

PUBLIC SAFETY COMMITTEE  
SHERIFF AGENDA  
May 24, 2021

COMMITTEE MEMBERS: Supervisors Diamond, Magowan, Braymer, Frasier and Shepler

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: To enter into an agreement with Watch Systems, LLC for use of Offender Watch registered sex offender tracking and reporting software.  
Rationale: The Sheriff's Office, Warren County Probation Department and Glens Falls Police Department utilize the Offender Watch program to monitor and track registered sex offenders in Warren County.
  2. Request: To enter into an agreement with SecureWatch24 for agency license plate reader (LPR) connection to the security center at the Troy regional server.  
Rationale: The Sheriff's Office utilizes license plate readers to collect data and as an investigative tool. The agreement will allow for a connection with the regional data server.
  3. Request: To amend a 2020 agreement with Chic's Marina for routine service, emergency repairs, and winter storage of Sheriff's Office patrol vessels.  
Rationale: The 2020 agreement did not include two 17' Boston Whaler Sheriff's Office vessels. The agreement must be amended to include these vessels before payment for winterization and winter storage of two vessels.
  4. Request: To fill Communications Officer #5.  
Rationale: Communications Officer position #5 was vacated on May 8, 2021 following the resignation of a member.
- IV. Discussion Items:
  1. Warren County Traffic Safety Board
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

- 
- Attachments:
1. Resolution Request Form No. 3 - Request for New Contract (Watch Systems, LLC)
  2. Resolution Request Form No. 3 - Request for New Contract (SecureWatch24)
  3. Resolution Request Form No. 4 - Request to Amend Existing Contract (Chic's Marina)
  4. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Comm Officer)

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: May 24, 2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Registered sex offender management and public notification software and support
- (c) Name of Contractor: Watch Systems, LLC
- (d) Address of Contractor: 516 East Rutland Street, Covington LA 70433
- (e) Contractor's Contact Person and Telephone Number: Kevin Crews  
(985) 273-9756
- (f) Has or will the Contract be provided, if so, please attach: Yes (will be provided)
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: 04/30/2024
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed \$11,355.75  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
\$3,785.25 Annually
- (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.3110 470 General Sheriff's Law Enforcement - Contract

\* as listed in budget and LOGOS

Watch Systems, LLC



516 E. Rutland Street  
Covington, LA 70433

# Invoice

Date	Invoice #
4/1/2021	49666

Phone # 985-871-8110

Bill To
Warren County Sheriff's Office 1400 State Route 9 Lake George NY 12845

Account #	P.O. No.	Terms	Due Date
54660		Net 30	5/1/2021
Description	Service Begin Date	Service End Date	Amount
Renewal of annual subscription for OffenderWatch sex offender notification.	5/1/2021	4/30/2022	3,785.25

	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$3,785.25
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$3,785.25

To insure prompt and proper recording of payments, please reference invoice numbers on all forms of payment.

## SERVICE PROVIDER AGREEMENT

THIS AGREEMENT, by and between the COUNTY OF WARREN ("County"), a municipal corporation of the State of New York, having a principal place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and WATCH SYSTEMS, LLC ("Provider"), having its principal place of business located at 516 East Rutland Street, Covington, Louisiana 70433.

1. The County and the Provider agree that the Provider shall provide Offender Watch software for sex offender tracking and reporting for the Warren County Sheriff's Office.

2. In consideration of the services to be provided by the Provider, the County shall pay the Provider according to the terms and subject to the conditions set forth in Schedule A attached, which amount shall not exceed Three Thousand Six Hundred Seventy-Five Dollars (\$3,675) per year with a total amount not to exceed Eleven Thousand Twenty-Five Dollars (\$11,025) for the three (3) year term of the Agreement. The County shall not be liable to the Provider for any additional work or other services and/or expenses unless otherwise agreed to in writing by the County. The County shall make payments within thirty (30) days after each time the services have been completed and an invoice has been received.

