



Village of Canastota

POLICEREFORM

& Reinvention Plan

**A Plan to Reform, Modernize, and
Reinvent Law Enforcement and Policing
in the Village of Canastota**



Village of Canastota

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Mayor

Police Chief

February 17, 2021

Residents of Canastota:

The Village of Canastota Police Reform and Reinvention Plan was formed with the goals of improving and reforming policing, building on efforts already underway throughout the country, and meeting the requirements of Executive Order No. 203 issued by Governor Andrew Cuomo. The concepts in the plan were driven by the community survey and discussion by the community group developed for this plan. This committee consisted of Village administration, elected officials, the Police Chief, School Superintendent, School Board president, representation from our food pantry, and concerned citizens.

Throughout the process, we have worked to find ways to advance the Police Department in the Village of Canastota and factor in the wants and desires of the community. A main message consistently brought up through the survey and the committee was a desire to see the Police more engaged in the community. This engagement should not be through emergency calls, but rather interactions that show positive support by the Police to the community, from the children up.

The interest in being more community driven, among other goals, is contained in this plan. This plan is intended to be a tool that the Village uses to move forward throughout the next year. This plan will outline ideas and concepts for the Police moving forward.

We want to thank everyone who provided their feedback and participated in this process. This effort is for the benefit of the entire community and we hope that, as we all move forward, we can continue to keep the meaning and purpose of reform in our hearts and minds. Together, we can and will better our community.

Sincerely,

Rosanne Warner

Jenn Farwell

Chief James Zophy

Mayor

Village Administrator

Police Chief

Acknowledgments:

The success of the Village of Canastota Police Reform and Reinvention Plan is owed to the community partners who were involved in the effort to build a safer and more equal Village. These community members took time out of their day to meet with Village representation to review community feedback, read drafts of plans and work hard to make their community and homes a better place.

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Executive Summary:

The Village of Canastota Police Reform and Reinvention Plan was formed with the goals of improving and reforming policing, building on efforts already underway throughout the country, and meeting the requirements of Executive Order No. 203 issued by Governor Andrew Cuomo. Executive Order No. 203 was issued on June 12th in response to the tragic killing of George Floyd and the awareness that the death brought to the racial injustices and outcries for reform. This order required local governments with police agencies to engage the community in a reform effort to “eliminate racial inequalities” by reforming and modernizing police procedures, strategies, and tactics to meet those ends. The process is a requirement, with a plan for reform submitted to New York State by April 1, 2021, or to risk the loss of State Funding.

The process was outlined in the guidance that was released in August of 2020. The guidance specifies the general expectations as:

- “Review the needs of the community served by it’s police agency, and evaluate the department’s current policies and practices;
- Establish policies that allow police to effectively and safely perform their duties;
- Involve the entire community in the discussion;
- Develop policy recommendations resulting from this review;
- Offer a plan for public comment;
- Present the plan to the local legislative body to ratify or adopt it, and;
- Certify adoption of the plan to the State Budget Director on or before April 1, 2021.”¹

The Village of Canastota went through the processes and the concepts in the plan were driven by the community survey and discussion by the community group developed for this plan. This committee consisted of Village administration, elected officials, the Police Chief, School Superintendent, School Board president, representation from our food pantry, and concerned citizens.

A main message consistently brought up through the survey and the committee was a desire to see the Police more engaged in the community. This is not on emergency calls, but rather interactions that show positive support by the Police to the community, from the children up. Due to that, some of the main action items in the plan include:

¹ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

Action Steps Regarding Police in the Community:

- Increase interactions with the Special Patrol Officer (SPO) and students in the schools. This includes educational programming on safety, drug use, and more
- Increase non-emergency presence in the schools: patrol officers visiting the school to eat lunch with the youth, answer questions, etc
- Increase presence at recreational events to show support for the community teams and interact with the community
- Increase visibility of the Police Leadership (Chief and Sergeant) by having “coffee with cops” style events where residents can ask questions and have conversations with the police
- Engaging the school in the micro-credentialing program to start working with youth interested in law enforcement at a younger age

Another area where an emphasis was placed on changes and action steps was officer training, officer wellness, and management. This is an area that has come to light across the country as a weakness. Our leadership team will be working to review all policies and procedures and ensure up-to-date and accurate information, as well as establishing a new set of standards. Some of the main action items regarding that were:

Action Steps Regarding Training, Wellness, and Management:

- Set up a more rigorous method of officer evaluations done more consistently
- Establish training goals for each officer based upon their evaluations, special interests, and on-going trends
- Establish a more clear “check-in” process between the leadership and the officers after traumatic events to ensure wellness
- Increase training requirements to include more on implicit bias, mental health cases, de-escalation, and more

In 2020, the Village invested into a new website to increase its communication to the community. In February of 2021, the Village passed a Social Media Usage Policy to continue that increase in communication. The intention is to increase transparency and information to the residents. Throughout the next year, the Village will continue to keep the community updated as changes are made. Updated policies will be put on the website and the website will act as a conduit of understanding for our residents to have a clear definition of who our police are, what their functions should be, and their mission.

Introduction and the Process of Collaboration:

On June 12, 2020, Governor Andrew Cuomo signed Executive Order No. 203: New York State Police Reform and Reinvention Collaborative. The order mandates a process and creates impetus at a local level “to eliminate racial inequities in policing, to modify and modernize policing strategies, policies, procedures, and practices, and to develop practices to better address the particular needs of the communities of color to promote public safety, improve community engagement, and foster trust.” The order provides that, to remain eligible for future state funding, law enforcement agencies must adopt a plan and local governments must certify said plan by April 1, 2021. The plan must meet the requirements of the Executive No. 203.²

On June 16th, President Donald Trump signed his own Executive Order on Safe Policing for Safe Communities. Among other things, this order required that there be a federal database that would track: terminations, de-certifications of law enforcement officers, criminal convictions of law enforcement officers for on-duty conduct, civil judgments against law enforcement officers for improper use of force, and instances where a law enforcement officer resigns or retires while under active investigation related to the use of force.³

In July of 2020, a Gallup poll was completed that said that 58% of all Americans believe major changes are needed to make policing better. A small minority, six percent, believe no changes are needed to the policing techniques and procedures.⁴ Across the country, citizens marched for reform in the police departments. In Canastota, residents marched for reform. On June 1, 2020, a group of Canastota residents and surrounding community members marched silently through the downtown, joined by the Canastota Police Chief. This department has stood behind and supported the movement of Police Reform and the Chief, with almost 30 years in law enforcement, said “it doesn’t take a civilian to see what happened to Floyd was wrong.”⁵

In response to the tragedies across the nation, the recognition of a need for change, and the above orders, the Village of Canastota brought together police leaders, community leaders, elected officials, and concerned citizens to form the Village of Canastota Police Reform Committee. This committee met and solicited ideas from the community about what reforms our community needs to be a safer and fairer place to live, go to school, and work. The group reviewed

² https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_workbook81720.pdf (pgs. 118-121)

³ <https://www.whitehouse.gov/presidential-actions/executive-order-safe-policing-safe-communities/>

⁴ <https://news.gallup.com/poll/315962/americans-say-policing-needs-major-changes.aspx>

⁵ <https://cnycentral.com/news/local/canastota-police-chief-who-walked-with-protesters-weighs-in-on-how-to-better-the-system>

the feedback, noting that majority of the feedback was very positive. A notable sentiment that came up in multiple comments was that our residents would like to see more police in community engagement roles, such as interactions with youth. Our committee focused on this as a repetitive goal through the other steps of reformation.

In August of 2020, New York State released guidance that helped shape the goals the process of Executive Order No. 203. The guidance specifies the general expectations as:

- “Review the needs of the community served by it’s police agency, and evaluate the department’s current policies and practices;
- Establish policies that allow police to effectively and safely perform their duties;
- Involve the entire community in the discussion;
- Develop policy recommendations resulting from this review;
- Offer a plan for public comment;
- Present the plan to the local legislative body to ratify or adopt it, and;
- Certify adoption of the plan to the State Budget Director on or before April 1, 2021.”⁶

The document also identifies key areas for potential reform discussion and efforts:

- **What Functions Should the Police Perform?**
 - Determining the Role of the Police
 - Staffing, Budgeting, and Equipping Your Police Department
- **Employing Smart and Effective Policing Standards and Strategies**
 - Procedural Justice and Community Policing
 - Law Enforcement Strategies to Reduce Racial Disparities and Build Trust
 - Community Engagement
- **Fostering Community-Oriented Leadership, Culture, and Accountability**
 - Leadership and Culture
 - Tracking and Reviewing Use of Force and Identifying Misconduct
 - Internal Accountability for Misconduct
 - Citizen Oversight and Other External Accountability
 - Data, Technology, and Transparency
- **Recruiting and Supporting Excellent Personnel**
 - Recruiting a Diverse Workforce
 - Training and Continued Education

⁶ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

- **Supporting Officer Wellness and Well-Being⁷**

Members met to discuss their opinions of the police force in Canastota, before receiving community feedback. This included representatives from school staff and the school board, police leadership, elected officials, concerned citizens, and representation from our community food pantry. The members reviewed the process for the Police Reform and Reinvention Plan and reviewed the community survey.

