

CRIMINAL JUSTICE COMMITTEE MEETING

PROBATION AGENDA

July 19, 2021

Committee Members: Supervisors Leggett, Shepler, Strough, Diamond and Driscoll

- I. Committee Meeting called to order by Chairman
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:

1. **Request** – To fill vacant Probation Assistant position due to retirement of Joyce Iatauro effective March 25, 2021.
Rational – Position is needed in the department to assist Probation Officers with PINS/JD Assessments, transfer of Probationers, drug testing, Custody Investigations, and other related probation work.
2. **Request** – To fill vacant Senior Probation Officer position due to retirement of Mark Murray effective July 30, 2021.
Rational –Senior Probation Officer position is needed within the department to perform specialized and advanced tasks within the department.
3. **Request** – To fill Probation Officer position with Probation Officer Trainee that will become vacant upon promotion to Senior Probation Officer.
Rational – Position is needed within department to supervise a caseload of 60 and conduct Pre-Sentence Investigations for the Courts.
4. **Request** – To enter into an agreement separately with four individuals/entities, Wait House, Maureen Buckley Johnson, Michelle Treffi, and Jameson Buchard as Re-Entry Ambassador in the amount of \$2,710 a piece for the term 4/1/21-3/31/22 regarding the Y-ReConnects Grant.
Rational- Re-Entry Ambassadors are an important part of the Y-ReConnects Grant as it allows individuals and entities to provide experiences related to their lives or work to the grant for the betterment of the Juvenile Justice System.
5. **Request** – To enter into an agreement with Mediation Matters in the amount of \$15,000 for the term 4/1/21 to 3/31/22 regarding the Y-ReConnects Grant.
Rational – Mediation Matters will provide Restorative Justice and Community Circles Training for juveniles involved in the Criminal Justice System, for youth and adults with physical, intellectual, or developmental disabilities or mental health diagnosis, for at risk youth within the community, for COP members, affiliated service providers, and law enforcement.

6. **Request**-To enter into an agreement with Cornell Cooperative Extension as a Y-Reconnects Parent Ambassador in the amount of \$4,999 for the term of 4/1/21 to 3/31/22 regarding the Y-ReConnects Grant.

Rationale - Cornell Cooperative Extension will work with a consortium of parenting support professionals on a quarterly basis and create a parenting resource.

7. **Request** – To enter into an agreement with Big Brothers Big Sisters (BBBS) of the Southern Adirondacks in the amount of \$720 for the term of 4/1/21-3/31/22.

Rational- BBBS will provide consultation and participation in the trainings to allow for our Community to prepare and train BBBS mentors and their mentees for the successful re-entry of youth who have criminal justice involvement.

8. **Request** – To enter into an agreement with Progressive Parenting in the amount of \$4,999 for a term commencing ASAP and continuing as long as STSJP funding is available.

Rational - Progressive Parenting is a comprehensive program designed to provide support, education, advocacy, and mentoring to families in our community.

IV. **Discussion Items:**

- Detention Beds
- Girl Circles

V. **Referrals/Pending Items:**

- Probation Director to look for funds within his existing departmental budget to cover the cost of new body armor used by staff and present findings at next Committee Meeting.

VI. Privilege to the floor and public comment (please allow for 15 second delay on live stream meetings).

VII. **Motion to Adjourn**

Attachments: 1. Notice of Intent to Fill Vacant Positions- (3)

2. Resolution Request NO.3- (8)

3. 2020 Budget Performance Report

4. Departmental Organizational Table

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Assistant Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 10420/Iatauro Date of Vacancy: 3/25/21
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

X Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date 7/19/21

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a probation department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information; conducting drug/alcohol screenings; and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers; secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, state, and federal databases where authorized and produces electronic reports as needed;

Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
Records attendance at day reporting;
Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
May perform drug and alcohol screenings and collect DNA samples;
May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
May provide employment preparedness assessments and employment related training and assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of pre-trial court procedures;
Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
Good knowledge of the geography of the jurisdiction employed in;
Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and polices relating to confidentiality of case record information;
Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
Working knowledge of juvenile and adult risk and needs assessment instruments;
Working knowledge of factors related to crime and delinquency;
Working knowledge of the rules of evidence, arrest laws and custody procedures;
Working knowledge of community resources;
Working knowledge of employment, training and treatment options available to probationers;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to interview detainees and assess their suitability for pre-trial release;
Ability to review and explain conditions of probation to a probationer;
Ability to gather and organize information related to the work performed;
Ability to administer drug, alcohol testing and collect DNA samples as needed;
Ability to establish and maintain effective working relationships with others;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively both orally and in writing;
Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgments under stressful conditions.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with an Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field or;

