

ATTACHMENT 5

**SUFFOLK COUNTY POLICE DEPARTMENT
LANGUAGE ACCESS POLICY & PLAN (LAP)**

The following is a summary of the LAP. The full LAP can be viewed on the SCPD website or at any SCPD facility.

Purpose: To ensure all residents are able to access the same level of police service regardless of their ability to speak or understand the English language

- The SCPD has identified the six most common languages spoken by individuals with Limited English Proficiency (LEP): **Spanish, Mandarin Chinese, Italian, Polish, Portuguese and Haitian-Creole.**
- Use of the SCPD's language assistance services will **NOT** be used as a reason to ask a person his/her immigration status.
- The SCPD partners with Latino community leaders and conducts quarterly surveys to obtain feedback on the provision of language assistance services.
- Signs are posted in all SCPD public facilities in the six most common non-English languages, advertising the availability of free interpreters..
- All members of the SCPD have access to Language Line, a 24/7 telephonic interpretation service in more than 200 languages.
- Dual Handset Language Line phones are available in all public SCPD facilities, and 38 sector cars are equipped with Language Line cell phones.
- Language Identification Charts are available at all SCPD public facilities and in all sector cars.
- 911 operators who determine a caller is LEP will ascertain the LEP caller's best language, and use bilingual 911 operators or Language Line to communicate in that language.



- While on patrol SCPD officers who provide services to LEP individuals will determine individuals' best language, using Language Identification Cards if necessary. Officers who are certified as bilingual in the individual's best language will communicate in that language. Officers who are not will use a certified SCPD Interpreter or Language Line.
- Friends, relatives, and bystanders will only be used as Interpreters on a temporary basis in emergency situations.
- LEP individuals who are victims, witnesses, or suspects will be interviewed by a certified SCPD Interpreter or an officer using Language Line. Miranda warnings (Advice of Rights) will be read in a suspect's best language, and statements/confessions will be taken by a certified SCPD Interpreter or Language Line.
- Complaints against any SCPD member shall be taken in an LEP complainant's best language utilizing a certified SCPD Interpreter or Language Line.
- Compliment/ Complaint forms are available on-line and in all SCPD public facilities in the six most common non-English languages. These forms inform the reader that interpretation is available for free, and that a dedicated Spanish language complaint line is also available : **631-775-2077**
- Community Liaison Officers, COPE Officers, School Resource Officers maintain strong relationships with Latino leaders and LEP populations to ensure effective implementation of the SCPD LAP.
- The SCPD Internal Affairs Bureau investigates all language access complaints.
- The LAP is available to the public in all SCPD buildings and on the Department's website.

ATTACHMENT 6



INTERPRETER SKILLS TEST RESULTS REPORT

Name: Rafael Cano	Language/Client: Spanish/Suffolk County Police Dept.	Date: 03/08/2016
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Terminology Score: <i>(minimum of 75% required)</i> 94%	Significant Errors: <i>(maximum of 3 allowed)</i> 2
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Language Proficiency Score: 1=Poor, 2=Fair, 3=Average, 4=Good, 5=Excellent <i>(minimum of 3 required)</i>			
English			
Pronunciation	5	4.75	Other Language
Grammar	5		Pronunciation
Vocabulary	4		Grammar
Overall fluency and expression	5		Vocabulary
			Overall fluency and expression
			4.75

Communicative Skills: 1=Poor, 2=Fair, 3=Average, 4=Good, 5=Excellent <i>(minimum of 3 required)</i>			
Interpretation Skills			
Overall accuracy	4	3.6	Customer Service Skills
Meaning clearly expressed	4		Professional image
Speed and pace	4		Formal manner of address
Repetitions/Clarifications	2		Polite & pleasant voice
Omissions and Additions	3		Clear voice
Factual data	4		Composure
Overall resourcefulness	4		
			4.6

Comments: Mr. Cano demonstrated fluency in both languages with good pronunciation, grammar and vocabulary. He interpreted at an efficient pace and employed good customer service skills as he addressed the Spanish speaker in the appropriate formal manner and spoke in a clear, polite and pleasant voice. He has obtained a passing score on this assessment.

Areas for Improvement: 1) Terminology: Two words were omitted and one was misinterpreted.
2) Significant Errors: One error was for omission and the second error was for change of intended meaning,



INTERPRETER SKILLS TEST RESULTS REPORT

Recommendations: It is advised that Mr. Cano listen more attentively, improve his note-taking techniques and short-term memory in order to retain all the information provided more efficiently and therefore require fewer repetitions and avoid omissions or errors.

