

Pursuant to NYS Public Officers Law, Article 6, § 87(3)(c) (also known as the Freedom of Information Law (FOIL)), 21 NYCRR § 11401.6 and 43 RCNY § 1-03(a), the following is a reasonably detailed current list by subject matter of all records in the possession of the New York City Civilian Complaint Review Board (CCRB), whether or not available under FOIL. This list is not a compilation of every record used to conduct daily business functions and does not imply that all records are available to the public. All government records are subject to the exemptions stipulated in FOIL. For more information about FOIL visit the Committee on Open Government website hosted by the New York State Department of State at <https://opengovernment.ny.gov/>. This list is updated annually. This list was updated on January 4, 2023.

Commonly Requested Documents

Officer CCRB History: the CCRB allegation history of a particular officer that includes the case number, date of incident, date of report, allegation type, CCRB disposition, and NYPD disposition and penalty (these can be found on the CCRB's website at <https://www1.nyc.gov/site/ccrb/policy/MOS-records.page>)

Complaint Report: the complaint report consists of basic information regarding a case including date and location of occurrence, precinct, borough, complainant and victim information, officer names and allegations and final board dispositions, and the initial complaint narrative from when the complaint was received

Closing Report: the closing report contains a summary of the allegations and evidence and is written by the investigator at the close of an investigation to be presented to the Board (many closing reports can be found on the CCRB's website at <https://www.nyc.gov/site/ccrb/complaints/closing-reports.page>)

CCRB Investigative Case File: the typical case file includes, but is not limited to, the closing report (as described above), relevant case law and patrol guide sections, officer and civilian CCRB histories, the complaint report, civilian and officer interviews, police department records, other evidence, video, and court records

Administrative Prosecution Unit (APU) File: in cases where allegations have been substantiated and referred to the APU for prosecution, an additional file containing materials specifically pertaining those proceedings may exist in addition to and independent of the investigative case file; these may include such documents as a trial transcript and decision (decisions can be found at the NYPD's website – see below); the APU came into existence pursuant to an MOU signed in 2012, prosecutions prior to that time were conducted by the NYPD and those records will not be in possession of the CCRB

NYPD Departure Letters: As a result of the November 2019 New York City Charter amendments, the Police Commissioner must submit a letter to the CCRB explaining any downward departures from the Board's disciplinary recommendations. While these letters have always been part of cases closed by the APU, the Charter change extends this requirement to all CCRB cases. While the CCRB receives notification of the final category of discipline, the Agency does not receive specifics on the penalty that the Police Commissioner ultimately

imposes. These letters can be found on the CCRB's website at <https://www.nyc.gov/site/ccrb/complaints/redacted-departure-letter.page>)

Documents That Can Be Found at the NYPD's Website

Officer rank and shield number history, officer assignment and appointment dates, officer training summaries, officer NYPD disciplinary histories, disciplinary trial decisions

Officer Search: <https://nypdonline.org/link/2>

Trial Library (dating back to 2008): <https://nypdonline.org/link/1016>

Complete Subject Matter List

Administration Unit Records (Records such as Continuing Legal Education (CLE) information (including, but not limited to, accreditation forms, attendance sheets, certificates, course materials, and evaluation materials), court orders, employee schedule and timekeeping documents, Equal Employment Opportunity (EEO) documents, internal and external correspondence, Management Information Systems (MIS) records and forms, policies and procedures, packing slips, personnel documents, property forms, provisioning forms, recruitment and hiring materials, subpoenas, and training materials).

Administrative Prosecution Unit (APU) Records (Records such as case files, CLE information (including, but not limited to, accreditation forms, attendance sheets, certificates, course materials and evaluation materials), internal and external correspondence, inventory of records, legal transcripts and decisions, motions, policies and procedures, third-party documentation and training materials, unit calendars, unit memoranda, and written material prepared by an attorney in the course of their legal work).

Case Management Unit Records (Records such as board minutes, internal and external correspondence, messenger receipts, policies and procedures, unit memoranda, visitor log book, and voting sheets).

Communications Unit Records (Records such as general consent forms, graphics and illustrations used in public materials, internal and external correspondence, news articles, newsletters, press releases, remarks by agency spokespeople, and social media information).

General Counsel Records (Records such as agreements, case logs and indexes, CLE information (including, but not limited to, certificates, accreditation forms and course materials), contracts, court orders, FOIL requests and responses, internal and external correspondence, legal case files, litigation materials, memoranda of law, recruiting and hiring materials, subpoenas, training materials, unit memoranda, and written material prepared by an attorney in the course of their legal work).

Investigation Unit Records (Records such as activity logs, audio and video materials, case files, closing reports, complaint reports, internal and external correspondence, interview forms, investigative actions and plans, memoranda, policies and procedures, statement summaries, and third-party documentation).

Mediation Unit Records (Records such as activity logs, audio and video materials, case files, closing report, confidentiality agreements, internal and external correspondence, mediation calendar, mediation forms, resolution agreements, surveys, and third-party documentation).

Outreach and Intergovernmental Affairs Unit Records (Records such as board meeting minutes, brochures, internal and external correspondence, monthly report, outreach presentation materials, outreach unit calendar, policies and procedures, recruitment and hiring materials, reports, sign-in sheets, surveys, and unit memoranda).

Operations Unit Records (Records such as fleet documentation, internal and external correspondence, procurement documents, and property documents).

Policy and Advocacy Unit Records (Records such as action plans, agency and unit memoranda, annual and semi-annual reports, APU reports, external data request, internal and external correspondence, issue-based reports, meeting minutes, monthly statistical reports, and report outlines).

Training and Development Unit Records (Records such as internal and external correspondence, investigator training manuals, investigator training presentation materials, sign-up sheets, and third-party training materials).