



**U.S. DEPARTMENT OF JUSTICE  
COMMUNITY RELATIONS SERVICE  
Northeast Caribbean Region  
26 Federal Plaza  
New York, New York  
212-264-0700  
212-264-2143 (Fax)**



**Memorandum of Agreement  
Between  
The City of Geneva, New York  
And  
Community Stake Holders of Geneva, New York**

This Memorandum of Understanding is consistent with the United States Department of Justice, Community Relations Service's (CRS) congressional mandate as detailed in the Civil Rights Act of 1964 (42 U.S.C. §2000g). CRS provides assistance to communities and persons therein in resolving disputes, disagreements or difficulties related to conflicts and tensions based on race, color, and national origin. CRS also works with these parties to help communities prevent and respond more effectively to violent hate crimes committed on the basis of actual or perceived race, color, national origin, gender, gender identity, sexual orientation, religion, or disability.

This Mediation Agreement is entered into between the City of Geneva, community leaders, and the Human Rights Commission (HRC) of Geneva. City of Geneva officials include the Mayor of Geneva, the City Manager, and the Chief of Police. African American and Latino community leaders include the National Association for the Advancement of Colored People, the African American Men's Association, Tools for Social Change, Courtyard Tenants Association, representatives of the African American and Latino clergy and community input. The parties to this Mediation Agreement met on September 13, 14, 15, and 19, 2016 in a cooperative effort to discuss and develop initiatives that will work toward building a positive relationship between the Geneva community, the police department, youth and city officials of Geneva, New York.

Through several meetings, community members of the City of Geneva, the Human Rights Commission of Geneva, the NAACP, the African American Men's Association, Tools for Social Change, Courtyard Tenants Association, the African American clergy, and the Salvation Army have made proposals directed toward improving interactions between the African American and Latino community, the local police department, and city officials for the benefit of all residents of the City of Geneva. These proposals, as outlined in the following Mediation Agreement, hereinafter referred to as the Agreement, are as follows:

The express intent of the parties to this Agreement is to offer a means for improving the relationship between the citizens of Geneva, the police department, and city officials. All parties have voluntarily agreed to participate in this Agreement in the spirit of community reconciliation, after requesting the services of CRS.

## **I. Police Community Relations**

### **1. Marketing of a Citizen Police academy to educate communities on law enforcement practices and further promote police community relations.**

#### **a. Development of a Citizen Police Academy:**

Partner groups including HRC, NAACP, Courtyard Tenants Association, Concerned Citizens of Geneva, African American Men's Association, Tools for Social Change, the Salvation Army, and other faith-based organizations would each be given priority for assigned slots and asked to recruit participants for each session.

### **2. Community Engagement**

#### **a. The *Steering Committee* will develop an outreach program to improve Police and Community engagement for the purpose of recruitment, education, and overall public relations. Police officers will be encouraged to attend cultural, religious and social events in the community as a guest of a community leader. This will be done through the creation of a "Community Calendar".**

i. *i.e.* Attending meetings of local community groups.

ii. *i.e.* Supporting local school sporting events in and out of uniform.

iii. *i.e.* Walking the beat and building positive relationships with people of color.

iv. *i.e.* Holding "Meet your local Police Department" socials.

v. *i.e.* Conducting Ride-Alongs for community members (Particularly the Youth).

vi. Partner organizations will identify community contacts that merchants can call on prior to contacting police to address issues related to youth. For example, complaints of loitering and littering.

### **3. Improvement of Citizen Complaint process to include follow through and transparency on part of the Police Department and City officials**

a. A complaint package always be made available at the Police Department and the complaint package can be submitted to any police supervisor.

b. If a complaint is made, a written response acknowledging the complaint will be issued immediately with a Complaint Report (CR) number.

c. The Police Department will have a resolution of the complaint or status update within 45-60 days.

- d. Complaint process can be found here:  
<http://citvofgenevanv.com/wp-content/uploads/Current/Citv%20Departments/police/Complaint%20ActionForm%201.1.pdf>
- e. The PD will provide the *Steering Committee* or collaborative group with monthly updates on the number and nature of citizen complaints, as well as clarifying which complaints have been resolved and which remain open.
- f. The *Steering Committee* will use the updates to identify key areas of concern and identify opportunities for training, intervention and education.
- g. *Steering committee* members will receive training and education of the complaint process which will be facilitated by the Geneva Police Department and other identified partners.