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency or;

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Special Requirement: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

Note: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

WC: 2013, 5/28/2019

JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Senior Probation Officer #4 Base Salary of Position: \$52,345 Grade: 20
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 9623/Murray Date of Vacancy: 7/30/21
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

XX Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. 200/21

Human Resources Director has approved this form when initialed. 12 7/8/21 7/8/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice ~~and Public Safety~~

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 7/19/21

PROBATION OFFICER 2/ SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer 1; however, he/she is responsible for more complex assignments than those assigned a Probation Officer 1 and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor 1 or Probation Supervisor 2/Principal Probation Officer with limited leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer 1 by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Probation Officer 2/Senior Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs all the duties and exercises all the responsibilities of a Probation Officer 1 in situations requiring specialized knowledge or skills including supervising a caseload of offenders with extensive legal history and those requiring a high level of supervision;
- Serves as the lead worker of a group of probation professionals or serves as team leader where a team approach is used such as in an electronic monitoring unit;
- Designs and manages special projects such as analyzing and evaluating an agency's programs for management's review, coordinating probation programs or preparing, developing and carrying out a staff development/training program;
- Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant transferees back into the jurisdiction from other locations, and overseeing and consulting with professional and para-professional probation personnel about interstate transfers;
- Advises supervisory staff regarding all training issues, maintains training records and reports training administered to the Division of Criminal Justice Services;
- Performs community relations activities as required;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good knowledge of interviewing and investigative techniques and practices related to probation work including probation work with high risk individuals;
- Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts;
- Good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
- Good knowledge of effective assessment, case planning and management including case planning and management;

Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Good knowledge of juvenile and adult risk and needs assessment instruments;

Good knowledge of tools used to monitor compliance with conditions of probation, such as, drug and alcohol screening, DNA collection, and electronic monitoring devices;

Good knowledge of the powers of a Peace Officer;

Good knowledge of social sciences, including sociology, psychology and demography;

Good knowledge of community resources;

Good knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;

Working knowledge of the geography of the jurisdiction employed in;

Working knowledge of employment, training and treatment options available to probationers;

Working knowledge of firearm safety;

Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments related to probation work with high risk individuals such as those with an extensive legal history;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning for high risk individuals such as those with an extensive legal history;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help high risk probationers initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to administer or coordinate a professional staff development/training program;

Ability to communicate effectively both orally and in writing;

Ability to administer drug and alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgments under stressful conditions;

Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer 1.

NOTE: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Probation Officer 1.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

WC: 12/1/80; 5/28/19

JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: Probation Officer Trainee Base Salary of Position: \$45,831 Grade: 16
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Promotion
Employee No./Last Name: Unknown Date of Vacancy: 7/30/2021
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

X Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. 7/16/21

Human Resources Director has approved this form when initialed. 12 7/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- [X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/8/21

BUDGET OFFICER COMPLETES THIS SECTION

- [X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 7/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

- [X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 7/19/21

PROBATION OFFICER 1 TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer I, Probation Officer (Other Language) or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee is a Peace Officer pursuant to Criminal Procedure law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

GENERAL:

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior; coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationer's compliance with conditions of probation;

Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
May testify in court or at violation hearings;
May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES:

Working knowledge of interviewing and investigative techniques and practices related to probation work;
Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;
Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
Working knowledge of effective assessment, case planning and management;
Working knowledge of special offender populations such as domestic violence offenders, sex offender, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
Working knowledge of juvenile and adult risk and needs assessment instruments;
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
Working knowledge of tools used to monitor compliance with condition of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;
Working knowledge of the powers of a Peace Officer;
Working knowledge of the geography of the jurisdiction employed in;
Working knowledge of factors related to crime and delinquency;
Working knowledge of the rules of evidence, arrest laws and custody procedures;
Working knowledge of social sciences, including sociology, psychology and demography;
Working knowledge of community resources;
Working knowledge of employment, training and treatment options available to probationers;
Working knowledge of firearm safety;
Skill in the use of firearms where authorized;
Ability to administer accurate and thorough assessments;
Ability to understand and follow oral and written instructions;
Ability to analyze and organize data and prepare records and reports;
Ability to conduct effective case planning;
Ability to refer a probationer to the right types of services within the probation department and the broader community;
Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;
Ability to establish and maintain effective working relationships with others;
Ability to counsel probationers regarding social, emotional and vocational problems;
Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;
Ability to communicate effectively both orally and in writing;
Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgements under stressful conditions;
Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: *Social science* includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

