation for change was made by committee members.

Action Plan: *No additional action taken.*

What internal review is required after a use of force?

When any member of the Rome Police Department takes action which encompasses the use of force and results in an injury or meets the criteria as outlined above, the officer(s) involved will complete a Complaint/Incident Report, Investigative/Supplement Report, and a Use of Force Report submitting all reports to the watch commander. The watch commander will review the incident to ensure the Rules and Regulations of the Rome Police Department were followed, the documentation is maintained in the event of future litigation, the need for additional training, and the incident(s) involving the use of force are properly evaluated. The watch commander will notify the chief of police as to the incident and his findings pertaining to the actions of the officer(s) as follows: sustained, unfounded, not sustained, referred to the district attorney's office for review.

In case of the use of deadly force, there will be an internal investigation review. The chief of police, in consultation with the firearms instructor and the command officer assigned to the internal investigation, shall review all reports related to the incident to determine what, if any, appropriate action should be taken. The officer(s) involved will be notified of the outcome of the review no later than ten (10) business days after the completion of the review. The outcome of the review will be listed as follows: sustained, unfounded, not sustained, referred to the district attorney's office for review. Any officer directly involved in a deadly-force incident may be placed on administrative leave or administrative duty directly upon completion of his/her participation in the investigation of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The assignment of administrative leave shall not be interpreted to imply or indicate that the officer acted improperly or that any discipline took place. The assignment will not place the officer in a position where use of force may be necessary due to the nature of the assignment. Administrative duty or leave assignments will be made in the best interests of the police department and the officer. While on administrative leave, the officer shall remain available at all times for official departmental interviews and statements regarding the shooting incident, and shall be subject to recall at any time. The officer shall not discuss the incident with anyone other than those authorized by law or contract, departmental officers assigned to the investigation, the officer's private attorney, the officer's psychologist, the officer's chosen clergy, and the officer's immediate family. The officer may request permission from the Chief of Police to speak with other persons. The officer may be assigned to "administrative duty" for a period of time as deemed appropriate by the Chief of Police.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the department review officers' use of force and/or misconduct during performance reviews?

Any and all violations of policy and procedure, incidents of misconduct, and improper use of force incidents are noted and discussed during performance evaluations.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the department use external, independent reviewers to examine use of force or misconduct?

If, during the investigation of an officer related complaint of misconduct or excessive, unnecessary, or unauthorized use of force, there is cause to believe that a crime has been committed, or legal advice is needed, the Oneida County District Attorney's Office will be contacted and kept abreast of the situation. Any reports, documents, or evidence gathered during the investigation will be made available to the District Attorney for examination.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the department leverage Early Intervention Systems (EIS) to prevent problematic behavior?

The Rome Police Department utilizes a performance tracking spreadsheet for each officer in the department, regardless of rank, in order to track incidents of misconduct and policy violations that is accessible to all officers of a higher rank than the officer being tracked. Every employee of the Rome Police Department has a personal responsibility for, and will be held strictly accountable for, adherence to the agency standards of conduct, rules, policies and procedures. The Rome Police Department has the responsibility for, and will provide to each employee, sufficient and proper training, supervision and policy guidance to ensure that all employees are apprised of the demands and requirements of this agency with regard to employee conduct, duties, and responsibilities. The Rome Police Department shall take all reasonable measures to ensure that employees are assigned only to duties and responsibilities in which they have all the requisite knowledge, skills, abilities, and training. The primary responsibility for maintaining and reinforcing employee conformance with the standards of conduct of this department shall be with employees and first line supervisors. Supervisors shall familiarize themselves with the employees in their unit and closely observe their general conduct and appearance on a daily basis. Supervisors remain alert to indications of behavioral problems or changes that may affect an employee's normal job performance and document such information where deemed relevant. Where a supervisor perceives that an employee may be having or causing problems, the supervisor assesses the situation and determines the most appropriate action. A supervisor may recommend additional training to refresh and reinforce an employee's skills, abilities, or understanding of agency policy, rules and regulations. Counseling may be used by the supervisor to determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance. The supervisor shall document all instances of counseling or additional training used to modify and employee's behavior. The office of professional standards maintains additional spreadsheets and electronic files to insure problem officers can be detected early in order to offer intervention.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Does the department review “sentinel” or “near-miss” events? Does the department respond to questionable uses of force with non-punitive measures designed to improve officer performance?

For incidents not requiring discipline, but may require correcting or additional training, supervisors utilize counseling memoranda. Upon giving remedial instruction, the supervisor will discuss the incident with the employee in question, and state to the employee the correct or desired behavior. A signature of another witnessing supervisor will be necessary if the employee refuses to sign the memorandum. The original memorandum will go to the employee, and copies will go to the chief of police, the employee’s personnel file, and to the supervisor issuing the memorandum. On the counseling memorandum, there is a section entitled “commitment from employee” where the employee may respond to the memo in writing. The employee may state his/her commitment to improve his/her behavior, which caused the counseling memorandum to be initiated in the first place.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken*

Internal Accountability for Misconduct

What does the department expect of officers who know of misconduct by another officer?

Any officer who has knowledge of other officers who are violating any laws, ordinances, rules and regulations of the department, or who disobey orders, shall bring the matter to the attention of his or her immediate supervisor. The supervisor shall determine if further action is to be taken in the matter. Should any officer feel that the matter is of sufficient gravity, or involves supervisory personnel, he or she may bypass the official chain of command, and directly advise the chief of police or a deputy chief of police. All members must recognize and act upon the duty to intervene (**to come between, whether verbally or physically**) to prevent or stop any member from conducting any act that is unethical, or that violates law or policy (e.g., excessive force, misconduct, harassment, etc.). Intervention may be verbal and/or physical. **Failure to intervene may subject a member to disciplinary action and or legal action.** If aid is required by any individual, officers must ensure that medical attention has been rendered. Officers take an active approach to intervene to stop any unethical behavior or misconduct, when such conduct is being committed by another member. If verbal interventions are not sufficient to stop the act, officers must physically come between the offending member and the other individual involved in order to stop him/her from inflicting more unnecessary force or furthering acting out in an unethical manner. Officers then immediately notify a supervisor after conducting any type of intervention, when safe to do so. When a physical intervention is performed, officers document the incident on an Administrative Report, and submit it to a supervisor. Once learning of an incident involving a member intervening with another member, supervisors separate all members involved in the incident. He/she then conducts a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention (e.g., witnesses, videos, etc.). The supervisor determines whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct and initiate the actions for an internal investigation and make a recommendation that the incident be closed, or referred to one of the following for follow-up investigation, training, and/or discipline, as appropriate. Once completed, all information is forwarded to the office of professional standards (OPS) for review.

Advisory Committee Discussion: Following the George Floyd incident, the department adopted a “duty to intervene” policy on June 24, 2020. No concerns or further action were recommended by the committee.

Action Plan: *No additional action taken.*

Does the department have a clear and transparent process for investigation reports of misconduct?

Officers shall courteously and promptly record in writing any complaint made by a citizen against any officer of the department. Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any officer of the department. Citizen complaints against police personnel during normal business hours that cannot be resolved by the patrol commander shall be referred to the chief of police or his designee. Officers shall follow established departmental procedures for processing complaints.

Employees are subject to discipline for violations of law or agency policy, rules or regulations. All disciplinary actions taken are subject to, and must be consistent with, applicable state law, local ordinances, administrative rulings and collective bargaining agreements. Employees who withhold information from, or fail to cooperate with internal investigations or who fail to report misconduct of employees are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation. Final departmental disciplinary authority and responsibility rests with the chief of police.

Personnel Complaint Forms are made available to the public through police personnel and at the Rome Police Station. Complaints may be received by supervisory members of the agency either in person, over the telephone or in writing, and may be lodged anonymously or by any other means. Employees shall provide assistance to those who express the desire to lodge complaints against any employee(s) of this agency. This includes, but is not limited to, calling a supervisor to the scene to document the complaint, explaining the agency’s complaint procedures, providing referrals to individuals and/or locations where such complaints can be made in person, or explaining alternative means for lodging complaints, such as by phone or mail.

Summary action may be taken by supervisory personnel for lesser violations of rules, policies, or procedures, as defined by this agency, upon approval of such action by the unit or watch commander. All summary actions shall be documented and copies provided to the subject employee, retained by and forwarded to subsequent units of assignment, forwarded to OPS (deputy chief) and the chief of police, and incorporated in the employee’s central personnel record (p-file).

Supervisors are responsible to ensure that departmental members and employees perform their duties in accordance with the policies, procedures, rules, and regulations of the department. It is the duty of the ranking and supervisory officers in the department not only to observe these rules and regulations, but also to enforce their observance by other members of the department and to report any infractions or any breach of discipline promptly. Any supervisory officer observing an infraction of the rules and regulations or a breach of discipline by any member of the department subordinate to him/her in rank and failing to report promptly such occurrence shall be held equally culpable with the offender and equally subject to disciplinary action. A violation of the rules and regulations on the part of a supervisory officer of the department observed by a member of the department subordinate to the violator in rank can and should be reported by said subordinate. The chain of command will be adhered to in such cases. Supervisory personnel shall cause a preliminary inquiry to be conducted to determine if grounds exist to conduct an administrative investigation. If the inquiry finds that acceptable Rome Police Department policies and procedures have been followed, the supervisor will explain to the complainant the investigative steps that were taken by the agency together with the findings and conclusions of the investigation. If appropriate, the supervisor may explain agency procedures, a misunderstanding of which may have precipitated the complaint. The complainant shall receive a copy of the

complaint as lodged with the agency and shall be asked to verify by signature if it is a complete and accurate account. If the complainant elects not to sign, this fact shall be documented and the investigation will proceed. The allegation shall be documented and copies forwarded to OPS (deputy chief) and the chief of police. If the supervisor's preliminary investigation identifies grounds that may support disciplinary action, the supervisor shall cause further investigation of the complaint and shall notify OPS (deputy chief) of this action. OPS may assume concurrent or sole authority for the investigation at any point in the investigation upon notification to the subject employee's supervisor and/or commander. Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the chief of police and to OPS (deputy chief) as soon as possible.

The chief of police appoints 5 – 7 members of the department to serve as those serving within the office of professional standards (OPS). The office consists of one deputy chief of police, three captains, the detective commander, and a member of the training division and/or accreditation division, and/or any other member serving at the pleasure of the chief of police. OPS has primary responsibility for review and investigation of all complaints against employees, whether initiated by the public or by a member of the department. OPS may assume primary responsibility for a supervisor's complaint investigation at any stage in the investigative process upon notification to the supervisor involved. OPS may also initiate an investigation of alleged employee misconduct, with or without a formal complaint, with prior knowledge and approval of the chief of police or his/her designee.

Prior to being interviewed, the subject employee shall be advised of the nature of the complaint. All interviews will be conducted while the employee is on duty, unless the seriousness of the investigation is such that an immediate interview is required. During interviews conducted by OPS, there will be one employee designated as the primary interviewer. The complete interview shall be recorded. The recording will note the time at which breaks are taken in the interview process, who requested the break and the time at which the interview resumed. The employee shall be provided with the name, rank and command of all persons present during the questioning. In cases not involving suspected criminal charges, the employee is given the following admonitions:

You are advised that this is an internal administrative investigation only.

You will be asked and are required to answer all questions specifically related to the performance of your duties and your fitness for office.

If you refuse to answer these questions, you can be subject to discipline that can be as much as discharge or removal from office. You may also be subject to discipline for knowingly giving false statements.

I want to reassure you that any answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.

Employees may have an attorney, union representative, supervisor, or personal representative with them during any internal investigative interview so long as the individual is not involved in any manner with the incident under investigation. The employee representative's role is primarily that of observer. He/she should be advised not to intervene in the interview unless the interview leads to issues of potential criminal activity. If, during the investigation, there is cause to believe that a crime has been committed, or legal advice is needed, the Oneida County District Attorney's Office will be contacted and kept abreast of the situation and the chief of police will be notified immediately. Any reports, documents, or evidence gathered during the investigation will

be made available to the district attorney for examination. If the investigating officer believes criminal prosecution is a possibility and desires to use statements against the employee in a criminal proceeding, or at the very least desires to maintain the option of their use, he or his designee will:

Advise the employee of his Miranda rights.

Advise the employee that if he asserts his right not to answer questions, no adverse administrative action will be taken against him based upon the refusal.

If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings. Miranda includes the provision that a lawyer may be present during an interview.

Although technically the employee has no right to counsel until the employee has been criminally charged, or his freedom of action has been deprived, the department wants the employee to have the option. The department does not want the possibility to arise in which its actions may be construed as coercive.

The agency may direct that the employee undergo an intoximeter, blood, urine, psychological, polygraph, voice stress analysis, medical examination or any other exam not prohibited by law if it is believed that such an examination is pertinent to the investigation. An on-duty supervisor may direct an employee to submit to a breath, blood, or urine test when there is a reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct. An employee can be required to participate in a lineup if it is used solely for administrative purposes. Property belonging to the law enforcement agency is subject to inspection for investigative purposes.

The primary investigative authority for the investigation (i.e., subject employee's supervisor and commander or OPS) shall review the complaint report and investigative findings once deemed complete. This authority will compile a report of findings and provide a disposition recommendation for each charge as follows:

Sustained: evidence sufficient to prove allegations.

Not sustained: insufficient evidence to either prove or disprove allegations.

Exonerated: incident occurred but was lawful.

Unfounded: allegation is false or not factual or the employee was not involved.

Not Involved: investigation establishes that the officer under investigation wasn't involved in the alleged incident.

Policy Review: the allegation is true. The action of the employee was consistent with departmental policy and procedure. The policy/procedure should be reviewed to determine if it should be changed, modified, clarified, or remain as is.