LanguageLine AcademySM

CONFERS UPON

Rafael Cano

A CERTIFICATE OF

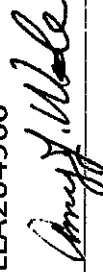
Competence in Language Interpreting English- Spanish

BASED ON SUCCESSFUL PERFORMANCE ON THE INTERPRETER SKILLS TEST

Date: 3/9/2016 • Certificate # LLA204960


Janet Erickson-Johnson

Director, Interpreter Certification


Amy Wade

Director, Training and Testing

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ATTACHMENT 7

POLICE DEPARTMENT, COUNTY OF SUFFOLK N.Y.
ACCREDITED LAW ENFORCEMENT AGENCY
INTERNAL CORRESPONDENCE

TO: Lieutenant Matthew O'Malley, C.O.
Community Relations Bureau

DATE: 6-30-16

FROM: Kathleen Kenneally SGT 1228
Community Relations Bureau

COPY TO: as needed

SUBJECT: Language Assistance Tracking Audit

The undersigned officer audited the Language Assistance Tracking database isolating "L" designated calls from May 23, 2016 through June 23, 2016. A total of 732 calls were dispatched as "L" calls where Communications Section provided language assistance through the use of a Spanish speaking ECO or Language Line Solutions. The following is a breakdown of the Language Assistance Tracking Database "L" designated calls by precinct.

<u>Precinct</u>	<u>Total "L" Calls</u>	<u>Interp provided</u>	<u>Interp N/prov</u>	<u>Unknown</u>	<u>% Language Assist</u>
1 st	129	15	98	16	13.27%
2 nd	82	24	55	3	30%
3 rd	375	51	296	28	13.6%
4 th	25	3	17	5	12%
5 th	54	7	41	6	12.96%
6 th	44	8	36	0	18.8%
7 th	23	4	15	4	17.3%

Community Relations Bureau has notified Patrol Division of the results of this audit period. Additionally, CRB has devised a plan to determine where the breakdown in service is occurring. CRB shall randomly select 911 calls from this time frame where the reporting officer documented that the Victim/Complainant could communicate effectively to determine if the call was improperly designated "L" at the initial 911 call or if the responding officer did not offer or provide language assistance or completed the Language Assistance Tracking incorrectly. At the end of this investigation CRB will make recommendations to improve the level of service provided and the documentation of services provided.

Respectfully submitted,

Kathleen Kenneally SGT 1228/1900

ATTACHMENT 8

LANGUAGE ACCESS - QUALITY OF SERVICE AUDIT

CC # 16-263586

Date of Interview: 7-6-16

Interviewee: PADILLA, NUBIA

Type of Complaint: HARASSMENT

Name of responding Officer: SINGH, VICTORIA RIZZO, ANTHONY

Name of PCS officer or Detective: TOEANO, RICHARD

I am LT. CAND of the SCPD Internal Affairs Bureau. In an effort to monitor the service we provide to the public we are surveying people concerning their contact with our department. Our records show that you called our department on 5-1-16 to report A HARASSMENT. I would like to ask you a few questions regarding the response by our department.

- Were you present when the responding officer arrived on scene? Y
- Were you able to communicate with the responding officer? Y
If not, was language assistance services provided?
 - What type of language assistance service was utilized?
 - Language Line (Y/N) _____
 - Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____
 - Temporary interpreter (which may include bilingual bystander, friends and family of the LEP individual that may be used during exigent circumstances)
Name: _____
Relationship to interviewee _____
- Was the officer professional, courteous, and helpful? Y
- Overall were you satisfied with the uniformed officer who responded? Y
If Applicable
- Were you able to communicate with the investigator? Y
If not, was language assistance services provided?

- What type of language assistance service was utilized?
 - Language Line (Y/N) _____
 - Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____

- Was he professional, courteous and helpful? Y
- Were you advised of the results of the investigation? Y

Comments: INTERVIEWEE WAS ABLE TO COMMUNICATE WITH PATROL AND PCS OFFICER

FINDINGS:

Officer in compliance with R&P _____

Officer not in compliance with R&P _____

LANGUAGE ACCESS - QUALITY OF SERVICE AUDIT

CC # 16-263506

Date of Interview: 7-6-16

Interviewee: GONZALEZ, FRANCISCO

Type of Complaint: DISTURBANCE (LOOSE LOG)

Name of responding Officer: PELCHER, LEE PARDLY, JOHN

Name of PCS officer or Detective: N/A

I am LT. CAND of the SCPD Internal Affairs Bureau. In an effort to monitor the service we provide to the public we are surveying people concerning their contact with our department. Our records show that you called our department on 5-1-16 to report A LOOSE LOG. I would like to ask you a few questions regarding the response by our department.