WC: 12/1/84, 5/28/19
JC: Competitive

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with WAIT House for a Re-Entry Ambassador regarding the Y-ReConnects Grant
- (c) Name of Contractor:
WAIT House
- (d) Address of Contractor: **10-12 Wait Street, PO Box 3252, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Jason McLaughin, (518) 798-2077
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$2,710**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon completion of the project
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3140.470 Probation - Contract \$2,710

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/21

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Maureen Buckley Johnson for a Re-Entry Ambassador regarding the Y-ReConnects grant.
- (c) Name of Contractor:
Maureen Buckley Johnson
- (d) Address of Contractor: **9111 Regency Park Apartments North, Queensbury, NY
12804**
- (e) Contractor's Contact Person and Telephone Number:
Maureen Buckley Johnson, (518) 338-4611
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$2,710**
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
Upon Completion of the project
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3140.470 Probation - Contract \$2,710

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/21

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Michelle Treffi for a Re-Entry Ambassador regarding the Y-ReConnects Grant.
- (c) Name of Contractor:
Michelle Treffi
- (d) Address of Contractor: 37 Everts Avenue, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number:
Michelle Treffi, (518)793-4700 X19119
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$2,710
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Upon Completion of Project
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:

A.3140.470 Probation - Contract \$2,710

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Jameson Buchard for a Re-Entry Ambassador regarding the Y-ReConnects Grant.
- (c) Name of Contractor:
Jameson Buchard
- (d) Address of Contractor: 75 Sanders Road, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number:
Jameson Buchard, (518) 409-6268
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$2,710
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Upon Completion of Project
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:

A.3140.470 Probation - Contract \$2,710

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
Yes Request for Quote
- (b) Purpose of Contract:
To enter into an agreement with Mediation Matters for Restorative Practices Training regarding the Y-ReConnect Grants.
- (c) Name of Contractor:
Mediation Matters
- (d) Address of Contractor: 10 N. Russell Road, 2nd Floor, Albany, NY 12206
- (e) Contractor's Contact Person and Telephone Number:
Sarah Rudgers-Tysz, (518)446-0356
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$15,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Quarterly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

A.3140.470 Probation - Contract \$15,000

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Cornell Cooperative Extension for Parent Programing regarding the Y-ReConnects grant.
- (c) Name of Contractor:
Cornell Cooperative Ext.
- (d) Address of Contractor: 227 Schroon River Road, Warrensburg, NY 12885
- (e) Contractor's Contact Person and Telephone Number:
Roxanne Macauley Wescott, (518)668-4881
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$4,999
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Quarterly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:

A.3140.470 Probation - Contract \$4,999

Sample: A.1010-470 Legislative Board—Contract \$xx.xx
Capital Project No. H289.9550-480—Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Big Brothers Big Sisters of the Southern Adirondacks.
- (c) Name of Contractor:
Big Brothers and Big Sisters of the Southern Adirondacks
- (d) Address of Contractor: 1 Lawrence Street, Suite1B, Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Bill Moon, (518) 798-1010 Ext 303
- (f) Has or will the Contract be provided, if so, please attach:
will be provided
- (g) Commencement Date of Contract:
4/1/21
- (h) Termination Date of Contract:
3/31/22
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$720
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon completion of the program
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:
A.3140.470 Probation - Contract - \$720

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO: 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 7/19/2021

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To enter into an agreement with Progressive Parenting to provide support, education, advocacy, and mentoring to families in our community.
- (c) Name of Contractor:
Progressive Parenting, Inc.
- (d) Address of Contractor: 238 Bay Road, #2, Queensbury, NY 12804
- (e) Contractor's Contact Person and Telephone Number:
Adrienne Gilha-Bell, (518)260-6834
- (f) Has or will the Contract be provided, if so, please attach:
Will be provided
- (g) Commencement Date of Contract:
ASAP
- (h) Termination Date of Contract:
continuing as long as STSJP funding is available.
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$4,999
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Quarterly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:
A.3140.470 Probation - Contract \$4,999

