

**Public Safety Committee
Sheriff's Committee Agenda
08-24-2016**

Committee Members: Wood, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Vanselow, Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda
 - A. Request permission to have Communications Supervisor Larry Jeffords, Sr. Com Officer Brian Engle, Sr. Com Officer Lisa Mansfield and Sr. Com Officer Vickie Water 911 Coordinators Fall Conference, Albany NY. (Total cost \$726.00)
 - B. Request permission to have Sgt. Pasquale Girard, PO Shaun Stillman, PO Greg Seeley, PO William Backus and PO Tyler Morse attend Alexandria Bay Dive Training. (Cost \$648.00, Plus Meals to be covered by OES Budget)
 - C. Notice of Intent to reclassify noncompetitive class Cleaner position to competitive class Custodian position.
 - D. Request Resolution to amend budget to reflect insurance recoveries (\$1,602.98)
- IV. Referral / Pending Items
- V. Topics for Discussion

- VI. Motion to adjourn

Attachments:

- #1. Authorization to Attend Meeting or Convention Com Supervisor Larry Jeffords, Sr. Com Officer Brian Engle, Sr. Com Officer Lisa Mansfield and Sr. Com Officer Vickie Waters
- #2. Authorization to Attend Meeting or Convention Sgt. Pasquale Girard, PO Shaun Stillman, PO Greg Seeley, PO William Backus and PO Tyler Morse.
- #3. Resolution Form #14 Request to Reclassify Position (Cleaner to Custodian)
- #4. Resolution Form #7 Request to Amend County Budget A.3110 2680 & A.3110 441, in the amount of \$1,602.98

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 Communications Supervisor Larry Jeffords, Sr. Com Officer B. Engle, Sr. Com Officer L. Mansfield and Sr. Com Officer V. Waters
(committee) (name)

To attend NYS 911 Coordinators Conference
(name of meeting or organization)

At Albany, NY
(address)

On October 10-12, 2016. Mode of Transportation to be used Sheriff's 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: 8/19/16 Signature 
(department head)

Date: 8/24/16 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.

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Leaders in Public Safety Communications

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The 2016 APCO-Atlantic Chapter and New York State 911 Coordinators joint conference



2016 Combined Conference & Exhibition



Registration / Refund Items

Full Conference Registration

1. Member With PO Registration Fee \$159.00
2. Member Without PO Registration Fee \$159.00

Discounted Price	If Registered By
\$129.00	9-12-2016

3. Non-Member With PO Registration Fee \$189.00
4. Non-Member Without PO Registration Fee \$189.00

Discounted Price	If Registered By
\$159.00	9-12-2016

5. Spouse Registration Fee \$99.00

One day Only Registration

1. \$69.00

Exhibitor Registration

1. Exhibitor - 1 Booth Fee \$700.00

Discounted Price	If Registered By
\$650.00	6-1-2016

2. Exhibitor - 2 Booths Fee \$1,400.00

Discounted Price	If Registered By
\$1,300.00	6-1-2016

Early Registration Discounts: Available until 9/12/2016. Full registration costs will be charged after this date.

Refunds: Available refunds until 9/1/2016. See individual registration fees during registration for refund policy. After 9/1/2016, there will be no refunds.

Our 2016 Conference Sponsors

APCO ATLANTIC/NEW YORK STATE 9-1-1 COORDINATORS JOINT
CONFERENCE
PROGRAM DESCRIPTIONS
ALBANY, NEW YORK
October 10 – 12, 2016

MONDAY, OCTOBER 10, 2016

1:00 PM – 1:50 PM – Town Hall Meeting

**Panel: APCO International Executive Committee of the Board of Directors
(President Cheryl Greathouse, First Vice President Martha Carter, Second Vice President (To be elected in August), Brent Lee, Immediate Past President)**

This Town Hall Meeting is an opportunity for conference attendees to meet and speak with your Executive Committee members of the APCO Board of Directors. The Executive Committee will speak on issues of importance for all our public safety professionals. They will give attendees the opportunity to ask any question or talk about a public safety topic that is important to our members.

