

Agenda- Sheriff's Committee 08/27/09

1. Request to send Inv. John Maday to homicide seminar at NYSP Academy.
2. Request to send Capt Michael Gates to Blackcreek conference.
3. Request to send Officer James Fidd to armorer's school in Schenectady.
4. Request to send communications officers, Marc Zahn, Larry Jeffords, Brian Engle to active shooter training.
5. Reso to amend County budget by \$35,620.26. Monies from 911 reimbursement. (Refer attachment #1)
6. Filling two vacancies in corrections due to resignations.
7. As per Chairman Vanness refer to list of special assignments and duties. (Attachment #2)
8. Refer to jail staffing analysis FYI (Attachment #3)

#1

RESOLUTION REQUEST FORM NO. 7
Request to Amend County Budget*

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

DEPARTMENT NAME: Sheriff's Office

DATE: 08-14-09

(a) Purpose of Amendment: To move money received as revenues from the following 2007-2010 911 Reimbursement Program:

(b) Appropriation Code (with title), Object Code (with title) and Amount:

Program Title	Appropriations & Object	Code Title	Amount
911 Reimbursement	A.3110 413	Sheriff's Law Enforcement – Repair & Maint.-Bldg/Property	\$366.74
911 Reimbursement	A.3020 422	Sheriff's 911 Center – Repair/Maint.- Equipment	\$150.00
911 Reimbursement	A.3020 423	Sheriff's 911 Center - Telephone	\$35,620.26

(c) Revenue Code (with title), and Amount: A.3110.3384 – Sheriff's Law Enforcement Other Sheriff's State Aid, \$36,137.00.

SPECIAL DETAILS, REQUESTS AND ASSIGNMENTS

Polar Cap Run - Lake George 3 hrs./2 Officers
Winter Carnival Mardi Gras Parade - Lake George – 1 hr./2 Officers
Shamrock Shuffle & Leprechaun Leap Children's Fun Run – Glens Falls &
Queensbury 2 hrs./4 Officers
Hague Town Meeting – 3 hrs./1 Officer
5K Run – Hague 2 hrs./2 Officers
Underage Drinking Initiative – Queensbury 2 hrs./1 Officer
Internet Safety – Luzerne School 5 hrs./1 Officer
Special Olympics – ACC 4 hrs./ 1 Officer
March for Babies – ACC 1 hr./1 Officer
Queensbury Court Detail – 3 hrs./1 Officer
Warrensburg School Mock DWI – 2 hrs./1 Officer
Rodeo Scholarship Run – 2hrs./2 Officers
Soap Box Derby –Queensbury – 24 hrs./2 Officers
Hague Parade – 2 hrs./1 Officer
Lake George Parade – 2 hrs./2 Officers
Luzerne Little League Parade – 1hrs./2 Officers
Bolton DWI Presentation – 2 hrs./1 Officer
North Warren School DWI Presentation – 2 hrs./1 Officer
Bolton School Lockdown – 1 hr./2 Officers
Warrensburg School Lockdown – 2 hrs./3 Officers
ABC Detail with GFPD – 4 hrs./2 Officers
Prospect Mt. Road Race – 3 hrs./2 Officers
Fun Spot DUI Program – 3 hrs./1 Officer
Lake George School Evacuation Drill – 1hr./2 Officers
East Shore Schroon Lake Association Meeting – 2 hrs./2 Officers
Warrensburg Parade – 1 hr./1 Officer
Lake Luzerne Parade – 1 hr./3 Officers
Bike Rodeo - North Warren – 3 hrs./1 Officer
Bike Rodeo – Lake Luzerne – 6 hrs./1 Officer
Bike Rodeo – Lake George – 5 hrs./1 Officer
Bike Rodeo – Queensburg – 6 hrs./1 Officer
Bike Rodeo – Warrensburg – 4 hrs./1 Officer
Bike Rodeo – Johnsburg – 4 hrs./1 Officer
Great Strides Walk – Queensbury – 1 hr./1 Officer
Torch Run – 6 hrs./2 Officers
North Creek Parade – 2 hrs./1 Officer
North Warren Parade – 1 hr./1 Officer
Stony Creek Parade – 1 hr./1 Officer
Randy's Run – Lake George 2 hrs. – 1 hr./2 Officers
Mardi Gras Parade – Lake George – 2 hrs./4 Officers
Hudson Valley Vol. Fireman's Parade – Lake George – 6 hrs./4 Officers
Motorcycle Unit Detail – Great Escape 7 hrs./ 2 Officers
Safety Seat Event – Queensbury 4 hrs./1 Officer