The committee reconvened after the survey from the community had been underway. The committee reviewed the feedback and acknowledged the community support for the Police, but also the comments about community engagement. With this, the committee reviewed other Police Departments and some of the ways they reach out to their community for more engagement.

The following plan reflects the work of the members of the Police Reform Committee and the feedback by the community during the survey process. The purpose of this plan is to help guide this community in the efforts to be more modernized and community oriented.

⁷ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

Committee Process

The review committee took a multi-step process to facilitate the reform plan. The Village Administrator and Police Chief facilitated the meetings and process. The committee developed a work plan which was as follows:

Planning – In September and October, the Administrator and Chief met to review the Police Reform guidance sent by the Governor’s office. They reviewed current policies, gathered relevant data, established the calendar for developing the plan, and began to reach out to community members to ensure diverse community participation. Announcements were made at Village Board meetings to make sure the process would be transparent.

Listening and Learning - The Village of Canastota developed a very simple survey to give residents a chance to give their opinions about the Department. The survey asked the community members what their opinion of the Department was, as well as what strengths and weaknesses our Department has that should be addressed. The residents could give their feedback on the internet or via mail. This was to ensure that all residents could be heard.

In order to make sure the residents saw the opportunity for feedback, we used various methods of outreach. A press release was sent to the local newspapers at the end of October. The announcement was also made on a Village community Facebook page for social media users to see at the end of October, early November, and mid-November. The Village has a website, but it does not typically see a lot of organic traffic. The announcement was on the site, but to generate traffic to it, we made an announcement on our large community board on the corner of NYS Rt 5 and NYS Rt 13. This is a high traffic area. Early December, we did one final round of outreach to the community by doing another press release in the local papers and multiple other social media posts on the Village community page and the Mayor’s Facebook page.

During one of the committee meetings, some of the residents invited the Administrator to an online based forum called Canastota FOR – Forum on Race. The Administrator attended this Canastota based Forum to understand additional perspectives from the community.

Draft Proposal – The framework for the plan document was started in September as the information was gathered and reviewed. The plan work started during the meetings and from the information provided by the community. The draft plan was presented to the Village Board on February 17, 2021.

Public Comment – Following the Village Board’s review of the Draft Proposal, the plan was posted on the Village website and a public meeting held on March 1, 2021 to review the plan

Revise and Ratify – After the public comment period, the plan was updated and presented for the Village Board Ratification at the March 15, 2021 regular meeting to ensure completion by the April 1, 2021 deadline.

Public Input

The online survey responses are shown below. There were 21 responses, including two test responses. Therefore, a total of 19 unique responses. The survey was initially opened for a period of sixty days. The committee then decided to keep the survey open another thirty days to get additional responses. Respondents were asked their name and address to confirm that they were from the local area to prevent spam or inaccurate/false survey results. Those names and addresses were struck from any other records of survey results. The responses were not edited in any other way. A complete copy of both surveys will be kept by the Village for later reference.

The survey begins with a preface:

“On June 12, 2020, Governor Andrew Cuomo issued Executive Order No. 203 requiring each local government in New York State to adopt a policing reform plan by April 1, 2021. The Order authorizes the Director of the Division of the Budget to condition State aid to localities on the adoption of such a plan.

The New York State Police Reform and Reinvention Collaborative asks local police agencies to actively engage with stakeholders in the local community and have locally-approved plans for the strategies, policies and procedures of local police agencies. The plan must include the appropriate role of the police, but allow the police to do their jobs to protect the public. Public input on the current relationship of the Canastota Police Department with the community is welcome. We are asking for public comment so that we can listen and learn from the community as we review the current perspective of their relationship with the Canastota Police Department. The public comment period will be open until January 8, 2020. The public comment is reserved for residents of the Village of Canastota. We request your full name and address to verify that you are a resident of the Village. Your name and address will NOT be shown with your comments during the development of the plan. Thank you for your comments.”

Question: What is your opinion of the Canastota Police Department? What are the strengths and weaknesses you'd like to see addressed?

- They keep canastota in line and they help out with the Event in town so we need them
- I think they do a great job. I would like to see more officers employed. The population is getting larger and more people living in the village. we also have more traffic through the village from the thruway and surrounding village's. Crime is moving out to the smaller village
- We have a police force that knows and cares about the community. Crime will always exist, but I'm fortunate that it isn't something always on my

mind and we have local law enforcement to thank for that... If the village gets a newsletter together it'd be great to feature an officer or two each edition, so the community gets to know them better.

- We have one of the hardest working police depts around. Our police chief is always engaged in community events and always a open ear if you need something. They Def take great care and protect businesses and officers are all respectful to residents and school resource office has respect of students . Keep up the . Great work and don't change what you are doing stay the course
- I think the Police Department is doing a fine job as far as I can tell. They seem to be close enough to be attentive but not so close they are hovering – nice job. I would like to see that the police have all the proper equipment to do their job and the equipment is all maintained. It is nice to see they have a facebook page they could contact people if the need arose. I have only had to call them once in regards to what I thought was an injured deer on my property. The policewoman was very professional and was able to get the help I needed to address the problem. Thank you.
- They are a fine and upstanding department. They are engaged in our community. They kn
- Our police department is the busiest village police department in the county. The leadership and commitment of the officers to keep our community safe shows as a priority. Community policing is also important to the department. There are great collaborative relationships with our schools, county and state agencies, and businesses. The strengths of the department are the chief and the officers and the decades of continued fiscal support through our tax dollars allowing them to keep our community safe. I do not see any weakness that is related to the department's conducting of business. I will share like many others, that the NYS Bail Reform has put these officers in a most frustrating position if not an unsafe position for themselves and the community.
- Keep it how it is. We are not a far left liberal town. They are there for a job to do and do it well
- The canastota police dept is professional, respectful and I have never felt more safe. However, can we PLEASE get rid of the obnoxious fire whistle!!
- The strengths are keeping the streets safe. People don't normally speed within the city. There are not big crowds of people. The weaknesses I see are the citizens getting out too early for the crimes they do. It would also be helpful if the police could learn more about people with disabilities.
- All they do is write tickets in the weekend , they play favorites and many don't do their jobs . there is a lack of leadership and no moral
- The should keep doing their job as they have been doing it. Continuing education for its officers seems to have worked here.

- I would appreciate it if the village police, in the name of public safety I was told, would not lurk in the darkness for traffic enforcement! That's entrapment! Especially at 5:30 in the morning when most people at that time are going to work! If the police are for public safety then be out and about not hiding in the bushes waiting to pray on the people of the village! Then I would feel safe seeing the presence of the police instead of the threat of them being revenue collectors! Mostly located on E North Canal Street and South Boston Street as I crawl out of the Village on my way to work!
- I oppose any efforts to defund our police departments: without police, there is lawlessness. Would like to see more Police highlights, with as many part-timers, I would like to see a more formal process to introduce the department to the community. Training is the key to any organization that is being pressured from the outside, increase the budget/partner with County/State, to ensure the police department is getting the latest community relations training available. Overall I believe our Police Department does a great job in our community.
- I trust our police to protect myself and my family and to do the right thing in any situation. I have been a member of this community for over 12 years and each encounter with our police department has been positive between interaction with myself and my children. I am unsure what you are looking for from the community, I think diversity training is a good thing. I also think reaching the children is the first step to better relations with the community. They are the most reachable and honest who need to trust our police the most. Organize positive time with the police so that if a negative event happens, they have trust in our department. I mean this from a child getting into trouble to need to ask an office for help either way both interactions good or not good will be better for it. Start of the simple level of basketball game night (just an example) with the police, anything to bring our children and community together with our police in a positive interaction. I respect the uniform and those who wear it and teach my children the same. Everyone watches TV show our community our children that no matter what they do not need to fear police. Bring the police in to interact outside of the uniform. Just my thoughts, you do a great job! Keep up the good work. I think friend respect is better than fearful respect.
- It is apparent that there is no desire on behalf of the Village or the PD to do more than the minimum of generating a survey with zero questions or issues presented. My suggestion is to understand the intent of this order and to develop an actual questionnaire to send to Village residents, rather than a perfunctory bin where random comments can be ignored.
- I honestly don't think you need to change anything, you are all doing a great job, if it ain't broke, don't fix it.

- The police here in Canastota NY are great, they are very nice and respectful

There were no written comments submitted via USPS or email. All of the comments received were from Village residents.

Summary of Public Input:

The general summary of comments was positive. Our community was overwhelmingly positive about our Police Department and we are very proud of that. However, there is always room for improvement and our community has helped us identify some of those areas.

One main theme that was recurring was the want for our police to be in the community more and be engaged more with the community through activities, events, interaction with youth, and engagement on the streets. This is a concept that we focused on while in our planning meetings.

Policing Reform Plan Analysis

The Village of Canastota employed the New York State Police Reform and Reinvention Collaborative's "Resources & Guide for Public Officials and Citizens" to guide its process. The full publication can be accessed at: https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

Following are the key topics and questions posed within the guide with brief quotes from the document to provide context. Following each topic or question is a short analysis of the relevance for our community, a synopsis of public input and/or proposed action steps related to the issue where appropriate.

I. What Functions Should the Police Perform?

"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 protests following the death of George Floyd have raised important questions about the appropriate role of the police, size of police departments and resources devoted to policing..."