2:00 PM – 2:50 PM – Preparing Your Center for an Active Assailant Situation

Presenter: Maureen Will, Director, Newtown (CT) Emergency Communications Center

This presentation will give an overview of action items Centers can put into place in the event of an active assailant event. Objectives include but not limited to preparing/training staff – response considerations – integration with NIMS and ICS – behavioral health considerations as well as debriefing and protocol changes following an event. This presentation is geared towards supervisors – managers with information for line Telecommunicators.

2:00 PM – 2:50 PM – Estimating Remote Site Maintenance Costs

Presenter: John Ahern, President, Davicom, a Division of Comlab Inc.

Operating remote transmission sites ensures adequate radio coverage over large areas, but maintaining these remote transmitter sites entails many costs, some obvious and others less obvious. This presentation will list possible cost sources and quantify those that can be quantified. An Excel-based Site-Maintenance Cost Calculator will be presented.

2:00 PM – 2:50 PM – Transitional Steps for the NG9-1-1 Journey

Presenter: Paul McLaren, Director of Support Engineering, Intrado Inc.

Getting to NG9-1-1 is no small task! By understanding where we've been and where we're going, we can strategize incremental steps for the transition. Join this session to learn how phased project plants can be implemented even as technology evolves and innovative new features are introduced. Mr. McLaren will provide insights to help PSAP's identify realistic timelines and expectations for their own journey to NG9-1-1.

3:10 PM – 4:00 PM – Making Sense Out of Silence in 9-1-1 Calls

Presenter: Heidi Feldman, PhD, Associate Professor, Communications Studies, Northeastern University

CO-Presenter: C. Blair Sutherland, Director of Telecommunications, Massachusetts State Police

Recent studies show that of the 92 million calls made to U.S. 9-1-1, approximately 33% are "silent" or nuisance calls. Among these calls are cases that are true silent calls where callers are unable to verbally communicate. This session addresses the research findings conducted with a statewide public safety agency and presents preliminary recommendations on how to make meaning out of silent calls, with a focus on laying out best practices for managing true silent calls.

3:10 PM – 4:00 PM – FirstNet in New York

Presenter: TBD, First Responder Network Authority

CO-Presenter: TBD, New York State Division of Homeland Security

This session will highlight New York States position, activities, and future thoughts on FirstNet, and how New York State thinks FirstNet can assist the local PSAPs and emergency responders.

3:10 PM – 4:00 PM – Text Messaging to 9-1-1: The Deployment Journey or How to Get from Here to There.

Presenter: Paul McLaren, Director of Support Engineering, Intrado, Inc.

Today, emergency calls are made from wireless phones, computers, VoIP communication platforms, comprising the majority of the 9-1-1 calls received. Reception of 9-1-1 text messages is one of the promises offered by next-generation PSAPs. This session will discuss ways to navigate the operational challenges of text-to-911 deployment and provide functional clarity within each stage of possible deployment options. We will address timely issues surrounding the implementation of available technology.

4:10 PM – 5:00 PM – Sins of the Supervisor

Presenter: Angela Bowen, Curriculum Services Manager, Georgia Public Safety Training Center

This fun and interactive class takes a look at common mistakes of communications supervisors. Attendees will identify strategies for and characteristics of effective supervision in an emergency communications setting. Learning objectives include identifying situations that lead a supervisor to commit on the sins of supervision and identifying consequences of ineffective communications.

4:10 PM – 5:00 PM – Spectrum and Regulatory Updates

Presenter: David Eierman, Principal Staff Engineer, Motorola Solutions

Update on spectrum & regulatory issues: recent & pending FCC actions, FCC enforcement actions, environmental rule violations (tower ASR & modifications), signal boosters, Canadian border, CO-/adj-channel coordination, 20+ kHz bandwidth emissions (90.221), modulation on interoperability channels, and 700/800/900 MHz & 4.9/5.9 GHz.