Rogers Beach Road Race – Lake George/Bolton – 4 hrs./2 Officers
Westmount Drill – Queensbury - 1 hr./1 Officer
ADK Distance Run – Chester – 2 hrs./2 Officers
North Warren Graduation – 2 hrs./1 Officer
North Country Triathlon – 4 hrs./2 Officers
Hague Fireworks – 2 hrs./1 Officer
Summerfest – Chester – 6 hrs./2 Officers
Chester Fireworks – 2 hrs./1 Officer
Smokeaters Jamboree – 4 hrs./1 Officer
Adirondack Council – Silver Bay – 4 hrs./1 Officer
Big Brothers/Big Sisters Bowl For Kids – Lake George 6 hrs./1 Officer
Warren County Youth Fair – 8 hrs./2 Officers
Warrensburg Arts Program – 3 hrs./1 Officer
Hudson Headwaters 5K Run – 2 hrs./2 Officers
Adirondack Bike Tour – 2 hrs./2 Officers
Adirondack Memory Walk- 2 hrs./1 Officer
National Night Out – 2 hrs.1 Officer
Race the Train – T/N Johnsbury – 4 hrs./2 Officers
Painted Pony Rodeo – Lake Luzerne – 4 hrs./2 Officers
Big Rig Rally – Lake George – 1 hr./3 Officers
Lake George Triathlon – 6 hrs./18 Officers
Special Olympics – 2 hrs./1 Officer
Babysitter Safety Course – 1 hr./1 Officer
Thomas The Train – Riparius – 2 hrs./1 Officer
10 K Run – Chester – 4 hrs./5 Officers
Schroon Lake Marathon – 6 hrs./6 Officers
Traffic Detail - Roaring Brook – 1hr./1 Officer
Lake George School Meeting – 2 hrs./1 Officer
Prospect Child & Family Mcy Run – Queensbury -1 hr./2 Officers
Cystic Fibrosis Walk – Queensbuy 2 hrs./1 Officer
Patriotic Rally Word of Life – Pottersville – 2 hrs./1 Officer
Moonglow Detail – 8 hrs./3 Officers
Shrine Association Parade – Lake George 2hrs./1 Officer
Lake George Regatta Parade – 2 hrs./2 Officers
Warrensburg Garage Sale – 24 hrs./3 Officers
Lake George School Meeting – 1 hr./1 Officer
Warrensburg Halloween Parade – 1 hr./1 Officer
Queensbury School Drill – 2 hrs./2 Officers
Chestertown Halloween Parade – 1 hr./1 Officer
Chester Health Fair – 4 hrs./1 Officer
Elks Lodge Youth Day – 3 hrs./3 Officers
Bolton School Lockdown – 1 hr./1 Officer
Career Day Warrensburg School – 5 hrs./1 Officer
Santa Sprint – Lake Luzerne – 1 hr./1 Officer
Reindeer Run – 1 hr./1 Officer
Warrensburg School Drill – 1 hr./2 Officers

#2

Snowmobile Safety Course – 4 hrs./1 Officer
“Lights On” Celebration - North Creek – 2 hrs./1 Officer
Victim Panel – Crandall Park – 2 hr./1 Officer

659 hours = \$21,088.