*...All communities should be asking what goals they want their police department to accomplish. Meaningful reform will require honest and thoughtful discussion about these goals among local government leaders, law enforcement officials and community members. All participants should recognize that funds are limited, that personnel must be trained and managed for the tasks they are given, and that organizational change is rarely swift."*⁸

Analysis: This is a question that never has a definitive answer. This answer may change depending on the climate of the outside influences. With that, our analysis to this is twofold:

Based upon the feedback from the committee and the surveys, it seems that people are generally satisfied with our policing, but would like to see more "community" based presence to continue fostering that relationship. With that, we heard and acknowledged the statements about building that relationship with youth. One of the proposed steps we have moving forward is to work more within our schools. We will engage our School Resource Officer to do more programming with the youth on topics such as internet safety, drugs, etc. We will also engage our on-duty police to spend more time around the school. Those officers will make a point to visit school playgrounds to answer questions and say hello, eat lunch with students, or even just wave as kids get on or off their busses. This will make the presence of the police in our community a welcomed and trusted feeling for our youth.

Our Police will also work more closely with our Recreation board. With a relationship between Recreation and PD, we can have the officers make visits

⁸https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg 9

during youth games and events. That presence will be noticed by both the children and the parents, but it will give the opportunity for our Police to support the youth, root for them during games, and show the community they're proud of them.

The second phase of this is the premise that this shouldn't be the end of our reinvention. Our Police will organize an opportunity for the community to have time to spend with the Chief of the Department. If the community has ideas or questions, they'll get to visit with the Chief and share that. This would be a low-stress style meeting, such as a Fireside Chat style or a Coffee with Cops. This will ensure that, as time goes on, we don't become complacent. We want to be sure that if the community climate changes, we're changing with it and continuing to hear our resident's concerns.

A. How should the police and the community engage with one another?

*"Even before considering the specific functions your community expects its police force to perform, you should consider broader questions about the relationship between the police and the community. The concept of procedural justice is useful to guide this process. Procedural justice focuses on the manner in which law enforcement interacts with the public, and how these interactions shape the public's trust of the police. The premise, according to the Leadership Conference on Civil and Human Rights, is that citizens judge the police "based on how they are treated rather than on the outcomes of interactions," and the mandate is to retool the rules of engagement for police officers from that of "warrior" against segments of the population to that of "guardian" to protect the entire population. President Obama's Task Force on 21st Century Policing adopted procedural justice as the principle that should guide law enforcement interactions both internally with their colleagues and externally with the citizens they serve."*⁹

Analysis: A key element revealed by the process was the importance of community engagement and community interaction in non-emergency situations. This was particularly emphasized with regard to the youth and teens in the community and starting that positive relationship at a younger age. This finding will correlate to a number of action items related to communication/engagement around community policing.

As previously mentioned, a top priority to the Department, shaped by the survey results and community group feedback, was that the community wants to see our Police interacting more with the community and especially the youth. The Department and Administration will schedule accordingly to have the Patrolman interacting with the residents more directly for non-emergency situations where we can encourage positive interactions.

⁹ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg 10

In addition to the survey to the community, the Department will be more transparent by developing an Annual Report to present to the Trustees and the Community. This report would be a summary of the officers, the statistics of the department, and the engagement within the community.

A1. Determining the Role of the Police

What role do the police currently play in your community?

“To ensure a fact-based dialogue, all participants should understand the current role of the police department in your community, as well as the level of satisfaction or dissatisfaction with policing felt by residents. Different parts of the community may feel differently about the police’s role within the community, and it is important to take all perspectives into account.”¹⁰

- *What are the primary activities of police officers in your community?*
- *Why are people calling 911?*
- *In what situations do police self-initiate interventions in the community?*

“Consider what grievances your community has had with its police force in the past and what you can learn from those instances.”

- *How often are complaints made about the police?*
- *Do particular units or assignments draw an outsized share of complaints?*
- *Do complaints come from a particular portion or portions of the community?*
- *What conduct is commonly complained about?*

Analysis: Canastota is one of the busiest Village Police Force’s in Madison County. The primary activities of the Police Department include traffic safety and enforcement, response to calls for service and protection, property checks, school resource officer and traffic control/safety for public events.

Most officer-initiated interactions consist of vehicle and traffic stops or citizen assistance. The community, overall, is very supportive of the department.

Should you deploy social service personnel instead of or in addition to police officers in some situations?

“Some jurisdictions are utilizing agencies other than the police to address situations that fall more squarely within the expertise of other professionals. Your community may be relying on police to respond to calls involving individuals with mental illnesses or substance abuse issues, for instance.”¹¹

Analysis: The Village of Canastota is a small department that only employs one to two officers per shift. We do not have the capability

¹⁰ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg

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¹¹ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 12

to hire mental health professionals. However, our 911 Dispatch Center is through Madison County and assessing these needs with the County Reform and Reinvention Plan. The Village will continue efforts for training in regards to mental health emergencies, de-escalation, and general awareness of potential signs of mental health problems.

Can your community reduce violence more effectively by redeploying resources from policing to other programs?

“Some stakeholders have suggested that investment in social services may yield better results for enhancing public safety and reducing patterns of violence than investment in policing.”¹²

Analysis: A small percentage of calls in the Village of Canastota are violent. The Village of Canastota Police Department notes that reducing crime and patterns of violence may not be achieved by traditional policing methods; therefore, we have always elicited the assistance of specialized services such as: The Office of Child and Family Services, Madison County Mental Health and/or the Madison County Mobile Crisis Unit and Restore Hope. Each scenario is different and requires Officers to recognize and refer the case to the appropriate service provider.

What functions should 911 call centers play in your community?

“It is important for communities to evaluate the functions of their 911 call centers as well as the roles and responsibilities of the individuals who serve as call-takers. Since 911 largely serves as the catalyst to police involvement in most instances, communities should consider how those calls are received, evaluated, and triaged for resolution to determine if any changes can be made to more effectively improve public safety.”¹³

Analysis: In Madison County, the 911 Dispatch is handled at the county level.

Should law enforcement have a presence in schools?

“School districts often have agreements in place with their police department to station a uniformed School Resource Officer (SRO) in their schools. School districts may employ SRO’s for a number of reasons, but most SRO programs are intended to increase the safety of schools and their students and teachers”¹⁴

Analysis: This was a topic of interest to our community group. This is one area where the community group truly felt like we could make

¹² https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 14

¹³ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 17

¹⁴ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 18

large changes to begin working on the positive and trusted relationship between the community and the Police.

Currently, the Village of Canastota has an agreement with the Canastota Central School District to provide a full-time Special Patrol Officer (SPO) during the academic year. Our SPO is well received in the community and by the school staff. However, there is always room for growth.

Within our Community group, we had the School Superintendent, School Board President, and parents of youth in the community. One of the changes that was unanimously agreed upon was the addition of classroom interaction with our SPO. Currently, the SPO does not do programming/training with the youth. As a part of our reinvention, we will include education. The SPO will develop and deliver programming to the classrooms, appropriate to the age group. These will include programs in internet safety, drug use, bullying, and more.

In addition to just having the SPO in the schools, the committee agrees with the Reinvention plan to include patrol officers in the school in a more casual manner; patrol officers that are not tied to enforcement that will just have positive interactions with the youth.

“...police officers visit the school at regularly scheduled intervals, have lunch with the students and spend time with them at recess. Students are encouraged to engage with and ask questions of the officers. The goal is to cultivate a mentoring relationship from these interactions, with the officers serving as community role models.”¹⁵

The value to this is different than the SPO. These are not intended to enforce student discipline or truancy, but rather to engage with officers in a relaxed, non-adversarial fashion and fostering a positive connection that carries on through their lives.

A2. Staffing, Budgeting, and Equipping Your Police Department

“Once you have identified the role of the police in your community and the functions you want them to perform, those factors should inform the review, development, and implementation of the staffing levels, budget, and equipment you want your police department to have.”¹⁶

- *What are the Staffing Needs of the Police Department the Community Wants?*
- *Should Components of the Police Department Be Civilianized?*

¹⁵ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg 44-45

¹⁶ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

- *How Should the Police Engage in Crowd Control?*
- *Should the Police be “Demilitarized”?”¹⁷*

Analysis: The Village Board of Trustees and the administration of the Canastota Police Department review the staffing and equipment needs annually and seek to provide a balance between public safety, community needs, and fiscally responsible budgeting. Our Department staffs one to two officers per shift, and then relies on County and State police for back up as necessary. Our community appreciates having officers local that they have a relationship with, and it is important to maintain that. Our Police Department does not typically deal with crowd control and the only major crowd that the community handles is the International Boxing Hall of Fame Parade. For that event, we work with the County to establish a plan for safety and we do not deploy any military equipment or vehicles. Our department does not have any riot gear or militarized equipment.

B. Employing, Smart and Effective Policing Standards and Strategies

“Effective policing requires standards and strategies that advance the goals of protecting the community, engaging with the citizenry in a meaningful and multi-faceted way and demonstrating respect for individuals during law enforcement interactions. Policing is a partnership with the community, requiring a foundation of positive, trust-based relationships with all segments of the population. It is critical that the strategies employed and the manner by which law enforcement interacts with the population are in line with the community’s expectations for its police force.”¹⁸

B1. Procedural Justice and Community Policing

“The premise of community policing is that community participation and assistance are crucial for maintaining public safety and building police force responsive to the public. It focuses on strong relationships and collaboration between police and the communities they serve; the application of modern management practices and organizational structures to create a culture of community partnership; transparency and accountability to communities and democratic government; and decentralized, proactive, community-based solutions to community public safety priorities.”¹⁹

Specific Policing Strategies That Have Raised Concerns Among the Public

“Advocates, experts and some in the law enforcement community have drawn attention to a number of specific policing strategies that they believe pose an undue risk of harm to the public.”

