

From: [Chief Rosabella, Chris](#)
To: [Falanka, Richard Mayor](#)
Cc: [Cerreto, Anthony](#)
Subject: Procedure Manual
Date: Wednesday, September 16, 2020 3:47:00 PM

Good Afternoon Mayor

Per your request regarding work being done on the PCPD Procedure Manual.

The Captain and I, upon taking command of the Police Department, believed that it would be a good idea to form a committee and review the procedure manual. This started before the Governor Executive Orders. Since the order, this process is now part of the entire reform bill that we must comply with by April 1, 2021.

Our committee currently consists of:

1. Chief Rosabella
2. Captain Nielsen
3. Lt. Martello
4. Each meeting we invite another Patrol Officer to become involved in the process.
5. Clergy Members; Rev. Patrice Kemp, Rev. Robert Girtman, Pastor Ariel Acosta, PD Chaplin Qalvy Grainzvolt and Father Salrada
6. Agnes Fidelibus (Defense Attorney)
7. Thomas Kissner (President of the NAACP, Port Chester Chapter)

The plan with this group is to review policies, discuss topics that the committee bring to our attention, listen to their recommendations and then consider if it is something that the PD can incorporate. After our first meeting we identified that our Civilian Complaint Process was lacking. As a result of this meeting, we have decided to make our complaint forms available in the following locations:

1. Inside the lobby of the PD (this is important because the public does not have to ask the desk officer. Many times people feel intimidated in asking. The Complaint forms are labeled in the lobby and are easily accessible.
2. On-line via the Village Website.
3. Clerk's Office at Village Hall.
4. Carver Center
5. Port Chester Public Library (currently trying to get approval).

Once we gain approval from the Library, we will advertise these locations in the Westmore News. In addition to making the complaint forms more readily accessible, the complaint policy was completely revised and the committee will be discussing these changes at our October 1st meeting. Finally we changed the complaint form to make it more robust and have it in Spanish and English (we also made other forms in Spanish as well).

Finally we have a goal of making the entire procedure manual available to the public by the end of

October. The plan is to publish the manual on the Village Website for anyone to inspect. With that, they can attend any of the public hearings that the Village has regarding the Reform Act and they can make comments and offer recommendations.

I hope that this information helps.

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