Special Events

Americade – 12 hrs/ 83 Shifts/Officers = 996 hrs. (most on overtime) \$38,844+
Balloon Festival = 12hrs./32 Shifts/Officers = 384 hrs.(some overtime) \$12,288+
Adirondack Nationals – 12 hrs./50 Shifts/Officers = 600 hrs. “ \$22,200+
\$73,332

Total from assignments and Special Events

\$94,420.00

Special Units & Unit Details

Snowmobile Patrols – partially funded
School Resource Officers – 6 shifts/officers per week Sept to June
Scuba Unit – 1 training day per month + any incidents
Motorcycle Patrol Unit – fully funded
DWI Cars – fully funded
Child Safety Fitting Station – 1 per month & 2 safety seat events - funded
Youth Court Advisory – About 6 meetings a year
Domestic Violence Meetings & Presentations – 12 meetings & 2 presentations
Operation Safe Stop – 16 hrs./4 Officers - funded
Traffic Safety Corridor – Queensbury
BUNY Details (Buckle Up New York)
Gang Task Force Meetings – 4 +/- per year
DOT Road Checks – 3 conducted w/2 Officers for 4 hours each
SADD Dances/Proms- various schools 10 hrs./6 Officers

6
29
90

26 10

Warren County Sheriff's Office

1400 State Route 9
Lake George, New York 12845
(518) 743-2500

Nathan H. York
Warren County Sheriff

Chief Deputy Shane L. Ross
Division Commander
Administrative Services Division

Undersheriff Robert E. Swan
Division Commander
Law Enforcement Division



Captain Michael T. Gates
Division Commander
Correction Division

August 26, 2009

Warren County Public Safety Committee

Committee Members,

At the request of Sheriff York a comparison of the surrounding county correctional facilities was conducted to evaluate the staffing, budgets and capacities in relation to the Warren County Correctional Facility.

Comparing facilities is a difficult task, similar to comparing apples and oranges. Staffing and budgets are depended upon the facility layout, type of housing unit design, Inmate supervision, number of facility posts, full time coverage factor and duties/responsibility of the correction division. Due to the numerous variables in the facilities compared, the following criteria were used to compare the facilities with as few variables as possible.

1. 2009 Personnel Services Budgeted amount
2. 2009 Overtime Budget
3. Maximum Facility Capacity as set by the NYS Commission of Corrections
4. Number of Posts as set by the NYS Commission of Corrections

The first step taken in the comparison was to obtain basic information on each facility such as maximum facility capacity (MFC), number of staff both full & part time and basic responsibilities which would effect staffing. Using the MFC times 365 days produces the maximum number of inmate days the facility can provide. This information is provided in **Table A.**

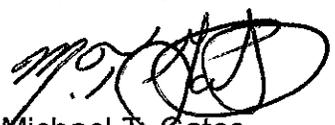
The second step in the process was to obtain the personnel services and overtime for each facility. The comparison did not include equipment and contractual budgets due to the variability in equipment and services provided. This information is provided in **Table B.**

With the previous collected information a comparison of personnel services budgets and MFC can be conducted, which is shown in Table C in the form of percentages.

Table D is a comparison of facilities by personnel service costs per inmate day. This cost is calculated by adding the budgeted personnel services and overtime and dividing the sum by the total inmate days. The data in this table does not include any revenues collected for boarding.

In conclusion as show in Table D, the Warren County Correctional Facility was second over all in the facility costs per inmate day, second only to Essex County. However Warren County provides staffing for both a police lock-up and personnel for all inmate transports. Essex County does not have a pre-arraignment lockup and all inmates transports are conducted by the patrol division.

Respectfully Submitted,



Michael T. Gates
Captain

C. File

**Warren County Correctional Facility
 Facility Size, Budget and Staffing Comparison
 Public Safety Committee Meeting August 27, 2009**

The information reflected in this evaluation was obtained from the respective county jail administrator, county treasurers office and NYS Commission of Corrections.

TABLE A

<u>Facility Information</u>									
<u>County</u>	<u>Maximum Capacity</u>	<u>Maximum Inm. Days</u>	<u>Number of Hous. Units</u>	<u>Number of Post/Day</u>	<u>Full-Time Staff</u>	<u>Part-Time Staff</u>	<u>Operate Lockup</u>	<u>Transports Done by</u>	
Warren	186	67,890	6	47	75	5	Yes	Corrections	
Washington	150	54,750	4	35	55	20	No	Patrol	
Saratoga	195	71,175	6	44	66	6	No	Patrol	
Essex	120	43,800	4	29	67	0	No	Patrol	

TABLE B

<u>Personal Services Budget Information</u>			
<u>County</u>	<u>Salary</u>	<u>OT</u>	<u>Total</u>
Warren	\$3,904,695.00	\$215,000.00	\$4,119,695.00
Washington	\$3,053,374.00	\$370,000.00	\$3,423,374.00
Saratoga	\$4,682,240.00	\$450,000.00	\$5,132,240.00
Essex	\$2,175,825.00	\$300,000.00	\$2,475,825.00