- *“Broken Windows” : the theory that minor offenses committed in public, such as turnstile jumping or disorderly conduct, contribute to a degradation of society that, in turn, incubates more serious crimes*

¹⁷ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg 19-20

¹⁸ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 22

¹⁹ [U.S. Department of Justice Civil Rights Division. (January 2017). The Civil Rights Division’s Pattern and Practice Police Reform Work: 1994-Present. <https://www.justice.gov/crt/file/922421/download>.]

- *“Stop and Frisk” : a policy of temporarily detaining individuals on the street based upon a “reasonable suspicion” of minor crimes and performing a pat-down search of these individuals looking for more serious criminal conduct*
- *Discriminatory or Bias-Based Stops, Searches and Arrests: The profiling of racial, ethnic, race, sex, national origin, gender identity, or other factors for stops and searches*
- *Chokeholds and Other Restrictions on Breathing: While chokeholds are now illegal in NYS, other forms of force that may not currently be banned can also restrict breathing*
- *Use of Force for Punitive or Retaliatory Reasons: Situations where an individual is fleeing, resisting arrest, or showing disrespect for the officer and use of force is used*
- *Pretextual Stops: Where an officer uses a minor violation as a pretext to stop, question, or search someone suspected of involvement in, or having knowledge of, a more serious crime.*
- *Informal Quotas for Summonses, Tickets, or Arrests: While NYS has banned formal quotas for tickets or summons, there are informal quotas which are difficult to ferret out but just as damaging.*
- *Shooting at Moving Vehicles and High Speed Pursuits: Shooting at moving vehicles risks injury to unintended targets and hitting drivers can turn a moving car into a high speed, out of control weapon.*
- *Use of SWAT Teams and No-Knock Warrants: SWAT were historically used to handle high risk situations, such as hostage and terrorists.*
- *Less than Lethal weaponry such as Tasers and Pepper Spray: Tasers are being used as an alternative to firearms.*
- *Facial Recognition Technology: The use of recognition systems to assist with investigations²⁰*

Analysis: Each of the above list of law enforcement strategies is a topic that has been discussed at length within the Department over the years. The Canastota Police do not use selective enforcement in the day-to-day operations. However, in some cases, such as vehicle and traffic complaints, selective enforcement is used when citizen complaints of substantial traffic violations in a hot spot are identified. Stop and Frisk requires Probable Cause, not reasonable suspicion, therefore it is this departments objective to review all reports, to identify improper practices, and to train all members on the proper application of any law or procedure. Our Police Department did update and adopt a Use of Force Policy which can be found as Appendix I. In an attempt to maintain transparency, we have uploaded our Use of Force policy to our website so that the general public can view it. Force which is used for Punitive or Retaliatory reasons is and has always been unauthorized and would not be tolerated.

The Village of Canastota Police does not set any formal or informal quotas on ticketing, summons or arrests, as quotas would be improper. Search

²⁰ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf pg 24-34

Warrants that would not require the Police to give notice, or as commonly referred to as a “no-knock warrant”, are issued by a Judge or Justice and scrutinized for the necessity of such request. Our department does not have SWAT members or SWAT equipment for the use of policing. Our Department does not have facial recognition technology. The Department does allow the use of electronic control devices (tasers) and pepper spray after completing a certified training course. The application is outlined in the Use of Force policy.

B.2: Law Enforcement Strategies to Reduce Racial Disparities and Build Trust

“Law enforcement experts have also suggested that various policing and criminal justice strategies can reduce racial disparities and build trust between police departments and the community. You should consider which, if any, of these strategies would help your department achieve these important goals.”²¹

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 a civil infraction or violation and issuing appearance tickets or summonses. Advocates for policing reform contend that this latitude has often resulted in people of color disproportionately entering the criminal justice system, harming these individuals and contributing to distrust of the police.”²²

Analysis: Changes to the bail and policing processes per NYS executive orders passed in 2020, have reduced the police discretion in regards to arrest procedures.

Diversion Programs:

“Diversion programs may occur at various stages in the criminal justice process. Diversion programs recognize that incarceration or establishment of a criminal record may not be the most appropriate mechanism to address certain conduct, and that education, drug or mental health treatment may provide a better alternative for the individual and the community.”

Analysis: The Village of Canastota believes in using diversion programs where they are available. The Village works with the Madison County offices to partner on different types of diversion. This includes education regarding driving conduct, drugs and rehabilitation, and mental health assistance as necessary.

Restorative Justice Programs:

²¹ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 35

²² https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p35

“Restorative justice programs offer people a meaningful chance to respond to a 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.”²³

Analysis: The Village of Canastota has identified the need for conflict resolution in the past and has provided a safe space and mediation to resolve neighborhood issues. The department does not identify this service as Restorative Justice, we identify this as Community Policing, and will continue to provide this service as needed.

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. For example, the NYS Street Outreach Program (SNUG) discussed earlier employs street outreach workers who live in the communities where they work to reach at-risk youth”²⁴

Analysis: The Department’s Juvenile Crime is sporadic and services are provided by Madison County Probation, Social Services and Madison County Mental Health. However, we do participate in a partnership with the Social Services and BOCES programs to give at-risk youth summer employment in the community. These youth are chosen through an application process at Social Services. They are local community residents who receive paid jobs working for the Village of Canastota to do things like landscaping, painting, repairs, and more. This program has the youth working on Monday through Thursday, and then on Friday teaches them life lessons to assist them into adulthood.

Hot-Spot Policing and Focused Deterrence

“Some departments have used data analysis to identify crime spikes or “hot spots” in specific neighborhoods or even particular street blocks and increased the visible police presence in these areas, with the purpose of deterring crime. Relatedly, some departments have implemented a strategy of “focused deterrence,” in which officers engage directly with offenders or groups of offenders based on their prior history, sometimes in partnership with community members.”

Analysis: Because of the small size and low road miles within our Village, our police patrol the entire community.

De-Escalation Strategies

²³ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p37

²⁴ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p38

“De-escalation has proven effective in certain circumstances to diffuse what would otherwise be a dangerous encounter. Body position and stance, tone of voice and word choice, can either calm a situation or inflame an already tense situation. De-escalation tactics, including both verbal and non-verbal communication strategies, can slow down an evolving situation and reduce the risk that an officer should exhaust all available methods of resolving a situation before using force.”²⁵

Analysis: The Village of Canastota officers receive de-escalation training. We agree with the advocates; de-escalation training could provide a reduction in violence to both our officers and civilians. The Police Department will request an increase in training funds for the following budget year to be sure that opportunities for further training in de-escalation, among other things, are accommodated.

Can Your Community Effectively Identify, Investigate, and Prosecute Hate Crimes?

“Hate Crimes against individuals in protected classes are an attack not only on the individual, but also on the whole community”.

Analysis: The Village does not have a history involving hate crimes. However, in the event of hate crimes in our community, we would work with our other agencies to assist in such an investigation. This would include assistance from the County Sheriff’s and State Police.

B3. Community Engagement

“Community engagement is imperative to forming trust between officers and the citizens in the neighborhoods they police. The concept of community policing can, however, often be misunderstood and misapplied. Many applications of this concept do not capture the deeper, sustained role a community can play in policing. Community oriented policing seeks to address the cause of crime to reduce fear of social disorder through problem-solving strategies and police-community partnerships.”²⁶

Community Outreach Plans:

“A number of law enforcement agencies have developed plans for institutionalized community engagement”

Citizen Advisory Boards and Committees:

“A community advisory board is a group that meets regularly to provide advice and perspectives to executive staff in law enforcement agencies. Members should reflect and represent the different voice and needs in the community, meaning a board should be as diverse as the community in which it functions.”

Partnership with Community Organizations and Faith Communities:

²⁵ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p40

²⁶ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p 43

“Can your law enforcement agency develop programs that create opportunities for patrol officers to interact regularly with neighborhood residents, faith leaders, and business leaders?”

Partnering with Students and Schools:

“Adopt-a-school programs seek to build a rapport between a school, its students and a local police department.”

Police-Community Reconciliation

“The police-community reconciliation process seeks to improve the strained relationship between police and communities of color”

Attention to Marginalized Communities

- *Limited English Proficiency (LEP) Citizens*
- *Citizens with Communication Disabilities*
- *The LGBTQIA+ Community*
- *Immigrant Communities*

Involving Youth in Discussions on the Role of Law Enforcement Agencies

“Creating avenues to reach youth, such as youth leadership councils, can assist law enforcement in building trust and forming relationships with the greater community.”

Analysis: Community outreach was a topic of extensive conversation during our committee meetings. This is a category in which we already do well, but we have immense opportunity for further development.

