

**CRIMINAL JUSTICE COMMITTEE
AGENDA
MARCH 26, 2008**

1. Review 2007 fiscal performance as reported in memorandum.
2. Transfer of funds from Code 130 to Code 110.
3. County ordinance proposal regarding record keeping in certain businesses.
4. CARE Center update.
5. Travel resolution –
 Drug Treatment Court in Maryland
 Edward Breen, ADA.
6. Resolution request to amend county budget to add Operation Safe Child grant funds in the amount of \$15,000.00.

MEMORANDUM

TO: Hal Payne
FROM: Kate Hogan
RE: 2007 Budget Performance Report
DATE: March 12, 2008

Overall, the District Attorney Department used 100% of the allocated budget money for 2007, with a remaining overall balance of \$962.66. Our 110 salary code reflects a negative amount of \$42,804.49 which represents moneys that we had believed would come out of code 130, which had a positive balance of \$45,212.11. This accounting confusion will be corrected in this year's budget.

As far as the revenue codes, the figures reflect that we only received 72% of our budgeted revenue. The percentage that is not documented as deposited in the District Attorney's account reflects that portion of the Road to Recovery grant that the District Attorney's office deferred to the Probation Department who serve as a partner in the Drug Treatment Court/Road to Recovery project. We have tried to confirm this with the Treasurer's office. If this is accurate, we have received all the moneys that we anticipated. The State Revenue District Attorney salary reimbursement was reduced for 2008 to \$53,372.00. The Aid to Prosecution money runs on a fiscal calendar of April 1st through March 31st. Thus, the revenue of \$7,385.00 will be vouchered in the spring as has been the practice.

WARREN COUNTY
Budget Performance Report

Through Date: 12/31/2007

Account Number		Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
<u>Fund: A - General</u>										
<u>Revenue</u>										
<u>Department: 1165 - District Attorney</u>										
2611	Stop DWI Fines - DA	55,000.00	0.00	55,000.00	55,000.00	0.00	55,000.00	0.00	100%	55,000.00
3030	State Rev D.A. Salary	58,710.00	0.00	58,710.00	2,500.00	0.00	55,586.00	3,124.00	95%	50,586.00
3031	D.A. Prosecution	40,375.00	0.00	40,375.00	11,914.32	0.00	32,989.10	7,385.90	82%	58,566.31
3034	Impact Grant - DA	50,000.00	10,000.00	60,000.00	0.00	0.00	60,000.00	0.00	100%	0.00
3038	Doe Vs. Pataki -DA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
3039	DA Recruitment and Retention	0.00	0.00	0.00	0.00	0.00	5,703.00	(5,703.00)	+++	0.00
3088	Region Child Fatality - DA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
3487	Road to Recovery - DA	70,000.00	0.00	70,000.00	25,104.05	0.00	50,104.05	19,895.95	72%	96,500.00
4510	Highway - Gov. Traffic Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Department Total: District Attorney		\$274,085.00	\$10,000.00	\$284,085.00	\$94,518.37	\$0.00	\$259,382.15	\$24,702.85	91%	\$260,652.31
<u>Expenses</u>										
<u>Department: 1165 - District Attorney</u>										
110	Salaries - Regular	578,675.00	0.00	578,675.00	66,026.91	0.00	625,179.32	(46,504.32)	108%	584,563.51
120	Salaries - Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
130	Salaries - Part Time	47,182.00	0.00	47,182.00	0.00	0.00	1,969.89	45,212.11	4%	13,019.37
140	Salaries - Sick Leave Incentive	0.00	0.00	0.00	800.00	0.00	800.00	(800.00)	+++	0.00
210	Furniture/Furnishings	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	+++	567.43
220	Office Equipment	928.00	3,720.00	4,648.00	(6,440.01)	0.00	4,726.40	(78.40)	102%	11,050.48
250	Technical Equipment	500.00	(500.00)	0.00	0.00	0.00	0.00	0.00	+++	0.00
260	Other Equipment	250.00	(250.00)	0.00	0.00	0.00	0.00	0.00	+++	0.00
410	Supplies	5,700.00	2,900.00	8,600.00	1,374.95	0.00	8,451.80	148.20	98%	7,613.47
421	Equipment Rental	4,200.00	(400.00)	3,800.00	229.32	0.00	3,604.06	195.94	95%	3,424.86
422	Repair/Maint-Equipment	2,500.00	(2,000.00)	500.00	0.00	0.00	360.00	140.00	72%	1,168.00
423	Telephone	5,000.00	(300.00)	4,700.00	578.38	0.00	4,907.24	(207.24)	104%	5,067.94
424	Postage	4,000.00	(1,500.00)	2,500.00	163.97	0.00	2,664.75	(164.75)	107%	2,971.28
426	Subscriptions	4,850.00	4,000.00	8,850.00	3,656.41	0.00	8,861.60	(11.60)	100%	7,524.56
427	Memberships & Dues	250.00	50.00	300.00	0.00	0.00	300.00	0.00	100%	380.00
428	Data Processing & Internet Fees	1,820.00	(190.00)	1,630.00	0.00	0.00	1,625.00	5.00	100%	1,625.00
435	Medical Fees	2,820.00	(2,820.00)	0.00	0.00	0.00	0.00	0.00	+++	2,250.00
436	Advertising Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
437	Consulting Fees	500.00	(500.00)	0.00	0.00	0.00	0.00	0.00	+++	0.00
439	Misc Fees & Expenses	0.00	50.00	50.00	0.00	0.00	50.00	0.00	100%	883.37
440	Legal/Transcript Fees	30,000.00	13,360.00	43,360.00	2,489.70	0.00	39,236.10	4,123.90	90%	50,645.94
441	Auto-Supplies & Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