- Were you present when the responding officer arrived on scene? YES
- Were you able to communicate with the responding officer? Y/N
If not, was language assistance services provided?
 - What type of language assistance service was utilized?
 - Language Line (Y/N) _____
 - Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____
 - Temporary interpreter (which may include bilingual bystander, friends and family of the LEP individual that may be used during exigent circumstances)
Name: _____
Relationship to interviewee _____
- Was the officer professional, courteous, and helpful? Y/N
- Overall were you satisfied with the uniformed officer who responded? Y/N
If Applicable
- Were you able to communicate with the investigator? Y/N
If not, was language assistance services provided?
 - What type of language assistance service was utilized?
 - Language Line (Y/N) _____
 - Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____
- Was he professional, courteous and helpful? Y/N
- Were you advised of the results of the investigation? Y/N

Comments: INTERVIEWEE SPEAKS ENGLISH AND WAS ABLE TO EFFECTIVELY COMMUNICATE W/ OFFICERS.

FINDINGS:

✓ Officer in compliance with R&P _____

Officer not in compliance with R&P _____

LANGUAGE ACCESS - QUALITY OF SERVICE AUDIT

SPANISH SPEAKER

CC # 16-281330

Date of Interview: 7/4/16

Interviewee: MEDARDO MENDEZ

Type of Complaint: CRIMINAL MISCHIEF

Name of responding Officer: ROBERT COZINE #4671/710

Name of PCS officer or Detective: -

I am CAPT. SOTO of the SCPD Internal Affairs Bureau. In an effort to monitor the service we provide to the public we are surveying people concerning their contact with our department. Our records show that you called our department on 5/11/16 to report DAMAGE TO VEHICLE. I would like to ask you a few questions regarding the response by our department.

- Were you present when the responding officer arrived on scene? YES
- Were you able to communicate with the responding officer? Y/N I SPOKE ENOUGH ENGLISH THAT THE OFFICER WAS ABLE TO UNDERSTAND ME.
If not, was language assistance services provided?
- What type of language assistance service was utilized?

- Language Line (Y/N) _____
- Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____
- Temporary interpreter (which may include bilingual bystander, friends and family of the LEP individual that may be used during exigent circumstances)
Name: _____
Relationship to interviewee _____

- Was the officer professional, courteous, and helpful? Y/N
- Overall were you satisfied with the uniformed officer who responded? Y/N IT TOOK A LONG TIME FOR THE OFFICER.
If Applicable
- Were you able to communicate with the investigator? Y/N
If not, was language assistance services provided?

- What type of language assistance service was utilized?
- Language Line (Y/N) _____
- Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____

- Was he professional, courteous and helpful? Y/N
- Were you advised of the results of the investigation? Y/N

Comments: _____

FINDINGS:

Officer in compliance with R&P ✓

Officer not in compliance with R&P _____

LANGUAGE ACCESS - QUALITY OF SERVICE AUDIT

SPANISH SPEAKER

CC # 16-292221

Date of Interview: 7/4/16

Interviewee: JAIMÉ SALAZAR

Type of Complaint: CIVIL DISPUTE

Name of responding Officer: JONELLE JONES #5882/310

Name of PCS officer or Detective: —

I am CAPT. SOTO of the SCPD Internal Affairs Bureau. In an effort to monitor the service we provide to the public we are surveying people concerning their contact with our department. Our records show that you called our department on 5/16/16 to report DISPUTE WITH ATTORNEY I would like to ask you a few questions regarding the response by our department.

- Were you present when the responding officer arrived on scene? YES
- Were you able to communicate with the responding officer? Y/N - I SPEAK SOME ENGLISH AND WAS ABLE TO COMMUNICATE WITH THE OFFICER.
If not, was language assistance services provided?
- What type of language assistance service was utilized?

- Language Line (Y/N) _____
- Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____
- Temporary interpreter (which may include bilingual bystander, friends and family of the LEP individual that may be used during exigent circumstances)
Name: _____
Relationship to interviewee _____

- Was the officer professional, courteous, and helpful? Y/N
- Overall were you satisfied with the uniformed officer who responded? Y/N

If Applicable

- Were you able to communicate with the investigator? Y/N
If not, was language assistance services provided?
- What type of language assistance service was utilized?

- Language Line (Y/N) _____
- Use of bilingual officer/member or Department Authorized Interpreter
Name/rank/shield: _____

- Was he professional, courteous and helpful? Y/N
- Were you advised of the results of the investigation? Y/N

Comments: _____

FINDINGS:

Officer in compliance with R&P ✓

Officer not in compliance with R&P _____

ATTACHMENT 9

**Police /Community Outreach Committee
2016 Second Quarter Meeting – 05/18/16**

On May 18, 2016 the Suffolk County Police Department facilitated a meeting between SCPD police officials and influential community leaders representing the Latino Community. The meeting was held at Touro Law School in Central Islip. The following individuals attended:

Lt. Matthew O'Malley
Sgt. Kathleen Kenneally
Sgt. Christopher Love
Det/Sgt. Debora Gagliano
PO Lara Corbett
Adriana Lopez-Suffolk County Attorney's Office
Jason Starr- NY Civil Liberties Union
Joselo Lucero-Hagerdorn Foundation
Sandra Dunn- Hagerdorn Foundation
Irma Solis-Community Advocate
Foster Maer-Latino Justice
Cristina Ceron-SEPA Mujer
Dulce Rojas- SEPA Mujer
Cheryl Keshner-Empire Justice Center & LILAC
Walter Barrientos- Make the Road NY
Maria Gabriela Andrade- Make the Road NY
Michelle Caldera-Kopf- Suffolk County Legal Aid Society
Maryann Slutsky- Long Island Wins
Gabriela Castillo- Long Island Civic Engagement Table
Alejandra Sorto- Long Island Civic Engagement Table
Michele Lynch-1199 SEZA & LIIA
Monica Digiandomenico-DOJ **Observer Only**
Lloyd Joe-DOJ **Observer Only**

The meeting began with **Lt. O'Malley** apologizing for the Commissioner's absence due to a legislative meeting running late, introducing himself and providing updates on issues from the Feb 2016 meeting. **Lt. O'Malley** referenced the Bureau's name change: Community Response is now Community Relations Bureau and the Department's organizational chart was distributed. **Lt. O'Malley** discussed the Trump event in Patchogue, the significant role of CLO's and the positive message it sends to the community. **Lt. O'Malley** emphasized the Police Department's focus on community outreach/community relations.

Lt. O'Malley shared the following data on Language Line usage:

<u>Month</u>	<u>Minutes Used</u>
Jan 2016	615
Feb 2016	638
March 2016	768
April 2016	752

Cheryl Keshner inquired about the Department's use of Language Line and which languages require interpretation services. **Lt. O'Malley** explained that unsurprisingly, the overwhelming majority of the need for interpretation assistance is for Spanish, and the Department should see an increase in the use of Language Line as more officers receive Language Access training. **Lt. O'Malley** will provide a breakdown of the above four months as to which other languages were represented.

Lt. O'Malley mentioned the Department's policy on ICE notifications is still a work in progress and the Department is considering modeling our policy after the NYPD. **Jason Starr** mentioned future ICE raids and the fear it creates within the Hispanic community, and asked that PD notify the community (via website and community meetings) that SCPD is not affiliated with ICE. Additionally, **Sgt. Love** distributed the draft of the R&P Section dealing with ICE notifications. Questions were asked about both the NY State Police and Suffolk County Sheriff's Office policies on ICE notifications. **Lt. O'Malley** explained that the Sheriff's Office is an entirely different organization. **Lt. O'Malley** said he would reach out to both Departments' to ask their policy.

Foster Maer inquired about traffic stop data and racial profiling. He stated that there is a benchmarking problem. **Sgt. Love** stated that raw data is currently available on the Departments website. **Sgt. Love** stated that supervisors can review officer's activity. The Department has a new statistician and analyst to improve the t-stop data program that will be available on or about July 2016. The current data that is captured on t-stops is not reflective of specific offenses. The disposition of the car stop is captured, however not the reason for the search or the reason for the stop. The VTL section is referenced for each t-stop. **Sgt. Love** also mentioned that t-stop data is looked at for those officers who receive numerous complaints. Currently, Supervisors can't compare data to determine if an officer is biased, they can only use it in response to a complaint. **Foster Maer** also inquired as to the discipline officers receive if they are found to be bias as many of his clients continue to receive summonses and have to pay large fines. **Foster Maer** also referenced the April 2016 DOJ report (page 7) with regards to initiating traffic stops and finding contraband and how soon does the Department expect to have a meaningful assessment of t-stop data according to DOJ. The committee was also concerned Sheriffs may be biased during traffic stops and what is the policy of State Troopers. **Foster Maer** continued to express his frustration as to how long the creation and analysis of a working T-stop data program has taken.

Lt. O'Malley and **Sgt. Love** both acknowledged that there have been many issues in building the T-stop program since the beginning but expressed confidence that the changes being made to the program now will make for a much more complete system that will allow for better analysis of the data.

The Department is still working on a condensed version of the Language Access Plan for the public that is user-friendly. **Sgt. Kenneally** asked the advocates for their input and referenced a comic book type bulletin she received from a community advocate. The Department may use this as a guide but was concerned it would offend the Hispanic Community. **Foster Maer** said we should call the comic flyer "Graphic Arts" to avoid offending the public. **Sgt. Kenneally** also mentioned this condensed LAP would be distributed at to the public during community outreach, such as Vamos Hablar, Community Meetings, etc.

Jason Starr recommended the Department create a training/refresher video on Language Access and we contact **Lt. Espinoza** in the Community Affairs Department of Nassau County PD. **Lt. O'Malley** stated

that we can work with the Academy to develop a video. **Jason Starr** highly recommended the use of speakers with personal experience to help illustrate the effects that bias can have on individuals.