A copy of the findings and recommendations shall be submitted for review by OPS prior to submission to the chief of police if OPS is not the primary investigative authority. OPS may make any additional inquiries or investigative measures deemed necessary to verify, authenticate, or clarify findings and recommendations of the investigative report and may include such findings and disposition recommendations with the report submitted to the chief of police. All disciplinary investigation findings and recommendations shall be forwarded to the

chief of police through the chain of command for information, review, and comment. The chief of police will review the investigative report and supporting documents and may accept the findings and recommendations or remand the case for additional investigation in all or in part.

Advisory Committee Discussion: Deputy Chief Kevin Simons presented information on the Office of Professional Standards and the department's internal affairs policy and procedure. No recommendations from the committee were made.

Action Plan: *No additional action taken.*

Does the department respond to officer misconduct with appropriate disciplinary measures?

If the complaint is sustained, and the chief of police determines that formal charges will be brought, the chief of police, or his/her designee, will direct that a charging document be prepared by the subject employee's commander, supervisor or OPS as appropriate, signed and thereafter served upon the subject employee. The charging document will provide the nature of the charges, a copy of the investigative file, upon request, and a reasonable time frame in which the employee can respond to the charges either in written or oral form. Employees who desire an opportunity to be heard on these proposed charges may make a request for a hearing to the chief of police or his/her designee within the time period permitted for this action. This step is referred to as an informal "due process" hearing and is required by case law. Following a hearing or written response of the subject employee to the charges, if the employee so chooses to respond or the appropriate time has passed to be afforded said response, the chief of police shall determine an appropriate disposition of the charges, may remand the case for further investigation or related actions, or schedule a full disciplinary hearing on the charges. In the event charges are preferred against any member of the police department below the rank of chief, and an investigation shows that such charges are justified and based on acts or omissions on the part of the employee or employees accused, and when the circumstances are not sufficiently serious to warrant dismissal of the accused employee from the department, the chief of police may advise the accused employee or employees of their rights under the rules and regulations and said employee or employees may elect to accept certain disciplinary action by the chief of police without a hearing. Should the chief of police determine that charges are to be forwarded for a full disciplinary hearing, charges are prepared under the supervision of the chief of police and are immediately forwarded to the commissioner of public safety. Such charges shall be in writing and signed by the chief of police. The charges are also filed with the Office of the Corporation Counsel by the chief of police. Upon the filing of such charges, the commissioner (or) chief shall set a date, time, and place for a hearing and shall cause a copy of such charges and a written notice of the date, time and hearing to be served personally or by registered mail upon the employee so charged. An employee so charged and notified of a hearing, may appear at such hearing and be heard personally or through counsel, and may request witnesses to be called in his or her behalf. The employee must be present even though he may be represented by union representatives or council, unless prior and specific exemptions have been authorized. The employee may appeal the proposed charges as provided by law, ordinance, collective bargaining agreement, or departmental or governing jurisdiction procedure. Once notified, the disposition shall be returned from the chief of police to the commander who shall direct the employee's supervisor to take such disciplinary action as required. The supervisor shall verify to the commander, OPS, and the agency's central personnel authority when authorized disciplinary action has been taken. A written copy of the disposition will be provided to the employee. Where the findings do not support the charges, the commander shall forward the complaint with supporting documentation to OPS (deputy chief) for reporting and accounting purposes. A copy will also be provided to the subject employee. Following final disposition of the complaint, a letter shall be sent to the complainant from the chief of police or his/her designee explaining the final disposition as far as applicable according to section 50 A of the Civil Rights Act. The complainant will only be advised that the matter is being administratively handled. Whenever reasonably possible, the investigation of complaints should be completed within 45 days

from receipt of the complaint to its disposition unless a waiver is granted by the chief of police or his/her designee or another time frame is required by departmental policy, law, or labor agreement.

Penalties, which may be assessed against an employee of the department as disciplinary action are reprimand- either oral or written, fine, suspension (with or without pay), demotion in grade and/or title, dismissal from the department.

Advisory Committee Discussion: Committee members expressed frustration felt by the community when police officers are not held accountable for their actions. They went on to say that this feeling was not directed to the Rome Police Department or its members, but a general frustration felt nationwide. Chief Kevin Beach fielded many questions regarding policy on misconduct and discipline and presented the department's policy to the committee. No recommendations for change were made by the committee.

Action Plan: *The Rome Police Department administration and City of Rome administration will continue to hold the members of the Rome Police Department to the highest moral and ethical standards possible, and will hold accountable those violating the rules and regulations of the department and violating the public trust.*

What procedures are in place to ensure that substantiated complaints of misconduct and settlements or adverse verdicts in lawsuits are used to reduce the risk of future misconduct?

Review of misconduct and adverse legal actions can be helpful in evaluating a department's policing activities. The office of professional standards is responsible for the following functions to ensure such review:

Oversee and maintain responsibility for the department's internal affairs function investigating and reviewing complaints of officer misconduct and/or illegal activity.

Maintain an employee performance database.

Maintain files for internal investigations and disciplines.

Establish and utilize an Employee Performance Improvement Plan to identify "at-risk employees" and provide a structured plan to improve employee performance and/or correct unacceptable behavior.

Review, track, and analyze officer involved motor vehicle accidents.

Review, track, and analyze use of force incidents.

Develop, enact, and maintain a recruitment plan for the department.

Review, track, and analyze personnel complaint trends with the department.

Review, track, and analyze department training.

Review, track, and analyze departmental policy and procedure.

Conduct citizen/business satisfaction surveys within the community.

Compile information for the chief of police to be used when considering promotions and assignments.

Compile annual statistic summaries for the chief of police to be used as he sees fit (i.e. yearend reports or media distribution for public dissemination)

Any other duties or functions as prescribed by the chief of police.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

What controls are in place to ensure impartiality when reviewing potential misconduct or complaints? When appropriate, are cases referred to either the District Attorney or another prosecutor?

If, during the investigation of an officer related complaint of misconduct or excessive, unnecessary, or unauthorized use of force, there is cause to believe that a crime has been committed, or legal advice is needed, the Oneida County District Attorney's Office will be contacted and kept abreast of the situation. Any reports, documents, or evidence gathered during the investigation will be made available to the district attorney for examination.

Advisory Committee Discussion: Questions and concerns of "who polices the police" were brought up by the committee. A presentation on the Office of Professional Standards and the department's policies and procedures in this area was scheduled and given by Deputy Chief Kevin Simons, which satisfied concerns.

Action Plan: *No additional action taken.*

Does the department expect leaders and officers to uphold the department's values and culture when off-duty?

Rome Police Officers shall conduct themselves at all times, both on and off duty, in such manner as to reflect most favorably on the department. Conduct unbecoming of an officer shall include that which brings the department into disrepute or reflects discredit upon the officer as a member of the department, or that which impairs the operation or efficiency of the department or officer. Officers shall maintain a level of moral conduct in their personal and business affairs, which is keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incidents involving moral turpitude, which impairs their ability to perform as law enforcement officers, or causes the department to be brought into disrepute.

Advisory Committee Discussion: The committee expressed concern that there is a frustration felt by community members when an officer inappropriately posts on social media sites.

Action Plan: *As a result of recent events, the department has revised and strengthened its social media policy in order to prevent posts that bring their officers and/or the department into disrepute. The department administration has and will continue to hold officers accountable for inappropriate posts to social media sites.*

Citizen Oversight and Other External Accountability

Does or should the department have some form of civilian oversight over misconduct and investigations or policy reform?

The community advisory committee has been given several of the department's policies and procedures and offered the opportunity to make comments and suggestions. It is anticipated that this will continue well into the future.

There is no civilian oversight committee involved in misconduct investigations. The City of Rome administration and the police administration must work within article 75 of the New York State Civil Service Law as well as within the provisions outlined in the bargaining agreement between the City of Rome and the Philip S. McDonald Police Benevolent Association.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Is there an easy, accessible and well-publicized process for members of the public to report complaints about police misconduct?

Currently, complaints of misconduct can be filed with any department supervisor in person and via the telephone.

Advisory Committee Discussion: The committee expressed concern with the lack of ease on how to file a complaint against an officer.

Action Plan: *Through the creation of this plan, a deficiency has been identified in this area. The department will be placing instructions and the accessibility to personnel complaint forms on its website and Facebook page.*

Are investigation outcomes reported to the complainant? Are they reported to the public? Should the department accept anonymous complaints?

Following final disposition of a complaint, a personal meeting is had with, a phone call is made to, or a letter is sent from the chief of police or his/her designee to the complainant explaining the final disposition as far as applicable according to section 50 A of the Civil Rights Act and the collective bargaining agreement between the City of Rome and the Philip S. McDonald Police Benevolent Association. The complainant will only be advised that the matter is being administratively handled. Should requests be made from the public, they are advised to consider filing a FOIL request with the city clerk's office. When such a foil is received, the information is sent to the City of Rome Corporation Counsel's Office for consideration of future action.

The Rome Police Department accepts personnel complaints from anonymous sources and through a third party. Each complaint is fully investigated.

Advisory Committee Discussion: The committee opined that complainants should have a right to know the outcome of discipline and corrective action taken following a complaint. After reviewing the policy and a discussion on the Civil Rights Act and collective bargaining, no further recommendations were made other than for the department to adhere to the repeal of 50-a.

Action Plan: *The Rome Police Department will adhere to FOIL requests as prescribed by law.*

Does the local legislature engage in formal oversight of the police department? Should any changes be made in the legislature's oversight powers or responsibilities?

The Rome Common Council has authority as outlined in the City of Rome Charter and Code of Ordinances. It has direct authority and oversight of the police department's equipment budget. Additionally, three members of the council sit on the public safety committee to address concerns from and about the Rome Police Department.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Is the police department accredited by any external entity?

Accreditation is a useful tool that enables external review of agency policies, procedures, and practices to improve the standards of the department and quality of policing services. Accredited agencies must meet minimum standards, considered “best practices” in the field, which promote a high degree of professionalism and public confidence.

On September 23rd, 24th, and 25th, 2003, an accreditation assessment was conducted for the Rome Police Department. After which, it was unanimously recommended that the department be “favorably” considered for accreditation. On December 16th, 2003, a formal ceremony was held at Rome City Hall, where New York State Division of Criminal Justice Services Deputy Director James R. Delapp presented the Rome Police Department with an official Certificate of Accreditation.

On October 14th, 15th, and 16th, 2008, an on-site accreditation assessment was conducted for the Rome Police Department. It was unanimously recommended that the department be “favorably” considered for re-accreditation. On December 4th, 2008, it was unanimously passed by the Accreditation Council that the Rome Police Department receive its re-accreditation.

On Tuesday, September 10th, 2013, the Rome Police Department’s second on-site assessment was conducted. Methods of verification included a formal tour of the entire department, review of agency files, scheduled and unscheduled interviews with departmental personnel, escorted visits to work areas, and chance meetings with sworn and civilian members of the department. At the conclusion of this assessment, the department was “favorably” considered for its second re-accreditation.

After an internal audit in June of 2014, the Law Enforcement Agency Accreditation Council determined that unit staff should be making site visits to accredited agencies to ensure that they are maintaining compliance with the standards during the period of accreditation. Commencing with the first quarter of 2015, the Law Enforcement Accreditation unit staff began making such visits. On January 30th, 2017, council members met with program managers at the Rome Police Department to conduct an on-site visit. During the visit, policies addressing newly established standards along with proof of compliance was reviewed and additionally property and evidence rooms were inspected.

In September of 2018, over the course of three days, an assessment team conducted a complete onsite assessment of the Rome Police Department. The team reviewed all 110 standards, conducted 96 interviews, and completed inspections of evidence and evidence storage. At the conclusion of their assessment, the team concluded the department had done an excellent job maintaining program standards, and unanimously recommended the department be reaccredited. December 13th, 2018, the New York State Law Enforcement Accreditation Council recognized the efforts of the Rome Police Department and approved the department for its third reaccreditation.

Advisory Committee Discussion: Chief Kevin Beach advised the committee of accreditation status and re-accreditation. No concerns or recommendations from the committee.

Action Plan: *The Rome Police Department is committed to maintaining New York State Accreditation, which it has continually sustained since 2003.*

Does the police department do an annual community survey to track level of trust?

Surveys that measure the community's level of trust in the police department, the community's view on the effectiveness of certain policing strategies, as well as one that collects any negative feedback may be a helpful tool in gaging the community's satisfaction with the police department. Quarterly citizen assessment surveys are conducted of citizens' attitudes and opinions with respect to overall police department performance, competence of police department personnel, attitude and behavior of officers towards citizens, concern for safety and security within the city, both for neighborhoods and surrounding areas, and recommendations and suggestions for improvements. Citizen assessment surveys are conducted by the patrol, detective, and administrative divisions. Initially, at the onset of this program, the department attempted to conduct this survey by mail, but received very little response from the public. Currently, the survey is conducted by phone of people who have received police service in that yearly quarter. Results of the survey are compiled, with a written summary provided to the chief of police as soon as possible after the completion of each survey. The results of these surveys are considered in the reevaluation, and future development of department policies and procedures.

Advisory Committee Discussion: Much discussion was had pertaining to citizen assessment surveys. The committee felt that the survey needed to be expanded in number and content. The committee felt that certain demographical data needed to be added and captured through the survey including race related data and socio-economic data. The proposition of expanding the survey through access on the department's website and Facebook page were deliberated as well as the possibility of having links to the survey placed in local media outlets such as the Rome Daily Sentinel. Lastly, in order to insure the survey reached communities of color, a suggestion of possible having local churches assist in distributing the survey, including door to door distribution, was proposed. The committee agreed that quarterly surveys instead of annual surveys are more beneficial.

Action Plan: *The committee has agreed to take up this project over the next several months and will put together a strategy to expand the survey, distribute the survey to a wider audience, insure the survey reaches communities of color, collect additional data, and increase participation and submissions of survey returns.*

Data, Technology and Transparency

Transparency is one of the four pillars of procedural justice and is critical to ensuring accountability. Without a full picture of law enforcement policies, procedures, and activity, the public cannot meaningfully evaluate the performance of law enforcement. Data is an important tool for improving accountability because it provides the public with insight into police activity and can be leveraged to inform data-driven policies.

What police incident and complaint data should be collected? What data should be available to the public?