WARREN COUNTY
Budget Performance Report

Through Date: 12/31/2007

Account Number		Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
442	Automotive - Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
444	Travel/Education/Conference	10,000.00	(920.00)	9,080.00	2,129.45	0.00	9,251.30	(171.30)	102%	22,911.56
445	Foods	500.00	(200.00)	300.00	0.00	0.00	295.94	4.06	99%	625.47
470	Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Department Total: District Attorney		\$700,675.00	\$13,500.00	\$714,175.00	\$71,009.08	\$0.00	\$712,283.40	\$1,891.60	100%	\$716,292.24
Revenue Total:		\$274,085.00	\$10,000.00	\$284,085.00	\$94,518.37	\$0.00	\$259,382.15	\$24,702.85	91%	\$260,652.31
Expense Total:		\$700,675.00	\$13,500.00	\$714,175.00	\$71,009.08	\$0.00	\$712,283.40	\$1,891.60	100%	\$716,292.24
Fund Total: General		(\$426,590.00)	(\$3,500.00)	(\$430,090.00)	\$23,509.29	\$0.00	(\$452,901.25)	\$22,811.25		(\$455,639.93)
Revenue Grand Total:		\$274,085.00	\$10,000.00	\$284,085.00	\$94,518.37	\$0.00	\$259,382.15	\$24,702.85	91%	\$260,652.31
Expense Grand Total:		\$700,675.00	\$13,500.00	\$714,175.00	\$71,009.08	\$0.00	\$712,283.40	\$1,891.60	100%	\$716,292.24
Grand Total:		(\$426,590.00)	(\$3,500.00)	(\$430,090.00)	\$23,509.29	\$0.00	(\$452,901.25)	\$22,811.25		(\$455,639.93)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County

DATE: 3/25/08

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: To enter into an Inter-Municipal Agreement with Washington County to contract with Forensic Mental Health Association for the Warren/Washington Counties Sex Offender Collaboration.

- (c) Name of Contractor: Washington County

- (d) Address of Contractor: Washington County Municipal Center, 383 Broadway, Fort Edward, NY 12828

- (e) Contractor's Contact Person and Telephone Number: Roger Wicks, 746-2216

- (f) Has or will the Contract be provided, if so, please attach: In process of being prepared

- (g) Commencement Date of Contract: 4/1/08

- (h) Termination Date of Contract: 3/31/09

- (i) Payment Provisions:
 - i) lump sum amount N/A
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Assigned Counsel

DATE: March 24, 2008

- (a) Purpose of Contract Change: Increase amount and extend services for provision of free indigent representation as a Conflict Defender in the Warren County Family Court
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 99 of 2006, as amended by 239 of 2007
- (c) Name of Contractor: Legal Aid Society of Northeastern New York, Inc.
- (d) Address of Contractor: 55 Colvin Avenue, Albany, NY 12206
- (e) Contractor's Contact Person and Telephone Number: Lillian Moy
- (f) Commencement Date of Extension: May 1, 2008
- (g) Termination Date of Extension: April 30, 2009
- (h) Payment Provisions:
 - i) lump sum amount \$78750.00
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly upon submission of a voucher
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: District Attorney

DATE: March 27, 2008

- (a) Purpose of Amendment: To accept \$15,000.00 in Operation Safe Child funds.
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.1165.3041.410 software, A.1165.3041.220 computer and encasement.
- (c) Revenue Code (with title), and Amount: A.1165.3041 \$15,000.00

RESOLUTION NO. 492 OF 2007

Resolution introduced by Supervisors Tessier, Bentley, O'Connor, Stec, Kenny, Mason and VanNess

**AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES FOR SAFE CHILD PROGRAM GRANT
FUNDS - DISTRICT ATTORNEY'S OFFICE**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the submission of an application for a Safe Child Program Grant by the District Attorney, and execution of an agreement by the Chairman of the Board of Supervisors with regard to the grant agreement with the New York State Division of Criminal Justice Services, initial contract period from February 1, 2007 through March 31, 2008, with funding in the amount not to exceed Fifteen Thousand Dollars (\$15,000.00) for the Safe Child Program, and be it further

RESOLVED, that upon notification of the award of said grant funds or any additional Safe Child Program funding, the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute any and all grant documents on behalf of the County of Warren with the New York State Division of Criminal Justice Services, in regard to the receipt of grant funds.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DISTRICT ATTORNEY'S OFFICE
Name of Department

SIGNED: **DATE:**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165 130	Salaries Part-Time	A.1165 110	Salaries- Regular	\$ 48,718.00

Please state reason for transfers requested: Money allocuted to wrong account.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

Roso 10

REQUEST FOR TRANSFER OF FUNDS WITHIN AN OBJECT CODE*

TO: TERRI LEVIN, PURCHASING AGENT

FROM: District Attorney
Name of Department

SIGNED: Kate Hager DATE: 3/24/08

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165130	Salaries-Part-time	A.1165110	Salaries-Regular	53,718.00

Replaced by one for \$48,718.00

Please state reason for transfers requested:

Money allocated to wrong account.

*In accordance with Purchasing Procedures adopted by the Board of Supervisors by Resolution No. 333 of 2000, as amended, the Purchasing Agent will be responsible for transfers within an object code.

Please file all copies of this request with the Purchasing Agent. Upon approval, a copy will be returned for your records.

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-Of-State Travel*

***If the conference announcement or details are available in writing,
please attach.**

DEPARTMENT NAME: District Attorney

DATE: March 27, 2008

- (a) Dates of Travel: July 15 – 18, 2008
- (b) Purpose (include complete name of any conference, school, etc.):
To attend the Drug Court Practitioner Training Series for prosecutors.
- (c) City/Town & State: Annapolis, Maryland
- (d) Employee(s) Traveling (include title(s)): Edward Breen, Assistant District Attorney.
- (e) Is County paying the costs or is another Agency? The cost will be covered out of the District Attorney Travel/Training/Education Account Code A.1165 444.



Drug Court Practitioner Training Series

THE NATIONAL DRUG COURT INSTITUTE (NDCI)

Recognizing the need to provide strong educational, research, and scholastic leadership to the nation's drug court field, the Office of the National Drug Control Policy (ONDCP), Executive Office of the President, provided initial funding for the establishment of the National Drug Court Institute (NDCI), in December 1997, in the Roosevelt Room of the White House. NDCI operates under the auspices of the National Association of Drug Court Professionals (NADCP) with the on-going support of Office of the National Drug Control Policy, (ONDCP), the Bureau of Justice Assistance (BJA) and the National Institute of Justice (NIJ), U.S. Department of Justice, and the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation.

THE NEED FOR COMPREHENSIVE TRAINING

The growing number of drug courts, and other problem-solving courts, implies that a limited proportion of practitioners have significant experience or knowledge on which to draw. Compounding the problem is the ever-increasing number of transitioning professionals in and out of drug courts.

Sustainability of the drug court model requires the efforts of skilled and knowledgeable practitioners, many of whom are called upon to perform a wide variety of new duties and tasks. Judges, prosecutors, defense attorneys, court coordinators and administrators, treatment providers, and probation officers experience the challenges of operating a drug court without the benefit of comprehensive training. The range of required skills and their diversity of education and experience support the need for NDCI's comprehensive practitioner training series.