Sgt. Kenneally mentioned utilizing the televisions that are currently in the precinct lobbies as a way to display the Language Access Plan, signage, and updated forms for the public. We can put a ticker on the bottom and display current forms and community events. The Department has hired two interns who will work with IT to redesign our entire website and it will resemble the county website.

Lt. O'Malley discussed Immersion programs and the current certification testing process **Cheryl Keshner** mentioned we should look into Cevallos re: training. **Cheryl Keshner** further stated that she will refer a Spanish language teacher/consultant, to confer with on language training.

Cheryl Keshner inquired about the county compliment/complaint form and whether the Department will utilize the county form. **Sgt. Kenneally** stated that we have our own form and utilizing both would cause confusion as well as send the same complaint to two different investigating authorities.

Lt. O'Malley discussed the next recruit class and reviewed the hiring process. The last police test was given in May and to date 1500 letters have been distributed to applicants. 200 of those letters were sent to applicants off the Spanish list. **Jason Starr** and **Foster Maer** requested demographics on the next recruit class; however that data will not be available until the orientation process has been completed. They then asked for the demographics of the last class that graduated in April 2016. **Sgt. Kenneally** provided the advocates with orientation dates: May 23rd - May 25th @ 6pm at the Academy. Fraternal organizations have been invited to attend. **Lt. O'Malley** stated that the Department hopes to yield 175 applicants from this process, and that 10% of the class will be hired from the Spanish test. We are unable to determine the final class size for the next recruit class and anticipate a start date in fall 2016. **Sgt. Kenneally** stated the recent graduating class is completing field training and the bilingual officers who took the Language Certification test scored very well. The PPO's spent two days on field training riding with a CLO and COPE.

Sgt. Kenneally discussed the success of Police Week 2016.

Jason Starr requested that we **not** send him forms in PDF version. He again mentioned the concern about possible ICE raids and asked that PD notify the Hispanic community (via website and community meetings) that ICE is different than the SCPD and we have a different function.

Jason Starr inquired about implicit bias training video. **Sgt. Kenneally** stated that DOJ is going to assist with a train the trainer class, once they complete their program. The Department is working to identify the best officers to conduct the training. **Jason Starr** suggested community members attend the training and consider incorporating interviews with Latino community members into Language Access Training. **Foster Maer** referenced the DOJ report regarding their assessment that academy training officer was inefficient. **Lt. O'Malley** explained that several changes were immediately made to the academy program that fixed the deficiencies in the report.

Foster Maer inquired about Sgt. Mamay getting promoted to Lt., referenced civil service laws and was concerned that nothing is being done to address this issue. **Lt. O'Malley** and **D/Sgt. Gagliano** both mentioned there is an active IAB investigation. **Foster Maer** was concerned that the probationary

period of Lt. Mamay would expire prior to the completion of the Internal Affairs investigation. He views the reported actions as a possible discriminatory hiring practice.

Irma Solis inquired about the Department's policy on advocates accompanying victims/complainants during interviews. **Lt. O'Malley** stated that the Department does not object to this, as long as it does not breach confidentiality. The Department is currently working with the Detective Division to elicit input and create a policy that is appropriate to address this issue.

Walter Barrientos referenced a missing person's case involving a Hispanic female that was handled by the Third Squad and numerous concerns with how it was handled even after Commissioner Sini was contacted.

- The parents of the m/p had needed language assistance; none was provided
- The Detectives had other minors interpreting for the parents and even would leave messages for the parents in Spanish but then only speak to them in English once at the precinct.
- Detectives told parents to call 911 for updates on the case
- Detectives never transferred case to special victims even after there was evidence of sexual activity
- Mother of m/p not allowed in interview room with m/p, only father was.

Another advocate mentioned a separate incident that occurred in the 3rd precinct, in which her Hispanic client/victim was questioned in the precinct lobby. There was no follow up or referral for community resources. The concern was that in both instances, Language Access policy was not adhered to. The advocates inquired about what policies are in place to ensure these behaviors are not acceptable. **Walter Barrientos** stated that he was in contact with Captain Soto of IAB about these cases and would be meeting with her for follow up.

Sgt. Kenneally stated that she attended supervisory school to discuss Language Access. **Lt. O'Malley** mentioned the VIPER program and the ability to discuss Language Access and other training issues at precinct inspections via teleconference.

Irma Solis inquired about Hispanic clients making a complaint and how they are notified regarding the outcome of the case. **D/Sgt. Gagliano** stated that once IAB receives a complaint, the complainant receives a letter and an officer is assigned to the case. Cases can last anywhere from 1-2 months up to a year. **Irma Solis** and other advocates want to reinforce to their clients they should keep filing complaints and a time frame for resolution. A flow chart was requested by the group that illustrates the steps of an Internal Affairs investigation and when the complainant and/or advocate should expect to be contacted.