The Rome Police Department collects data through numerous reporting requirements. Complaint, incident, and arrest data is predominantly captured through the department's record management system (RMS), Tritech. This data collection includes all responses and calls for service including firearm discharges, civilian injuries, use of force incidents, officer stops/searches, and arrests. Additional reporting requirements are in place for such events as firearm discharges, use of force events, and injuries to persons in police custody. Officers are encouraged to collect as much data as possible when completing reports including the demographics of victims, witnesses, and suspects. These records provide statistical information regarding the daily, monthly, and annual activity of the department. Statistical information is provided through the department's record management system. This system provides for daily statistical information regarding, types of incidents, number of

incidents, arrests, traffic summonses, and all other activities of the department. On a daily basis, statistical information will be entered into the department's computer system through data entry of incident reports and traffic ticket information. Each assigned supervisor prepares a report annually detailing the activity of his/her particular area of responsibility and provides the same to the chief of police or his designee for completion of the cumulative annual report.

The Rome Police Department will strive to maintain an atmosphere of openness with both the public and the news media. The department is committed to informing the public and the media about events involving the department and the community. Further, this department recognizes the importance of a free press and the public service provided by the news media. The department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest. However, at times certain information must be withheld from the media in order to protect the constitutional rights of persons involved, to avoid interfering with an investigation, or because it is legally privileged information. The news media will be extended as much courtesy as possible, consistent with public safety, the integrity of the police investigation, and departmental rules and regulations. The final authority for release of any public information is the chief of police or his designee(s).

The chief of police, deputy chief of police, or their designee(s) are the public information officers (PIOs). Designees can be the supervisor of the detective division (for criminal investigations) or the O.I.C. If the supervisor or the O.I.C. are uncertain regarding the information to be released, he/she will refer the media representative to the chief of police or the deputy chief of police. Releases on serious or out of the ordinary incidents and releases given at the scene of an incident will generally be from the chief or the deputy chief of police unless specific authorization is given for a designee to make a statement. Information on routine, non-criminal complaints, accidents, or incidents may be given out by a supervisor, O.I.C. or desk officer over the phone to the media after the caller gives proper identification (name, employer, phone number, etc.-if the officer has doubts the caller is from the media, he/she will get a call-back number and perform a call-back before giving out the information). The release of public information to members of the news media and public will be provided within the guidelines presented under the Freedom of Information Act.

The Freedom of Information Law is based upon the presumption of access. All records of this agency are available "except to the extent that records or portions thereof fall within one or more of the grounds for denial appearing in Public Officer's Law @ 87 (2) [a-i]." When the material requested contains both accessible and deniable information, the statutorily protected information should be removed/redacted and the balance released as requested.

In the case of a death, victim identification will be withheld pending notification of next of kin. Meanwhile, media inquiries may be referred to the coroner's office. Approval from the Rome Police Department administration is necessary when serious incidents occur. The indiscriminate and uncontrolled release of information to the media is prohibited, even if the information is considered routine.

Prior to the arrest of a suspect or before formal charges have been filed, only the following information may be disclosed:

The department believes a crime has been committed and it is currently under investigation.

Any information contained on a departmental "Press Copy Release."

Once a warrant has been issued or an arrest made of a suspect, an employee will not disclose any information

until directed so by a PIO or their designee. In these instances, an employee will not disclose the following:

Any prior criminal record of the accused or implication of a prior record.

Any information about the existence or contents of any confession, admissions, or statements given by the accused, or his refusal or failure to make a confession, admission, or statement.

The identity or address of any witness.

Any information that is speculative, such as the possibility of a plea of guilty to the offense charged, a plea to a lesser charge, or other disposition.

Any opinion, stated or implied, as to the guilt or innocence of the accused.

Statements as to the character or reputation of a suspect, witness, or victim.

Any possible connection with any uncharged crime or crime pattern, unless a useful law enforcement function is served.

The results of or refusal to take any test/examination.

The identity of a victim of a sex crime.

Matters of a sensitive nature and matters involving juvenile investigations will not be made readily available to the media. All inquiries will be referred to the Public Information Officer(s).

Any inflammatory statement which might have a detrimental impact on the investigation or prosecution of the case, such as:

The mental state of the suspect, victim, or witnesses.

Explicit details of the crime.

Generalizations regarding race, sex, religion, or national origin of the suspect, victim, or witnesses.

Only the chief of police or the deputy chief of police may authorize release of information necessary to alert the public of measures for their personal protection, or release composite-suspect photographs to the media, to neighborhood groups, etc., after insuring that no victim information or past criminal history of the suspect is contained thereon.

Incidents or arrests involving juveniles (persons less than 18 years of age) are handled in the same manner as adults except that suspect's names, addresses, photographs, and other identifying information are not disclosed.

When officers of this department are working in conjunction with another agency, it shall be the responsibility of the lead agency for the investigation to release information to the news media subject to a prior agreement between the agencies and authorized by the chief of police.

The law permits any agency to withhold records that are compiled for law enforcement purposes that, if disclosed would:

- Interfere with law enforcement or judicial proceedings.
- Deprive a person of a right to a fair trial or impartial adjudication.
- Identify a confidential source or information regarding a criminal investigation.
- Reveal criminal investigative techniques or procedures except those that are routine.
- Endanger the life or safety of others.
- Records that are inter/intra agency communication except statistics.
- Instructions to staff that affect the public.
- Final policy determinations.

Other specific types of restricted information include:

- Medical examiner.
- Autopsy reports.
- Personnel records.
- Mental health records.
- Grand Jury records.
- Police Records regarding: juvenile arrests, records of person when charges are dismissed, some employment records, motor vehicle registration, pre-sentence reports, public assistance, child abuse, drug abuse, and victims of sex offenses.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

How should the agency leverage data to drive policing strategies?

Data can be useful in forming policing strategies. Data can be used to help decide resource allocation, personnel deployment, and policy. The Rome Police Department has partnered with the Mohawk Valley Crime Analysis Center (MVCAC) to assist the agency with data-driven and intelligence-led efforts. The MVCAC also supplies the department with specific investigative support. Using data-driven processes, the MVCAC coordinates, expands, and enhances investigative services and provides real-time support to the Rome Police Department.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

How can the Rome Police Department demonstrate a commitment to transparency in its interactions with the public?

The department will continue to involve the community in policy making decisions through meetings with the community advisory committee. The department's budget is posted on the City of Rome website, as is the entire city budget. Calls for service are released in as much detail as possible through the department's website and Facebook page. Press releases are continually generated and distributed through all local media outlets.

Advisory Committee Discussion: Committee members were asked to make a 2 year commitment to serve on the committee.

Action Plan: *The community advisory committee will continue monthly meetings to discuss ongoing questions or concerns involving the police department.*

How can the department make its policies and procedures more transparent?

As previously noted, the Rome Police Department has been continually accredited through the State of New York since 2003; therefore, demonstrating "best practice" policies to address all areas of police activity. In addition to the standards dictated by the New York State Division of Criminal Justice Services and the New York State Accreditation Council, the Rome Police Department has "best practice" policies for numerous other areas of policing. Policies are reviewed twice per year and revisions are made as "best practice" changes or as the community may suggest.

Advisory Committee Discussion: Chief Kevin Beach explained the development and implementation of policies to the committee. No concerns were raised.

Action Plan: *Currently, the department has all use of force policies linked to its website, www.romepd.com, and is exploring the possibility of placing the entire (approximately 1200 page) policy and procedure manual on the website.*

How can the police department ensure adequate transparency in its use of automated systems and "high-risk" technologies?

New technologies including biometric technologies, surveillance systems, unmanned aerial systems, data mining tools, geofencing tools, and resource allocation tools may provide significant value to police departments. Care must be taken to ensure policies dictating these systems and technologies follow "best practices" and are written with the laws meant to govern them. The Rome Police Department does extensive research on "best practices" policies whenever a new policy and procedure is written. Valuable resources to the department include model policies developed by the New York State Division of Criminal Justice Services (DCJS) and the International Association of Chiefs of Police (IACP). When budgeting for equipment, including new technology, a written explanation must be sent to the mayor explaining the request and the benefit of the equipment/technology. If the mayor agrees, it is placed in the budget. The budget is presented to the city council and open to public comment. The city council must then approve the budget and has the authority to remove equipment items from the budget. If the equipment is approved, it must be purchased through the city treasurer's office using their procurement policy that is based upon New York State Law. Those using the new equipment/technology are then sent to training in order to learn its proper function, operation, and legal limits.

Advisory Committee Discussion: Chief Kevin Beach explained the budget process and funding sources relating to police department functions including personnel and equipment. No concerns or recommendations made by the committee.

Action Plan: *No additional action taken.*

Should the police department leverage video cameras to ensure law enforcement accountability and increase transparency?

The use of video provides persuasive documentary evidence and helps defend against civil litigation, and allegations of officer misconduct. Officers assigned the use of these devices must adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the video system and the integrity of evidence and related video documentation. Currently, the Rome Police Department has a mobile video recorder (in-car camera system) in every front line vehicle used for patrol. The Rome Police Department has adopted the use of MVRs to enhance officer safety, accurately capture statements and events during the course of an incident, provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training, and to capture visual and audio information for use in current and future investigations. It is the responsibility of the Rome Police Department to ensure that the audio-video recording equipment is properly installed according to the manufacture’s recommendations. MVR equipment shall automatically activate when emergency equipment (lights) or a wireless transmitter is operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle. Placement and operation of system components within the vehicle are based on officer safety requirements. All officers successfully complete the department’s approved course of instruction prior to being deployed with MVR systems in operational settings. Mandatory recording (to include video and audio) includes traffic stops (to include, but not limited to traffic violations, stranded motorist assistance, and all crime interdiction stops), priority responses, vehicle pursuits, all transports of prisoners and civilians, crimes in progress, and any situation or incident that the officer, through training and experience, believes should be audibly and visually recorded. Officers are strongly encouraged to activate the MVR system whenever they exit their vehicle.

Currently, video footage is being stored indefinitely. This is putting a strain on the department’s budget in having to continually upgrade and add additional storage capacity. The forensic division is working with the MVR manufacturer (Watch Guard), the city’s IT company, and the department’s IT personnel to set parameters on video storage that meet all state and local laws governing the retention periods for such video.

Currently, the department does not utilize body cameras, but is researching their use and purchase.

Lastly, the use of pole cameras in various locations across the city has been very successful for the department. It allows not only the video capture of the incident, but also how the incident was handled by the officers if they were at a location monitored by a pole cam.

Advisory Committee Discussion: Much discussion was has on the use of body cameras by police agencies and the fact that the Rome Police Department does not currently have or utilize body cameras. Chief Beach advised the committee that the department will continue efforts in seeking ways to obtain body worn cameras. The department currently has meeting in place with sales representatives from Watch Guard and AXON and is exploring the possibility of a lease program that would initially reduce costs. A lease program for body worn cameras would cost approximately \$40,000 – \$50,000 per year over a 5-year period. Overall costs for the 5-year period would be approximately \$240,000 - \$250,000 for the 5 years. Members of the committee elaborated on the benefits of body worn cameras stating their acquisition and usage is a “win/win situation”. They agreed that their implementation and usage would yield positive benefits by protecting the public and police. The committee discussed the possibility of the Rome Police Department seeking assistance with regard to body

worn cameras from the Community Foundation of Utica and taking pledges from the social equity and racial justice fund. Chief Beach advised that he would continue to seek grant funding from State and Federal sources and has requested funding assistance from Senator Joseph Griffo’s Office, Assemblywoman Marianne Buttenschon’s Office, and the Assistant Attorney General’s Office. It was later determined that the Attorney General’s Office would not be a funding source as there is a requirement that an agency have at least 130 sworn officers to qualify for funding through their office. Rome does not qualify.

Action Plan: *The Rome Police Department Administration will continue on-going discussions with the city administration, city council, and city treasurer as to finding a way to purchase body cameras for the Rome Police Department. Research and discussions in this area will continue with body camera manufacturers and the police department will continue to research and seek out grant funding opportunities for their purchase.*

Additionally, the department will continue working with the MVR manufacturer, the city’s IT company, and the department’s IT personnel to set parameters on video storage that meet all federal, state, and local laws governing the retention periods for such video, thus relieving some strain on the department’s storage capabilities and budget.

Recruiting and Supporting Excellent Personnel

Staffing and personnel management is one of the most critical responsibilities of law enforcement leaders and the communities which they protect and serve.

Recruiting a Diverse Workforce

Does the agency reflect the diversity of the community it serves?

It is essential that local law enforcement agencies reflect and represent the diversity of the community they serve. This helps foster trust in the community. This trust, in turn, can aid in easing community tensions, reducing and solving crime, and creating a system where residents have positive views of law enforcement as fair and just.

National statistics show that 85% of police officers are male and 15% are female. Across the country, 62% of police officers are white, 13% are black, and 3% are Hispanic. While interesting to look at, the more important comparison is the makeup of the Rome Police Department and is comparison to the community (City of Rome) demographics as follows:

	City of Rome Population (Community)	Rome Police Department
Male	50%	87%
Female	50%	13%
White	88%	93%
Black	7%	6%
Hispanic	4%	1%
City Residents	100%	72%
Non-City Residents	0%	28%

Advisory Committee Discussion: The Rome Police Department demographics were discussed with the committee and the success in diversification over the past 20 years. The President of the Rome Branch of the NAACP reported that the Rome Police Department is doing very well overall in their efforts.

Action Plan: *The Rome Police Department administration will continue to advertise the police entrance exam in communities of color and through local churches in an attempt to increase the diversity in the pool of candidates.*

What are ways in which the agency recruits diverse candidates that better represent the demographics of the community it serves?

The Rome Police Department shares a difficulty common to many law enforcement agencies across the nation in recruiting and retaining appropriate numbers of applicants that represent the diversity of the community. There seems to be no concern with the number of women applying for police positions in recent years; however, there is a lack of minority applicants, in particular Hispanic candidates, applying for a position as a police officer. Over the last several years, the administration has made a concerted and proactive attempt to recruit minority applicants through public service announcement campaigns, posters distributed throughout these communities, announcements at military installations, social media advertisement, and recruiting efforts through faith-based communities.