4:10 PM – 5:00 PM – Leveraging Smartphones Capabilities with NG911: Handset Location, Additional Data, Multimedia

Presenter: Reinhard Ekl, Director of Product & 9-1-1, Rapid SOS, Inc.

How can PSAPs use the incredible capabilities that modern smartphones have today? How is it that “uber can find us, but 9-1-1 can’t”? This presentation will give an introduction into what smartphones can do today and how this data can be used in the PSAP. We will discuss the evolving role of different stakeholders in the environment, and discuss how Apps and device manufacturers are changing the way data is delivered to 9-1-1.

TUESDAY, OCTOBER 11, 2016

10:10 AM – 11:00 AM – CTO Refresher

Presenter: Lee Ann Delp, Training Manager, Essex County (MA) Regional Emergency Communications Center

This session will offer something for each individual CTO as well as a CTO Coordinator and Training Supervisor. Some agencies have very little attrition at their agency and only train a new Telecommunicator every few years; other agencies are understaffed and are training continually. This presentation is designed to offer something to everyone. Intended to get the attendee to think about what they can do to improve upon as well as recognize what they do well. It will be interactive with attendees to share with each other and learn from each other.

10:10 AM – 11:00 AM – FirstNet and the Fire Service

Presenter: TBD, First Responder Network Authority

We know that many of the 9-1-1 Coordinators are dual hatters, that is, they are both 9-1-1 Coordinators as well as Fire Coordinators. Additionally, many call-taker/dispatchers are in the fire service. This session will look into how FirstNet will enable a significant change in the way the fire service uses data, i.e. mapping, video, preplans, CAD data and apps such as "I am Responding", which is growing in popularity in the Northeast.

10:10 AM – 11:00 AM – Public Safety Radio In-Building Coverage – Understanding NFPA Code and its Applications

Presenter: Minfei Leng, Applications & Systems Engineering Manager, Bird Technologies.

This presentation will explain the basics of DAS (distributed antenna system) for audience who may not have a RF engineering background. Key technical specs will be explained with a focus on how it is affected by the NFPA code (latest version 2016) and how they contribute to the overall system performance and how they ultimately relate to the needs of the public safety first responders. The presentation will also highlight best practices in the industry regarding public safety and commercial cellular converged DAS.

11:10 AM – 12:00 PM (Noon) – FirstNet and Law Enforcement

Presenter: TBD, First Responder Network Authority

This session will be case reviews of two of the largest man-hunts in New York State history. They were both national news stories because one was inter-state, and one was international, lasted weeks or months, and cost tax-payers millions of dollars. We will look into the failures of communications during both of those cases, and how FirstNet will enable vastly improved incident responses and situational awareness for incidents of this magnitude.

11:10 AM – 12:00 PM (Noon) – Helping Invisible Victims of Mass Tragedies - the Psychological After-Effects of Survivors

Presenter: Manya Chylinski, a Survivor of the 2013 Boston Marathon Bombing

Manya's life was violently altered at the finish line of the Boston Marathon on April 13, 2013. As a spectator in the bleacher seats, she witnessed the bloodshed in front of her but was able to walk away without physical injuries. She returned to her daily life where she began to struggle with fear and anxiety. The media and the public focused on survivors with physical injuries, but little mention was made of the untold many who walked away that day with psychological and emotional trauma or who later developed symptoms of PTS (Post Traumatic Stress). Manya was one of these secondary invisible victims who was not sure what she was experiencing or where to go to get help. Attendees will learn from a survivor about the aftereffects from mass violence and how some survivors may appear unharmed but actually experience very real mental health injuries.