#### **4. Police Cultural Awareness / Training**

- a. All current and new Geneva police officers will participate in an annual multi-cultural training, a positive proactive communication component.
  - i. A portion should be facilitated by racially-diverse facilitators, including local community leaders.
  - ii. Including communication skills, customer focus, and responding to incidents without bias.
  - iii. The trainings will be approved by the Steering Committee.
  - iv. The content of which shall be communicated to the community with opportunities for feedback.
  - v. Steering Committee members will assist Geneva police Department in the identification of such trainings.
  - vi. Steering Committee members will participate and seek participation from residents and stakeholders to participate in such trainings.

#### **5. Timely police responses on part of the police in African American communities.**

- a. It is the expectation of the community that all emergency calls are handled timely and appropriately regardless of location. Community partner groups will identify critical locations and incidents throughout the City where response times have been perceived to be disparate.
- b. When technology permits, the City will track response time's specific to these locations and report monthly to partners.

**6. Increased recruitment efforts for African American and Latino police officers to demographically represent the community in Geneva (10%)**

- a. The City will allocate funds to develop a "Recruitment Team," comprised of designees of the steering committee, to advance diversity efforts in the City of Geneva.
- b. The City will provide Civil Service prep courses and education processes. Community partner groups will identify potential candidates.
- c. Community partner groups commit to the following: Staffing tutoring and mentoring programs to nurture candidates for civil service exams and therefore PD and city government positions.

**II. City - Community Engagement**

**1. The Steering committee collaboratively in recruitment efforts of African Americans and Latino residents for civil servant positions to accurately reflect the demographic makeup of the residents of Geneva.**

- a. The City will allocate funds to develop a "Recruitment Team," comprised of designees of the steering committee, to advance diversity efforts in the City of Geneva. The Recruitment Team will assist the Human Resources Department in identifying appropriate outlets for information.
- b. The City will provide Civil Service prep courses and education processes. Community partner groups will identify potential candidates and assist with mentoring and tutoring for the civil service exam. The City and Police Department will create a calendar marking the anticipated dates for such exams.
- c. The Steering Committee will work collaboratively in the recruitment efforts of African-Americans and Latinos for civil servant positions, appointments to City boards and commissions, internships, and other discretionary hiring opportunities in order to accurately reflect the demographic makeup of the residents of Geneva.
  - i. Process will include:
    - Stakeholder mapping
    - Community meetings with key organizations, congregations and identification of civic engagement opportunities for youth involvement.
- d. The Steering Committee will report out to the community quarterly the efforts it made for diversity recruitment, as noted above.

2. **The City in close coordination with the Steering Committee will develop formal and informal resolution processes to engage community leaders and city officials to better address racial and bias based conflict.**
  - a. The City commits to advocate to the City of Geneva Court to best mitigate community conflicts through a referral to a Mediation process.
  - b. The city will allocate funding to five qualified City of Geneva residents to complete mediation certification. The qualified candidates will be selected by the *Steering Committee* and will be representative of the demographics of the City.
  
3. **The city will provide Support Services to the *Steering Committee* through its Clerks' Office. These services are in the form of logistics and planning, printing of materials, and overall support mechanisms to ensure the full capabilities and functions of the Steering Committee are met.**
  - a. Stipends and training for community organizers, outreach workers and dialogue facilitators.
  - b. Spanish speakers, facilitators, and translated literature will be a priority.
  - c. *Community Programs to Alleviate Cultural Tensions (comPACT)*. ComPACT meetings will be developed, organized, and facilitated by the HRC on a monthly and ad hoc basis. Their purpose will be to provide the community of color an ongoing opportunity to concerns addressed with City officials. Prior to the meeting, the *Steering Committee* will designate facilitators to organize a community gathering where residents can share their observations and concerns. In turn, these facilitators will represent the concerns of those residents that choose not to attend the monthly meeting with city officials. Depending on the theme of the particular forum planned the panel of City officials on hand for dialogue may include the City Manager, Mayor, Chief of Police, Office of Neighborhood Initiatives Director, and a Ward representative, Director of Personnel, among others. Forum discussions will take place in venues and in a manner that is convenient and accessible to the community.
  - d. *Healing Circles Project*. In conjunction with the CRS, the *Steering Committee* will recruit facilitators with expertise in race/ethnic relations and community engagement techniques to offer a series of Community Police Dialogues and Racial Dialogues to individuals and groups who feel they have been either negatively or positively impacted by the racial and ethnic climate of our community. The objective of the project is to provide a broader discussion about issues regarding race, national origin, diversity, feelings of disenfranchisement, and governmental processes-specific to the Geneva experience.
    - i. All signatories commit to planning, staffing, recruiting, and holding these healing circles
  