This year, NDCI is pleased to offer six such events.

UPCOMING EVENTS	
Drug Court Defense Counsel Training April 15 - 18, 2008 Judicial Training Center, Annapolis, MD	Drug Court Judicial Training September 29 - October 3, 2008 Judicial Training Center, Annapolis, MD
Drug Court Prosecutor Training July 15 - 18, 2008 Judicial Training Center, Annapolis, MD	Drug Court Treatment Provider Training November 17 - 21, 2008 Judicial Training Center, Annapolis, MD
Drug Court Coordinator Training September 15 - 19, 2008 Judicial College, Reno, NV	Drug Court Community Supervision Training December 9 - 13, 2008 Adams Mark Hotel, Dallas, TX

The National Drug Court Institute (NDCI) is honored to have the National Judicial College (NJC) in Reno, NV, and the Judicial Training Center (JTC) in Annapolis, MD as its partners and training facilities for the 2008 NDCI Comprehensive Drug Court Practitioner Training Series. The National Drug Court Institute, the National Judicial College, and the Judicial Training Center are committed to improving the justice system by providing educational leadership and professional services worldwide. The dedicated staff and faculty of NDCI, coupled with the state-of-the-art facilities of NJC and JTC, afford all drug court training attendees a momentous educational experience. We invite you to attend so sign up now as space is limited.

The National Drug Court Institute is supported by the
 Office of the National Drug Control Policy (ONDCP), Executive Office of the President,
 and the Bureau of Justice Assistance (BJA), U.S. Department of Justice

THE NATIONAL DRUG COURT INSTITUTE (NDCI)

The National Drug Court Institute (NDCI) has emerged as the preeminent source of cutting-edge training and technical assistance to the drug court field, providing research-driven solutions to address the changing needs of treating substance-abusing offenders, since its inception in December 1997 and commencing operation in 1998. The NDCI is paramount to the drug court field as a progenitor of strong educational, research and scholarship initiatives.

DEFENSE COUNSEL TRAINING

The National Drug Court Institute asked defense attorneys from across the country to assist with developing a comprehensive training for drug court defense counsel. The resulting curriculum prepares defense attorneys for the complex role of representing a client in drug court or other problem-solving court. All presentations and information is cutting-edge and research based. Training participants will hear seasoned defense counsel discuss the paradigm shift that occurs in drug court. Through real-life scenarios, defense attorneys will have the opportunity to discuss legal and ethical dilemmas in the drug court field.

Who Should Attend? Defense attorneys working with drug courts that are being planned, implemented or those that are operational.

April 15-18, 2008
 Registration Fee: \$750.00

PROSECUTOR TRAINING

The National Drug Court Institute brought together prosecutors working in drug courts from across the United States to develop the comprehensive drug court prosecutor training. Prosecutors will learn, through interactive presentations and problem-solving breakout sessions, the role of the prosecutor in the drug court arena, the critical issues to screening participants for inclusion in the program, ensuring federal confidentiality laws are upheld, and the participants are held accountable through incentives and sanctions.

Who should attend? New and seasoned prosecutors who are working in drug courts either in the planning, implementation, or operational stages.

July 15-18, 2008
 Registration Fee: \$750.00

TRAINING REGISTRATION FORM

PLEASE TYPE, OR PRINT CLEARLY OR ATTACH BUSINESS CARD. FILL OUT FORM COMPLETELY, PROVIDING PERSONAL CONTACT INFORMATION AS YOU WOULD LIKE IT TO APPEAR IN THE DIRECTORY.

NAME: Edward Breen

JOB TITLE: Asst. District Attorney

AGENCY/COURT COMPANY: Warren County DA's Office

ADDRESS: 1340 State Rt. 9

CITY: Lake George, NY

STATE: NY

ZIP/POSTAL CODE: 12845

PHONE: (518) 761-10405

FAX: (518) 761-1254

EMAIL: BreenE@co.warren.ny.us

TRAINING DATES/CODES/REGISTRATION FEES
TRAINING SELECTION (✓)
REGISTRATION WITHOUT PAYMENT WILL NOT BE PROCESSED

- Defense Counsel
April 15-18, 2008, Annapolis, MD
Code: 985-318 • Fee: \$750
- Prosecutors
July 15-18, 2008, Annapolis, MD
Code: 985-328 • Fee: \$750
- Coordinator
September 15-19, 2008, Reno, NV
Code: 985-338 • Fee: \$750
- Judicial
September 29-October 3, 2008, Annapolis, MD
Code: 985-348 • Fee: \$975
- Treatment Provider
November 17-21, 2008, Annapolis, MD
Code: 985-368 • Fee: \$750
- Community Supervision
December 9-13, 2008, Dallas, TX
Code: 985-398 • Fee: \$750

PAYMENT INFORMATION

(REQUIRED TO PROCESS REGISTRATION)
PLEASE INCLUDE TRAINING CODE ON PAYMENT

CHECK/MONEY ORDER NUMBER: _____

VISA MASTERCARD EXPIRES: _____

CARD No.: _____

NAME ON CARD: _____

SIGNATURE: _____

PHONE NUMBER OF CARD HOLDER: _____

QUESTIONS:
Contact Bobbie Taylor 703.575.9400, ext. 16 Btaylor@ndci.org

NADCP MEMBERSHIP #: _____, IF APPLICABLE
(NADCP members receive a 10% discount off the registration fee)

TRAINING MATERIALS

Registration fees for all training programs include training materials, certificate of completion, lunch, and ground transportation, when applicable.

HOTEL INFORMATION

Hotel information will be provided upon receipt of registration form with payment.

CANCELLATION POLICY

Cancellations are refundable up to 30 days prior to the training date. Cancellations received after that time will be handled as follows: Cancellations received 16-30 days prior to the training may receive a 50% refund (less a \$100 processing fee). Cancellations received 15 days or less prior to the training will not receive a refund. All cancellations must be in writing and sent to Bobbie Taylor.

GENERAL REGISTRATION INFORMATION

Registration without payment will not be processed. Do not fax registration form without payment. One registration form per registrant. Duplications of this form are acceptable. Information should be legible. **Federal Tax ID #54-1791197.**

REGISTRATION FEE PAYMENT

Registration fees may be paid by check, money order or credit Card (VISA and MasterCard only). Payments made by credit card may be faxed to the ONDCP Registrar, at **703.575.9402**. Make checks payable to NADCP. **Purchase Orders and AMEX are not accepted.**

NADCP STREET ADDRESS (MAIL PAYMENTS TO)
ONDCP Registrar- 4900 Seminary Road, Suite 320 Alexandria, VA 22311

This project was supported by Grant No. 2007-DC-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions expressed at these trainings are those of the author and do not represent the official position or policies of the US Department of Justice.