11:10 AM – 12:00 PM (Noon) – Unlocking Hidden Insights in Your Incident Data

Presenter: Chris Gallahan, Public Safety Manager, NICE Systems

How can your 9-1-1 center unlock insights to improve quality, compliance, and investigations? The answer might surprise you – it's hidden in your incident data. Until now, these insights were difficult to get to. But by combining voice recordings, CAD, audio analytics, and geospatial search, they bubble to the surface. Attend this session to discover new ways to improve your 9-1-1 center's interactions, investigations, and efficiency.

2:10 PM – 3:00 PM – Dispatch Improvement

Presenter: Paul Frezza II, Industry Specialist, Technical Project Manager, DSS Corporation

In today's fast-paced emergency services environment, it is crucial for successful dispatch operations to improve quality of service, increase access to comprehensive training and reduce turnover. It is also vital to understand the new challenges NG9-1-1 will bring to the PSAP. Text messaging, streaming video and Vehicular Emergency Data Set capture will be critical components of tomorrow's PSAP. This session discusses methodologies to help emergency centers improve dispatch operations in a fast paced technologically advanced world.

2:10 PM – 3:00 PM – FirstNet in the Northeast

Presenter: TBD, First Responder Network Authority

This session is a state-by-state review, for those states in the Atlantic Chapter region, of the activities so far between the States and the FirstNet project office, as well as a look into our projected schedules going forward, and identify contact information for the various states so individuals can follow up within their own states.

2:10 PM – 3:00 PM – 9-1-1 Hacked, Attacked & Where's That? (2 Hours Session – 1st Hour)
Presenter: Tracy Eldridge, Chief Dispatcher, Rochester (MA) Communications Center

Are you prepared for a swatting, hoax or a spoofed 9-1-1 call, or a call routed through femtocell, WIFI calling or a VOIP Emergency Call Relay Center? This session will prepare the call taker to understand some red flags associated with swatting and hoax calls, how and why cell calls that are coming through WIFI may not route in the traditional manner and why cell calls may be coming from Emergency Call Relay Centers.

3:20PM – 4:10PM – Aging in the Communications Center
Presenter: Maureen Will, Director, Newtown (CT) Emergency Communications Center

This presentation will give an overview and recommendations for identifying and preparing for issues around Aging in our Centers. An on line survey was conducted of Telecommunicators across the country requesting information to understand the issue and a follow-up survey based on the responses to a targeted audience. Issues identified and recommendations made to ensure all our Telecommunicators have the means to continue to perform at a job where they are a valuable asset. This presentation is geared towards all Telecommunicators.

3:20PM – 4:10 PM – FirstNet and Next-Gen 9-1-1: The Future of End-to-End Public Safety Communications
Presenter: William Hinkle, Senior 9-1-1 Advisor, First Responder Network Authority

Technology is changing how information flows during emergencies – making it easier for first responder and call-takers to accomplish their mission. This session will highlight the coordination and outreach efforts that are occurring to help insure that public safety communications personnel have the tools they need to receive and disseminate the large amounts of data through a fully integrated end-to-end FirstNet and NG9-1-1 system.

3:20 PM – 4:10 PM – 9-1-1 Hacked, Attacked & Where's That? (2 Hours Session – 2nd Hour)
Presenter: Tracy Eldridge, Chief Dispatcher, Rochester (MA) Communications Center

Are you prepared for a swatting, hoax or a spoofed 9-1-1 call, or a call routed through femtocell, WIFI calling or a VOIP Emergency Call Relay Center? This session will prepare the call taker to understand some red flags associated with swatting and hoax calls, how and why cell calls that are coming through WIFI may not route in the traditional manner and why cell calls may be coming from Emergency Call Relay Centers.

WEDNESDAY, OCTOBER 12, 2016

9:00 AM – 9:50 AM – Leave Your “EGO” at the Door

Presenter: Nathan Lee, President, Denise Amber Lee Foundation

Co-Presenter: Ryan Chambers, Eastern Regional Manager, Communications Center Specialists, Inc.