4. **Create a *Steering Committee* comprised of a representative from the community groups, city, police department and HRC to oversee the implementation of agreed upon action steps.**

- a. Each signatory to this agreement will have representation (maximum of 2 per organization) on the steering committee. Strict attendance guidelines for meetings should be established. If a stakeholder is unable to make a meeting, then a suitable substitute must be recruited by the stakeholder. Steering committee members who do not attend meetings or find suitable substitutes should be replaced.
- b. The Mayor will appoint a Council Liaison to the Steering Committee.
- c. The City will provide support services for the Steering Committee.
- d. The Steering Committee will create a mission statement.

### **III. Voluntary Agreement and Ethics Disclaimer**

This agreement is the result of voluntary Agreement between the parties and is not a result of duress, coercion, or undue influence. Nothing in this Agreement should be taken as an admission of wrongdoing by any party and the terms and conditions contained herein are non-contractual and create no independent contractual obligation and/or duties upon any of the parties hereto. It being distinctly understood and agreed that no party to this Agreement shall institute or prosecute any judicial or administrative proceedings of any kind or nature to enforce any of the terms and conditions herein.

### **IV. Terms of Agreement**

All of the aforementioned tenets of this Agreement shall be reviewed annually from the date of signing. Signatory parties of this Agreement at that time may choose to amend, extend or dissolve the Agreement based on evidence of good faith, mutual compliance and benefits to the residents of the City of Geneva, New York resulting from this relationship.

It is also understood that the parties of this Agreement agree to work in earnest and convene themselves regularly during the term specified to uphold the tenets of the Agreement as described herein.

### **V. Dispute Resolution**

In the event that the parties to this Agreement cannot reach agreement on issues before it, neutral dispute resolution will be sought to resolve their differences. CRS or other local dispute resolution service might be sought in this regard.

### **VI. Party and Third Party Rights**

Nothing in this Agreement is intended to create, nor shall anything in it be construed as creating, any rights in any third party entity or person that would not exist independently of this Agreement.

### **VII. Consummation and Ratification**

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of this Sunday, November 13, 2016 and the signatories hereto personally represent that this Mediation

Agreement is executed pursuant to legal authorization by the organizations on behalf of which they are signing:

  
Ron Alcock, Mayor of the City of Geneva


  
Matthew Horn, City Manager

  
Jeffrey Frickler, Chief of Police

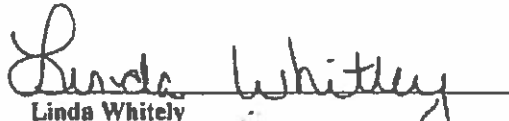
  
Michele Barrett, Human Rights Commission

  
Lucile Mallard, NAACP


  
Victor Nelson, African American Men's Association

  
Brandon Bryant  
Tools for Social Change

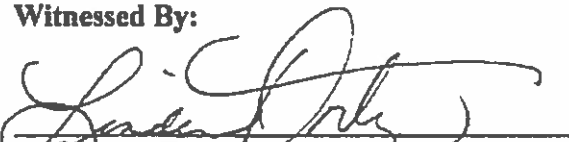
Carol Maxon, Courtyard Tenant Association

  
Linda Whitley  
Tools for Social Change

  
Shandaneka Howard  
Courtyard Tenants Association

  
Pastor Raul Fuentes  
Delivering Word Church

Witnessed By:

  
Linda Ortiz,  
U.S. Department of Justice  
Community Relations Service

11/2016