

## **Sheriff's Committee Agenda 07/22/10**

1. Accept the minutes from last meeting on 05/26/10.
2. Request authorization to send Patrol Officer Greg Seeley, William Backus, & Shawn Stillman to scuba diving training 08/19/10 to 09/05/10; 09/20/10 to 09/26/10 & 09/27/10 to 10/17/10. The total cost is \$3519.00 and will be fully paid for by a Homeland Security Grant or from the seized asset account.
3. Correction Officer Daniel Hitchcock is requesting tuition reimbursement for a Bachelor Degree in Criminal Justice Administration and seeking the committee's approval.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

SHAWN STILLMAN

The Sheriff hereby authorizes Greg Seefery, William Backus  
(Supervisory Committee) (Employee Name)

to attend Scuba Diving Training  
(Name of meeting or organization)

at Queensbury / Glens Falls NY  
(Address)

on 8/19, 9/20, 9/27 Mode of transportation to be used CV  
(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: 7/21/10

[Signature]  
Department Head Signature

Date: 7/22/10

[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.

Warren County Sheriff's Office  
**Memorandum**

TO . . . . .: Nathan H. York, Sheriff

FROM . . . . .: Pasquale A. Girard, Patrol Sergeant *P.A. GIRARD*

SUBJECT : Scuba Diving Training

DATE. . . . .: July 16, 2010

I'm requesting approval for patrol Officers Greg Seeley, William Backus and Shawn Stillman attend the follow training.

|                    |   |                                 |
|--------------------|---|---------------------------------|
| Basic Open Water - | August 19 <sup>th</sup> – September 5 <sup>th</sup>     | Cost is \$415. Each.....\$ 1245 |
| Adv. Open Water -  | September 20 <sup>th</sup> – September 26 <sup>th</sup> | Cost is \$329. Each.....\$ 987  |
| Rescue Diver -     | September 27 <sup>th</sup> – October 17 <sup>th</sup>   | Cost is \$429. Each.....\$ 1287 |
|                    |   | Total...\$3519                  |

Additionally 100% of the cost is reimbursed by a grant secured by OES.

# **OPEN WATER**

## **"FLEX" SCUBA CERTIFICATION PROGRAM**

*MDC Scuba, Inc.*



### *Rich Morin's Professional*

## **SCUBA CENTERS**

20 Warren St. Glens Falls, NY 12801 (518) 761-0533 Fax (518) 761-0420  
[www.richmorinproscubacenters.com](http://www.richmorinproscubacenters.com) or [richmorin@yahoo.com](mailto:richmorin@yahoo.com)

**1-800-924-DIVE**

**THE "SCUBA" SPECIALISTS**

- Knowledge Development Materials:** **PADI** Open Water CD Rom Crew Pack - Home Study Program.  
(Supplied by **SCUBA CENTERS**, see reverse side).
- Course Contents:**
- 1 Orientation Seminar approximately 3 hrs.
  - 2 Knowledge Development Seminars approximately 3 hrs. ea.
  - 5 Confined Water "Pool" Training Sessions over 4 Days.
  - 4 Open Water Training Dives over 2 days.
- Note:** Schedules are subject to change based on class size and logistics.
- Watermanship Assessment:** 200 yard swim (no time limit or set stroke)  
or 300 yard mask / snorkel / fin swim  
10 minute water tread.
- Student Supplied Equipment:** Mask, snorkel, fins & neoprene boots.  
All other Scuba Equipment Supplied for Course.
- Investment:** \$459 *Staff Gratuities Greatly Appreciated.*  
\$415 for each additional family member
- Prerequisite Certification:** None
- Minimum Age:** 10 - 14 years for junior certification.  
15 and older for adult certification.

Upon successful completion of this course, the **PADI** Jr. Open Water Diver or Open Water Diver Certification is earned. This course will prepare you for the exciting world of SCUBA, enabling you to dive with other certified divers. It forms a solid foundation for your **PADI** continuing education courses. Become a better all around diver under the direct supervision of your **PADI** instructor at...