During our reform process, the Village launched a new website. Within this website, the Police have their own page. Within this page, we wanted to offer a connection to the police where the resident could have a voice without having to call. We’ve included information regarding the department and number of officers, as well as posting the Use of Force policy for the public to read. Then, we included a form where residents could submit traffic concerns or complaints that they’d like addressed by the Police. There is also a portion where a resident can submit officer feedback, whether good or bad. In that portion, the comments can go to either the Police Chief or the Administration, depending upon where the resident would like to send the feedback. This will give the community a 24-hour access to providing information to those they think need it.

Also, the Officers will be engaging with the schools more. Currently, there is an SPO who spends predominately all of their time with grades 4-12. There will be changes to that position which will include more education to the children within the district so that the SPO is interacting with the students in other ways than enforcement. In addition to the SPO, the daytime patrol officer will also be making visits to each of the schools. This includes walking through the hallways to visit classrooms, answering questions at recess, or just waving as kids get on and off the busses.

Another partnership that we will be forming to assist with community engagement is between our Canastota Recreation Commission and our Police force. The Rec Commission will provide the Police with a schedule of use of the fields and buildings. That list will be used by the on-duty patrolman to engage with the recreation events. Included in this list are PopWarner Football, Cheerleading, Little League Baseball/Softball, Wrestling club, and more. By having Patrolman at the events, even if just for a short period, it gives the community (both youth and parents) a feeling of support by the officers. It shows they are there to support the community even when it isn't an emergency and there is no victim.

Another avenue for community engagement is the addition of a badging program with the school. The school is working on the development of a micro-credentialing program that will allow children to learn about being a police officer, starting at a young age. In Canastota, we already have a ride-along program to teach children about the "on the job" portion, but the addition of the badging adds a new depth. This will start with 7th graders, and it will be an opportunity for the children to work directly with a patrolman to earn their "badges" and learn about being a police officer through graduation. This is not only a great way to form positive relationships in the community, but also to encourage a positive experience with the youth so that they may want to be a positive member of their local police force upon graduation.

Finally, our Chief will make himself more available for general questions and concerns. Our community will start a program similar to the "coffee with cops" program and will have town-hall style gatherings where residents can interact and ask questions. This will give the general public the opportunity to understand things they may question or to just get to know the officers that police their community.

C. Fostering Community-Oriented Leadership, Culture, and Accountability

"Reforms cannot succeed or be sustained without commitment from strong and effective leadership – in other words – without a supportive institutional culture. Culture determines behavior much more powerfully than policies and rules. The ultimate goal of reform is to ensure an institutional culture consistent with your goals for community-police relations"²⁷

C1: Leadership and Culture

Is Your leadership selection process designed to produce the police-community relationship you want?

²⁷ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p51

“The process of selecting your chief of police, as well as other department leaders, should be based upon the characteristics and needs of your jurisdiction and should be structured in a manner that is legitimate and fair.”

Analysis: The Chief position is considered a Civil Service position, so the candidates are designated by the exam results. But, in the Village of Canastota, the hiring process is the same regardless of what department the leadership role is in. The application and interview process are committee based. This committee is responsible for decision of which candidate has the entire community’s best interest in mind, with an emphasis on a strong relationship between Village Administration, Village Board Trustees, fellow Village Departments, and the community as a whole. The Village of Canastota has not had the need to hire a chief in approximately twenty years.

Does your officer evaluation structure help advance your policing goals?

“CompStat has been an enormously valuable tool for many communities to enhance their level of public safety.”

Analysis: The Village of Canastota acknowledges that our evaluation process is not traditional. Currently, the Leadership Team evaluates its staff frequently. Coaching occurs as needed, as a normal course of business. We do not currently use CompStat for our evaluations due to the size of the agency. The evaluation process is important for the employee to see their growth or weaknesses, so we will be reviewing our evaluation process over the next year to assist in a more concrete review of our officers and their goals.

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

“Departments may want to consider offering awards, prizes, or other recognition to officers who advance reform goals. Such incentives can change officer behavior and department culture.”²⁸

Analysis: Currently, the Village of Canastota does not issue awards to the officers for goals. Our Department employs four full time officers and much of the police work that is done is call based. The Chief will issue letters of commendation for an exceptional job done which will be read at Village Board meetings and put in the personnel file.

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

²⁸ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf

“Consider how your police agency uses cognitive, written and physical performance tests for promotion and hiring into leadership roles. Are there qualifications other than exam scores that can be woven into criteria for leadership positions?”²⁹

Analysis: This is an area of improvement that we will be addressing. Most of our process is delegated through the Civil Service Process. At the Village level, the hiring process does include a background check, reference checks, and interviews. However, the future hiring process will include a diverse hiring committee.

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

“Leadership must take an active role in demonstrating commitment to the values important to the department and the community. It is not sufficient for chiefs and department leaders to talk the talk without walking the walk.”³⁰

Analysis: The leadership in the Department attend trainings throughout the year to make sure that they are up-to-date on cultural norms. The Department and Administration are on a variety of list-servs to stay up-to-date as changes are made so that we can review our policies and make sure they align to the current norms. We will continue this process. The Chief also presents a report to the Village Board on a monthly basis, at which time the Village Board can make comments or feedback on the current rules, policies, or culture.

C.2. Tracking and Reviewing Use of Force and Identifying Misconduct

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

-What internal review is required after a use of force?

-Does your department review officers’ use of force and/or misconduct during performance reviews?

-Does your department use external, independent reviewers to examine uses of force or misconduct?

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

-Does your 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?

Analysis: Any use of force is a mandated reporting requirement to the Chief of Police and is forwarded to the Use of Force instructor to determine any possibility of misuse or needs for further training. Our

²⁹ 3The Leadership Conference Education Fund. (2019). New Era of Public Safety: A Guide to Fair, Safe, and Effective Community Policing. Retrieved from https://civilrights.org/wpcontent/uploads/Policing_Full_Report.pdf

³⁰ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p58

office recently investigated complaints dating back twenty-five years due to a FOIL request. The research from the request showed that there has not been an allegation of use of force misconduct dating through that period.

C.3. Internal Accountability for Misconduct

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

-Does your police department have clear procedures for reporting misconduct?

-Does your department have a clear and transparent process for investigating reports of misconduct? Does your department respond to officer misconduct with appropriate disciplinary measures?

-What procedures are in place to ensure that substantiated complaints of misconduct are used to reduce the risk of future misconduct?

-What controls are in place to ensure impartiality when reviewing potential misconduct or complaints?

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

Analysis: Our department has an expectation of honesty and integrity within the force. The expectation is that, if there is misconduct, it would be reported to a supervisor immediately. Misconduct is directly reported to any supervisor who in turn must report it to the Police Chief. If the report is in regard to the Chief, the complaint shall be made to the Village Administrator.

Discipline for misconduct is taken seriously, as we expect that our officers are always mindful of their behavior. Full time officers are never off-duty, and therefore their behavior outside of the workplace is still held to the standard of honesty and integrity.

If a complaint is filed regarding an officer and there is risk that impartiality will not be maintained, that complaint is escalated to another agency: Madison County Sheriffs or NYS Police.

C.4. Citizen Oversight and Other External Accountability

Does your Department have some form of civilian oversight over misconduct investigations or policy reform?

"These entities may have the power to review investigative findings of Internal Affairs bureaus, to conduct their own investigations, to leverage various investigative tools,

including subpoenas, and/or to impose discipline. Some entities also have the power to weigh in on key policy decisions.”³¹

Analysis: The Chief of Police and the Police department report directly to the Village Administrator and the Mayor. Both positions are civilians who serve a term of office. The approval of the annual budget and all policy changes in the department are controlled by the publicly elected Board of Trustees. The Chief is required to attend a Board of Trustees meeting each month, at which he gives a report on the current status of the department, the arrest records, etc. This is an open meeting at which any member of the community can join.

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

“Listening to feedback regarding the complaint process and incorporating that feedback into process reform will improve the complaint review process, improving confidence in the system and encouraging citizen complaints.”³²

Analysis: The Village of Canastota has recently made the process easier and more accessible to the public to report complaints, based upon this reform process. During the 2020 year, the Village of Canastota invested into a new website. Within the website, the Village included a page for the Police Department. On that page, there are very clear instructions on how to reach both the Police Chief and the Village Administrator, in the event of a complaint about the police.

Are investigation outcomes reported to the complainant? Are they reported to the public? Should the department or the citizen complaint review entity, if any, accept anonymous complaints?

“Some departments choose to disclose this information in aggregate reports instead of sharing individualized data.”³³

Analysis: Anonymous complaints are investigated to determine if there is any credence to the allegations. The results of a disciplinary investigation are not published nor is the discipline for any non-criminal misconduct. Information of an official complaint would be reported to the Village Board of Trustees.

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

³¹ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p65

³² https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p69

³³ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p71

“Legislatures often have the power to conduct investigations and learn about local policing practices through hearings and other means. This investigative authority allows legislatures to access more information regarding policing practices than the general public. Further, if legislatures identify practices that pose concerns, they have the power to address those concerns through legislation”³⁴

Analysis: The Chief is required to attend a Board of Trustees meeting each month, at which he gives a report on the current status of the department, the arrest records, etc. During this time, the Trustees have their opportunity to respond and give feedback or ask questions or more information. The Board of Trustees, as the local legislators, have the final oversight of the Department and the policing.

