

Describe the following types of collections. *Note, you may have multiple collections of the same type.*

COLLECTIONS				
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
1	Audit	Personal/pedigree information on NYPD personnel and civilians that are contained in background checks performed by members of the NYPD's Internal Affairs Bureau (IAB) who are investigating allegations of corruption or serious misconduct made against members of the NYPD. We review a sample of IAB investigations, which always contain these background checks unless the subjects and complainants are unidentified.	Pre-approved as routine	CCPC prepares annual reports regarding the quality of IAB operations, which includes reviewing IAB investigations for fairness, thoroughness, and correct dispositions as well as attending various meetings with IAB where their ongoing cases are presented to IAB executives. Reports prepared by IAB include the subjects' names, assigned commands, tax numbers, and names of complainants and witnesses and we retain copies of these reports for our records.
2	Audit	Personal/pedigree information on NYPD uniformed members of the service and civilians that are contained in trial decisions that are prosecuted by either the NYPD's Department Advocate's Office (DAO), or the Civilian Complaint Review Board's (CCRB) Administrative Prosecution Unit (APU). We	Pre-approved as routine	In CCPC's reports, we review the NYPD's formal disciplinary system and report on the sufficiency of penalties imposed on uniformed members of the service in general and across specific categories of misconduct.

		also collect this pedigree information when it is contained in negotiation memoranda prepared by DAO and APU attorneys. Some of this information is also included in the charges and specifications that are brought against uniformed members of the service and reviewed by us.		
3	Client or Customer Service	When we receive complaints by members of the NYPD or civilians, either by telephone, mail, or email, we typically obtain the complainant's name, address, email address, and telephone number.	Pre-approved as routine	We do not investigate complaints but we still have complainants contact us. While we try to provide them with contact for another investigative entity, there are times when they insist we take their information and forward it. Also, complaints that are emailed to us cannot simply be given a telephone number of another law enforcement agency to contact.
4	Audit	We receive summaries of the daily calls, emails, walk in complaints, and letters made to IAB's hotline, the command center. These include the names of members of the service, their assigned commands, their tax	Pre-approved as routine	We review these summaries to detect trends in corruption so we can decide on studies to conduct in the future.

		identification numbers, and the names, addresses, and phone numbers of complainants who are not anonymous.		
5	Human Resources and other Personnel Matters	We collect resumes from civilians who apply for positions with CCPC.	Pre-approved as routine	We collect the resumes so we can hire new staff when former staff leave.
6	Office Administration	We collect personal cell phone numbers of staff.	Pre-approved as routine	We collect staff's cell phone numbers so the Executive Director or Office Manager can reach out to staff who are not in the same location, if necessary, to impart urgent information.
7	Human Resources and other Personnel Matters	We collect the names and work histories of our Commissioners.	Pre-approved as routine	We collect the names and work histories of our Commissioners for their bios, which we include in our reports and on our website.
8	Compliance	We collect names, addresses, the last four digits of social security numbers, and email addresses of our Commissioners so they can be notified of the Conflict of Interest Board's (COIB) financial disclosure reporting periods.	Pre-approved as routine	During this biennial reporting period, Commissioners had to complete financial disclosures for the COIB. The Executive Director had to collect the listed information so the Commissioners could be sent the forms to complete.
9	Office Administration	We collect information about staff appointments, meetings, vacations, medical leave, and	Pre-approved as routine	We keep this information so all members of the staff know the whereabouts for other staff members, so we know which

		other leave and keep this in a shared calendar.		staff are attending meetings, and so we can have coverage in the office and at meetings.
10	Research	We collect media information regarding the NYPD, the NYC government, Police Reform, Police Oversight, and crime.	Pre-approved as routine	We collect this information so we can remain informed about criminal trends and trends and patterns of police corruption.
11	Education	We collect staff information to apply for professional development and continuing legal education (CLE)	Pre-approved as routine	Staff information is needed to apply for various trainings and CLEs.
12	Education	We collect staff information to obtain lodging, travel-related expenses, and conference fees for the National Association of Civilian Oversight of Law Enforcement (NACOLE).	Pre-approved as routine	During this period, staff attended a week-long conference with other people working in civilian oversight of law enforcement from across the country to learn about what other agencies do to provide oversight.
13	None of the above	The Executive Director collects names, social security numbers, addresses, and physical descriptions of CCPC staff and Commissioners in order to obtain NYPD identification cards.	Pre-approved as routine	NYPD identification cards allow Commissioners and CCPC staff to bypass security lines at One Police Plaza. We go to One Police Plaza to attend briefings with the Police Commissioner and their executive staff and to observe administrative trials in the Department Trial Rooms. We also sometimes attend other meetings with members of the NYPD at One Police Plaza.

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