*Rich Morin's Professional SCUBA CENTERS.*

# **PADI®**

**The Way the World Learns to Dive.**

## **OW 05 - Glens Falls/Queensbury**

Orientation – June 17<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – June 24<sup>th</sup> & July 1<sup>st</sup> from 6:30pm - 9:30pm  
Confined Water Training – June 19<sup>th</sup> & 20<sup>th</sup> at Queensbury Pool, 26<sup>th</sup> & 27<sup>th</sup> at Gurney Lane Pool  
Saturday 5:00pm - 9:00pm – Sunday 9:00am - 1:00pm at Queensbury Pool  
Saturday & Sunday 8:00am - Noon at Gurney Lane  
Open Water Training – July 10<sup>th</sup> & 11<sup>th</sup> from 9:00am - 5:00pm

## **OW 06 – Manchester. VT**

Orientation – June 30<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – July 5<sup>th</sup> & July 7<sup>th</sup> from 6:30pm - 9:30pm  
Confined Water Training – July 10<sup>th</sup>, 11<sup>th</sup> & 17<sup>th</sup> from 4:00pm – 8:00pm at the Manchester Pool  
Open Water Training – July 24<sup>th</sup> & 25<sup>th</sup> from 9:00am - 5:00pm at Lake George

## **OW 07 - Glens Falls/Queensbury**

Orientation – July 22<sup>nd</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – July 29<sup>th</sup> & August 5<sup>th</sup> from 6:30pm - 9:30pm  
Confined Water Training – July 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup> & August 1<sup>st</sup> at Gurney Lane Pool  
Saturday's 8:00am - Noon – Sunday's 8:00am - Noon  
Open Water Training – August 7<sup>th</sup> & 8<sup>th</sup> from 9:00am – 5:00pm at Lake George, NY

## **OW 08 – Manchester. VT**

Orientation – August 4<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – August 9<sup>th</sup> & August 11<sup>th</sup> from 6:30pm - 9:30pm  
Confined Water Training – August 7<sup>th</sup>, 8<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> from 4:00pm – 8:00pm at the Manchester Pool  
Open Water Training – August 21<sup>st</sup> & 22<sup>nd</sup> from 9:00am – 5:00pm at Lake George, NY

## **OW 09 - Glens Falls/Queensbury**

Orientation – August 19<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – August 26<sup>th</sup> & September 2<sup>nd</sup> from 6:30pm - 9:30pm  
Confined Water Training – August 21<sup>st</sup>, 22<sup>nd</sup> at Gurney Lane, August 28<sup>th</sup> & 29<sup>th</sup> at Queensbury Pool  
Saturday & Sunday 8:00am - Noon at Gurney Lane  
Saturday 5:00pm - 9:00pm – Sunday 9:00am - 1:00pm at Queensbury Pool  
Open Water Training – September 4<sup>th</sup> & 5<sup>th</sup> from 9:00am – 5:00pm

## **OW 10 - Glens Falls/Queensbury**

Orientation – September 16<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – September 23<sup>rd</sup> & 30<sup>th</sup> from 6:30pm - 9:30pm  
Confined Water Training – September 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> at Queensbury Pool  
Saturday 5:00pm - 9:00pm – Sunday 9:00am - 1:00pm at Queensbury Pool  
Open Water Training – October 2<sup>nd</sup> & 3<sup>rd</sup> from 9:00am - 5:00pm

## **OW 11 - Glens Falls/Queensbury**

Orientation – November 11<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – November 18<sup>th</sup> & December 2<sup>nd</sup> from 6:30pm - 9:30pm  
Confined Water Training – November 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup> & 21<sup>st</sup> at Queensbury Pool  
Saturday's 5:00pm - 9:00pm – Sunday's 9:00am - 1:00pm  
Open Water Training – Finish with us during one of our exotic trips this winter or locally in the spring.

## **OW 12 - Glens Falls/Queensbury**

Orientation – December 9<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – December 16<sup>th</sup> & 20<sup>th</sup> from 6:30pm - 9:30pm  
Confined Water Training – December 11<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup> at Queensbury Pool  
Saturday's 5:00pm - 9:00pm – Sunday's 9:00am - 1:00pm  
Open Water Training – Finish with us during one of our exotic trips this winter or locally in the spring.