Is your 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 your police department and quality of your policing services.”³⁵

Analysis: Although accreditation is highly supported as a goal for this department in the future, it is currently unattainable. The agency’s personnel, size, structure and budget prevent the ability to be accredited. Typically, accredited agencies are agencies that employ only fulltime members. We have employee hour restrictions (due to Civil Service), therefore our part-time personnel restrict the ability to become accredited. We do, however, seek the most up-to-date best practice policies and procedures from the New York State Department of Criminal Justice Services and the International Chiefs of Police Association.

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

“An annual survey that measures 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”³⁶

Analysis: The Village does not currently provide an annual survey to track the level of trust. But, experiencing the feedback throughout this process was effective and inciteful, and therefore we will be collecting data annually on the community’s opinion of the Department.

The Village does currently offer an opportunity for continual support or feedback by offering a form on the Canastota.com website, as well as the contact information for the appropriate parties to reach out to. This is an

³⁴ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p72

³⁵ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p72

³⁶ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p74

opportunity for residents to reach out with their feedback at any time of the day.

C.5. 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. Even a well-functioning department risks losing public confidence when it does not engage in meaningful transparency.”³⁷

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

“Local law enforcement data increases transparency by providing a snapshot of police conduct. Collection of police activity data can be useful to evaluate if policing practices are effective, ensure compliance with the law, and identify potential biases and disparities. Data reporting and analysis are key components of many DOJ consent decrees with law enforcement agencies.”³⁸

Analysis: Data regarding traffic and pedestrian stops is collected. Stop-data includes information regarding the stop (rationale, outcome, etc) and the target (race, gender, age, etc). There is also data regarding use of force incidents, injuries, searches, and arrests. This information is available to the public via a FOIL request.

How should your law enforcement agency leverage data to drive policing strategies?

“Data collection and utilization can be enhanced by employing crime analysts to inform decision-making and support policing operations.”

Analysis: The data collected is used to determine areas of improvement. This could include neighborhoods that need more presence. But this data could also be used to notice a trend or bias in the policing. These records and data are reviewed by the leadership in the department to ensure the integrity of the policing in the community.

How can your police department demonstrate a commitment to transparency in its interactions with the public?

“Police Departments can consider policies that require officers to state explicitly their name, badge number, and purpose before interacting with a member of the public.”

Analysis: The procedure for any interaction with our department is that the officer always starts with their name, badge number, and the purpose

³⁷ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p75

³⁸ The Civil Rights Division’s Pattern and Practice Police Reform Work 1994-Present, Civil Rights Division, U.S. Department of Justice. <https://www.justice.gov/crt/file/922421/download>.

before interacting with the public. This process is to instill confidence with the public in the transparent process of the interactions.

How can your police department make its policies and procedures more transparent?

“Does your department have comprehensive policies and procedures in place to address common and controversial forms of police activity?”

Analysis: The Village began the process of transparency in 2020 with the development of a new website. The Village has started uploading policies and data about the Department to the website, and will continue to upload as they are updated over the next year. This includes policies and procedures on Use of Force, Body Worn Cameras, Identification Procedures, etc.

How can your 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. However, reports suggest that these technologies may rely on obscured systems with unstudied effectiveness and pose a risk of bias or interfering with civil liberties.”³⁹

Analysis: The Village of Canastota does not have any “high-risk” technologies

Should your Police Department leverage video cameras to ensure law enforcement accountability and increase transparency?

“In-car and body-worn cameras (BWCs) are frequently recommended, and are mandated for some police forces, as monitoring mechanisms to ensure accountability.”

Analysis: The Village of Canastota does not currently use in-car or body-worn cameras. Through the 2021 budget process, the Village will assess the feasibility of body-worn cameras for our Department.

D. 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.”

D.1. Recruiting a Diverse Workforce

“In setting out to address these issues, it may be helpful to first assess your current law enforcement workforce:

- *What are the demographics of your agency?*

³⁹ United States Department of Justice. (2015). Final Report of the President’s Task Force on 21st Century Policing. https://cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf.

- *What are the demographics of your community?*
- *Are those demographics aligned?*
- *What steps, if any, has your agency taken to increase diversity in the workforce?*
- *Can my officers and my community relate in terms of socioeconomic background? Life experiences? Any other metrics?"*

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

"It is essential that local law enforcement agencies reflect and represent the diversity of the communities they serve."

Analysis: The Village of Canastota hires the workforce through the Civil Service process and chooses the best candidate from the pool available through the testing process. The demographics of the Village of Canastota can be found in Appendix II. Our agency has and does include diversity amongst demographics, gender, socioeconomic backgrounds and life experiences. The Village of Canastota prefers to hire applicants who are from or near the local community, as to get candidates who are most relatable to the community's values.

What are ways in which your agency recruits diverse candidates that better represent the demographics of the communities you serve?

"Many law enforcement agencies may find difficulties in recruiting and retaining appropriate numbers of applicants that represent the diversity of the communities they serve."

Analysis: The Village of Canastota is obligated to comply with New York State Civil Service Laws as guided by the Madison County Personnel Department. Within the constraints of those legal obligations, the Village will employ all available means to recruit a diverse force that meets the needs of our community.

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

"Most law enforcement agencies use very similar processes to select, screen, and hire potential employees, relying heavily on some combination of medical and psychological exams, background investigations, and criminal and driver records checks, fitness tests, written aptitude tests, and credit history checks."

Analysis: The Village of Canastota is obligated to comply with New York State Civil Service Laws as guided by the Madison County Personnel Department. Within the constraints of those legal obligations, the Village does attempt to remove barriers where possible. The hiring practice includes a series of face-to-face meetings/interviews, as well as background investigations, record checks, references, and more.

How can you encourage youth in your community to pursue careers in law enforcement?

“These programs are useful recruiting tools because they engage young community members who have not yet settled on a specific vocation.”

Analysis: This is an area which the Village has been working on since 2019. The Canastota department already participated in ride-along programs for youth in the community and offered internships through BOCES. Over the last year, the Canastota PD has worked with the Canastota Central School to begin a micro-credentialing program. This means that students, starting at a young age, will be able to learn the skills that they would need in order to be an officer. The micro-credentialing includes everything from soft skills to filling out forms to how to review a budget.

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

“Beyond recruitment and hiring, law enforcement agencies – like other employers – must focus on retention. Retaining all employees, but especially diverse officers, comes with its own set of challenges.”

Analysis: Retention of officers is always a challenge. We have high turnover amongst the part time officers and very low turnover amongst our full-time officers. What that means is that there is very little opportunity for advancement amongst the part timers. To combat that, in the 2021 budget, the Village will be assessing a “step” system for the part time officers, rather than a flat rate. This will help them see an advance in salary as they continue their dedication to the Village.

D.2. Training and Continued Education

“Smart and effective policing starts with smart and effective training. Training should not end at recruitment; officers should be encouraged to continue to grow and learn throughout their career. Training should incorporate and reinforce best practices while emphasizing values such as accountability, transparency, and fairness in all aspects of policing.”⁴⁰

Analysis: The Village of Canastota agrees that training is vital to good policing. The 2021 budget request reflects an increase in training dollars and an acknowledgment that our officers can never stop being educated and refreshed.

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

Analysis: The Village of Canastota is such a small department that we do not often develop our own trainings. However, we do take advantage of

⁴⁰ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p88

trainings that are offered by the County, the State, and neighboring agencies. The Department also seeks out trainings by the Department of Criminal Justice and other similar agencies to ensure that the officers are well prepared.

One thing that the Canastota PD will complete this year is determining training goals for the officers, both part time and full time. These goals will include everything from fire arms to implicit bias.

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

“Continuing education or in-service training requirements help ensure that officers can refresh skills learned in the past, develop new skills, and remain abreast of new information on emerging topics and best practices. Police departments should carefully consider how to identify and select staff who should conduct these and other training sessions.”⁴¹

Analysis: The leadership will establish training goals that the department will meet each year. The officers, both part time and full time, will have specific goals of trainings that should be addressed annually through New York State Division of Criminal Justice Services, National Institute of Justice, Traffic Safety Institute, or other outside partners.

How can leadership training improve community policing and strengthen relationships between your 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.”

Analysis: Within the training goals that are established, the leadership team will also have training goals which include topics such as management, leadership, relationship building, community engagement, and more.

How can your police department use it’s training programs to avoid incidents involving unnecessary use of lethal or nonlethal force?

“Police department training programs focused on elements of de-escalation can lead to actual outcomes that achieve police objectives while resolving potentially dangerous scenarios safely and peacefully”⁴²

Analysis: The Village of Canastota regularly reviews its policy on use-of-force. Upon reviews of the policy, the leadership follows through with

⁴¹ The Leadership Conference on Civil and Human Rights. (2019). New Era of Public Safety: A Guide to Fair, Safe, and Effective Community Policing, p. 304. https://civilrights.org/wpcontent/uploads/Policing_Full_Report.pdf.

⁴² Abanonu, R. (2018). De-Escalating Police-Citizen Encounters. Review of Law and Social Justice, 27(3), pp. 249-251.

review to the officers on proper use of lethal and nonlethal force to ensure the most up-to-date expectations.

How can your police department use it's training programs 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. Police forces must understand and appreciate the cultural diversity within the communities they serve. This understanding can help officers to de-escalate specific situations, and also to build ongoing, effective dialogue with community members."*⁴³

Analysis: The Village of Canastota Department will prioritize implicit bias training and set annual goals for ensuring that all officers have completed it, as available.