Advisory Committee Discussion: Captain David Collins discussed recruitment efforts including working with the NAACP, job fairs, high school presentations, recruitment video production, and visitations to churches.

Action Plan: *As stated above, the Rome Police Department administration will continue to advertise the police entrance exam in communities of color and through local churches in an attempt to increase the diversity in the pool of candidates.*

What are ways in which the department can re-evaluate hiring practices and testing to remove barriers in hiring underrepresented communities?

As previously outlined, the Rome Police Department is a Civil Service agency and as a result, the Rome Civil Service Commission has the responsibility of establishing job announcements for all Civil Service positions within the department. The Rome Civil Service Commission is also responsible for the administration of the Civil Service examinations as required by law. The job announcement for every entry law enforcement position will include, but not be limited to, a description of the duties associated with the position to be filled, the requirements that must be met in order to qualify for the position, information that prospective candidates need to know about the application process, and notice that the City of Rome is an Equal Opportunity Employer.

The chief of police or his designee, in conjunction with the Rome Civil Service Office, is responsible for the administration of the selection process. Each candidate must successfully complete all the steps of this process to become eligible for appointment to the Rome Police Department. The Rome Civil Service Office shall furnish a list of all eligible candidates who have successfully passed the entry level Civil Service test for police officer. This list is canvassed with a return date for response by all eligible candidates. An informational meeting is conducted to explain the selection process. All candidates in attendance at this meeting shall receive a background information packet for completion. Any candidate not in attendance will be sent a letter with instructions regarding obtaining and completing the background information packet. All candidates are scheduled to complete a physical agility test as prescribed by the New York State Municipal Training Council. A background investigation shall be conducted (to include a preliminary interview with the officer conducting the investigation). Candidates are required to appear before an oral review board consisting of the commissioner of public safety, chief of police, deputy chief of police, and the mayor (or his/her designee). A conditional offer of employment is issued to all successful eligible candidates and each will be required to submit to a medical physical as prescribed by the New York State Municipal Training Council, a psychological test screening, drug and alcohol testing, a polygraph exam to include a secondary background questionnaire.

For any diversion in this process, and the potential to remove barriers in hiring underrepresented communities, there has to be a change at the State level, particularly at with the New York State Civil Service Commission with the testing requirements, and the Division of Criminal Justice Services in the area of other requirements. In order to comply with Civil Service Law and remain a New York State accredited agency, the department must follow the guidelines set forth by the State of New York.

Advisory Committee Discussion: Chief Kevin Beach explained the hiring process to the committee. No suggestions for any changes.

Action Plan: *No additional action taken.*

How can the department encourage youth in the community to pursue careers in law enforcement?

Members of the Rome Police Department attend recruiting fairs at Rome Free Academy High School, local colleges such as Mohawk Valley Community College, and those put on by local organizations. The department offers internships to high school and college students, allows students to ride-along with an officer if interested, and participates in the shadowing program with local high schools from all across the area. Additionally, the Kops for Kids program offered by the juvenile aid division, the department's Shop with a Cop program, and the annual Law Enforcement Day are recruitment tools.

Advisory Committee Discussion: Captain David Collins explained ongoing attempts to recruit and diversify the department to the committee. No additional suggestions were made by the committee.

Action Plan: *No additional action taken.*

What actions can the department take to foster the continued development and retention of diverse officers?

Beyond recruitment and hiring, law enforcement agencies must focus on retention. Retaining diverse officers comes with its own set of challenges. The Rome Police Department has used a mentoring approach in an attempt to assist struggling officers. A veteran officer is assigned to assist and look after a younger officer who may be struggling with the demands of police work. This veteran officer acts as an advisor to the young officer and can offer advice in communication skills, report writing, time management, and issues personal to the young officer. Additionally, department supervisors monitor the young officers to adjust their assignments and grant them time to stay caught up with paperwork that can often pile up and backlog a young officer.

Advisory Committee Discussion: Chief Kevin Beach explained the retention challenges with major issues being salary, negative changes to the New York State Retirement System, and negative media attention. Currently, new officers are placed by the State into tier 6 of the retirement system and must make mandatory contributions to their retirement.

Action Plan: *No additional Action taken.*

Training and Continuing Education

Smart and effective policing starts with smart and effective training. Training does not end at recruitment and officers are granted numerous training opportunities to grow and learn throughout their career. Training incorporates and reinforces best practices, while emphasizing values such as accountability, transparency, and fairness in all aspects of policing.

How can the department develop officer training programs that reflect community values and build trust between police officers and the community they serve?

It is important to engage both internal and external stakeholders in the development and implementation of the department’s training. Incorporating members of the community in the process can strengthen the overall quality of the training program, while reinforcing public trust and ensuring the training and education programs reflect the values of the community.

The New York State Accreditation Program through the New York State Division of Criminal Justice Services requires every sworn police officer in the State of New York to receive 21 hours of in-service training annually. The Rome Police Department policy states, “It shall be the policy of the Rome Police Department that all members are required to attend at least twenty-one (21) hours of in-service training annually. This training will include but not be limited to firearms training (including time spent on the firing range), legal updates, use of force and use of deadly physical force. Additional topics are determined by the department training officer based on the input of the department’s administration, supervisory staff and line personnel.” However, the Rome Police Department Administration and Training Division offer and require much more. In fact, the department has received lateral transfer requests over the past few years based upon training opportunities offered by the department. Below is a breakdown of training offered by the department over the past 5 years:

	In-service training (hours/officer)	Outside Schools (Specialized Training Courses)
2020	58.5	31 (Many cancellations due to Covid)
2019	44.5	53
2018	48.0	43
2017	35.0	68
2016	64.5	51

Advisory Committee Discussion: In July 2020, the department began to concentrate training on the topics of cultural awareness, ethics, diversity, de-escalation, and procedural justice. Cultural awareness and de-escalation training have been conducted by a community member, Elder Patricia Brown.

Discussion occurred pertaining to continued opportunities to learn and speak Spanish.

A lot of conversation ensued pertaining to mental health training and responding to calls involving a person with special needs or an emotionally disturbed person.

Action Plan: *Discussions are well underway with Ms. Kristin Sauerbierre, L.C.S.W., clinical social worker and director of the Mobile Crisis Assessment Team (MCAT). Department wide mental health training has already been scheduled with Ms. Sauerbierre.*

Cultural awareness, ethics, diversity, procedural justice, and de-escalation will be instituted as annual training.

Continued opportunities to learn Spanish will be sought.

What training policies can the department adopt to ensure that police officers continuously receive high-quality, relevant in-service training sessions?

Continuing education and in-service training requirements help ensure that officers refresh skills learned in the past, develop new skills, and remain abreast of new information on emerging topics and best practices. The New York State Law Enforcement Accreditation Program establishes a standard of at least 21 hours of in-service training per year. As noted above, the Rome Police Department far exceeds that standard.

At the Rome Police Department, it is the responsibility of the training officer to schedule training days and make the assignment of the training group that will be assigned to attend. In the case where more than one training class on a specific topic is scheduled, the individual officer may request which class to attend based on his/her personal schedule if it also works staffing wise for the officer's shift supervisor. Any officer attending any in-service training day or class is required to sign the corresponding "In-Service Training Record" report as verification of attendance. Any officer who is unable to attend any scheduled in-service training day or class will be required to provide in writing to the training officer the reason he/she was unable to attend. The only exception to this requirement will be those officers who are on extended leave due to injury, illness, military leave, or disciplinary action.

The in-service training record report will be kept in the following manner. The record of attendance will be logged in the department's training log book and the department's training database. A copy of the in-service training record will be placed into the individual officer's training file. The original in-service training record report will be stored in the in-service record folder for that particular block of instruction. Also stored in this folder will be the lesson plans and/or subject matter or that block of instruction. All records of in-service training will be stored in the office of the department's training officer.

Advisory Committee Discussion: Captain David Collins and Lieutenant Sharon Rood presented on the department's in-service training policy and procedure. No recommendations or concerns from the committee.

Action Plan: *No additional action taken.*

How can leadership training improve community policing and strengthen relationships between the police department and members of the public?

Ongoing leadership training can foster leadership skills, reinforce positive conduct, and strengthen officers' commitment to community standards and procedural justice.

All members of the Rome Police Department who successfully pass the New York State Civil Service test for first line supervisors and are subsequently promoted to the rank of sergeant must successfully attend and complete a Police Supervision Course within one year of his/her promotion. At the discretion of the chief of police, any member of the Rome Police Department attaining the rank of police detective may be assigned to attend and complete the Police Supervision Course. Any Police Supervision Course attended by any member of the Rome Police Department must meet or exceed the Municipal Police Training Council's minimum course requirements for a Police Supervision Course.

It is the intent of the Rome Police Department to continually provide supervisory skill level training to all supervisors; therefore, the department requires that all supervisors receive annual training to enhance supervisory skills. The chief of police will assign the training officer to develop the necessary programs. Training records, lesson plans, or other means of verifying this training will be maintained by the training officer. The supervisory skills training may be included in the overall twenty-one (21) hours of annual in-service training.

The department has sent supervisors to the FBI National Academy, the New York State Law Enforcement Executive Institute, and numerous leadership courses and classes.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

How can the police department use its training programs to avoid incidents involving unnecessary use of lethal and nonlethal force?

De-escalation training includes instruction focused on decision-making, effective verbal and non-verbal communication and social interaction skills, ethics and professionalization, use of force, defensive tactics, and crisis intervention skills.

Use of force training discusses the use of force against vulnerable groups, including children, individuals with disabilities, people experiencing mental health emergencies, people under the influence of substance, and people who are pregnant.

Police officer recruits will not be authorized or permitted to carry or use any firearm in connection with the performance of their official duties, with the exception of authorized firearms training, unless such officer has satisfactorily completed an approved firearms training program. This program must meet or exceed the requirements that constitute the basic course of instruction in the use of deadly physical force and in the use of firearms authorized by the Municipal Police Training Council. Police officer recruits will only carry department issued weapons after being fully trained and qualified in the use of such. Police officer recruits will not carry privately owned weapons whether on-duty or off-duty. All certified police officers employed by the Rome Police Department shall be authorized to carry firearms at the discretion of the chief of police provided they are in good standing with the department.

The Rome Police Department requires officers be trained in the proper use of less-than-lethal substances and other devices. All officers using these less-than-lethal substances and other devices must successfully complete an initial training course prior to issuance, and annual training thereafter to ensure the proper use of these less-than-lethal substances and devices. The Rome Police Department authorizes sworn members who are trained and certified in the use of batons, oleoresin capicum spray (OC), and Taser to use such force.

Advisory Committee Discussion: In July 2020, the department began to concentrate training on the topics of cultural awareness, ethics, diversity, de-escalation, and procedural justice. Cultural awareness and de-escalation training has been conducted by a community member, Elder Patricia Brown.

A lot of conversation ensued pertaining to mental health training and responding to calls involving a person with special needs or an emotionally disturbed person.

Detective Commander Kevin James presented on use of force policy and procedure and defensive tactics training. Lieutenant Sharon Rood discussed the Basic Course for Police.

Action Plan: *Discussions are well underway with Ms. Kristin Sauerbierre, L.C.S.W., clinical social worker and director of the Mobile Crisis Assessment Team (MCAT). Department wide mental health training has already been scheduled with Ms. Sauerbierre.*

Cultural awareness, ethics, diversity, procedural justice, and de-escalation will be instituted as annual training.

How can the police department use its training program to avoid potential bias incidents and build stronger connections with communities of color and vulnerable populations?

Awareness of and appreciation for cultural diversity are integral components of a professional police force. The members of the Rome Police Department understand and appreciate cultural diversity within the communities they serve. This understanding helps officers to de-escalate specific situations, and also to build ongoing, effective dialogue with community members.

Advisory Committee Discussion: In July 2020, the department began to concentrate training on the topics of cultural awareness, ethics, diversity, de-escalation, and procedural justice. Cultural awareness and de-escalation training has been conducted by a community member, Elder Patricia Brown.

Action Plan: *Cultural awareness, ethics, diversity, procedural justice, and de-escalation will be instituted as annual training. Additionally, the department's social media policy was updated to include protected classes as defined by federal law.*

How can the department training program help officers effectively and safely respond to individuals experiencing mental health crises or struggling with substance abuse?

Responding to circumstances involving people who are under the influence of a substance and/or are experiencing a mental health crisis can be extremely difficult. Appropriate training programs can help prepare police officers to respond to these types of situations safely, effectively, and humanely.

Rome Police Department officers are trained in the response to calls for service involving persons under the influence of alcohol and narcotics including the use and administration of Naloxone. It is the policy of the Rome Police Department in fulfillment of its mission statement to respond quickly, efficiently and professionally to all reported emergencies involving an actual or suspected opioid overdose. Officers may possess and administer naloxone after they have been trained consistent with New York State Public Health Law 3309 and the regulations in section 80.138 of title 10 of the New York Codes, Rules and Regulations.

Advisory Committee Discussion: A lot of conversation ensued pertaining to mental health training and responding to calls involving a person with special needs or an emotionally disturbed person.

Action Plan: *Discussions are well underway with Ms. Kristin Sauerbierre, L.C.S.W., clinical social worker and director of the Mobile Crisis Assessment Team (MCAT). Department wide mental health training has already been scheduled with Ms. Sauerbierre. Cards listing contact numbers for mental health and social services will be printed and placed at the desk for those seeking information. Additionally, signage will be placed in the front foyer area listing these resources.*

What practices and procedures can the department put in place to measure the quality and efficacy of the police department's training programs?

It is important to review periodically the police department's training programs to determine whether they remain up-to-date and are yielding the desired results. Many individual training course are ended with an

evaluation form submitted by the attending officers to critique the training they received. Training programs are continually reviewed by the training officer and the department administration.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *No additional action taken.*

Support Officer Wellness and Well-being

Law enforcement is inherently a physically and emotionally dangerous career. In fact, in the United States, the population average life expectancy is 76 years for males and 81 years for females. Life expectancy for police officers in this country is 55 years, no matter the gender.