3. Relationship of the parties:

- a. The relationship of the Provider to the County, individually, arising out of this Agreement shall be that of an independent contractor. The Provider, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself in a manner consistent with such status, that neither Provider, nor any member thereof, or person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent will hold himself out as, or claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the County including, but not limited to, workers' compensation coverage, disability coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
- b. All personnel of the Provider shall be within the employ of Provider, which alone shall be responsible for their work, direction and compensation. Nothing in this Agreement shall impose any liability or duty on the County on account of any acts, omissions, liabilities or obligations of the Provider or any person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent, or for taxes of any nature, including, but

not limited to, unemployment insurance, disability coverage, and workers' compensation, and Provider hereby agrees to indemnify and hold individually harmless the County against any such liabilities.

4. Federal and State Requirements

a. The Provider shall comply with any required equal opportunity requirements of grants or state or federal law and with Article 15 of the Executive Law of the State of New York (also known as the Human Rights Law) and all other federal and state statutory and constitutional non-discrimination provisions.

b. The Provider represents that he has all necessary or required licenses required by Federal or State Law and is in compliance with any requirements thereof or will have such licenses and be in compliance before work shall commence under this agreement.

c. The Provider shall comply with all applicable labor laws including all wage and hour laws.

5. The Provider shall indemnify, defend and hold the County harmless from and against any claim, liability, loss or damage, including reasonable attorney's fees, arising by reason of the death or bodily injury of persons, injury to property or other loss or damage resulting or arising, without limitation, from Provider's providing the services or products described in this Agreement.

6. The Provider shall carry General Liability coverage in the amounts of at least \$1,000,000 per occurrence and \$2,000,000 aggregate with respect to the Provider and any of its employees or agents. The Provider shall name the County, its Board, officers and employees as an additional insured on a primary, non-contributory basis to the Provider's General Liability policy. The Provider is also required to carry Workers' Compensation, Disability Insurance and Automobile Liability (\$1,000,000 limit). All coverage must be issued by an insurance company authorized to do business in New York State and maintaining an A.M. Best rating of A- or better.

7. Provider shall furnish to the County Certificate(s) of Insurance evidencing coverage and extensions stipulated in paragraph number 6 before service from Provider begins. The failure of the Provider to provide such Certificate of Insurance shall not be deemed a waiver by the County of Provider's obligation to provide same insurance coverage. In addition and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such Certificate of Insurance shall not be deemed a satisfaction of the requirement that Provider provide insurance coverage as noted anywhere in this Agreement.

8. This Agreement shall commence on May 1, 2018 and terminate on April 30, 2021 and shall remain in force and in effect unless amended by mutual agreement of the parties or until terminated by either party with or without cause. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights

or a waiver of any subsequent breach.

9. Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by mail or overnight delivery to the party's address stated above.

10. In the event that any schedule A or attachment to this Agreement shall conflict with the various numbered clauses or provisions of this Agreement, the terms of such clauses or provisions contained in this Agreement shall be controlling, as to the intended and actual agreement of the parties.

11. This is the entire Agreement of the parties and cannot be changed or modified except by mutual written agreement. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect. This Agreement may be executed in any number of counterparts. This Agreement may not be assigned, in whole or in part, by the Provider without prior approval by the County in writing. This Agreement shall be governed by the Laws of the State of New York, as to both interpretation and performance, except where the Federal Supremacy Clause requires otherwise. The provider agrees that any state or federal court in New York shall have exclusive jurisdiction to hear any suit, action or proceeding arising out of or in connection with this agreement and consents to submit to the exclusive jurisdiction of any such court.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties.

Approved as to Form:

Mary Ann Kain  
Warren County Attorney

COUNTY OF WARREN

By: [Signature]  
RONALD E. CONOVER, CHAIRMAN  
Board of Supervisors

Date 6-21-18

WATCH SYSTEMS, LLC

By: [Signature]  
Title Vice President of Operations

Date: 7/9/2018

SCHEDULE "A"

  
watch systems

Warren County  
Sheriff's Office

---

Sheriff Nathan H. "Bud" York

Proposal for:  
*OffenderWatch®*

Presented April 20, 2018

Kevin Crews  
Watch Systems, LLC  
516 East Rutland St  
Covington, LA 70433

Web: [www.watchsystems.com](http://www.watchsystems.com)

Email: [kcrews@watchsystems.com](mailto:kcrews@watchsystems.com)

Phone: 985-273-9756

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Database Functionality.....	Page 3
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The purpose of this proposal is to help Warren County SO address specific challenges related to its sex offender management and public notification responsibilities. These challenges impede progress to Warren County SO's goal of meeting and exceeding both the *letter* and *spirit* of current sex offender management statutes.