SCHEDULE "A"
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION
FOR OVERNIGHT TRAVEL**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice hereby authorizes Edward Green
(Supervisory Committee)

to attend Drug Court Practitioner Training Series
(Name of meeting or organization)

at Judicial Training Center Annapolis MD
(Address)

on July 15-18th Mode of transportation to be used air
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.
- Room rate (not to exceed GSA*per diem rate) approx. 139 a night.
- Meal costs (not to exceed GSA*per diem rate)

*www.gsa.gov

Date: _____

Department Head

Date: _____

Committee Chairman

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: District Attorney

DATE: 4/7/08

- (a) Purpose of Request: To authorize the County Attorney to prepare an ordinance.

- (b) Details: Ordinance would require second hand/pawn shops to maintain records and make those records available to law enforcement for their review.

- (c) Previous Resolution Number:

SCHEDULE "A"
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION
FOR OVERNIGHT TRAVEL**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The General Justice Comm. hereby authorizes JUSTINE CORDINO
(Supervisory Committee)
to attend NY State Victim Assistance Academy
(Name of meeting or organization)
at Marist College, Poughkeepsie 2008
(Address)
on June 15-20, 2008 Mode of transportation to be used traveling w/co-
(Dates) (County Vehicle or Mass-Transportation) work

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost. \$325.00
- Room rate (not to exceed GSA*per diem rate)
- Meal costs (not to exceed GSA*per diem rate)

*www.gsa.gov

Date: 3-26-08

Kate Hoge
Department Head

Date: 3-27-08

[Signature]
Committee Chairman

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION
FOR OVERNIGHT TRAVEL**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice Comm hereby authorizes JOY SAVOIE
(Supervisory Committee)

to attend NY State Victim Assistance Academy
(Name of meeting or organization) 2008

at Marist College Poughkeepsie
(Address)

on June 15-20, 2008 Mode of transportation to be used personal vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

convenience

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost. \$325.00
- Room rate (not to exceed GSA*per diem rate)
- Meal costs (not to exceed GSA*per diem rate)

*www.gsa.gov

Date: 3-26-08

Kate High
Department Head

Date: 3-27-08

Regina Burt
Committee Chairman

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

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2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION
FOR OVERNIGHT TRAVEL

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice Comm hereby authorizes JOY SAVOIE
(Supervisory Committee)

to attend 2nd Ann. NY State wide Conference on
(Name of meeting or organization)

at Holiday Inn Albany on Wolf Rd., Albany
(Address) ^{VINE}

on 4-18-08 Mode of transportation to be used personal vehicle
(Dates) (County Vehicle or Mass Transportation) ^{NY}

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:
convenience

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost. \$45.00
 - Room rate (not to exceed GSA*per diem rate)
 - Meal costs (not to exceed GSA*per diem rate)
- *www.gsa.gov

Date: 3-26-08

Kate Hogg
Department Head

Date: 3/27/08

Regew Butts
Committee Chairman

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SCHEDULE "A"
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION
FOR OVERNIGHT TRAVEL**

Check one:

In-State (needs Supervisory Committee authorization)

Out-Of State (needs Board resolution).

The Criminal Justice (Supervisory Committee) hereby authorizes Edward Brown

to attend Drug Court Practitioner Training Series (Name of meeting or organization)

at Judicial Training Center Annapolis MD (Address)

on July 15-18th (Dates) Mode of transportation to be used air (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.
- Room rate (not to exceed GSA*per diem rate) approx. 139 a night.
- Meal costs (not to exceed GSA*per diem rate)

*www.gsa.gov

Date: 3/27/08

Katherine S. Hoyle
Department Head

Date: 3/27/08

Regen Bill
Committee Chairman

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The Criminal Justice hereby authorizes Edward Green
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(Name of meeting or organization)

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(Address)

on July 15-18th Mode of transportation to be used air
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Date: 3/27/08

Kathleen S. Hoyle
Department Head

Date: 3/27/08

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Committee Chairman

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*www.gsa.gov

Date: 3/27/08

Kathleen S. Hoyle
Department Head

Date: 3/27/08

Regen Bill
Committee Chairman

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WARREN COUNTY BOARD OF SUPERVISORS

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803

Hal G. Payne, Commissioner
Administrative & Fiscal Services

Telephone 518-761-6539
Fax: 518-761-7652

CREDIT CARD AUTHORIZATION

Date: 3/24/08 Appropriation Code: A.1165444 Amount \$ 750.⁰⁰

This is to confirm Edward Breen is authorized to use my credit card for a conference fee for County purposes. All purchases are tax exempt.

Date of Purchase:

Name on credit card: Hal G. Payne

Card Number: Ending in: 9618

MasterCard / Visa / Other

Expiration Date: 04/09

Call me at (518) 761-6539 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Hal G. Payne



2008 PRACTITIONER TRAINING REGISTRATION FORM

PLEASE TYPE, OR PRINT CLEARLY OR ATTACH BUSINESS CARD. FILL OUT FORM COMPLETELY, PROVIDING PERSONAL CONTACT INFORMATION AS YOU WOULD LIKE IT TO APPEAR IN THE DIRECTORY.

NAME: Edward Breen

JOB TITLE: Asst. District Attorney

AGENCY/COURT COMPANY: Warren County DA's Office

ADDRESS: 1340 State Rt. 9

CITY: Lake George, NY

STATE: NY

ZIP/POSTAL CODE: 12845

PHONE: (518) 761-16405

FAX: (518) 761-16254

EMAIL: BreenE@co.warren.ny.us

TRAINING DATES/CODES/REGISTRATION FEES TRAINING SELECTION (✓)

REGISTRATION WITHOUT PAYMENT WILL NOT BE PROCESSED

- Defense Counsel**
April 15-18, 2008, Annapolis, MD
Code: 985-318 • Fee: \$750
- Prosecutors**
July 15-18, 2008, Annapolis, MD
Code: 985-328 • Fee: \$750
- Coordinator**
September 15-19, 2008, Reno, NV
Code: 985-338 • Fee: \$750
- Judicial**
September 29-October 3, 2008, Annapolis, MD
Code: 985-348 • Fee: \$975
- Treatment Provider**
November 17-21, 2008, Annapolis, MD
Code: 985-368 • Fee: \$750
- Community Supervision**
December 9-13, 2008, Dallas, TX
Code: 985-398 • Fee: \$750