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**Warren County Correctional Facility
 Facility Size, Budget and Staffing Comparison
 Public Safety Committee Meeting August 27, 2009**

#3

TABLE C

<u>Personal Services / MFC PERCENTAGE COMPARISON</u>			
<u>County</u>	<u>Total</u>	<u>PS Percentage of Warren</u>	<u>MFC Percentage of Warren</u>
Warren	\$4,119,695.00		
Washington	\$3,423,374.00	83.10%	80.65%
Saratoga	\$5,132,240.00	124.58%	104.84%
Essex	\$2,475,825.00	60.10%	64.52%

TABLE D

<u>Personnel Services Cost per Inmate Day</u>			
<u>County</u>	<u>PS salaries</u>	<u>Max. In. Days</u>	<u>PS/In. Day</u>
Warren	\$4,119,695.00	67,890	\$60.68
Washington	\$3,423,374.00	54,750	\$62.53
Saratoga	\$5,132,240.00	71,175	\$72.11
Essex	\$2,475,825.00	43,800	\$56.53

Authorization To Attend Meeting or Convention

Check One:

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

The Public Safety Committee hereby authorizes Larry Jeffords, Marc Zahn & Brian Engle
(committee) (name)

To attend Active Shooting Response course
(name of meeting or organization)

At Zone 5 Regional Law Enforcement Training Academy, Schenectady, N.Y.
(address)

On 11/04/09. Mode of Transportation to be used county vehicle
(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.

For Overnight Travel

- Room rate \$ _____ GSA Rate \$ _____
- Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

Date: 8/27/09 Signature [Signature]
(department head)

Date: 8/27/09 Signature [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 A Fleet Vehicle

- Filing Instructions:
1. Original with voucher to Auditor
 2. Copy to Frank Morehouse if fleet vehicle is requested
 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

Check one:

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

The Public Safety hereby authorizes James Fidd
(Supervisory Committee) (Employee Name)

to attend Gloucs Armorer's School
(Name of meeting or organization)

at Zone 5 Law Enforcement Academy, Schenectady
(Address)

on 09-09-2009. Mode of transportation to be used County Vehicle
(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.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 4/16/09

[Signature]
Department Head Signature

Date: 4/17/09

[Signature]
Committee Chairman Signature

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.

Authorization To Attend Meeting or Convention

Check One:

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

The Public Safety Committee hereby authorizes Captain Michael T. Gates
(committee) (name)

To attend Blackcreek Users group Conference
(name of meeting or organization)

At Alexanderia Bay, NY
(address)

On September 9&10th. Mode of Transportation to be used Office Vehicle
(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.

For Overnight Travel

- Room rate \$70.00 GSA Rate \$ _____
 Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

Date: 8/27/09 Signature [Signature]
(department head)

Date: 8/27/09 Signature [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 A Fleet Vehicle

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2. Copy to Frank Morehouse if fleet vehicle is requested
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5. Copy to commissioner of Administrative and Fiscal Services if credit card will be used.

The seal of Warren County, New York, is circular and features a central figure of a Native American holding a bow and arrow. The text "WARREN COUNTY" is at the top, "1784" is on the left, and "1813" is on the right. Below the seal, the name "BRIAN A. LAFLURE" is printed, followed by "Director" and "Fire Coordinator".

**WARREN COUNTY
OFFICE OF EMERGENCY SERVICES**

1340 State Route 9
Lake George, NY
12845

Telephone:
518-761-6537
518-761-6490
Fax: 518-761-6402

AMY J. MANNEY
Deputy Director

Public Safety Committee
Agenda

August 27, 2009

New Items

1. Transfer of Hazmat/WMD Coordinator from Homeland Security Code to Fire Prevention & Control as per the Treasurer's Office request
2. Discussion of appropriate salary for Deputy Director/Emergency Services Coordinator
3. Proposal to change local law 7 of 07 to create a separate department to incorporate the STOP-DWI and Traffic Safety Programs directly responsible to the Traffic Safety Board