Foster Maer expressed his concern as to the absence of hate crimes reported against Latinos. He believes that there are hate crimes occurring but may not be being reported. **D/Sgt. Gagliano** explained the differences between Hate Crimes and Hate Incidents. **Jason Starr** requested data on Hate Crimes. **Lt. O'Malley** emphasized the outreach efforts of the Police Department to the Latino Community to urge them to report incidents. **Lt. O'Malley** asked that all of the organizations present aid the Department in relaying this message to their clients.

Cheryl Keshner wanted an update on headsets. **Lt. O'Malley** stated that we now have 30 head sets, available for use at community meetings, however to hire an interpreter would cost \$600 per meeting. **Sgt. Kenneally** inquired as to whether the Hispanic community required simultaneous interpretation or consecutive interpretation, and do the advocates know of any community members that can assist us with interpreting. The advocates stated the Hispanic community doesn't want to feel like they are being spoken to at these meetings; they want to be part of the conversation.

An advocate inquired as to whether or not consular notifications and immigration status questions are part of the arrest process. Sgt. Love explained that all arrestees are asked about their citizenship and immigration status. He also explained about mandatory consular notifications vs. notifications by request.

Data/Documentation requested by advocates for next meeting:

- Hate Crime Statistics involving Latinos
- IAB flow chart
- Language Line usage (broken down by language)
- Detectives use of language line
- State troopers and Sheriff's Dept. policies on t-stop data
- Demographics of April 2016 academy class

The meeting concluded with Lt. O'Malley providing his contact information and thanking all of the participants for attending and the Department will follow-up on any questions and concerns.

The next meeting is scheduled for July 13, 2016 @ 3:00pm.

Police /Community Outreach Committee
First Quarter 2016– 02/24/16

On 02/24/16 the Suffolk County Police Department facilitated a meeting between the SCPD police officials and influential community leaders representing the Latino Community. The meeting was held at Touro Law School in Central Islip. The Following individuals attended:

Police Commissioner Timothy D. Sini
Chief Stuart Cameron
D/Lt. Robert Donohue
D/Sgt. James Brierton
Sgt. Kathleen Kenneally
Sgt. Christopher Love
PO Lauren Ventura
PO Lara Corbett
Maryann Slutsky-Long Island Wins
Guisela Marroquin-NY Civil Liberties Union
Martha Maffei- Sepa Mujer
Irma Solis– Make the Road NY
Foster Maer-Latino Justice
Eva Nieves-Empire Justice Center
Jason Starr – NY Civil Liberties Union
Christine Gaudio – Suffolk Legal Aid
Cheryl Keshner – Empire Justice Center
Pat Young-CARE CEN

The meeting began with Police Commissioner Sini welcoming all of the members of the Latino Police Committee and with introductions of all participants. Commissioner Sini also reminded all of the participants about his commitment to community policing and enhancing relations between the Police Department and the Community throughout Suffolk County.

Jason Starr began the meeting by requesting updates on old issues. **Cheryl Keshner** brought up the issue of language access and stated that she has received the updated LAP and wanted to check on translation of policy. She was advised that the policy has been sent out for translation. Additionally, **Cheryl Keshner** reported issues with the website; particularly links to documents were not consistent throughout the website. These issues will be sent to IT and corrected. Lastly, **Cheryl Keshner** stated that the language chart sign at HQ was not properly displayed. Cheryl was advised that this issue has been corrected and that CLO's will update signage as needed.

Jason Starr brought up previous issue of language training protocols Department wide language access policy training. Sgt Kenneally stated that the Hate Crimes/Language Access block would resume on Monday with changes as per DOJ such as, "hands-on" and interactive role play. **Chief Cameron** stated

that the Department followed suggestions from DOJ to modify the training and sent two representatives to Connecticut for Train the Trainer (Sgt Kenneally & Sgt McKillop).

Jason Starr requested that the public receive a condensed version of LAP for easier comprehension and that a final copy of the Language Access Plan be sent to all meeting participants.

Irma Solis inquired about the budget for the LAP and language line. She had concerns the Department was advising officers to limit their use of Language Line because of cost concerns. **Sgt. Kenneally** discussed that the Department is encouraging officers to use Language Line whenever they may need to complete an interpretation. **Jason Starr** requested a quarterly report on Language Line usage. **Cheryl Keshner** inquired about the county compliment complaint form and was advised that the Police Department has their own form that is available in English in Spanish in each precinct and will be amended to include language access concerns.

Christina Gaudio from Legal Aid inquired about the Department's arrest policy regarding non-US citizens and persons with dual citizenship as well as ICE notifications. She received the final draft on our policy and feels that the current policy can create major problems in the community such as holding persons for minor offenses. Christina suggested we look at NYC policies as a guideline. **Commissioner Sini** stated that we can research policies in similar jurisdictions and that the Department is open to policy change. The Department is open to making policy more progressive and evaluating our options.