PAYMENT INFORMATION

(REQUIRED TO PROCESS REGISTRATION)

PLEASE INCLUDE TRAINING CODE ON PAYMENT

CHECK/MONEY ORDER NUMBER: _____

VISA MASTERCARD EXPIRES: _____

CARD No.: _____

NAME ON CARD: _____

SIGNATURE: _____

PHONE NUMBER OF CARD HOLDER: _____

QUESTIONS:

Contact Bobbie Taylor 703.575.9400, ext. 16 Btaylor@ndci.org

NADCP MEMBERSHIP #: _____, IF APPLICABLE
(NADCP members receive a 10% discount off the registration fee)

TRAINING MATERIALS

Registration fees for all training programs include training materials, certificate of completion, lunch, and ground transportation, when applicable.

HOTEL INFORMATION

Hotel information will be provided upon receipt of registration form with payment.

CANCELLATION POLICY

Cancellations are refundable up to 30 days prior to the training date. Cancellations received after that time will be handled as follows: Cancellations received 16-30 days prior to the training may receive a 50% refund (less a \$100 processing fee). Cancellations received 15 days or less prior to the training will not receive a refund. All cancellations must be in writing and sent to Bobbie Taylor.

GENERAL REGISTRATION INFORMATION

Registration without payment will not be processed. Do not fax registration form without payment. One registration form per registrant. Duplications of this form are acceptable. Information should be legible. **Federal Tax ID #54-1791197.**

REGISTRATION FEE PAYMENT

Registration fees may be paid by check, money order or credit Card (VISA and MasterCard only). Payments made by credit card may be faxed to the ONDCP Registrar, at **703.575.9402**. Make checks payable to NADCP. **Purchase Orders and AMEX are not accepted.**

NADCP STREET ADDRESS (MAIL PAYMENTS TO)

ONDCP Registrar- 4900 Seminary Road, Suite 320 Alexandria, VA 22311

COORDINATOR TRAINING

Working in collaboration with the National Center for State Courts, NDCI established a comprehensive, skills-based drug court coordinator training program. At this training, participants will learn, through scenario-based, individual and group activities, skills and approaches to prevent and resolve conflict; understand the importance of community mapping to identify gaps in services and acquire resources. Participants will also learn public speaking techniques and how to effectively manage the daily operations of a drug court program.

Who should attend? Those who are planning, implementing or operating a drug court in the position or role of a coordinator, administrator, director and/or manager.

September 15-19, 2008
Registration Fee: \$750.00

JUDICIAL TRAINING

The National Drug Court Institute developed a comprehensive training for judges with the assistance of the National Judicial College and drug court judges from across the country. This innovative training provides role specific training, including advanced substance abuse issues, drug testing, incentives and sanctions, community resources, ethics and confidentiality, the drug court environment, judicial styles and the role of the drug court judge.

Who should attend? Judges and other judicial officers, who are working with drug courts that are being planned, implemented or that are operational.

September 29-October 3, 2008
Registration Fee: \$975.00

TREATMENT PROVIDER TRAINING

The National Drug Court Institute brought together treatment providers working in drug courts from across the United States to develop a comprehensive training for drug court treatment providers. Treatment providers will gain a better understanding of the treatment provider's role in drug courts, and the most recent findings pertaining to the administration of substance abuse treatment.

Who should attend? Substance abuse treatment professionals, counselors, psychologists, therapists and other clinicians serving drug court clients.

November 17-21, 2008
Registration Fee: \$750.00

COMMUNITY SUPERVISION TRAINING

The National Drug Court Institute brought together probation and law enforcement officers from the drug court field to develop a comprehensive training for community supervision officers. Attendees will learn how to integrate case planning and work together with other drug court team members to the benefit of the participant. Motivational interventions will be a focus of the training. Attendees will also be trained in the latest drug testing technology and drug test result interpretation. Promoting a balanced approach to the role of the community supervision in drug court, attendees will learn effective case management techniques proven to reduce offender recidivism.

Who should attend? Police officers and sheriffs' deputies, probation officers, parole agents and others conducting field service and monitoring the status of the participant in the community will learn effective intervention and enforcement strategies from subject matter experts.

December 9-13, 2008
Registration Fee: \$750.00



2008 COMPREHENSIVE

Drug Court Practitioner Training Series

THE NATIONAL DRUG COURT INSTITUTE (NDCI)

Recognizing the need to provide strong educational, research, and scholastic leadership to the nation's drug court field, the Office of the National Drug Control Policy (ONDCP), Executive Office of the President, provided initial funding for the establishment of the National Drug Court Institute (NDCI), in December 1997, in the Roosevelt Room of the White House. NDCI operates under the auspices of the National Association of Drug Court Professionals (NADCP) with the on-going support of Office of the National Drug Control Policy, (ONDCP), the Bureau of Justice Assistance (BJA) and the National Institute of Justice (NIJ), U.S. Department of Justice, and the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation.

THE NEED FOR COMPREHENSIVE TRAINING

The growing number of drug courts, and other problem-solving courts, implies that a limited proportion of practitioners have significant experience or knowledge on which to draw. Compounding the problem is the ever-increasing number of transitioning professionals in and out of drug courts.

Sustainability of the drug court model requires the efforts of skilled and knowledgeable practitioners, many of whom are called upon to perform a wide variety of new duties and tasks. Judges, prosecutors, defense attorneys, court coordinators and administrators, treatment providers, and probation officers experience the challenges of operating a drug court without the benefit of comprehensive training. The range of required skills and their diversity of education and experience support the need for NDCI's comprehensive practitioner training series.

This year, NDCI is pleased to offer six such events.