**Great Family Activity.** Registration is required, restrictions may apply.

# **ADVENTURES IN DIVING**

## **ADVANCED TRAINING FOR OPEN WATER DIVERS**

*MDC Scuba, Inc.*



### *Rich Morin's Professional*

## **SCUBA CENTERS**

20 Warren St. Glens Falls, NY 12801 (518) 761-0533 Fax (518) 761-0420  
[www.richmorinsproscubacenters.com](http://www.richmorinsproscubacenters.com) or [richmorin@yahoo.com](mailto:richmorin@yahoo.com)

**1-800-924-DIVE**

### **THE "SCUBA" SPECIALISTS**

|                                  |  |
|----------------------------------|--|
| Knowledge Development Materials: | <b>PADI</b> Adventures in Diving Crew Pak<br><b>PADI</b> Recreational Dive Planner, eRDP/ML<br>(Supplied by <b>SCUBA CENTERS</b> ).  |
| Course Hours:                    | Approximately 25 hrs.  |
| Course Contents:                 | 2 Knowledge Development Seminars approx. 3 hrs. ea.<br>1 Underwater Navigation Dive, 1 Search & Recovery Dive<br>1 Night Dive, 1 Deep Dive, 1 Multilevel Dive.   |
| Watermanship Assessment:         | Show Proper Open Water Diver Skills and Knowledge.   |
| Student Supplied Equipment:      | Mask, Snorkel, Fins, Neoprene Boots, Exposure Protection,<br>Mitts or Gloves, BCD, Regulator, Alt. Air Source, SPG,<br>Depth Gauge, Compass, Knife, Whistle, Time Piece,<br>Weight System, Tank, Primary Light, Back-Up Light,<br>Fresh Batteries, Glow Sticks, Slate & Pencil, Logbook. |
| Investment:                      | <del>\$329</del> <i>Staff Gratuities Greatly Appreciated.</i><br>\$289 for private groups of 6 or more persons.  |
| Prerequisite Certification:      | <b>PADI</b> Open Water Diver or Equivalent Rating.   |
| Minimum Age:                     | 12 - 14 years for junior certification.<br>15 and older for adult certification.   |

### **RENTAL EQUIPMENT AVAILABLE**

Upon successful completion of this course, the **PADI** Advanced or Jr. Advanced Certification is earned. Learning about specialty diving and fine tuning your basic skills is what the *Adventures In Diving* program is all about. Become a better all around diver under the direct supervision of your **PADI** instructor at...

*Rich Morin's Professional* **SCUBA CENTERS**.

# **PADI®**

**The Way the World Learns to Dive.**

# ***Advanced Open Water Diver Courses***

**Attention Open Water Divers!!!** This is the Adventures in Diving Program you heard about in the Open Water Diver Program. This program is designed specifically for you! It involves preparing for and conducting *five* different Adventure Dives. ***The emphasis is on having fun!***

## **ADU 01 - Glens Falls**

Knowledge Development Seminars – January 6<sup>th</sup> & 13<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – Finish with us during one of our exotic trips this winter or locally in the spring.

## **ADU 02 - Glens Falls**

Knowledge Development Seminars – March 23<sup>rd</sup> & 26<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – Finish with us during one of our exotic trips this winter or locally in the spring.

## **ADU 03 - Glens Falls**

Knowledge Development Seminars – May 3<sup>rd</sup> & 5<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – May 8<sup>th</sup> & 9<sup>th</sup> all day

## **ADU 04 - Glens Falls**

Knowledge Development Seminars – June 14<sup>th</sup> & 16<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – June 19<sup>th</sup> & 20<sup>th</sup> all day

## **ADU 05 - Glens Falls**

Knowledge Development Seminars – July 12<sup>th</sup> & 14<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – July 16<sup>th</sup> & 17<sup>th</sup>

## **ADU 06 - Glens Falls**

Knowledge Development Seminars – August 9<sup>th</sup> & 11<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – August 13<sup>th</sup> & 14<sup>th</sup>

## **ADU 07 - Glens Falls**

Knowledge Development Seminars – September 20<sup>th</sup> & 22<sup>nd</sup> from 6:30pm - 9:00pm  
Open Water Dives – September 25<sup>th</sup> & 26<sup>th</sup> all day

## **ADU 08 - Glens Falls**

Knowledge Development Seminars – October 18<sup>th</sup> & 20<sup>th</sup> from 6:30pm - 9:00pm  
Open Water Dives – October 23<sup>rd</sup> & 24<sup>th</sup> all day

# ***Rescue Diver Courses***

## **RES 01 - Glens Falls**

Orientation – April 19<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – April 21<sup>st</sup>, 26<sup>th</sup> & 28<sup>th</sup> from 6:30pm - 9:30pm  
Open Water Dives – May 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> all day