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Budget Performance Report

Date Range 01/01/20 - 12/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund A - General									
REVENUE									
Department 3140 - Probation									
1580	Restitution Surcharge	7,500.00	.00	7,500.00	532.73	.00	7,976.70	(476.70)	106
1583	Probation - DWI Admin Fee	21,000.00	.00	21,000.00	3,652.00	.00	24,789.00	(3,789.00)	118
2613	Stop DWI Fines - Probation	26,250.00	.00	26,250.00	26,250.00	.00	26,250.00	.00	100
3310	Probation	205,000.00	.00	205,000.00	204,956.00	.00	204,956.00	44.00	100
3312	Probation - DWI State Aid	3,646.00	.00	3,646.00	1,021.13	.00	3,755.45	(109.45)	103
3319	Raise the Age	255,792.00	.00	255,792.00	.00	.00	4,063.82	251,728.18	2
3825	NYSOCFS - Youth Court	40,476.00	.00	40,476.00	.00	.00	.00	40,476.00	0
4960	Emergency Disaster Assist	.00	.00	.00	46.87	.00	46.87	(46.87)	+++
Department 3140 - Probation Totals		\$559,664.00	\$0.00	\$559,664.00	\$236,458.73	\$0.00	\$271,837.84	\$287,826.16	49%
Department 3143 - Probation - Pretrial									
3313	Probation Pre Trial Prog.	13,000.00	.00	13,000.00	.00	.00	3,797.32	9,202.68	29
3825	NYSOCFS - Youth Court	.00	.00	.00	10,119.18	.00	40,476.72	(40,476.72)	+++
Department 3143 - Probation - Pretrial Totals		\$13,000.00	\$0.00	\$13,000.00	\$10,119.18	\$0.00	\$44,274.04	(\$31,274.04)	341%
REVENUE TOTALS		\$572,664.00	\$0.00	\$572,664.00	\$246,577.91	\$0.00	\$316,111.88	\$256,552.12	55%
EXPENSE									
Department 3140 - Probation									
110	Salaries - Regular	1,003,080.00	.00	1,003,080.00	106,552.03	.00	957,430.62	45,649.38	95
120	Salaries - Overtime	1,000.00	(1,000.00)	.00	.00	.00	.00	.00	+++
220	Office Equipment	815.00	.00	815.00	73.98	.00	259.94	555.06	32
410	Supplies	11,400.00	.00	11,400.00	482.90	.00	3,769.31	7,630.69	33
418	Ins-General Liability	1,000.00	(600.00)	400.00	.00	.00	385.43	14.57	96
422	Repair/Maint-Equipment	9,714.00	(200.00)	9,514.00	.00	.00	8,835.56	678.44	93
423	Telephone	3,600.00	(500.00)	3,100.00	329.99	.00	2,775.05	324.95	90
424	Postage	2,500.00	(500.00)	2,000.00	270.28	.00	1,596.94	403.06	80
426	Subscriptions	750.00	324.00	1,074.00	309.60	.00	1,000.09	73.91	93
427	Memberships & Dues	750.00	.00	750.00	.00	.00	750.00	.00	100
428	Data Processing & Internet Fees	1,200.00	(174.00)	1,026.00	.00	.00	1,026.00	.00	100
439	Misc Fees & Expenses	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0
441	Auto-Supplies & Repair	1,500.00	400.00	1,900.00	.00	.00	1,821.68	78.32	96
442	Automotive - Gas & Oil	1,500.00	(400.00)	1,100.00	55.69	.00	638.62	461.38	58
444	Travel/Education/Conference	2,860.00	(2,550.00)	310.00	.00	.00	60.00	250.00	19
455	Safety Equipment	750.00	.00	750.00	.00	.00	.00	750.00	0
470	Contract	257,623.00	(18,600.00)	239,023.00	40,624.51	.00	76,149.36	162,873.64	32
810	Retirement	125,697.00	.00	125,697.00	3,561.95	.00	117,279.89	8,417.11	93
830	Social Security	62,249.00	.00	62,249.00	6,184.74	.00	55,755.02	6,493.98	90
831	Medicare Contribution	14,559.00	.00	14,559.00	1,446.40	.00	13,039.44	1,519.56	90
840	Workmen's Compensation	4,504.00	.00	4,504.00	.00	.00	4,503.83	.17	100
860	Hospitalization	201,853.00	.00	201,853.00	13,264.20	.00	176,627.88	25,225.12	88