UPCOMING EVENTS

Drug Court Defense Counsel Training

April 15 - 18, 2008

Judicial Training Center, Annapolis, MD

Drug Court Prosecutor Training

July 15 - 18, 2008

Judicial Training Center, Annapolis, MD

Drug Court Coordinator Training

September 15 - 19, 2008

Judicial College, Reno, NV

Drug Court Judicial Training

September 29 - October 3, 2008

Judicial Training Center, Annapolis, MD

Drug Court Treatment Provider Training

November 17 - 21, 2008

Judicial Training Center, Annapolis, MD

Drug Court Community Supervision Training

December 9 - 13, 2008

Adams Mark Hotel, Dallas, TX

The National Drug Court Institute (NDCI) is honored to have the National Judicial College (NJC) in Reno, NV, and the Judicial Training Center (JTC) in Annapolis, MD as its partners and training facilities for the 2008 NDCI Comprehensive Drug Court Practitioner Training Series. The National Drug Court Institute, the National Judicial College, and the Judicial Training Center are committed to improving the justice system by providing educational leadership and professional services worldwide. The dedicated staff and faculty of NDCI, coupled with the state-of-the-art facilities of NJC and JTC, afford all drug court training attendees a momentous educational experience. We invite you to attend so sign up now as space is limited.

The National Drug Court Institute is supported by the
Office of the National Drug Control Policy (ONDCP), Executive Office of the President,
and the Bureau of Justice Assistance (BJA), U.S. Department of Justice

SCHEDULE "A"
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION
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- Out-Of State (needs Board resolution).

The Criminal Justice Comm hereby authorizes JOY SAVOIE
(Supervisory Committee)

to attend 2nd Ann. NY State wide Conference on
(Name of meeting or organization)

at Holiday Inn Albany on Wolf Rd., Albany
(Address) VINE
NY

on 4-18-08 Mode of transportation to be used personal vehicle
(Dates) (County Vehicle or Mass Transportation)

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*www.gsa.gov

Date: 3-26-08

Kate Hoyle
Department Head

Date: 3/27/08

Regina Butler
Committee Chairman

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The New York State Sheriffs' Association Institute, Inc.

Invites you to the:

2nd Annual New York Statewide Conference on VINE

REMINDER!

Friday, April 18th, 2008

at the

Holiday Inn Albany on Wolf Road, Albany, NY

Tentative Agenda

8:30 - 10:00 am

Registration and Continental Breakfast

10:00 - 10:20 am

Pledge of Allegiance

Welcome

Overview

10:20 - 11:10 am

A Survivor's Perspective

VINE Update

vinelink.com - Training Session

11:10 - 11:30 am

Break

11:30 - 12:00 noon

Keynote Address

12:00 - 1:00 pm

Workshops

- a) VINE and Law Enforcement
- b) VINE and Domestic Violence
- c) VINE and Probation

1:00 - 2:30 pm

Networking Lunch

2:30 - 3:30 pm

A Criminal Justice Perspective

A Program Overview

3:30 - 3:45 pm

Break

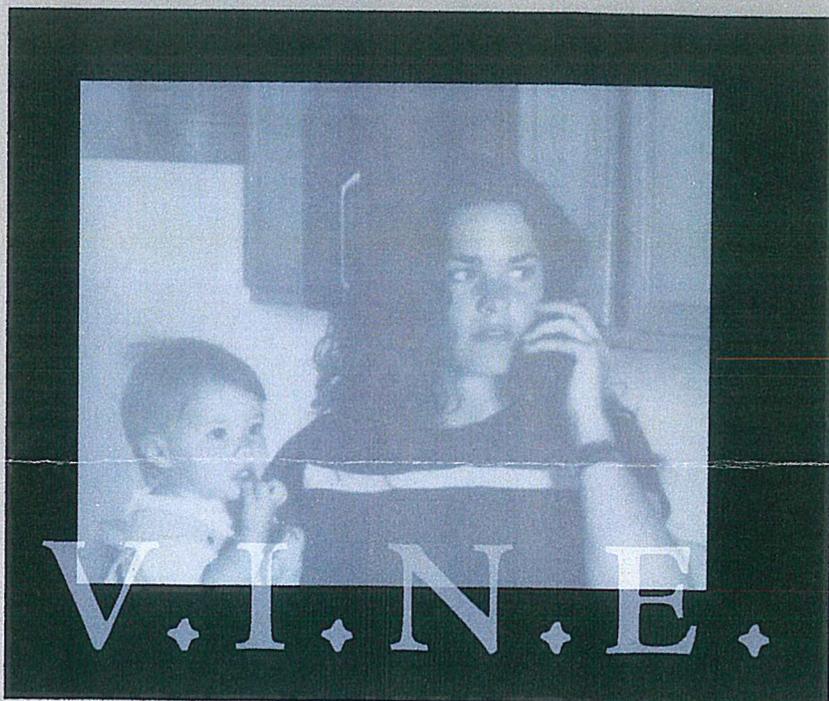
3:45 - 4:15 pm

A Managers' Perspective on VINE

To register, contact Irene Colwill at

518.434.9091 or by e-mail:

icolwill@nysheriffs.org



Victim Information and
Notification Everyday

This Conference is dedicated to the loving memory of murder victim Mary Byron and her parents, John and Pat Byron, who have worked tirelessly for ALL Victims of Crime in the United States.

The New York State Sheriffs' Association Institute, Inc.

Invites you to

**Friday
April 18
2008**

Second Annual New York Statewide Conference on VINE (Victim Information and Notification Everyday)

**Holiday Inn Albany on Wolf Road
Albany, NY 12205**

Please complete the attached registration form and E-mail to: Irene Colwill
(icolwill@nysheriffs.org) or Fax to 518.434.9093 – Registration deadline has been extended to
April 11, 2008.

Name: JOY SAVOIE
Title: CRIME VICTIM SPECIALIST
Agency: WARREN COUNTY DISTRICT ATTORNEY'S OFFICE
Address: 1340 STATE ROUTE 9 LAKE GEORGE NY
Phone: 761-6405 12845
Fax: 761-6254 E-mail: savoieje.co.warren.ny.us

Please check desired Workshop:

Workshop A

Workshop B

Workshop C

Registration fee: \$45.00 (the fee includes a Continental Breakfast, Breaks and a Networking Lunch).

Payment Method:

Check: _____

please make checks payable to:

The New York State Sheriffs' Association Institute, Inc.
27 Elk Street, Albany, NY 12207

VISA: _____ **Exp. Date** ____/____/____

MasterCard: _____ **Exp. Date** ____/____/____

In the event you require lodging, please complete and return the attached **Holiday Inn Reservation Form**, directly to the Hotel's Reservation Department by March 27, 2008 .

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- Out-Of State (needs Board resolution).