Warren County SO has identified 3 crucial objectives in reaching their goal. They are:

1. Reduce confusion when offenders move into and out of your jurisdiction
2. Improve communication with neighboring jurisdictions
3. Process registrations and verifications more efficiently

Through a thorough and consultative need assessment conducted with Warren County SO, we have identified five critical issues which must be addressed for Warren County SO to achieve their objectives and reach their goal. They are:

1. Lack of connectivity with other jurisdictions
2. No interface with database and public web portal
3. No automation with registration and update forms
4. No way to track or schedule verifications
5. No investigative search capabilities

By addressing these issues, Warren County SO will achieve their objectives and reach their goal.

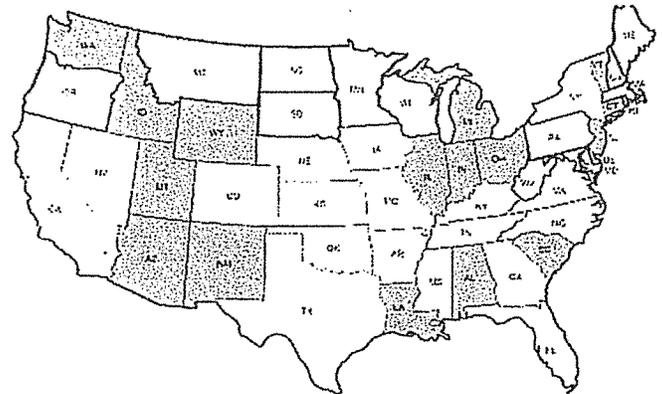
## Watch Systems USA

Watch Systems is a privately held consultation and process improvement firm based in Covington, LA. Over the past twelve years, Watch Systems has specialized in helping all levels of law enforcement identify, adopt and deploy best practices related to proactive sex offender management and community notification. In addition to professional consultation services, Watch Systems has developed a web-based software solution called OffenderWatch® to further enhance the workflow and process efficiencies of our law enforcement client partners.

Because OffenderWatch® is highly configurable, all agency workflows and processes can be seamlessly supported with little to no customization required. This allows for shorter, less complex implementations, faster time to deployment and lower overall development and support costs when compared to home grown internally hosted solutions.

Today, over 4,500 law enforcement agencies in 37 states utilize OffenderWatch® to efficiently register and proactively manage over 500,000 registered sex offenders. Because these agencies are part of the only nationwide law enforcement network dedicated to sex offender management, they are able to share records, documents, photos and case information critical to effective management and public notification. The single largest competitive differentiator between OffenderWatch® and any other sex offender management solution is the network of law enforcement professionals collaborating and sharing data on a daily basis. The power of the OffenderWatch® network has led to numerous cross-country arrests of non-compliant and absconded offenders. See Appendix "A" for specific case studies.

## Nationwide Coverage Map



16 Statewide Implementations



21 Additional States with Customer Presence

The OffenderWatch® solution is comprised of a law enforcement database that requires no specialized hardware. Any agency with an internet connection and personal computer can configure the system settings to immediately satisfy the letter of the applicable sex offender statutes. System settings can also be configured to define connectivity to the nationwide user network. OffenderWatch® can also be configured to meet your agencies policies and procedures regarding public notification requirements. From the moment your agency goes live, OffenderWatch® will ensure that your agency both complies with the letter as well as 'exceeds' the 'spirit' of the law within your jurisdiction.

**OffenderWatch® will provide the following critical functional deliverables:**

- Connectivity with participating agencies
- Interface with database and public web portal
- Automation with registration and update forms
- Automated verification tracking and scheduling
- Investigative search capabilities

**In addition to the above functional deliverables, OffenderWatch® also promotes more efficient practices related to:**

- *Investigative searches*
- *Address verification*
- *Data sharing and mining*
- *Compliance checks and sweeps*
- *Offender mapping*
- *Reporting and data analysis*
- *Residency restriction enforcement*
- *Additional systems integration*
- *National search capabilities*
- *Record import/export with neighboring jurisdictions*
- *Public notification and awareness*
- *Automated system messages*

#### **OffenderWatch® National Search Capabilities:**

As a participant in the OffenderWatch® national network, Warren County SO will have the ability to search nationally for any offender that meets user-specified criteria. Any combination of fields may be combined and used as filters to search across all jurisdictions and locations. Records may also be copied and imported to better manage offenders moving into the Warren County and auto-generated system messages notifies law enforcement when a record has been modified or imported to facilitate better collaboration between agencies.