## **RES 02 - Glens Falls**

Orientation – May 12<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – May 17<sup>th</sup>, 19<sup>th</sup> & June 2<sup>nd</sup> from 6:30pm - 9:30pm  
Open Water Dives - June 5<sup>th</sup>, 6<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> all day

# **RESCUE DIVER**

*MDC Scuba, Inc.*

## *Rich Morin's Professional* **SCUBA CENTERS**

20 Warren St. Glens Falls, NY 12801 (518) 761-0533 Fax (518) 761-0420  
[www.richmorinsproscubacenters.com](http://www.richmorinsproscubacenters.com) or [richmorin@yahoo.com](mailto:richmorin@yahoo.com)



### **1-800-924-DIVE**

#### **THE "SCUBA" SPECIALISTS**

- Knowledge Development Materials:** **PADI** Rescue Diver Crew Pak with DVD  
(Supplied by **SCUBA CENTERS**).
- Course Hours:** Approximately 45 hrs.
- Course Contents:**  
1 Registration and Orientation Session approx. 2 hrs.  
3 Knowledge Development Seminars approx. 3 hrs. ea.  
10 Open Water Training Exercises.  
4 Open Water Training Dive Scenarios'.
- Watermanship Assessment:** Show Proper Open Water and Advanced Diver Skills and Knowledge.
- Student Supplied Equipment:** Mask, Snorkel, Fins, Proper Exposure Protection, BCD, Regulator, Alt. Air Source, SPG, Depth Gauge, Compass, Dive Tool, Whistle, Time Piece, Weight System, Tank, Primary Light, Back-Up Light, Fresh Batteries, Glow Sticks, Slate & Pencil, ERDP, RDP Table, RDP "The Wheel", Logbook.  
*Rental Equipment Available*
- Investment:** \$429 per person. *Staff Gratuities Greatly Appreciated.*  
\$379 p.p. for private group of 6 or more persons.
- Prerequisite Certification:** **PADI** Jr. Advanced Open Water Diver,  
**PADI** Advanced Open Water Diver or equivalent rating.  
CPR certified within the past 2 years.  
**PADI** Emergency First Response Course is *Highly Recommended*.
- Minimum Age:** 12 - 14 years for junior certification.  
15 and older for adult certification.

Upon successful completion of this course, the **PADI** Jr. Rescue Diver or **PADI** Rescue Diver Certification is earned. This course will teach you how to assist in a rescue, and if need be, to manage dive related accidents and situations at the dive site. Become a better all around diver under the direct supervision of your **PADI** instructor at *Rich Morin's Professional SCUBA CENTERS*.

# **PADI®**

**The Way the World Learns to Dive.**

## **RES 03 - Glens Falls**

Orientation – July 19<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – July 21<sup>st</sup>, 26<sup>th</sup> & 28<sup>th</sup> from 6:30pm - 9:30pm  
Open Water Dives - July 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup> & August 1<sup>st</sup> all day

## **RES 04 - Glens Falls**

Orientation – September 27<sup>th</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – September 29<sup>th</sup>, October 4<sup>th</sup> & 6<sup>th</sup> from 6:30pm - 9:30pm  
Open Water Dives - October 2<sup>nd</sup>, 3<sup>rd</sup>, 16<sup>th</sup> & 17<sup>th</sup> all day

Upon successful completion of this course you'll be a more *comfortable, competent & confident diver*.  
This program is challenging. Rescue divers will tell you that they had *a lot of fun* in this program.

# ***Emergency First Response Courses***

## **EFR 01 - Glens Falls**

Knowledge Development - March 20<sup>th</sup> from 9:00am – Noon then 1:00pm – 5:00pm

## **EFR 02 - Glens Falls**

Knowledge Development - May 11<sup>th</sup> & 18<sup>th</sup> from 6:30pm - 9:30pm

## **EFR 03 - Glens Falls**

Knowledge Development - July 16<sup>th</sup> & 23<sup>rd</sup> from 6:30pm - 9:30pm

## **EFR 04 - Glens Falls**

Knowledge Development - September 24<sup>th</sup> & October 1<sup>st</sup> from 6:30pm - 9:30pm

## **EFR 05 - Glens Falls**

Knowledge Development - December 6<sup>th</sup> & 8<sup>th</sup> from 6:30pm - 9:30pm

Everyone needs to be prepared to help their fellow man in an emergency.  
Receive Primary Care (CPR), Secondary Care (first aid), Automated External Defibrillator training.  
Child & Infant Primary Care (CPR), Secondary Care (first aid) & Defibrillator training upon request.  
Don't wait until there is an accident and then regret delaying your certification.