The Criminal Justice Comm hereby authorizes JOY SAVOIE
(Supervisory Committee)

to attend NY State Victim Assistance Academy
(Name of meeting or organization) 2008

at Marist College, Poughkeepsie
(Address)

on June 15-20, 2008 Mode of transportation to be used personal vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

convenience

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost. \$325.00
 - Room rate (not to exceed GSA*per diem rate)
 - Meal costs (not to exceed GSA*per diem rate)
- *www.gsa.gov

Date: 3-26-08

Kate High
Department Head

Date: 3-27-08

Regina Burt
Committee Chairman

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Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice Comm. hereby authorizes JUSTINE CORDING
(Supervisory Committee)

to attend N.Y. State Victim Assistance Academy
(Name of meeting or organization)

at Marist College, Poughkeepsie 2008
(Address)

on June 15-20, 2008 Mode of transportation to be used traveling w/co-work
(Dates) (County Vehicle or Mass-Transportation)

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(Please check documents attached)

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Date: 3-26-08

Kate Hoag
Department Head

Date: _____

Committee Chairman

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2008 Application Form Academy Session June 15-20 at Marist College

Name: JOY SAVOIE Date: 3-26-08

Organization: Warren County DA's office

Address: 1340 State Route 9

City, State, Zip Code: Lake George, N.Y. 12845

Phone Number: 518-761-6405 Fax Number: 518-761-6254
Please do not list dedicated hot line numbers.

E-mail address: savoie.j@co.warren.ny.us

Current Title: Crime Victim Specialist
 Administration Direct Service Paid Volunteer

Highest Degree: Associate's Degree Year: 2007 Area of Study: criminal justice

**Please include all materials requested below. Incomplete applications will not be considered.
Application materials should be typed or neatly printed.**

1. Select the jurisdiction and up to three categories from each column below that best describe the organization that you represent or the work that you do:

Jurisdiction: Federal State Private/Nonprofit For profit City/County

Type of Organization

- Community-based organization
- Corrections/probation/parole
- Court-based
- Faith-based
- Health Care
- Law Enforcement
- Mental Health
- Prosecutor's Office
- Social Services
- Tribal

Area of Specialization

- Assault/Robbery
- Child Abuse
- Domestic Violence
- Elder Abuse
- Fraud/Economic Crime
- Gender/Hate Crimes
- Homicide
- Immigration
- International
- Intoxicated Driving

Primary Population Served

- All populations
- African Descent
- Asian American
- People with disabilities
- Elders
- Immigrants
- Latino
- Lesbian, Gay, Bisexual, Transgender
- Migrant Workers
- Native American/First Nation

continued next page

Type of Organization *continued*

Other: _____

Area of Specialization *continued*

- Property Crimes
- Sexual Assault
- Victim Advocacy
- Other: _____

Primary Population Served *continued*

- Non English Proficient
- School/College
- Youth
- Other: _____

2. Indicate the types of services that you primarily provide for crime victims in your current position. (You may check up to five boxes.)

- | | | |
|--|---|--|
| <input type="checkbox"/> 24-hour Hotline | <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Shelter |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Emergency/Health Care | <input type="checkbox"/> Counseling |
| <input checked="" type="checkbox"/> Compensation Claim Assistance | <input type="checkbox"/> Information/Referral | <input type="checkbox"/> Transportation |
| <input checked="" type="checkbox"/> Legal Advocacy | <input type="checkbox"/> Court or Health Accompaniment | <input type="checkbox"/> Notification |
| <input checked="" type="checkbox"/> Restitution Assistance | <input checked="" type="checkbox"/> Victim Impact Statement | <input type="checkbox"/> Training and Technical Assistance |
| <input checked="" type="checkbox"/> Criminal Justice System Advocacy | | <input type="checkbox"/> Other: _____ |

3. Please briefly summarize your current experience assisting crime victims and other relevant employment in the last five years on a separate sheet of paper. Provide position, city and county, responsibilities, and dates of service in chronological order.

4. Please briefly state why you want to attend the New York State Victim Assistance Academy and how your participation will benefit you professionally and personally, your organization, and community. The Academy seeks participants who represent the broad range of agencies and communities of New York State, including people of color, people from a variety of ethnic backgrounds, sexual orientations, religious beliefs, and socio-economic statuses from rural, urban and suburban areas. You may include any additional brief information that you believe is important for consideration during the selection process. (No more than one double-spaced typed page.)

The cost of the Academy is \$325, which includes registration for the 35-hour course, meals, lodging in residence halls for five nights, course materials, student manual, parking and use of campus facilities such as library and computer labs.

5. If accepted for the Academy, I am interested in receiving undergraduate or graduate academic credit from Buffalo State College for the completion of additional coursework for the following fees:

Undergraduate: 3 credits for a total of \$651

Yes No

Graduate: 3 credits for a total of \$1,017

Yes No

These fees will be payable, upon acceptance, to Buffalo State College . Fees may vary.

NYSVAA *unlocking the power of knowledge*

New York State Victim Assistance Academy

6. If accepted, I am interested in receiving the following credits or certifications **for additional fees:**

NOVA Provisional Certification
CASAC

Yes

No

Yes

No

7. I am interested in receiving information regarding possible scholarship for registration fees. Awards are based on need. **(Please note: If your agency receives VOCA or VAWA funds, you may be able to utilize those funds for travel or attendance at NYSVAA. You should contact your agency's VOCA or VAWA administrator to be sure funds are available for your use prior to registering.)**

You may also qualify for a Professional Development Scholarship grant from the US OVC.
(<http://www.ojp.usdoj.gov/ovc/assist/welcome>)

Yes, I am interested in a possible scholarship. No, I do not need a scholarship.

8. Obtain a written letter of recommendation from someone who is familiar with your work, such as a professional colleague, supervisor, or former client.

9. By signing below, you signify your commitment to attend the full 35-plus hour course and to make all travel arrangements accordingly, if accepted.

Signature: Joy Savoie Date: 3-26-08

Name (typed or printed): JOY SAVOIE

1) Mail the original application to:

NYS Victim Assistance Academy
c/o NYSCASA
28 Essex Street, Albany, NY 12206



2) Mail to the above address or Fax (518) 482-4248 the remaining documents including:

- One copy of your completed, signed application form
- The one-page Personal Statement
- One written letter of recommendation

Do not send your registration fee at this time.

The fee is due upon notification of acceptance, and will complete the enrollment process.

Successful applicants will be notified in writing.

Application packages will be reviewed starting on April 15, 2008.

All Academy sessions will be held at Marist College and will be conducted in English.

The NYSVAA is a project of NYSCASA and is supported by the New York State Legislature.
It was designed and developed with funding from the Office for Victims of Crime, Office of Justice Program, U.S. Department of Justice.