What steps can the department take to promote wellness and well-being within the department?

Well-being, self-care, counseling, and intervention programs are important resources that should be made available to officers starting at the training academy and then continuously thereafter.

Prior to the Covid-19 pandemic, the Rome Police Department began in-service training for all its member specifically dedicated to officer wellness. Topics included physical well-being through diet and exercise, mental well-being, spiritual well-being, and financial well-being taught by a variety of local financial planners and investment personnel.

Additionally, several supervisors and administrators have attended classes on recognizing officer stress, providing advice and resources to officers dealing with stress, and promoting well-being amongst the department. Most recently, the opportunity for any officer wishing to do so has been afforded to attend a webinar focusing on dealing with post-traumatic stress disorder and recognizing the warning signs in oneself and in others.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *The Rome Police Department will continue to seek out training opportunities in order to train officers in taking care of their own well-being and recognizing the signs and symptoms of stress related illnesses in others.*

Are there ways to address officer wellness and well-being through smarter scheduling?

Much of the way the department's scheduling occurs is driven by the collective bargaining agreement between the Philip S. McDonald Police Benevolent Association (police union) and the City of Rome; however, the Rome Police Department administration has taken great steps over the last several years to assist an officer's quality of life in the department schedule where they are able. The following has been instituted by this administration over the past several years:

Formally, the vast majority of patrol officers rotated shifts spending a short amount of time on A-lines (12 mid – 8 am), B-lines (8 am – 4 pm), and C-lines (4 pm – 12 mid). Studies had found that this constant switching of shifts was not beneficial to the health of an officers. As a result, the administration now places officers, following their initial probation period, onto a shift where the officer remains for at least a year. Shifts are bid for by the officers on a yearly basis. In determining the patrol assignments, great consideration is given to officer choices, input from the supervisors on all three shifts

(based upon attitude, work effort, and effectiveness), statistics over the past year, length of time on current shift, special circumstances, and seniority distribution.

Formally, with the exception of officers who were changing shifts, weekends off were granted strictly by seniority. The administration now ensures that every officer, wishing to do so, has a minimum of two weekends off in a twelve week time span.

Formally, officers were given days off solely based upon seniority and staffing need including split days if necessary. The administration now ensures that every officer is give two consecutive days off unless that officer requests different.

In an attempt to give officers additional time off, part time officers are regularly used on the desk to allow an additional officer to use a day of accrued time.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *The police administration will continue to work with the police union in order to address officer quality of life issues in relation to the schedule wherever possible.*

How can the department effectively and proactively address the mental health challenges experienced by many police officers throughout their careers?

Rates of death by suicide among law enforcement officers appear to be higher than those within the general US population, and deaths by suicide among officers rival those caused by fatal line-of-duty incidents in recent years.

Prior to the Covid-19 Pandemic, the Rome Police Department set out on a path to train officers as peer support and mentoring officers. Initially, two supervisors were sent to training, Lieutenant (now Captain) David Collins and Sergeant Scott Hoag. After they got a feeling for how the program worked, two patrol officers, Officers Alexis Perry and Jenna Kiskiel, were sent to training. As soon as more training opportunities are announced, they will receive additional training in this area. Additionally, there are plans to send other officers to this training when the opportunity arises.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *The Rome Police Department will be continuing the peer support and mentoring training of Officers Perry and Kiskiel and send additional officers as soon as training opportunities are announced.*

How can the department address the well-being of an officer after a traumatic event?

Traumatic events are unavoidable for members of law enforcement. The aftermath of such events can deeply affect those involved and jeopardize their physical and mental well-being. The Rome Police Department has policy stating, “Agency members who may have been witness to or who are emotionally affected by the serious injury or death of another member will attend a critical incident stress debriefing. Members who may have been emotionally affected by the incident should be referred to the City of Rome Employee Assistance Program and provided with an opportunity to participate in psychological or peer support services through this program.” This policy does not go far enough. On several occasions, the department has required officers who have

responded to or been a part of a traumatic event attend a critical incident stress debriefing, counseling, and/or a psychological review; however, policy is lacking in this area.

Advisory Committee Discussion: No discussion or concerns from the committee.

Action Plan: *In discovering the department's inadequacy in addressing this area via policy, Lieutenant David Collins has been directed to research, develop, and submit a policy for approval to the department administration. Items to be covered in the policy will include the definition of a traumatic event, who can mandate counseling in any form, when is counseling to be mandated, and the resources available to department members. Supervisors and peers must be directed to monitor employees involved in potentially traumatic incidents for changes in their demeanor and behavior, and armed with the knowledge of formal and informal intervention systems to provide meaningful assistance to those officers in need.*

Addendum A



Community Advisory Committee

Meeting Notes

New York State Police Reform and Reinvention Collaborative

The Rome New York Police Department is a NYS Accredited agency, and has maintained continuous accreditation since 2003, receiving three certificates of re-accreditation in 2008, 2013 and 2018.

We have an authorized strength of 76 full time officers, 10 Part-time officers and 7 School Safety Officers.

The department consists of three main divisions; Patrol, Investigative, Administrative.

Patrol is responsible for responding to approximately 30,000 calls for service per year:

Overseen by the Captain of Patrol;

1. Patrol zones divide the city into 4 general patrol sections
 - a. Lieutenants act as Watch Commanders, responsible for deployment of personnel
 - b. Sergeants supervise the patrol officers on each shift/zone
 - c. Patrol officers respond to calls for service, prevent and investigate crimes, enforce traffic laws, proactively patrol
2. Juvenile Aid Division – Overseen by Sergeant
 - a. School Resource Officers
 - b. School Safety Officers
 - c. Missing Persons
3. Community Impact Unit – Four Patrol Officers
 - a. Quality of life issues ie. Graffiti, homeless persons, city codes violations, community relations.
4. K-9 Unit – Two patrol teams
 - a. Utilized for tracking, illegal drug detection, crowd control
5. Special Response Team (SRT)
 - a. 13 NYS certified SWAT operator officers
 - b. 2 NYS certified Sniper/Observer team officers
 - c. Hostage negotiator
 1. Execute high risk warrants, barricaded subjects, dignitary security details
6. Specialized Units – 8 NYS certified officers
 - a. Mountain Bike Patrol
 - b. ATV Patrol
 - c. Snowmobile Patrol
 - d. Motorcycle Patrol
 - e. Mobile Command Center
 - f. Mobile Surveillance Vehicle

Community Advisory Committee created in July 2020. This committee was created to review Rome Police Department Policies and Procedures, recommend changes, and assist in preparing a written plan to the State in accordance with Governor Cuomo's Executive Order #203. They will discuss issues such as police conduct, racism, diversity, community policing, and law enforcement's response to individuals with mental health issues. They will further discuss current and future police department training in the areas of Implicit Bias, Racism, De-Escalation, Mental Health Crisis and Use of Force (add others?) The committee will consist of 10-12 individuals, including a representative from the local NAACP. The committee will be diverse and inclusive of representatives from, but not limited to different cultural, economic and religious backgrounds. The Committee will convene on a monthly basis to discuss Rome Police department business, policy review & recommendations and Law Enforcement in general. Members of the Committee have committed to serve in their respective roles for a period of at least two years.

Committee members were provided with copies of relevant sections of RPD Policy and Procedure Manual. They include (maybe attach each portion of policy reviewed at this point?)

Duty to intervene policy – which was created and implemented as direct result of the police reform effort.

Use of Force policy- was presented, discussed (updates were made).

Social Media policy – was reviewed as a result of civilian complaint. Current policy was found to be insufficient (updated)

Health of Persons in Custody policy – New policy resulting from discussions of mental health and persons in crisis.

Domestic incident procedure for securing and returning of firearms – presented and discussed (updated).

In-Car camera- policy presented and discussed (updated)

Office of Professional Standards – Presented and discussed (no changes recommended)

Internal Affairs – presented and discussed (no changes recommended)

Firearms Training – presented and discussed (no changes recommended)

Rules of Conduct – presented and discussed (no changes recommended)

Use of Less than Lethal Devices – presented and discussed (no changes recommended)

Basic Course for Police – presented and discussed (no changes recommended)

Citizen Assessment Survey – presented and discussed. Survey found to be insufficient to properly document concerns from underserved communities. An effort to establish an acceptable survey has been undertaken. Professional services in this area of expertise are being explored.

College Community Partnership for Racial Justice conducted three (3) community surveys, using three different methodologies. Results greatly differed on each, and will be provided to make part of our plan. Further discussions to be held to determine how to create accurate survey.

Complying with NYS reporting on use of force through portal, also updating use of force forms to be added to RMS County wide.

All citizen contacts will be documented to include race and gender when possible

TRAINING-

Annual Implicit bias training, diversity training, de-escalation (added see training division notes/documents to include in plan)

Established bi-monthly meetings with MCAT to discuss mental health related calls for service. Introduced new annual in-service training for persons in crisis, identifying symptoms etc. This in-service training will begin in February 2021 and continue on annual basis. (see training division notes for syllabus)

One of the main deficiencies discovered during meetings with MCAT is staffing. During regular business hours there are 3-5 crisis workers on shift covering a two county area. This lack of staffing causes delayed response and inefficiency in providing mental health services to the public. The main factor for these conditions is lack of funding through Oneida and Herkimer Counties, as MCAT is a not-for-profit organization and is dependent on county funding. The Committee will recommend the County increase funding for additional staff. The goal will be to have a full-time Mental Health Crisis worker on staff at the Rome Police department to assist in non-police related calls for service, and follow up care for those in crisis. Currently there is a pilot program at the Utica Police department in partnership with the Utica Neighborhood Center, providing a full time MCAT crisis worker. Following the pilot program assessment the decision will be made on employing additional MCAT crisis workers at local police departments such as RPD.

MHL calls for service (as dispatched)

2018- 326

2019 - 304

2020 - 300

Body-worn camera project.

Received quotes from Watch Guard to add body-worn camera units to the existing in-car camera units. Also received quotes for adding stand-alone, body-worn cameras to insure all front line uniformed officers are equipped with cameras.

Seeking grant funding from State and Federal sources. Requested funding assistance from Senator Joseph Griffo's office and Assemblywoman Marianne Buttenschon's office. Also Asst. Attorney General's office

Advisory Committee meeting on August 10, 2020
(4:30 pm – 5:40 pm)

The following are notes from the advisory meeting that took place on August 10, 2020 at the Maranatha Church

The following were present:

<i>Chief Beach</i>	<i>Pastor Jackson – via zoom</i>
<i>Elder Patricia Brown</i>	<i>Mr. Bruce Hairston – via zoom</i>
<i>Captain Collins</i>	<i>Ms. Deb Grogan – via zoom</i>
<i>Pastor Perez</i>	<i>Pastor Heck</i>
<i>Mr. Matt Miller</i>	

Chief Beach

- Announced the fact he would like input from all involved as to what the Rome Police Department can do to be more involved in the community. He advised he did not want ideas only driven by the police department or himself.
- Discussed Governor Cuomo’s directives towards all police agencies in NYS. The directives came out following the killing of George Floyd. The directives are geared towards police reform and reinvention.
- Provided a basic breakdown of the Governors Executive Order requiring local police agencies, to develop a plan that reinvents and modernizes police strategies and programs in their community based on community input. Each police agency's reform plan must address policies, procedures, practices and deployment, including, but not limited to use of force. Additionally, the order addresses systemic racial bias or racial justice in policing; implicit bias awareness training; disproportionate policing of communities of color and de-escalation training.
- Advised Rome Police Department had started training in July, 2020 towards cultural awareness, ethics and de-escalation. Rome Police assisted with cultural awareness/diversity training by Ms. Patricia Brown
- Discussed keeping meeting dates to once a month on Mondays preferred and sticking to a 1 hour time frame. Anything longer or too frequent has a tendency to become an issue resulting in lower attendance rates and participation at the meetings.
- Discussed the possibility of holding in-person meetings vs zoom meetings. Understood the situation is fluid based on the current pandemic.
- Announced Rome Police needs help in recruiting and diversifying the police department. Currently seeking applicants capable of speaking and reading a second language other than English. Seeing a trend in less people taking the police entrance exam.

Captain Collins

- Explained the type of training conducted with Elder Brown. Also explained the type of training involved with de-escalation training and ethics training.

Mr. Miller

- Advised Rosetta Stone has lifetime membership for language training. Cost associated with the language training \$199.00
- Inquired about having an organizational structure for the advisory committee.

Elder Brown

- Provided a more detailed explanation as to what training she assisted with at the Rome Police Department and confirmed her commitment towards working with the Rome Police Department Training Division.

Pastor Jackson

- Requested a need to have access to Rome Police Department's policies and procedures as well as conduct expected of its members.
- Inquired about bylaws for the advisory committee.

Pastor Perez

- Inquired about a phone app or some type of app capable of providing assistance to communicate with Spanish speaking citizens. Seeing increase in children being brought into the middle of police matters, used to interpret for adults and police. Strong desire to have app available to police to bridge gap between police and Spanish speaking community until officers are available who are fluent in Spanish.

Pastor Heck

- Nothing to add at this time.

Ms. Grogan

- Nothing to add at this time.

Mr. Hairston

- Nothing to add at this time.