Utilizing the events of the Denise Amber Lee story, this session will bring to light the importance of teamwork inside of a 9-1-1 communication center, as well as how egos can prevent the job from getting done. In turn, potentially causing devastating circumstances. During the Denise Amber Lee tragedy, the lack of teamwork was a defining factor in the failure in proper communication, which led to missed opportunities to capture the suspect and prevent the murder of Denise. Dispatchers from all ranks will leave with a sense of pride for the integral job they perform every day.

9:00 AM – 9:50AM – Know the Role of your APCO Local Frequency Advisor

Presenter: James Kowalik, Supervisor, NH Dept. of Safety/State Police and APCO Local Frequency Advisor for NH.

Co-Presenters: ME, VT, MA, CT, RI, NY and NJ APCO Local Frequency Advisors

This presentation will provide attendees with valuable one-on-one communications and answers to questions related to all facets of the process and procedures used to successfully file for radio frequency authorizations from the Federal Communications Commission. The APCO International Spectrum Management Division provides a nationwide state-by-state volunteer local advisor network as one of four FCC authorized coordinators of public safety exclusive and shared frequency spectrum. Attendees will receive a basic overview of the on-line automated frequency engineering software utilized by all APCO local frequency advisors and have an opportunity to discuss their specific frequency needs and objectives. Attendees will also receive a brief overview of the increased availability and use of 700 MHz frequencies for Public Safety and a quick update of the FirstNet Nationwide Broadband Network Initiative.

9:00 AM – 9:50 AM – ABC’s of APCO EMD

Presenter: Darlene Hines, EMD Program Sales Coordinator, APCO International

This presentation will bring you full circle with the APCO EMD Program: The initial implementation process, training options, guide cards, software, and recertification.

10:00 AM – 10:50 AM – Building Blocks to a Successful QA/QI Program

Presenter: Nathan Lee, President, Denise Amber Lee Foundation.

Co-Presenter: Tracy Eldridge, Chief Dispatcher, Rochester (MA) Communications Center

The Denise Amber Lee Foundation was a signature partner in the comprehensive workgroup that crafted the recently approved Quality Assurance/Quality Improvement ANSI Standard. Nathan Lee and an industry professional will discuss key components of implementing or improving a QA/QI program. The session will reinforce the importance of QA and all of the benefits from boosting morale, to preventing tragedies by identifying and correcting risky habits.

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 Rocky Girard, Shaun Stillman, Greg Seeley, William Backus, Tyler Morse
(committee) (name)

To attend Alexandria Bay Dive Training
(name of meeting or organization)

At NYSP Bonnie Castle
(address)

On 10/03-10/07, 2016. Mode of Transportation to be used 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 \$ 54 GSA Rate \$ _____
 Meal costs – GSA per diem rate \$ _____
(see www.gsa.gov)

Date: 7/28/16 Signature [Signature]
(department head)

Date: 8/24/16 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.

WARREN COUNTY SHERIFF'S OFFICE
MEMO

TO.: L. G. Corsones, Patrol Lieutenant

FROM. . . .: Pasquale A. Girard, Patrol Sergeant



SUBJECT: Fall In-Service Training

DATE: July 28, 2016

Requesting approval to send 5 – dive team members to the NYSP fall in-service training program.

Date of the training: October 3 – October 7, 2016

Cost: \$54 room / night / double occupancy
4 – Nights / 3 – Rooms = \$648

The rooms and meals will be paid for out of the existing OES/Marine Rescue Team budget.

All training will be completed during work hours, No overtime will be acquired.

Locations: Bonnie Castle resort, Alexandria bay, Jefferson County N.Y.