2008 Application Form Academy Session June 15-20 at Marist College

Name: JUSTINE CORDING Date: 3-26-08

Organization: Warren Co. DA's Office

Address: 1340 State Route 9

City, State, Zip Code: Lake George, NY 12845

Phone Number: 518-761-6405 Fax Number: 518-761-6254
Please do not list dedicated hot line numbers.

E-mail address: cordova.j@co.warren.ny.us

Current Title: paralegal

Administration Direct Service Paid Volunteer

Highest Degree: associate's Year: 2 Area of Study: criminal justice

**Please include all materials requested below. Incomplete applications will not be considered.
Application materials should be typed or neatly printed.**

1. Select the jurisdiction and up to three categories from each column below that best describe the organization that you represent or the work that you do:

Jurisdiction: Federal State Private/Nonprofit For profit City/County

Type of Organization

- Community-based organization
- Corrections/probation/parole
- Court-based
- Faith-based
- Health Care
- Law Enforcement
- Mental Health
- Prosecutor's Office
- Social Services
- Tribal

Area of Specialization

- Assault/Robbery
- Child Abuse
- Domestic Violence
- Elder Abuse
- Fraud/Economic Crime
- Gender/Hate Crimes
- Homicide
- Immigration
- International
- Intoxicated Driving

Primary Population Served

- All populations
- African Descent
- Asian American
- People with disabilities
- Elders
- Immigrants
- Latino
- Lesbian, Gay, Bisexual, Transgender
- Migrant Workers
- Native American/First Nation

continued next page

Type of Organization *continued*

Other: _____

Area of Specialization *continued*

- Property Crimes
- Sexual Assault
- Victim Advocacy
- Other: _____

Primary Population Served *continued*

- Non English Proficient
- School/College
- Youth
- Other: _____

2. Indicate the types of services that you primarily provide for crime victims in your current position. (You may check up to five boxes.)

- | | | |
|--|--|--|
| <input type="checkbox"/> 24-hour Hotline | <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Shelter |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Emergency/Health Care | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Compensation Claim Assistance | <input type="checkbox"/> Information/Referral | <input type="checkbox"/> Transportation |
| <input checked="" type="checkbox"/> Legal Advocacy | <input type="checkbox"/> Court or Health Accompaniment | <input type="checkbox"/> Notification |
| <input checked="" type="checkbox"/> Restitution Assistance | <input type="checkbox"/> Victim Impact Statement | <input type="checkbox"/> Training and Technical Assistance |
| <input checked="" type="checkbox"/> Criminal Justice System Advocacy | | <input type="checkbox"/> Other: _____ |

3. Please briefly summarize your current experience assisting crime victims and other relevant employment in the last five years on a separate sheet of paper. Provide position, city and county, responsibilities, and dates of service in chronological order.

4. Please briefly state why you want to attend the New York State Victim Assistance Academy and how your participation will benefit you professionally and personally, your organization, and community. The Academy seeks participants who represent the broad range of agencies and communities of New York State, including people of color, people from a variety of ethnic backgrounds, sexual orientations, religious beliefs, and socio-economic statuses from rural, urban and suburban areas. You may include any additional brief information that you believe is important for consideration during the selection process. (No more than one double-spaced typed page.)

The cost of the Academy is \$325, which includes registration for the 35-hour course, meals, lodging in residence halls for five nights, course materials, student manual, parking and use of campus facilities such as library and computer labs.

5. If accepted for the Academy, I am interested in receiving undergraduate or graduate academic credit from Buffalo State College for the completion of additional coursework for the following fees:

Undergraduate: 3 credits for a total of \$651

Yes No

Graduate: 3 credits for a total of \$1,017

Yes No

These fees will be payable, upon acceptance, to Buffalo State College. Fees may vary.

6. If accepted, I am interested in receiving the following credits or certifications for additional fees:

NOVA Provisional Certification
CASAC

Yes

No

Yes

No

7. I am interested in receiving information regarding possible scholarship for registration fees. Awards are based on need. **(Please note: If your agency receives VOCA or VAWA funds, you may be able to utilize those funds for travel or attendance at NYSVAA. You should contact your agency's VOCA or VAWA administrator to be sure funds are available for your use prior to registering.)**

You may also qualify for a Professional Development Scholarship grant from the US OVC.
(<http://www.ojp.usdoj.gov/ovc/assist/welcome>)

Yes, I am interested in a possible scholarship. No, I do not need a scholarship.

8. Obtain a written letter of recommendation from someone who is familiar with your work, such as a professional colleague, supervisor, or former client.

9. By signing below, you signify your commitment to attend the full 35-plus hour course and to make all travel arrangements accordingly, if accepted.

Signature: Justine P. Cording Date: 3/26/08

Name (typed or printed): JUSTINE CORDING

1) Mail the original application to:

NYS Victim Assistance Academy
c/o NYSCASA
28 Essex Street, Albany, NY 12206

NYSCASA

New York State Coalition Against Sexual Assault

2) Mail to the above address or Fax (518) 482-4248 the remaining documents including:

- One copy of your completed, signed application form
- The one-page Personal Statement
- One written letter of recommendation

Do not send your registration fee at this time.

The fee is due upon notification of acceptance, and will complete the enrollment process.

Successful applicants will be notified in writing.

Application packages will be reviewed starting on April 15, 2008.
All Academy sessions will be held at Marist College and will be conducted in English.

The NYSVAA is a project of NYSCASA and is supported by the New York State Legislature.
It was designed and developed with funding from the Office for Victims of Crime, Office of Justice Program, U.S. Department of Justice.

NYSVAA *unlocking the power of knowledge*

New York State Victim Assistance Academy

New York State Victim Assistance Academy 2008

Justice for Victims: Building a foundation in victims' rights and services

Marist College, Poughkeepsie

June 15-20, 2008



Build professional skills and agency capacity.

Network and learn with crime victim service providers from different fields.

Gain state of the art information, case management techniques and tools.



New York State Victim Assistance Academy

unlocking the power of knowledge

Challenge yourself! Learn about the crimes, the survivors, their needs and how to negotiate the systems that are designed to serve them.

Registration Fee of \$325 includes lodging on campus, meals, Textbook and Resource Manual, classroom materials and leading experts in the field for a rigorous week of learning and doing.

For more information and to download applications:

www.nyscasa.org/nysvaa

Still have questions?

call: 518 482-4222, ext. 306

email: info@nysvaa.org

A project of the NYS Coalition Against Sexual Assault funded by the NYS Legislature.