**The next advisory meeting is scheduled for Monday, September, 2020.
Exact date and time TBD.**

Advisory Committee meeting on September 14, 2020
(4:30 pm – 5:40 pm)

*The following are notes from the advisory meeting that took place on
September 14, 2020 via zoom*

The following were present:

<i>Chief Beach</i>	<i>Pastor Richardson</i>
<i>Captain Collins</i>	<i>Ms. Deb Grogan</i>
<i>Elder Patricia Brown</i>	<i>Lt. S. Rood</i>
<i>Pastor Perez</i>	

Chief Beach

- Discussed Governor Cuomo’s directives towards all police agencies in NYS. The directives came out following the killing of George Floyd. The directives are geared towards police reform and reinvention. Chief Beach advised he would like to start administering copies of the Rome Police Policy and Procedures to members of the committee.
- Provided a list of policies to review first. The priority of polices were Use of Force, Training, SRT (Special Response Team), OPS (Office of Professional Standards) and the social networking/communication policy.
- Discussed topics that came out of August 24th staff meeting, such as the personnel working towards Gov. Cuomo’s directives.
- Discussed the possibility of holding in-person meetings vs zoom meetings. Understood the situation is fluid based on the current pandemic. Would like to ramp meetings up to every other week.
- Announced Rome Police is in compliance with the Public Defender’s Office DA’s Office will work with the Sheriff’s Office and county level officials to submit their plan to meet Gov. Cuomo’s directives. Police department will forward the names of officers involved in deceit, dishonesty or excessive force to the DA’s Office towards gaining compliance.
- Discussed the need to be organized with regard this committee and the need for a spokesperson.
- Announced the need to determine if by-laws are necessary and how serious the group would like to be.
- Announced Jackie Nelson (NAACP) has elected to form her own group with regard to Gov. Cuomo’s directives.
-

Captain Collins

- Explained to Ms. Grogan the process of how individual training is tracked.

Elder Brown

- Discussed the needs of the deaf community and those persons with special needs. Mentioned the need for research concerning ID cards for Autism and Deafness

Pastor Richardson

- Identified a need for more MHL training and establishing connections to outside services

Pastor Perez

- Nothing to add at this time. Experienced technical difficulties with zoom.

The next advisory meeting is scheduled for September, 2020. Exact date and time TBD.

Advisory Committee meeting on October 13, 2020
(4:30 pm – 6:00 pm)

*The following are notes from the advisory meeting that took place on
October 13, 2020 YMCA, Rome, NY*

The following were present:

<i>Chief Beach</i>	<i>Pastor Richardson</i>
<i>Captain Collins</i>	<i>Ms. Deb Grogan</i>
<i>Elder Patricia Brown via Zoom</i>	<i>Pastor Jackson via Zoom</i>
<i>Lieutenant. S. Rood</i>	<i>Detective Commander K. James</i>
<i>Pastor Perez</i>	<i>Mr. Matt Miller</i>
<i>Mr. Bruce Hairston</i>	

Chief Beach

- Explained he would like to continue sending copies of the Rome Police Policy and Procedures to members of the committee.
- Discussed topics that came out of August 24th staff meeting, such as the personnel working towards Gov. Cuomo’s directives.
- Discussed the role of OPS (Office of Professional Standards) and explained the review process for personnel complaints. Advised that excessive force complaints will be made available and holding those responsible accountable.
- Advised members that all front line patrol vehicles are equipped with in-car cameras and microphones. Explained personal preference for in-car camera vs. body camera and its potential benefits.
- Announced desire to review yearly use of force cases with the committee at the end of the year.
- Discussed members of the public should not be overreacting. Often members of the public react and have come to conclusions prior to gaining all the facts regarding Use of Force issues.
- Introduced Detective Commander Kevin James. Advised of his role as the lead Defensive Tactics Instructor within Rome Police Department.

Det. Cmdr James

- Reviewed Use of Force Policy with the committee. Explained certain definitions within the policy. Looking to make terms more user friendly.
- Explained Objective Reasonableness and what a “reasonable officer” would do.
- Discussed minimal standards that are set forth by DCJS (Division of Criminal Justice Services) and how the City of Rome Police Department not only meets those standards but exceeds those minimal standards.
- Suggested moving the newly created “Duty to Intervene” policy into the Use of Force Policy and having it listed there in addition to its current location within the policy manual.
- Announced changes being made to Defensive Tactics. Advised these changes are taking place around the State of New York.
- Changes being made are geared towards safer control tactics and are less intrusive. DCJS began changing this standard in NYS in 2017.

- In 2018, Rome Police Department implemented quarterly Defensive Tactics Training. The increase and frequency in training should result in less injury to suspects and officers.

Mr. Hairston

- Announced frustration felt by members of the black community and those with people of color.
- Discussed the inequality within the justice system and the systemic issues that have been prevalent for years.

Elder Brown

- Asked questions regarding Use of Force based off of one officers reactions vs another officers reactions. Discussion took place back forth between the committee and Det. Cmdr James.

Pastor Richardson

- Looked for clarification in who is “policing the police” with regard to criminal matters vs internal matters. Chief Beach advised all criminal matters are investigated by outside entity. Only internal/non-criminal matters are investigated by supervisors of the department.

Pastor Jackson

- Asked questions regarding availability of technology to be applied to body cameras.
- Expressed concern with the characters of the officers hired vs. compliance with policy and procedure.

Pastor Perez

- Nothing to add

Capt. Collins

- Nothing to add

Lt. Rood

- Nothing to add

Mr. Miller

- Nothing to add

Ms. Grogan

- Nothing to add

The next advisory meeting is TBD.

Advisory Committee Meeting Notes

October 26, 2020

In Attendance:

Chief Kevin Beach

Bruce Harriston

Deputy Chief Kevin Simons

Elder Patricia Brown

Captain David Collins (Zoom)

Pastor Richardson

Lieutenant Sharon Rood (Zoom)

Debbera Grogran (Zoom)

Pastor Heck

Pastor Perez

Topics of Discussion:

- Office of Professional Standards. Deputy Chief Kevin Simons presented the Policy and Procedure of this unit to include functions, internal investigations, and penalties.
- SRO and SSO job duties and functions to include the community impact those units provide.
- Training regarding de-escalation and diversity.

Open discussion greatly focused on internal investigations specifically involving minority races and penalties inflicted on the officers if there is a violation of law or policy and procedure.

We discussed the ability to charge a member of the department criminally and internally and the variety of outcomes for each type of charge.

We closed the meeting with a date to be determined by Chief Beach for the next meeting.

Advisory Committee meeting on November 9, 2020

(4:30pm - 5:30pm)

The following are notes from the advisory meeting that took place on
November 9, 2020 at the YMCA and via Zoom

The Following were present:

<i>Chief Beach</i>	<i>Mike Manuele</i>
<i>Captain Schoff</i>	<i>Bruce Harriston</i>
<i>Lieutenant Rood</i>	<i>Pastor Richardson</i>
<i>Matt Miller</i>	<i>Jeff Heck</i>
<i>Charlie Sexton</i>	<i>Pastor Perez</i>

Captain Schoff

- *Discussed firearms training.*
- *Firearms related policy and procedure*
- *DCJS Rules Vs. Mohawk Valley Police Academy training.*
- *In house qualifications. We talked about the DCJS requirement for eight hours of firearms training annually Vs. Rome Police Departments 16 hours of firearms training annually.*
- *Article 35 (defined)*
- *Reality Based training.*
- *De-escalation tactics and in-service training .*

Advisory Committee meeting on November 30, 2020
(4:30 pm – 6:00 pm)

*The following are notes from the advisory meeting that took place on
November 30, 2020 YMCA, Rome, NY*

The following were present:

<i>Chief Beach - via zoom</i>	<i>Pastor Richardson</i>
<i>Captain Collins</i>	<i>Ms. Deb Grogan - via zoom</i>
<i>Elder Patricia Brown</i>	
<i>Mr. Charles Sexton</i>	
<i>Lieutenant. S. Rood</i>	
<i>Mr. Matt Miller</i>	
<i>Mr. Bruce Hairston</i>	

Capt. Collins

- Explained the Citizen Assessment Surveys are conducted on a quarterly basis and the cases selected are based off of random cases gathered by each shift supervisor as well as the Detective Division.
- Discussed the benefit of the Citizen Survey is to help law enforcement agencies carry out their mission. The effectiveness of the police department depends largely on the relationship it has with the community.
- Explained survey was mailed out and placed on line years ago. Did not receive much participation when mailed out or online.
- Introduced the updated social media policy and discussed how new policy is more restrictive than the old policy.
- Handed out copies of the new social media policy and old social media policy for committee review and input.

Chief Beach

- Elaborated on the importance of the citizen surveys and how they can be used.
- Discussed the need to recognize flaws within the agency policy with regard to social media and how a new policy was created for social media.
- Discussed meeting with Dr. Mark Montgomery and some of his credentials.
- Advised Dr. Montgomery will be working with the police department in certain areas identified for improvement.
- Advised certain union protections in place that protect members from discipline for certain types of behavior that happen outside of a specified time frame.

Mr. Hairston

- Announced frustration felt by community members when police officers are not held accountable for their actions.
- Discussed employers identifying areas of concern prior to the hiring process such as inappropriate behavior on social media or in their personal lives.

Elder Brown

- Discussed the ability of the church to assist in getting citizen surveys out to members of the community.

Mr. Sexton

- Identified area lacking on citizen survey. Suggested certain demographical data added to survey. Advised data would assist in gaining accurate information as to whether certain areas of concern are race related or socio economic related.

Pastor Richardson

- Asked about adding other demographic information to the citizen surveys. Also talked about the ability to utilize churches in reaching the community and obtaining community participation.

Ms. Grogan

- Inquired about the ability to put citizen surveys onto social media platforms such as department website and Facebook. Also inquired about the ability to have a link to the survey added to something such as the Daily Sentinel Newspaper.

Lt. Rood

- Nothing to add

Mr. Miller

- Nothing to add

The next advisory meeting is TBD.

Advisory Committee meeting on December 14, 2020

(4:30pm - 5:30pm)

The following are notes from the advisory meeting that took place on
December 14, 2020 via Zoom

The Following were present:

Chief Beach Mike Manuele
Lieutenant Rood Elder Patricia Brown
Charlie Sexton Pastor Maritza Perez
Debbie Grogan Marilyn Boyd-Hawkins

Chief Beach

- *Discussed body cameras and our in-car cameras. Chief Beach talked about the Watchdog system and the \$130,000.00 start-up costs associated with adding body cameras and media storage. Taking into consideration the 2021 budget year is closed.*
- *Group discussion regarding RPD policy when responding to domestics and securing and returning firearms secured from those domestic incidents.*

Chief Beach and Lieutenant Rood

- *Policy and Procedure*
 - *Training and in-service training*
 - *Discussion on increasing the 2021 training schedule to include additional training on some of the following topics:*

- *Mental health*
- *Reality based training*
- *De-escalation*
- *Sensitivity/diversity training*
- *MCAT*
- *Mental Health*
- *Duty to intervene policy*

Pastor Perez

Pastor Perez asked if we have the ability to provide Miranda in Spanish. Followed by discussions on language interpreter and when Miranda is required.

Advisory Committee meeting on January 14, 2021
(4:30 pm – 6:00 pm)

*The following are notes from the advisory meeting that took place on
January 14, 2021 via Zoom*

The following were present:

<i>Chief Beach</i>	<i>Pastor Richardson</i>
<i>Captain Collins</i>	<i>Pastor Jeff Heck</i>
<i>Ms. Marilyn Hawkins</i>	<i>Pastor Perez</i>
<i>Elder Patricia Brown</i>	<i>Mr. Mike Manuele</i>
<i>Mr. Bruce Hairston</i>	

Chief Beach

- Discussed the Citizen Assessment Surveys and the manner in how to best conduct them. Advised he spoke with Mr. Bernie Hyman with regards to conducting the surveys in different methods, such as door to door, phone solicitations and compute-based platforms. Advised that Mr. Hyman was looking into using interns to assist in best practices on conducting the surveys.
- Advised that Mr. Patrick Johnson was conducting door to door surveys and was waiting for results before discussing further.
- Discussed the benefit of the Citizen Surveys and explained would like to continue having them done quarterly. Advised that surveys were more geared towards community perceptions towards police and the interaction with the community, with the ultimate goal of the police department better themselves based off of input from the surveys.
- Explained the current two biggest topics were body worn cameras and Mental Health Crisis.
- Discussed dash cam videos were the initial investment made by the police department and as time has gone by there have been benefits to both body worn cameras and dash cameras. Would like to potentially have both available for use.
- Advised Rome Police Department is in favor of body worn cameras, but has run into an issue with financing them. Multiple avenues of help such as the County, and City do not currently have the money to fund cameras. The costs would be approximately ¼ million dollars to buy.
- Sought input as to whether the community will support taxpayer dollars going into body worn cameras for the police department and asked if the committee is demanding police to have body worn cameras.
- Advised will continue efforts in seeking ways to obtain body worn cameras. Currently has meeting in place with sales representatives from Watch Guard and AXON. Is exploring the possibility of a lease program that would initially reduce costs.
- Lease program for body worn cameras would cost approximately \$40,000 – \$50,000 per year over a 5-year period. Overall costs for the 5-year period would be approximately \$240,000 - \$250,000 for the 5 years.
- Discussed Crisis issues and MCAT (Mobile Crisis Assessment Team). There have been over 300 mental health related calls each year over the past few years that have required a police response.
- Explained MCAT is severely understaffed at this time. There are only 3 case workers covering both Oneida County and Madison County. After hours only 1 case worker is covering both counties.

- Explained MCAT funding comes from the county and the county currently does not have the funding to support additional staff.
- Discussed working with MCAT and hosting them for mandatory in-service police training.
- Advised that Elder Brown will be working with Capt. Collins on continued training for diversity/cultural awareness. This training will be a mandatory in-service requirement conducted on an annual basis.
- Advised He will be taking part in NAACP focus meeting next Tuesday.
- Advised Deputy Chief Simons is putting together comprehensive plan and the plan will be provide to advisory committee for review.
- Explained there will be town hall meetings taking place to initially review the plan with the public. The plan will eventually be submitted forward to the State in effort to show compliance with the Governors directives on police reform.

Mr. Hairston

- Elaborated on the benefits of body worn cameras stating “win/win situation”. Has positive benefits by protecting the public and police.
- Discussed the possibility of Rome Police seeking assistance with regard to body worn cameras from Community Foundation of Utica and taking pledge for social equity and racial justice fund.