Officers will also work more closely with the community, including visits to the school, recreation events, and coffee with cops. This will assist the residents of all backgrounds to feel more comfortable with the police presence, as well as the police being more comfortable with all of the community members.

How can your 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"

Analysis: During academy, the officers are trained in handling crises and substance abuse. Once a part of the Department, there is advanced training available. The Canastota Police Department will be exploring more of these trainings for the future training goals.

Madison County has a Crisis Intervention Team which works in hand with the officers through the 911 system.

The Canastota PD is also trained in Naloxone to handle substance overdose.

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

"It is important to review periodically your police department's training programs to determine whether they remain up-to-date and whether they are yielding the desired results."

⁴³ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p101

Analysis: The Department recognizes training as the backbone of Community Policing. This department places value on training the staff to efficiently and effectively provide the best service possible, with the resources we have available. The Leadership Team has an open-door policy for citizen's who wish to discuss the police services. All complaints are taken seriously and investigated to determine if the proper procedure was followed or if there is a lack of training in a particular aspect of the service being requested. Training or discipline are determined and applied.

The Department will work to establish more solid training goals for the officers. These will ensure that officers have an opportunity to be a part of their training plans for the future development. The Department will also be requesting an increase in the budget line for "training" for officers. This will ensure that training needs can be addressed as we move forward.

D.3. Support Officer Wellness and Well-being

*"Law enforcement is inherently a physically and emotionally dangerous career. Studies show that people working in law enforcement are at an elevated risk of physical and mental health issues when compared to the general population"*⁴⁴

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

*"The members of your department may face different risks and stressors depending on their daily assignments. 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"*⁴⁵

Analysis: Officers are trained from academy level to handle traumatic incident stress, PTSD, and Cumulative Critical Stress. The leadership also has periodic check-in's with the officers to ensure their well being. With the staff being as small as it is, there is the benefit of truly knowing one another and noticing signs of stress.

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

"Your department should consider how to incorporate concern for wellness and wellbeing into everyday operations, including how shifts are arranged."

Analysis: Full time officers work a consistent schedule of days that are contractually agreed upon with their represented union. The officers have

⁴⁴ The Canadian Journal of Psychiatry, "Mental Disorder Symptoms among Public Safety Personnel in Canada.", Carleton, R. Nicholas, et al. vol. 63, no. 1, 2017, pp. 54–64., <https://journals.sagepub.com/doi/pdf/10.1177/0706743717723825>

⁴⁵ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf p107

paid time off through holidays, vacations days, and sick time. They are offered comp time for extra hours worked.

Part time officers are assigned shifts as consistently as possible for scheduling reasons. Part time officers can only work 19 ½ hours per week per civil service.

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

“Rates of death by suicide among law enforcement officers appear to be higher than those within the general U.S. population,⁴⁶ and deaths by suicide among officers may have outnumbered those caused by fatal line-of-duty incidents in recent years.”⁴⁷

Analysis: Due to the small size of the team, the leadership makes sure to have relationships with each officer and their families. This helps the leadership team see signs of stress or mental health challenges. It is important to the leadership to maintain an open-door policy with the officers so they can go to them for help.

Village of Canastota also participates in the Employee Assistance Program (EAP) as a shared service with the NYS Police.

Leadership is also trained in post-traumatic stress disorder (PTSD) recognition to be able to see the signs of PTSD in the workplace.

How can you 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.”⁴⁸

Analysis: After a traumatic incident, the leadership team follows up with the officer to ensure their mental health is stable. If there are any signs of instability or concern, the Chief will suggest or compel the officer to seek counseling, depending upon any recognizable signs of stress.

If concerns of stress or PTSD continue, the Chief will require a fit-for-duty exam before returning to work.

⁴⁶ 1 Police Executive Research Forum. (2019). An Occupational Risk: What Every Police Agency Should Do To Prevent Suicide Among Its Officers, pp. 11-14. <https://www.policeforum.org/assets/PreventOfficerSuicide.pdf>; National Officer Safety Initiatives. (2020). Preventing Suicide Among Law Enforcement Officers: An Issue Brief, pp. 4-5.

⁴⁷ 1 Police Executive Research Forum. (2019). An Occupational Risk: What Every Police Agency Should Do To Prevent Suicide Among Its Officers, pp. 11-14. <https://www.policeforum.org/assets/PreventOfficerSuicide.pdf>; National Officer Safety Initiatives. (2020). Preventing Suicide Among Law Enforcement Officers: An Issue Brief, pp. 4-5.

⁴⁸ https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Police_Reform_Workbook81720.pdf
p106

Concluding Summary:

The Police Reform and Reinvention process was invaluable for gaining insight into the process of reforming our policing strategies, but also in prioritizing policy review, community interest, and the training/mental health of our officers.

The community's engagement through the process allowed us to understand reform from the eyes of the residents, not just the administration. This is something the Village will continue to do in the future. The Village saw value in gaining insight from the residents and will seek out a way to annually receive feedback. We also included a section for feedback on our website to encourage year-round opinions.

The plan includes a plethora of action items, but certain categories of changes were identified as higher priority.

The community group and the survey results both indicated that community engagement was a high priority. The community wanted to see the police interacting in non-emergency ways. Due to those opinions, our top focus is community engagement:

- Increase interactions with the Special Patrol Officer (SPO) and students in the schools. This includes educational programming on safety, drug use, and more
- Increase non-emergency presence in the schools: patrol officers visiting the school to eat lunch with the youth, answer questions, etc
- Increase presence at recreational events to show support for the community teams and interact with the community
- Increase visibility of the Police Leadership (Chief and Sergeant) by having "coffee with cops" style events where residents can ask questions and have conversations with the police
- Engaging the school in the micro-credentialing program to start working with youth interested in law enforcement at a younger age
- Increasing transparency and knowledge about the department by providing an Annual Report by the Department; the Annual report will include statistics about the Department, the Officers, and the Community Engagement throughout the year.

The next highest concern which was addressed in the community meetings was maintaining a police force that is trained and mentally well. There have not been any specific complaints regarding this in our Department, but as incidents across the country continue to arise, we need to be proactive to ensure our police are safe and healthy and trained to police that way.

- Set up a more rigorous method of officer evaluations done more consistently

- Establish training goals for each officer based upon their evaluations, special interests, and on-going trends
- Establish a more clear “check-in” process between the leadership and the officers after traumatic events to ensure wellness
- Increase training requirements to include more on implicit bias, mental health cases, de-escalation, and more

The Village will continue to strive to be better. Our goal is to set a gold-star standard for policing and community engagement. We will move forward with our action items, continue to grow as a department, and development clear, concise policies to ensure transparency to our constituents.

We, as a governing body, found immense value in this process and will use this to continue learning. We will establish an annual system of listening to our people and we will continue to engage the members of the group involved in the process to discuss ideas or weaknesses.

Appendix I:

GENERAL ORDER

No. 335



Subject: USE OF FORCE		
Issuing Authority: Chief of Police	Effective Date: 12/01/2020	Supercedes: All previous

I. PURPOSE: The purpose of this order is to establish policy and procedures for the use of physical force by sworn officers of the Village of Canastota Police Department and to establish procedures for reporting and evaluating the use of such force.

II. POLICY: It is the policy of the Village of Canastota Police Department to recognize the value of all human life and dignity without prejudice to anyone and to use a reasonable amount of force necessary in the performance of their duties. [Revised: 12/01/2020]

A. Sworn officers may use only that level of physical force necessary in the performance of their duties within the limits established by Article 35 of the New York State Penal Law and consistent with the training and policies of the Village of Canastota Police Department. It is the responsibility of each officer to be aware of the requirements of Article 35 and justification in general, to guide his actions based upon law and department policy and training.

B. Each officer should be aware of the standard of objective reasonableness, established by the United States Supreme Court in *Graham v. Connor*. As the Supreme Court has recognized, this inquiry embodies allowance for the fact that police officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving about the amount of force that is necessary in a particular situation. [Revised: 12/01/2020]

C. Only issued or approved equipment will be carried on duty and deployed when encountering resistance, except in extreme emergency situations when an employee may use any justifiable resource at his disposal. [Revised: 12/01/2020]

D. The use of any active countermeasure, including but not limited to, pressure point control; the actively pointing or deploying a baton or impact munitions; the actively pointing or deploying of an ECD or the actively pointing of or deploying of a chemical agent, including but not limited to, oleoresin capicum, pepper spray or tear gas is considered a use of physical force and will require a police report. Any use of force shall be documented in an officer's incident report and when required, a "Use of Force Report" as outlined in this order.
[Revised: 12/01/2020]

III. DEFINITIONS: [Revised: 12/01/2020]

A. **PHYSICAL FORCE** - A degree of physical contact directed against a person. Physical force includes, but is not limited to, striking, kicking, pushing, biting, pressure points, joint manipulation, joint locks, use of a choke hold or similar restraint, actively pointing a firearm at another person or any force used to disable by means actively pointing or deploying a chemical agent, including but not limited to, oleoresin capicum, pepper spray or tear gas; actively pointing or deploying any impact weapon, including, but not

limited to a baton or billy or actively pointing or deploying an ECD and when such force is unlikely to result in serious physical injury or death. [Revised: 11/11/2019]

B. PHYSICAL INJURY - Impairment of physical condition or substantial pain.

C. DUTY TO INTERVENE - Any officer present and observing another officer using force that he/she reasonably believes to be clearly beyond that which is objectively reasonable under the circumstances shall intercede to prevent the use of unreasonable force, if and when the officer has a realistic opportunity to prevent harm. [Revised: 07/01/2019]

D. SERIOUS PHYSICAL INJURY/SERIOUS BODILY INJURY - Physical injury which creates a substantial risk of death, unconsciousness or which causes death or serious and protracted and obvious disfigurement, protracted impairment of health or protracted loss or impairment of a bodily member, organ or mental faculty.