Jason Starr brought up the topic of third party complaints to which **Irma Solis** mentioned she assisted a Hispanic complainant at the 6th precinct and the detective would not allow her to stay in the interview room while Detective was taking statement from complainant. **Sgt. Love** mentioned that R&P 5.2 addresses 3rd party complaints and this policy has been in effect for 3-4 years and is compliant with DOJ standards. Chief Cameron added that officers are required to get yearly training for at least three years and added that this training should help address these issues. **Irma Solis** suggested a General Order relating to the procedure of handling third party complaints.

Jason Starr inquired about immersion programs and suggested Rosetta Stone. **Sgt Kenneally** stated that the Department is looking into immersion schools for our officers. Christina also suggested that the Department look into hosting an immersion training program with language tutors at the academy. **Cheryl Keshner** will send out inquiries as to possible training.

Christina Gaudio inquired about what advocates can do when they feel they or someone else is not being treated properly by an officer. **Chief Cameron** mentioned that advocates and citizens can ask to speak with a desk Sgt at the precinct if they feel they are being treated unfairly or that they can call internal affairs. The internal affairs telephone number was provided.

Commissioner Sini discussed recruitment and the makeup of the new class: 193 officers hired off the main list, 23 from the Spanish list, 2 are military. The Commissioner invited advocates to attend the live lottery (3,800 applicants) on March 4th. He also states that the County Executive has not yet made the

decision on size of next class. **Chief Cameron** invited all associations to assist in the hiring process: Hispanic Society, Guardians, Women's Society, Asian Jade etc. He also mentioned that the Police Entrance Examination is offered every 4 years although we will continue to recruit on a regular basis. **Jason Starr** mentioned we need pipeline programs and reach out to African American communities. Chief Cameron welcomed suggestions for designing 2019 recruitment campaign to create a qualified pool of candidates. Jason Starr mentioned Federal money coming from President's task force for African American males-"My Brother's Keeper". **D/Lt. Donohue** mentioned that Dr. Alan tutored 25 minority candidates and of that 25, 21 scored 90 or above on the entrance examination. Dr. Alan worked with students on reading and comprehension.

The Commissioner shared the following data on SCPD applicants:

TOTAL APPLICANTS%	% with grade 95+
4.81% African Amer	74.1% Caucasian
1.81% Asian	16.6% Hispanic
17.3% Hispanic	5.8% African Amer
21.1% Female	1.7% Asian
26.9% Caucasian	1.8% Other

Sgt Kenneally mentioned recruitment for crossing guards, 1st and 3rd pct and need for minority recruitment. Advocates mentioned that Leadership should be more reflective of population of minorities/diversity. Commissioner Sini stated that Internal Affairs and Community Response Bureau will become a stepping stone for promotions.

Foster Maer inquired about Sgt. Mamay getting promoted to Lt., after he allowed an applicant to take a 3rd agility test which is a violation of Civil Service policy. Commissioner Sini stated that there is an active IA investigation and the Department can still discipline and roll back his promotion dependent upon the outcome of the investigation. The Department did not want to show prejudice pertaining to an active investigation.

Foster Maer also inquired about traffic stop data and racial profiling. He spoke about disparity on traffic stops in reference to African Americans/Hispanics vs. white motorists. He stated that there is a benchmarking problem. **Chief Cameron** addressed t-stop data by stating that the Department required officers to complete traffic data after stopping a motorist. The Initial benchmark was census data, but DOJ stated that it was not representative of low income communities due to the fact the use of public transportation. We have to identify officers that work in the same car/sector to see patterns. There are ongoing concerns about the benchmark and the Department must ensure that it is a valid tool to capture information such as race against disposition. **Sgt. Love** also mentioned that we need a statistician to do an analysis of T-stop data. Jason Starr requested that the Department make the analysis available publicly and get ahead of up and coming legislation. He stated that he will keep mining resources on benchmark. **Commissioner Sini** stated that giving licenses to undocumented individuals is state level policy.

The group mentioned concerns about **Internal Affairs (IA)** and backlog of cases. Commissioner Sini stated that IA gets 180 days to complete all cases. He would like the public to know that that IA takes all cases seriously. The Department now has the appropriate staff in place in IA; 1 Star Chief, Inspector, 3 Captains (1 is Spanish speaking), Investigators (1 is Spanish speaking). IAP Pro Software is used to pick up patterns and trends. The idea is to make trends more apparent. We have been using this but not to our fullest potential and we need to use the IAB software to be proactive. IAB also responds to scenes involving use of force such as an officer involved shooting. IA will respond with homicide to ensure proper investigation is being handled throughout. IA also investigates cases involving any use of non-lethal use of force.

Sgt Kenneally mentioned the purchase and distribution of reflective vests and the use of arm bands and headlights or bicycle lights for eastern towns with a large number of bicyclists. Sgt. Kenneally requested that advocate groups assist us with distribution. Also, we are trying to purchase 10 bicycles to give away.