Mr. Manuele

- Inquired about targeted surveys vs random surveys. Stated community needs may be different based off of various parts of the city. An example given was needs of East Rome residents may be different than the needs of West Rome residents, etc.

Elder Brown

- Discussed public perceptions of police being different from each other.
- Discussed better way to conduct survey may be utilizing churches to help facilitate surveys as well as possibility of having an area where people can be ushered to in effort to get max participation on surveys. Example given was having people in front of grocery stores, speaking to the patrons as they enter or exit.
- Inquired about grants to assist in funding body worn cameras for police.

Pastor Richardson

- Discussed possibilities of getting church involved with citizen surveys.
- Explained benefits of surveys if conducted in a door to door type method. Advised how much more personal it is to go door to door to seek input from the community and how door to door interaction is more personal than phone or mail. Door to Door interaction tends to show you are more caring and concerned about what is going on.

Ms. Hawkins

- Nothing to add

Pastor Heck

- Nothing to add

Pastor Perez

- Nothing to add

The next advisory meeting is TBD.

Advisory Committee meeting on February 8, 2021
(4:30 pm – 5:30 pm)

The following are notes from the advisory meeting that took place on February 8, 2021 via zoom

The following were present:

<i>Chief Beach</i>	<i>Pastor Richardson</i>
<i>Captain Collins</i>	<i>Mr. Michael Manuele</i>
<i>Elder Patricia Brown</i>	<i>Ms. Marilyn Hawkins</i>
<i>Pastor Perez</i>	<i>Lt. Rood</i>

Chief Beach

- Announced Watch Guard (Body Worn Camera) will be providing Rome Police Dept. with two body worn cameras for a one-month trial. The trial will help determine how the camera fits to the uniform (need to modify outer uniform for placement), exact storage capacity for the department's specific needs and requirements.
- Discussed obtaining sample policies for body worn cameras. The policies have been obtained from Oneida County Sheriff's Office, Watch Guard, and are currently awaiting sample policy from Utica Police Department. Once all policies are received, they will be reviewed and a comprehensive policy will be developed to meet the needs and requirements of Rome Police Department. Once a policy has been drafted, it will be sent to District Attorney's Office for review. They will provide legal guidance and the policy will be adjusted based off of legal input.
- Discussed the resource guide received by the State of New York concerning the Governors reform plan. Explained to members of the committee that Deputy Chief Simons reviewed the guide "cover to cover" to determine what does and does not apply to Rome Police Department.
- Explained the guide is generic and went out to every Law Enforcement Agency in the State of New York. Not all material applies to all departments. Some departments offer more services than others, example being Yorkville PD vs Buffalo PD.
- Discussed how in depth the RPD plan is compared to other agencies.
- Explained Ms. Grogan's question about the social media policy not listed in the table of contents of our plan. Explained not everything fits in accordance to the guide and was not necessary to attach all policies to the plan. We as a committee covered more in the plan than what the Governor had asked for.
- Discussed that RPD has not received any additional comments about what needs to be added or deleted from the plan. This was a two-week process putting the plan together. This plan will be presented to the council in the same manner.
- The public gained access to the plan at the same time the committee did due to the file size. Avenue for public comment will be explored soon.
- Explained the method of public access is through the RPD Website. Chief Beach was interviewed by the Daily Sentinel and the Observer Dispatch and disclosed the location of the plan.
- Discussed there were requests to edit certain parts of the documents such as typos and titles of individuals.
- Next week will be put out to Common Council
- Idea for tentative Date for public input is 2/24/21

- Explained RPD is currently going through the hiring process. Backgrounds and interviews are being held to fill 8-10 positions. RPD is well ahead of other agencies for hiring.
- Pastor Richardson asked question if RPD was up to staff. Chief Beach explained RPD is not up to staff.
- Explained RPD authorized 76 Officers. RPD currently has 68 Officers. Of those 68, 7 are Recruit Officers in Field Training. This Leaves 61 certified officers. Of those 61 certified officers, three of the officers are away on military orders which leaves RPD with 58 officers working.
- This has not been much of a change from last year.
- Mr. Manuele asked question regarding impact of COVID on RPD.
- Chief Beach Explained there have been 15 employees infected with COVID. Several others were made to quarantine due to possible exposures on the job or their family members.
- RPD was impacted severely over the holiday seasons. Mandatory overtime was utilized to cover all shifts over the holiday seasons due to the impact COVID had on personnel and staffing.
- Explained would like to go back to monthly meetings after next month. Would like the committee to continue to operate after the Reform Plans are submitted.
- Would like to address surveys. Acknowledged this would be a big undertaking. Explained how Bernie Hyman had three types of surveys put out and how he received different survey results on all three. They weren't consistent. As committee we will discuss the surveys and how to best accomplish this task.

Pastor Richardson

- Brief comments on plan and questions relating to staffing levels at RPD.

Pastor Perez

- Nothing to add at this time. Experienced technical difficulties with zoom.

Ms. Hawkins

- Nothing to add at this time.

Mr. Manuele

- Brief comments on plan, minor editing concerns, COVID related questions

Elder Brown

- Acknowledged the upcoming Diveristy/implicit Bias training with RPD, and helping with Citizen Survey

Lt. Rood

- Informed group that Persons in Crisis training to begin in February with MCAT

Capt. Collins

- Nothing to add at this time.

The next scheduled meeting TBD.

Addendum B



Community Advisory Committee

Questions Presented To

ROME POLICE DEPARTMENT

★ A NYS ACCREDITED POLICE DEPT. ★

JUSTICE BUILDING
301 NORTH JAMES STREET
ROME, NEW YORK 13440

Chief's Office: (315) 339-7705
Chief's Administrative Office Fax: (315) 339-7706
Department Communications: (315) 339-7780
Department Fax: (315) 339-7793 Emergency: 911

JACQUELINE M. IZZO
Mayor

FRANK RETROSI, JR.
Commissioner of Public Safety

KEVIN C. BEACH
Chief of Police

KEVIN M. SIMONS
Deputy Chief



What functions should the police perform?

What types of call should the police be dispatched to?

- Crimes?
- MHL?
- Overdoses?
- Domestic incidents?
- Motorvehicle accidents?

What types of calls should be handled by agencies other than the police?

What types of self initiated activities should the police perform?

- Building checks?
- Traffic stops?
- Terry stops for suspicious persons/activities?
- Drug investigations?
- Code violations?

How many officers should be patrolling the City of Rome on a given shift?

- A-lines?
- B-lines?
- C-lines?
- Should there be a desk officer to take walk in complaints?
If so, what hours?

What other units should the police department have?

- Investigative?
- Forensics/ID?
- SRT?
- Community Impact Unit?
- Bike patrol?
- Walking beats?
- K9?
- Juvenile Aid?
- School Resource Officers?
- School Security Officers?
- Sex offender registry/enforcement?

What should the police department budget include?

- Salary and fringes?
- Contracts?
- Supplies?
- Medical care?
- Training?
- Vehicles?
- Equipment?

What equipment should the police department have?

- Firearms?
- Less than lethal?
 - Pepper spray?
 - Taser?
 - Tear gas?
 - Beanbag rounds?
 - Foam baton rounds?
 - Acoustic weapons?
 - Water cannons?
- Vehicles?

What equipment should the police department not have?

See above

How should the police department handle crowd control?

- De-escalation?
- Less than lethal weapons?
- Militarized equipment?
 - Armored vehicles?
 - Grenade launchers?
 - Bayonets?

What tactics should not be used by the police department?

- Chokeholds?
- Bias-based stops, searches, and arrests?
- Quotas?
- Shooting at moving vehicles?
- High speed pursuits?

What law enforcement strategies should be used?

- Summonses vs warrantless arrests?
- Diversion programs?
- Domestic violence home visit programs?
- Hot-spot policing?
- De-escalation?

What community engagement programs should continue or be introduced?

- Shop with a cop?
- Law enforcement day?
- College/High School Internships?
- Shadowing program?
- Citizen advisory committee?
- Rome Rescue Mission support?
- American Red Cross support?
- Special Olympics support?
- Other?

What improvements can be made to the recruitment/hiring process?

What should be considered during the promotional process?

What should be the process for reviewing use of force incidents?

- When should officers be required to report use of force to their supervisor?
- What internal review should be required?
- What external review should be required?
- When should the District Attorney's Office or Attorney General's Office be involved?

How should complaints of misconduct be investigated?

- What do you expect of officers who know of misconduct by other officers?
- How should misconduct be reported by citizens?
- Who should investigate complaints of misconduct?
- How should discipline be given out for those found to have engaged in misconduct?
- How should off-duty incidents of misconduct be handled?
- Should anonymous complaints be investigated, and if so, should they be handled the same?

Should the police department maintain New York State Accreditation?

What police incident and complaint data should be collected?

What data should be available to the public?

Should the police department use video cameras to ensure law enforcement accountability and transparency?

- In-car dash cameras?
- Body cameras?

How can the police department's recruitment efforts be better to increase diversity?

How can the police department encourage youth in the community to pursue careers in law enforcement?

What actions can the police department take to foster continuous development and retention of diverse officers?

What training should the police department mandate for its officers?

- Implicit bias?
- De-escalation?
- Use of force?
- Leadership?
- Communication and social interaction skills?
- Ethics?
- Defensive tactics?
- Crisis intervention?
- Mental health?
- Substance abuse?

What steps can be taken to promote officer wellness with the police department?

- Intervention?
- Crisis counseling?

Are there any other topics the police department should address in its plan development?

Addendum C



MCAT

Meeting Notes

MCAT Zoom Meeting Notes

December 30, 2020

In Attendance: Chief Kevin Beach

Lieutenant Sharon Rood

Kristin Sauerbier MCAT Program Director

Tammy O'Neil MCAT

Group discussion regarding:

- Staffing – MCAT is staffed with 3-5 employees on most days. At times there is as little as 1 person available.
- Communications between law enforcement and MCAT - Both sides need to communicate better to reduce recidivism.
- MCAT services – what they can offer clients regarding mental health services, crisis intervention, and assistance with social services such as housing and food.
- In-service training – we set three dates for MCAT to present training to Rome Police Department. February 24, 2021, March 3, 2021, and March 10, 2021.
- FUNDING!! – MCAT is funding through the county with some grant funding. They do not have enough funding to increase staffing. The staff they do have assists Oneida and Herkimer Counties.
- We spoke about Utica Police Department and MCAT partnership pilot program and the potential for that program to expand.

I received a draft of MCAT presentation for in-service training from Kristin via-email.

Addendum D



Rome Police Department Annual Training Records

GENERAL IN-SERVICE FOR POLICE OFFICERS			
MINIMUM REQUIRED TOPICS	MINIMUM HOURS	ACTUAL HOURS	DATE
LEGAL ISSUES			
USE OF FORCE /DEADLY FORCE/AGENCY POLICY	1 HOUR	✓ 1	#20-03
LEGAL UPDATES	2 HOURS	✓ 2	#20-01
LAW ENFORCEMENT SKILLS			
FIREARMS TRAINING - HANDGUN LIVE FIRE	5 HOURS	✓ 5	#20-06
DUTY HANDGUN - LIVE FIRE 50 ROUNDS (2nd "Q")		1	#20-09
POLICE ON POLICE ENCOUNTERS	1 HOUR		
DUTY SHOTGUN - LIVE FIRE		2	#20-09
DUTY RIFLE - LIVE FIRE		1	#20-09
OTHER WEAPON - TASER	2 HOURS **	Still need	
OTHER WEAPON - PEPPER SPRAY	1 HOUR **	Still need	
KINETIC ENERGY DEVICES - PROJECTILE LAUNCHED	1 HOUR **		
(Impact Munitions - Riot Control / SRT**)	1 HOUR **		
TOTAL			
OTHER LAW ENFORCEMENT SKILLS			
COMMUNITY INTERACTION	1 HOUR	✓ 4	#20-07
EMERGENCY MANAGEMENT - NIMS	1 HOUR	Still need	
INVESTIGATIONS	1 HOUR	Still need	
ELECTIVES	9 HOURS	✓	
Officer Wellness		4	#20-02
COVID Masks Training		1	#20-04
Leave Behind Narcan		0.5	#20-05
Diversity/Descalation		4	#20-07
Defensive Tactics		4	#20-09
TOTAL			
Total annual hours of In-Service Training			

In-Service Training # & Topics		Special Response Team - Training dates / topics	
#20-01	01/08/2020 - 01/29/2020	#20-SRT-01	01/15/2020
Discovery Laws (1)			
Bail Reform (1)			
Search and Seizure (1)		#20-SRT-02	03/04/2020
Legal Updates (1)			
Raise the Age (1)			
#20-02	03/11/2020 - 03/25/2020	#20-SRT-03	6/24/2020
CPR Certification (2.5)			
Officer Wellness Schedule (1.75)			
First Source Credit Union (1.45)		#20-SRT-04	8/12/2020
Financial Advisor (.5)			
#20-03	03/25/2020-07/31/2020		
Use of Force (1)		#20-SRT-05	9/02/2020
#20-04	6/01/2020		
COVID -19 Mask (1)			
#20-05		#20-SRT-06	10/07/2020
Leave Behind NARCAN (.5)			
#20-06	5/27/2020 - 6/16/2020		
Firearms Training (7)		#20-SRT-07	11/18/2020
#20-07	7/7/2020 - 7/15/2020		
Cultural Diversity (2)			
Ethics (1)			
De-Escalation (4)			
#20-08	9/8/2020 - 9/23/2020		
Defensive Tactics (3)			
Firearms (4)			
#20-09	12/2/2020 - 1/13/2021		
Taser (2)			
Pepper Spray (1)			
NIMS (1)			
Police Encounters (1)			