Budget Performance Report

Date Range 01/01/20 - 12/31/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund A - General									
EXPENSE									
Department 3140 - Probation									
861	Retirees Hospitalization	87,980.00	.00	87,980.00	5,148.06	.00	60,695.88	27,284.12	69
862	Health Insurance Cost Reimbursement	4,000.00	.00	4,000.00	839.59	.00	2,476.23	1,523.77	62
865	Dental Insurance	3,672.00	.00	3,672.00	(217.06)	.00	3,063.26	608.74	83
Department 3140 - Probation Totals		\$1,807,756.00	(\$23,800.00)	\$1,783,956.00	\$178,926.86	\$0.00	\$1,489,940.03	\$294,015.97	84%
Department 3143 - Probation - Pretrial									
110	Salaries - Regular	50,409.00	.00	50,409.00	5,648.34	.00	50,804.72	(395.72)	101
810	Retirement	8,015.00	14.00	8,029.00	379.49	.00	7,784.43	244.57	97
830	Social Security	3,125.00	(15.00)	3,110.00	329.93	.00	2,980.78	129.22	96
831	Medicare Contribution	731.00	.00	731.00	77.16	.00	697.12	33.88	95
840	Workmen's Compensation	265.00	.00	265.00	.00	.00	264.19	.81	100
860	Hospitalization	6,840.00	.00	6,840.00	526.12	.00	6,839.56	.44	100
861	Retirees Hospitalization	2,490.00	1.00	2,491.00	207.53	.00	2,490.36	.64	100
865	Dental Insurance	120.00	.00	120.00	(7.34)	.00	103.54	16.46	86
Department 3143 - Probation - Pretrial Totals		\$71,995.00	\$0.00	\$71,995.00	\$7,161.23	\$0.00	\$71,964.70	\$30.30	100%
Department 3144 - Probation-Day Reporting									
110	Salaries - Regular	56,990.00	.00	56,990.00	6,451.92	.00	57,453.79	(463.79)	101
410	Supplies	1,000.00	.00	1,000.00	.00	.00	530.25	469.75	53
810	Retirement	7,580.00	.00	7,580.00	284.61	.00	7,240.59	339.41	96
830	Social Security	3,533.00	(226.00)	3,307.00	368.62	.00	3,300.18	6.82	100
831	Medicare Contribution	826.00	.00	826.00	86.22	.00	771.82	54.18	93
840	Workmen's Compensation	265.00	.00	265.00	.00	.00	264.19	.81	100
860	Hospitalization	15,329.00	1.00	15,330.00	1,179.18	.00	15,329.34	.66	100
861	Retirees Hospitalization	2,042.00	225.00	2,267.00	188.85	.00	2,266.20	.80	100
865	Dental Insurance	288.00	.00	288.00	(17.60)	.00	248.32	39.68	86
Department 3144 - Probation-Day Reporting Totals		\$87,853.00	\$0.00	\$87,853.00	\$8,541.80	\$0.00	\$87,404.68	\$448.32	99%
EXPENSE TOTALS		\$1,967,604.00	(\$23,800.00)	\$1,943,804.00	\$194,629.89	\$0.00	\$1,649,309.41	\$294,494.59	85%
Fund A - General Totals									
REVENUE TOTALS		572,664.00	.00	572,664.00	246,577.91	.00	316,111.88	256,552.12	55%
EXPENSE TOTALS		1,967,604.00	(23,800.00)	1,943,804.00	194,629.89	.00	1,649,309.41	294,494.59	85%
Fund A - General Totals		(\$1,394,940.00)	\$23,800.00	(\$1,371,140.00)	\$51,948.02	\$0.00	(\$1,333,197.53)	(\$37,942.47)	
Grand Totals									
REVENUE TOTALS		572,664.00	.00	572,664.00	246,577.91	.00	316,111.88	256,552.12	55%
EXPENSE TOTALS		1,967,604.00	(23,800.00)	1,943,804.00	194,629.89	.00	1,649,309.41	294,494.59	85%
Grand Totals		(\$1,394,940.00)	\$23,800.00	(\$1,371,140.00)	\$51,948.02	\$0.00	(\$1,333,197.53)	(\$37,942.47)	