Advocates requested information regarding countywide police services. They also inquired about CPS referrals and were informed that CPS sends notifications to SVU.

Sgt Kenneally informed the group that 12 officers countywide are trained in Car Seat Installation and that appointments are made for installation.

Additionally, **Martha Maffei** from Sepa Mujer praised our Department and mentioned that Det. Draiss handled a Domestic incident professionally.

Sgt Kenneally will follow up with the Police Academy to check on the status of the video regarding how to properly report cases of Domestic Violence.

The meeting concluded with Commissioner Sini thanking all of the participants for attended and for their suggestions. The Commissioner stated that all suggestions will be considered and that the Department will follow-up on any questions and concerns. ***The next meeting date set for April 13th @ 3pm has been rescheduled for May 18, 2016 @ 3pm.

ATTACHMENT 10



POLICE DEPARTMENT, COUNTY OF SUFFOLK, NY
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER 15-61

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY EDWARD WEBBER POLICE COMMISSIONER	SIGNATURE	
SUBJECT/TOPIC/TITLE POLICE MISSION			
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT	SECTION CREATED 06/01/92	DATE EFFECTIVE 11/02/15	DATE AMENDED 11/02/15

RULES AND PROCEDURES

CHAPTER 1: TITLE: ORGANIZATION AND PHILOSOPHY OF THE DEPARTMENT

SECTION 1: TITLE: POLICE MISSION

I. PURPOSE

To describe the organization's mission and to identify the goals of the organization.

II. POLICY

A. The mission of the Suffolk County Police Department is to provide and maintain a safe environment for every person in Suffolk County regardless of that person's residency or immigration status. If individuals believe that they cannot come forward to report a crime or that they cannot freely cooperate with law enforcement because of their immigration status, the mission of the Police Department and the safety of all residents are compromised.

B. The Department recognizes that the ability of the police to perform their task is dependent upon public approval of their existence, actions, behavior, and on the ability of the police to secure and maintain public respect.

C. Every member of the Service acknowledges his or her obligation to treat all persons with dignity and respect; to provide professional services by rendering aid to those in need; to provide an environment free from fear, bringing to justice those who violate the law, and protect all persons and property in accordance with legal and ethical standards.

D. Every member of the Service acknowledges his or her obligation to treat all victims and witnesses with courtesy, sensitivity, compassion and dignity.

1. Victims and witnesses shall be provided a safe, friendly and supportive environment while interacting with members of the Department.

2. The Department shall permit victims and witnesses to enlist the assistance of any advocate of their choice during any stage of their interaction with the Department, including the initiation of contact.

a. The Department recognizes that some individuals may be reluctant to contact the police directly, and is committed to receiving non-party/third party complaints and acting upon them to the extent permissible by law.

b. The Department acknowledges the preeminent rights of the victim throughout the criminal justice process and reserves discretion to advise victims/witnesses if their chosen advocate engages in conduct which subordinates those rights or threatens to compromise the integrity of the investigative process.

DE. The Department core values and guiding principles are:

1. Vision - Provide professional police services to all, and prohibit all acts of Biased-Based Policing.

2. Mission - To serve and protect, while enforcing the law with impartiality, respect, and compassion.

3. Goal - Protect the lives and property of all people we serve.

4. Guiding Principles - The following guiding principles assist us in maintaining our focus on our mission and vision:

a. Integrity - The Suffolk County Police Department pledges the highest standards of ethical behavior by all its members.

b. Professionalism - Suffolk County Police Department employees will act professionally when

interacting with each other and members of the public.

c. Respect - Members of the Department will treat everyone with dignity and respect.

d. Knowledge - Members of the Department will be provided with continuous training throughout their careers. They will be supported in the pursuit of knowledge.

e. Standards for performance - The following Standards for Performance are referred to as the "Five E's" and should be embraced by all Department members.

(1) *Energy* (Vigor - Work Ethic)

(2) *Enthusiasm* (Lively Interest & Passion for the police profession)

(3) *Efficiency* (Acting Effectively - Working Smart)

(4) *Effectiveness* (Producing Results)

(5) *Ethics* (Doing the Right Thing)

III. DEFINITIONS

A. Biased-Based Policing - is synonymous with "discriminatory policing" and means selective enforcement or non-enforcement of the law, including the selecting or rejecting of particular policing tactics or strategies, based upon an individual's race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity. Biased-Based Policing does not mean using any trustworthy information, relevant to the locality and timeframe, to identify a person of a particular race, ethnicity, national origin, age, gender, religion, sexual orientation, or gender identity in a reliable and recent suspect-specific description.

IV. REFERENCES

N/A

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

N/A

VII. ACCREDITATION

A. NYSLEAP 1.1

VIII. INDEX

Bias-Based Policing - 1/1

Mission Statement - 1/1

Values Statement - 1/1

END