# ***Divemaster Courses***

## **DM1 - Glens Falls**

In Progress

## **DM2 - Glens Falls**

Orientation – July 1<sup>st</sup> from 6:30pm - 9:30pm  
Knowledge Development Seminars – July 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>, August 5<sup>th</sup> & 12<sup>th</sup>  
Training Dives & Internship – To be announced

Learn how much fun being a professional diver can be. Develop demonstration-quality skills and working with students under the direction of one of the nations highest certified Instructional Teams.

Warren County Sheriff's Office  
**MEMORANDUM**

**TO:** Sheriff York

**FROM:** Michael T. Gates, Captain



**SUBJECT:** Request for Tuition Reimbursement

**DATE:** July 13, 2010

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Correction Officer Daniel Hitchcock has requested tuition reimbursement in accordance with the collective bargaining unit. Officer Hitchcock is in the process of completing his Bachelor's Degree in Criminal Justice Administration through the University of Phoenix.

Attached is an outline of courses which will be taken and Section 14 of the contract which deals with tuition reimbursement.

**C. File**

Capt. Gates,

I am taking courses at University of Phoenix to receive my bachelors degree in Criminal Justice Administration. My next course begins July 6<sup>th</sup>. I have seven courses remaining until I receive my degree in March of 2011. Below is a list of my remaining courses.

|  |      |            |            |
|--|------|------------|------------|
| CJA/433 RESEARCH METHODS IN CRIMINAL JUSTICE   | 3.00 | 07/06/2010 | 08/09/2010 |
| CJA/443 ORGANIZATIONAL BEHAVIOR AND MANAGEMENT | 3.00 | 08/10/2010 | 09/13/2010 |
| CJA/453 CRIMINAL JUSTICE ADMINISTRATION        | 3.00 | 09/14/2010 | 10/18/2010 |
| CJA/463 CRIMINAL JUSTICE POLICY ANALYSIS       | 3.00 | 10/19/2010 | 11/22/2010 |
| CJA/473 MANAGING CRIMINAL JUSTICE PERSONNEL    | 3.00 | 11/23/2010 | 01/10/2011 |
| CJA/483 FUTURES OF CRIMINAL JUSTICE            | 3.00 | 01/11/2011 | 02/14/2011 |
| GEN/480 INTERDISCIPLINARY CAPSTONE COURSE      | 3.00 | 02/15/2011 | 03/21/2011 |

Thanks,

Dan Hitchcock

Section 13 – Bulletin Boards

The County shall provide the Alliance access to bulletin board space at all buildings where bargaining unit employees regularly work.

Section 14 – Tuition Reimbursement

Employees shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a “C” grade or better, the County shall reimburse the employees for 50% of the cost of tuition and fees incidental to taking the course. If an employee does not work for at least eighteen (18) consecutive months after completing a course which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.

Section 15 – Direct Deposit

The County will implement direct deposit of an employee’s paycheck for all bargaining unit employees who provide written authorization to the County to do so in accordance with the County’s policy and practice on direct deposits.

Section 16 – Posting of Vacancies

All permanent vacancies where an eligible list does not exist shall be posted for at least five (5) calendar days prior to the filling of the vacancy. Anyone interested in applying for the job shall have the right to apply for the vacancy. All applicants shall receive notice of the name of the person who filled the vacancy.

Section 17 – Labor/Management Meetings

The Sheriff, or designee, shall meet upon request but at least on a quarterly basis with Union representatives for the purpose of discussing matters of mutual concern. An Agenda for the meeting will be prepared and exchanged in advance.

Section 18 – Drug and Alcohol Free Workplace – Testing

All employees shall be subject to random and reasonable suspicion testing for alcohol, illegal drugs and controlled substance use and breath alcohol testing following accident/incident as set forth in Appendix C.

**Article 15 – Seniority**

A seniority roster will be given to the Alliance President upon request. This roster shall list all full-time employees in the bargaining unit by assignment and title. Within thirty (30) days of the receipt of the roster the Alliance will notify the County of the alleged discrepancies in the roster. The parties will meet to resolve all discrepancies. For purposes other than the Civil Service Law, agency seniority shall be measured by time in title or any subsequent promotional title.