Members attending: Sgt. Pasquale Girard
P.O. Shaun Stillman
P.O. Greg Seeley
P.O. Bill Backus
P.O. Tyler Morse

NEW YORK STATE POLICE - DIVING UNIT

TRAINING SCHEDULE

COURSE:FALL IN-SERVICE 2016

DATES: 9/19 - 10/14/2016

DATE/TIME	ACTIVITY	COORDINATOR	LOCATION	REFERENCE	UNIFORM
MONDAY					
8:00AM - 1200PM	TRAVEL TO BONNIE CASTLE				FATIGUES
1200PM - 1:00PM	LUNCH				FATIGUES
1:00 - 2:00PM	WELCOME/BRIEFING/COURSE OUTLINE REVIEW	BARDEN / INSTRUCTORS	BONNIE CASTLE		FATIGUES
2:00PM - 4:30PM	CHECKOUT DIVE 80' MAX	BENZIGER/ INSTRUCTORS	ST LAWRENCE RVR	EQUIP CHECK	WET/DRY SUIT
TUESDAY					
8:00AM - 12:00PM & 1:00PM - 4:30PM	SCENARIO EXERCISE	POSADA / CASE	BONNIE CASTLE		DRY SUIT / FFM / COMS
11:30AM-1230PM	LUNCH				FATIGUES
8:00AM - 12:00PM & 1:00PM - 4:30PM	SURFACE SUPPLIED AIR SYS	GARDNER / CHRIEST	KRING POINT		DRY SUIT
WEDNESDAY					
8:00AM - 12:00PM	5 ATM QUALIFICATION DIVE	BARDEN / INSTRUCTORS	ST LAWRENCE RVR	REDUNDANT AIR SOURCE	WET/DRY SUIT
12:00PM - 1:00PM	LUNCH / INVENTORIES				FATIGUES
1:00PM - 4:30PM	HELICOPTER OPERATIONS	BARDEN / INSTRUCTORS	BONNIE CASTLE	ELEVATED ENTRIES	WET/DRY SUIT
THURSDAY					
9:00AM - 12:00PM	BODY RETRIEVAL - BLACKED OUT	LAMARDO / EBERL	BONNIE CASTLE	ZERO VIZ DRILL	DRY SUIT/COMS
12:00PM - 1:00PM	LUNCH				FATIGUES
1:00PM - 4:30PM	CURRENT MANAGEMENT DIVE	WILL	ST LAWRENCE RIVER		WET/DRY SUIT
FRIDAY					
8:00AM - 11:00AM	EQUIPMENT MAINT. /CLEAN UP	INSTRUCTORS	BONNIE CASTLE		FATIGUES
12:00PM -	TRAVEL HOME				FATIGUES

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Sheriff's Office

DATE: 08-24-2016

- (a) Title of Reclassified Position: **Custodian**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **36,151.09**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
Cleaner, 11968
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$30,480.00**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:* **Upon BOS Approval**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3110 110 Law Enforcement Salaries - Regular
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

CUSTODIAN

GENERAL STATEMENT OF DUTIES: Performs routine cleaning and semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves cleaning and maintenance of a school building or an assigned section thereof. In addition to routine cleaning activities, the work includes semi-skilled repair and maintenance tasks. General Supervision is received from a designated senior man or a higher-level custodial employee. Immediate supervision may be exercised over the work of cleaning personnel.

EXAMPLES OF WORK: (Illustrative Only)

Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;

Cleans and mops lavatories and locker rooms;

Removes snow from walks and driveways;

Replaces light bulbs, towels, soap and other supplies;

Empties waste baskets and disposes of rubbish;

Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, and other equipment;

Receives, moves and stores incoming school supplies;

Polishes and refinishes furniture;

Turns off lights and locks doors;

Performs a variety of errands and related custodial tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs; ability to understand and follow simple oral and written directions; thoroughness; dependability; good moral character; physical condition suitable to the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of full-time, paid experience in building cleaning and minor maintenance activities, or an equivalent combination of experience and training.

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: Sheriff

DATE: August 24, 2016

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect money from insurance recoveries.

- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 441 \$1,602.98

- (c) **Revenue Code (with title), and Amount:**
A.3110 2680 \$1,602.98

*Please note all amount must be in whole dollars – no cents.