E. REASONABLE BELIEF - Those facts and circumstances within the knowledge of the individual which would make a reasonable and prudent person tend to believe that the facts and circumstances are true.

F. OBJECTIVELY REASONABLE - An objective standard used to judge an officer's actions. Under this standard, a particular application of force must be judged through the perspective of a reasonable officer facing the same set of circumstances, without the benefit of 20/20 hindsight, and be based on the totality of the facts that are known to that officer at the time that the force was used.

G. ACTIVELY POINTING/DISPLAYING - The intentional targeting of a person with an Electronic Control Device (ECD), firearm, impact weapon, impact projectile or chemical agent. [Revised: 11/11/2019]

VI. DETERMINING THE OBJECTIVE REASONABLENESS OF FORCE: [Added: 10/02/2019]

A. When used, force should be only that which is objectively reasonable given the circumstances perceived by the officer at the time of the event.

B. Factors that may be used in determining the reasonableness of force include, but are not limited to:

1. The severity of the crime or circumstances.
2. The level and immediacy of threat or resistance posed by the suspect.
3. The potential for the injury to citizens, officers and suspects.
4. The risk or attempt of the suspect to escape.
5. The knowledge, training and experience of the officer.
6. Officer/subject considerations such as age, size, relative strength, skill level, injury or exhaustion and the number of officers or subjects.
7. Other environmental conditions or exigent circumstances.

VII. PROHIBITED USE OF FORCE: [Added:12/01/2020]

A. Force shall not be used by an officer for the following reasons:

1. To extract an item from the anus or vagina of a subject without a warrant, except where exigent circumstances are present.
2. To coerce a confession from a subject in custody.
3. To obtain blood, saliva, urine or other bodily fluids or cells from an individual for the purposes of scientific testing in lieu of a court order where required.
4. Against persons who are handcuffed or restrained unless it is used to prevent injury, escape, or otherwise overcome active or passive resistance posed by the subject.

VIII. PROCEDURE: A. DUTIES OF THE INVOLVED OFFICER [Revised: 10/02/2019]

1. Officers involved in use of force incidents, on or off-duty, shall immediately notify a supervisor. If the member is off-duty and outside the Village of Canastota when the use of force occurred, he shall also notify the police agency with jurisdiction for investigation of the incident.
2. Whenever physical force is employed and results in physical injury that a reasonable person would believe is likely to cause injury, complaint of pain from the suspect (except minor discomfort from handcuffing) or where an ECD was intentionally or accidentally deployed while actively pointing the officer should do the following: [Revised: 11/11/2019]
 - a. Immediately evaluate the need for medical attention or treatment for the person upon whom the force was used. The officer shall arrange for such treatment by requesting emergency medical services when the person has sustained a visible injury, complains of injury or discomfort, requests medical attention or if pepper spray was deployed. [Revised: 11/11/2019]
 - b. If the person refuses to be treated, they must sign the refusal statement on the emergency medical service's Pre-hospital Care Report form. If the person refuses to sign, the refusal must be witnessed on the form. The subject's acceptance or refusal of medical care shall also be documented in the officer's police report.
 - c. Attempt to locate and identify any witnesses, documenting their statements.
 - d. Document and photograph all injuries. A photograph showing an absence of injury may be as important as one that shows injury.
 - e. Report or cause to be reported all facts relative to the incident on a police incident report, whether or not an arrest was made. In addition, complete a "Use of Force Report" when required as noted in this order. Prepare and submit required reports.

B. DUTIES OF THE SUPERVISOR

1. The supervisor shall immediately respond to the scene of the incident to ensure that:
 - a. The scene is safe and properly secured.
 - b. The officer involved receives necessary assistance, including medical treatment.

- c. The person upon whom the force was used receives necessary medical attention.
- d. Ensuring that any other injured persons receive medical attention if necessary.
- e. Ensure that a thorough preliminary investigation of the use of force is conducted including, but not limited to:

- i. Locating, interviewing and deposing witnesses, including other officers on scene.
- ii. Conducting a neighborhood canvass if necessary.
- iii. Documenting and photographing injuries and the lack of injuries to the officer and the person upon whom the force was used.
- iv. Documenting the scene. v. Collecting and preserving physical evidence in accordance with General Order #402, "Collection and Preservation of Physical Evidence."
- vi. Debriefing the subject of the use of force and documenting any admissions.
[Revised: 07/01/2019]
- vii. Debriefing the officer who used the force.
- viii. Completing a supplement report detailing the supervisor's investigation which shall be documented using the form titled, "Use of Force, supervisor review."

2. The supervisor shall ensure that all reports, including a "Use of Force Report" when required, are prepared and submitted.

3. In the event that an officer is unable to complete reports due to injuries, the supervisor shall prepare or cause them to be prepared, along with his own reports of the incident.

4. The supervisor's report, including all necessary paperwork (e.g., Use of Force Report, incident reports and all supplements, arrest reports; medical reports, statements) shall be forwarded through the Sergeant to the Chief of Police.

5. The supervisor shall ensure that the Chief is notified if as a result of a use of force:

- a. Injury is sustained or inflicted by a member of the department.
- b. A firearm was discharged or deadly physical force was employed.
- c. There is an allegation of misconduct on the part of a member of the department.

C. POLICE CHIEF RESPONSIBILITIES

- 1. The Chief shall respond to the scene when and if he deems appropriate.
- 2. In the absence of the watch supervisor, the Chief shall ensure that those tasks described in this order are accomplished.

D. USE OF FORCE REPORT [Revised: 11/11/2019]

1. In addition to documenting a use of physical force in their police report, officers shall prepare and submit a "Use of Force Report" when:
 - a. Displaying or deployed a chemical agent, including but not limited to, oleoresin capsicum, pepper spray or tear gas.
 - b. Displaying or deployed an electronic control device (ECD). Including but not limited to, an electronic stun gun, flash bomb or long-range acoustic device.
 - c. Displaying or deployed an impact weapon, including, but not limited to, a Baton or Billy.
 - d. Displaying of a firearm.
 - e. Any conduct that resulted in, or is alleged to have resulted in, injury of another person.
 - f. The use of force involved acts such as striking, punching, kicking, K-9 bite or the use of pressure point controls.
 - g. The person is charged with the crime of resisting arrest.
 - h. The officer is directed to complete a "Use of Force Report" by a superior officer.
2. If more than one officer is involved in the use of force, each officer shall complete a "Use of Force Report" describing the force used by that officer.
3. Physical force used against crowds or unknown persons will be documented recording all possible information.
4. If an officer is incapacitated, his supervisor shall prepare the use of force report based upon the supervisor's investigation of the incident.
5. A superior officer shall review the "Use of Force Report" for completeness and accuracy.
6. All other use of force reports, following initial supervisory review shall be directed to:
 - a. The use of Force instructor who will maintain force records on each member
 - b. Division of Criminal Justice
 - c. The Chief of Police

E. EVALUATING THE USE OF FORCE

1. The use of force instructor shall review the incident to ensure that the use of force was objectively reasonable, authorized, necessary, not reckless, and therefore justified.
2. DCJS for review per executive order
3. The Chief of Police shall determine whether the use of force was:
 - a. Within department policy and applicable laws.
 - b. Out of department policy and/or in violation of applicable laws.
4. The use of force instructor shall annually submit to the Chief of Police an analysis of all Use of Force incidents in order to identify:

- a. Patterns or trends that support training needs.
- b. Any equipment upgrades.
- c. Any policy modifications.

F. POSTING OF THE USE OF FORCE POLICY

1. This Use of Force policy shall be conspicuously posted on the department's public website in accordance with Executive Law Section 837-t (Currently 72 hours after amendments). [Revised: 11/11/2019]

Appendix II

Village of Canastota, NY

Community Demographics



The population of Canastota is 4,504 residents



Median Age of Residents: 34.1



Median Household Income: \$62,563



Poverty Rate: 7.97%



Median Property Value: \$128,000

Ethnic Break Down of Canastota

White (non hispanic) 95.31%

White (hispanic) 0%

Two or More Races 4.25%

Black or African American 0.44%



Homeownership Rate

The home ownership rate
in the Village of Canastota

53.8%

[HTTPS://WORLDPOPULATIONREVIEW.COM/
US-CITIES/CANASTOTA-NY-POPULATION](https://worldpopulationreview.com/us-cities/canastota-ny-population)



Village of Canastota Police Department

1 Full Time Chief
4 Full Time Officers
5 Part time Officers
1 Special Patrol Officer
3 Crossing Guards