GENERAL IN-SERVICE FOR POLICE OFFICERS			
MINIMUM REQUIRED TOPICS	MINIMUM HOURS	ACTUAL HOURS	DATE
LEGAL ISSUES			
USE OF FORCE /DEADLY FORCE/AGENCY POLICY	1 HOUR	✓ 1	#19-04
LEGAL UPDATES	2 HOURS	✓ 2	#19-01
LAW ENFORCEMENT SKILLS			
FIREARMS TRAINING - HANDGUN LIVE FIRE	5 HOURS	✓ 8	#19-02a
DUTY HANDGUN - LIVE FIRE 50 ROUNDS (2nd "Q")		1	#19-05
POLICE ON POLICE ENCOUNTERS	1 HOUR	✓ 1	#19-07
DUTY SHOTGUN - LIVE FIRE		2	#19-05
DUTY RIFLE - LIVE FIRE		4	#19-05
OTHER WEAPON - TASER	2 HOURS **	2	#19-07
OTHER WEAPON - PEPPER SPRAY	1 HOUR **	1	#19-07
KINETIC ENERGY DEVICES - PROJECTILE LAUNCHED	1 HOUR **		
(Impact Munitions - Riot Control / SRT**)	1 HOUR **		
TOTAL			22
OTHER LAW ENFORCEMENT SKILLS			
COMMUNITY INTERACTION	1 HOUR	✓ 2	#19-08
EMERGENCY MANAGEMENT - NIMS	1 HOUR	✓ 1	#19-01
INVESTIGATIONS	1 HOUR	✓ 1	#19-07
ELECTIVES			
Defensive Tactics		✓ 9	#19-01/#19-03
NIK Testing		1	#19-02
Physical Fitness Test		1	#19-03
Warrants		0.5	#19-07
Policy Updates		0.5	#19-06
Restraint Chair		0.5	#19-07
BTO Recertifications (Individual Officers)		1	#19-09
Protective Masks		1	#19-07
TOTAL			18.5
Total annual hours of In-Service Training			
			40.5

In-Service Training # & Topics		Special Response Team - Training dates / topics	
Department In-service Training dates / topics		Special Response Team - Training dates / topics	
#19-01	01/14/2019 - 04/07/2019 Legal updates (2) NIMS / ICS (1) Defensive Tactics (4)	#19-SRT-01	01/09/2019
#19-02	03/14/2019 - 03/29/2019 NIK Field Test (1)	#19-SRT-02	02/13/2019
#19-02a	05/09/2019-05/30/2019 Firearms Training (8)	#19-SRT-03	03/13/2019
#19-03	07/03/2019-07/31/2019 Physical Fitness Test (1) Defensive Tactics (5)	#19-SRT-04	04/07/2019
#19-04	08/05/2019-08/31/2019 DCJS Use of Force (1)	#19-SRT-04	05/29/2019
#19-05	09/04/2019-09/26/2019 Firearms Training (1) Shotgun/Rifle Training (6)	#19-SRT-05	06/19/2019
#19-06	09/2019 Policy updates (0.5)	#19-SRT-06	07/08/2019
#19-07	10/09/2019-10/30/2019 Taser (2) Pepper Spray (1) Masks (1) Investigations (1) Restraint Chair (0.5) Warrants (0.5) Police on Police Encounters (1)	#19-SRT-07	09/11/2019
#19-08	10/29/2019-10/30/2019 Community Interaction -Harassment/workplace violence (2 hours) presented by Trinity Law	#19-SRT-08	09/23/2019
#19-09	12/20/2019-12/31/2019 BTO Recertifications (1) Ind. Officers	#19-SRT-09	10/23/2019
		#19-SRT-10	11/27/2019

GENERAL IN-SERVICE FOR POLICE OFFICERS			
MINIMUM REQUIRED TOPICS	MINIMUM HOURS	ACTUAL HOURS	DATE
LEGAL ISSUES			
USE OF FORCE /DEADLY FORCE/AGENCY POLICY	1 HOUR	1.5	#18-09
LEGAL UPDATES	2 HOURS	2	#18-01
LAW ENFORCEMENT SKILLS			
FIREARMS TRAINING - HANDGUN LIVE FIRE	5 HOURS	8	#18-03
DUTY HANDGUN - LIVE FIRE 50 ROUNDS (2nd "Q")		3	#18-08
POLICE ON POLICE ENCOUNTERS	1 HOUR	1	#18-01
DUTY SHOTGUN - LIVE FIRE		2	#18-08
DUTY RIFLE - LIVE FIRE		2	#18-08
OTHER WEAPON - TASER	3 HOURS **	3	#18-09
OTHER WEAPON - PEPPER SPRAY	1 HOUR **	1	#18-09
KINETIC ENERGY DEVICES - PROJECTILE LAUNCHED	1 HOUR **	1	#18-05
(Impact Munitions - Riot Control / SRT**)	1 HOUR **	1	#18-SRT-07
TOTAL			
OTHER LAW ENFORCEMENT SKILLS			
COMMUNITY INTERACTION	1 HOUR	**	#18-07 & #18-09
EMERGENCY MANAGEMENT - NIMS	1 HOUR	2	#18-01
INVESTIGATIONS - Warrants	1 HOUR	1	#18-01
ELECTIVES	9 HOURS		
Motorola Radio Updates		1	#18-01
TruNarc Handheld Narcotics Analyzer		4	#18-02
PT Evaluations		2	#18-04
Defensive Tactics		5	#18-04
Crowd Control & Riot Management		4	#18-05
Chemical Munitions		1	#18-05
Naloxone Refresher Training Course - Online		0.5	#18-06
Active Shooter Tactics		4	#18-07
Scenario Based Training		2	#18-07
Tactics Emergency Casualty Care - Refresher		1	#18-07
CPR/AED		3	#18-09
Field Training - Refresher training		0.5	#18-10
BTO Recertification's		1	#18-11
TOTAL REQUIRED = 21	21 / 27	48 / 57.5	

In-Service Training # & Topics	
#18-01 Legal Updates (2) NIMS/Critical Incident Management (2) Radio Updates (1) Off Duty Encounters (1) Warrants (1)	#18-SRT-01 01/10/18 SPTC - Room entries and Clearing Techniques
	#18-SRT-02 02/21/18 PT - Firearms/Sight-ins and Equipment checks
#18-02 TruNarc Handheld Narcotics Analyzer (4)	#18-SRT-03 03/21/18 SPTC - Room entries and Clearing Techniques
#18-03 Firearms Training (8)	#18-SRT-04 04/25/18 PT Evaluations & NYTOA Conference
#18-04 Physical Fitness & Evaluation (2) Defensive Tactics (5)	#18-SRT-05 05/09/18 Firearms qualifications
	#18-SRT-06 06/06/18 PT Evaluations - Woodland Tactics Review
#18-05 Chemical Munitions (1) Less Lethal Impact Munitions (1) Riot Control Techniques (4)	#18-SRT-07 07/17/18 Scenario training / LED preparation/Less Lethal
	#18-SRT-08 07/18/18 Law Enforcement Day - Tactical Demos/exhibit
#18-06 Naloxone Refresher Training - Online Course (.5)	#18-SRT-09 08/08/18 Team Tactics / Movements & Entries - RFA
#18-07 Active Shooter Tactics / Room Clearing & (4) Box Drills - SPTC (2pm to 10pm) (2) TECC - Tourniquet (1)	#18-SRT-10 9/25/18 Firearms qualifications - SRT weapons
	#18-SRT-11 10/10/18 DFAS - Exercise - Team Tactics
#18-08 Firearms Training - Handgun Night Fire Shotgun / Rifle Training	
#18-09 Taser (3) Use of Force - Article 35 (1.5) CPR / AED (2) Sabre Pepper Spray (1)	
#18-10 Field Training Refresher training (.5) FTO's	
#18-11 BTO Recertifications - (1) Ind. Officers	

GENERAL IN-SERVICE FOR POLICE OFFICERS			
MINIMUM REQUIRED TOPICS	MINIMUM HOURS	ACTUAL HOURS	DATE
LEGAL ISSUES			
USE OF FORCE /DEADLY FORCE/AGENCY POLICY	1 HOUR	1	#17-05
LEGAL UPDATES	2 HOURS	2	#17-01
LAW ENFORCEMENT SKILLS			
FIREARMS TRAINING - HANDGUN LIVE FIRE	5 HOURS	5	#17-02
DUTY HANDGUN - LIVE FIRE 50 ROUNDS (2nd "Q")		1	#17-04
POLICE ON POLICE ENCOUNTERS	1 HOUR	1	#17-05
DUTY SHOTGUN - LIVE FIRE		2	#17-04
DUTY RIFLE - LIVE FIRE		4	#17-04
OTHER WEAPON - TASER	1 HOUR	3	#17-05
KINETIC ENERGY DEVICES - PROJECTILE LAUNCHED	1 HOUR **	1	#17-SRT-05
OTHER LAW ENFORCEMENT SKILLS			
COMMUNITY INTERACTION	1 HOUR	1*	#17-01
EMERGENCY MANAGEMENT - NIMS	1 HOUR	1**	#17-01
INVESTIGATIONS	1 HOUR	1***	#17-01
ELECTIVES	9 HOURS		
Juvenile Aid		1*	#17-01
Critical Incident & Scene Management		1**	#17-01
Drug Investigations/SIU		1***	#17-01
NarcoPouch Field Testing		2	#17-01
PT Test		1	#17-02
Firearms Tactics/Transitions to Multiple Targets		2	#17-02
BTO Recertifications		2 Hours - Online	#17-BTO-01
ID Procedures/Protocal/Forms		1 Hour - Online	#17-03
Defensive Tactics		3	#17-05
TOTAL	21	35	
In-Service Training # & Topics			
#17-01 Legal Updates NIMS/Critical Incident Management Drug Investigations/SIU Juvenile Aid NarcoPouch Field Testing		#17-SRT-01 (01/04/17) Physical Fitness Equipment Check - Cold weather gear	
04/03/17 - 05/21/17 #17-02 Firearms Training & Qualifications Whitestown Firing Range - Oriskany, N.Y.		#17-SRT-02 (01/31 - 02/02/17) SPTC Training Course CQT - 01/31/17 ATTS - 02/02 & 02/03/17	
05/22/17 - 07/09/17 No In-service Training Scheduled		#17-SRT-03 (02/22/17) Rome Free Academy - Active Shooter Training Team Development SRT Policy and Procedures	
07/10/17 - 08/27/17 #17-03 (Online) No In-service Training Scheduled ID Procedures - Online Training		#17-SRT-04 (04/26/17) Physical Fitness Test/Evaluation NYTOA Conference/Expo	
08/28/17 - 11/19/17 #17-04 Firearms Training & Qualifications Shotgun & Patrol Rifle OCSO Range - Rome, N. Y.		#17-SRT-05 (05/17/17) Firearms Qualifications #17-SRT-06 (05/31/17) Team Movement Tactics Rappel / Stairways	
11/20/17 - 12/31/17 #17-05 Taser Article 35 / Use of Force Elective - Defensive Tactics Police on Police Encounters - Discussion		#17-SRT-07 (06/14/17) SPTC - Shoot House Team Tactics / CQT / Room Clearing #17-SRT-08 (07/17/17) Equipment Issue Firearm Law Enforcement Day - Prep	
		#17-SRT-09 (07/19/17) Law Enforcement Day	
		#17-SRT-10 (08/02/17) Exercise - DFAS	
		#17-SRT-11 (09/06/17) SPTC - Team Tactics Building Entries & Room Clearing	
		#17-SRT-12 (10/11/17) PT Evaluation High Angle Rope Training / Rappel	
		96 total hours - SRT Training	

GENERAL IN-SERVICE FOR POLICE OFFICERS			
MINIMUM REQUIRED TOPICS	MINIMUM HOURS	ACTUAL HOURS	DATE
LEGAL ISSUES			
USE OF FORCE /DEADLY FORCE/AGENCY POLICY	1 HOUR	1	#16-07
LEGAL UPDATES	2 HOURS	2	#16-02
LAW ENFORCEMENT SKILLS			
FIREARMS TRAINING - HANDGUN LIVE FIRE	5 HOURS	8	#16-03
DUTY HANDGUN - LIVE FIRE 50 ROUNDS (2nd "Q")		1	#16-06
POLICE ON POLICE ENCOUNTERS		1	#16-07
DUTY SHOTGUN - LIVE FIRE		2	#16-06
DUTY RIFLE - LIVE FIRE		4	#16-06
OTHER WEAPON - TASER/BATON/AEROSOL	1 HOUR **	3	#16-07
KINETIC ENERGY DEVICES - PROJECTILE LAUNCHED	1 HOUR **	1	SRT - 8/17/16
OTHER LAW ENFORCEMENT SKILLS			
COMMUNITY INTERACTION	1 HOUR	1	#16-05
EMERGENCY MANAGEMENT - NIMS	1 HOUR	1.5	#16-02
INVESTIGATIONS (SORA Investigations)	1 HOUR	2	#16-02
ELECTIVES	9 HOURS	19	
Tiburon TE/Mobile		8	#16-01
Rescue Mission - Informational		1	#16-02
Administrative meeting with Mayor		1	#16-02
Physical Fitness Evaluation		2	#16-05
DWI Procedures & Testimony		3	#16-05
CPR Re-certifications		3	#16-07
Domestic Violence Update - Online Training		1	#16-04
TOTAL	21		
		Needed	Done
In-Service Training # & Topics			
#16-01 Tiburon updates	SRT - 8/17/16 FA/TD 8 Hours Less Lethal - Kinetic Energy Devices SG/40mm Launched and Hand deployed L/L devices		
#16-02 SORA Procedures & Investigations NIMS / Critical Incident Management Administrative meeting (Mayor Izzo) Rome Rescue Mission - Assistance Overview Legal Updates	#16-01-SUPV 8 Hours Leadership Training Critical Incident Management - Supervisors		
#16-03 Handgun Transition (Glock 21/30)	#16-02-SUPV 4 Hours Shift Procedures		
#16-04 DIR Update - Online			
#16-05 Physical Fitness / Evaluation Community Relations / Interaction DWI Procedures / Testamoney			
#16-06 Firearms Shotgun & Rifle Qualifications 2nd Handgun Qualification			
#16-07 Use of Force / Article 35 Taser/Areosoal Spray re-certifications Police on Police Encounters CPR Re-certifications (RFD/Kohlbrener)			