Your OffenderWatch® database will be configured to include (but not limited to) the following:

- General – name, DOB, SID#, FBI#, SSN, gender, age, race, eye and hair color
- Identifiers – physical appearance, scars, tattoos, photo, associates, email and IM addresses
- Address - home, school, work, temporary, volunteer and history,
- Vehicle – make, model, year, color, VIN and history
- Phone - home, mobile and history
- Verification – due, completed, missing, calendar and history
- Offenses - convicted on, date of registration, victim information, original charge and MO
- Probation/Parole - status, officer, terms and conditions, sentence expiration
- Special notification recipients (i.e. schools, day cares, victims, etc.) and any safety buffers that may be in effect around vulnerable entities (schools, day-cares, etc.)
- All SORNA/Adam Walsh fields and capabilities are supported

To promote the proactive nature and efficient management practices of the Warren County SO and to provide timely and accurate public safety information to the community, OffenderWatch® provides a number of notification options.

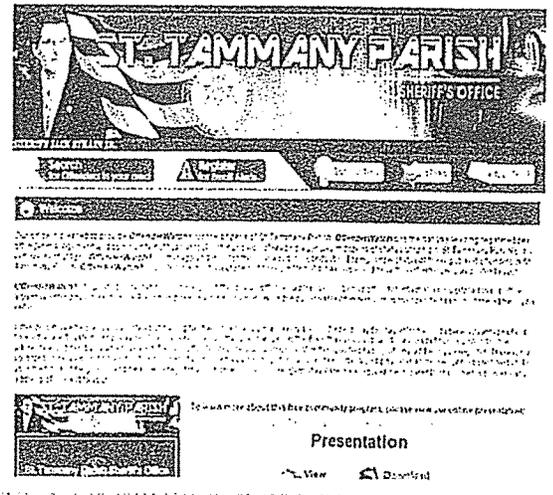
#### Automated Electronic Notification (Included)

- **Public Web Portal** – Citizens will have access to a public search portal branded to Warren County SO. Citizens may search for sex offenders based on:
  - Address (1/2 mile to 2 mile radius)
  - Name
  - City
  - Compliance Status
  - Internet Identifiers
  - Email
  - Phone Number
- **Email Notifications** – Citizens will now have the ability to use Warren County SO's web portal to register for real time email notifications. Personalized emails from the sheriff are automatically sent to registrants based on offender data entry. Emails are triggered when an offender's address changes and falls within the notification radial set by the registrant, Citizens may register as many different addresses as they like.

Citizens may also register to track a SPECIFIC offender when the offenders address or status changes.

Citizens can submit a tip should they observe information that differs from what is released by your agency. This functionality fosters greater communication between Warren County SO and the community.

OffenderWatch® will be configured to only send notifications on publishable offenders. Further configuration will ensure that only publishable information, as defined by current statutes, is made available within all email notifications. This allows you to be compliant with current requirements while providing the greatest amount of information possible to the public.



**Print Based Notification (Optional)**

- **Postal Notification Cards** – In addition to Warren County SO may elect to send postal community preference or a particularly offender. The agency determines the mailing radial (larger for rural areas or small populated towns or cities), OffenderWatch@ mailing estimate and release the appropriate branded post-cards through the US-mail. A mailing released will be sent to your agency purposes. Notification cards carry your SO's logo, and a personalized message and information from the sheriff, publishable offender data, offense history, vehicles, etc. and photograph. Mailings may only be released on publishable offenders. A \$500 advanced deposit is required to activate postal notification functionality. \$35.00 minimum per mailing applies. Cost per card is based on current first class postage rate.



email notifications, mailers based on dangerous appropriate for more will provide a number of copy of each for record keeping Warren County public service

**Media Coverage (Included)**

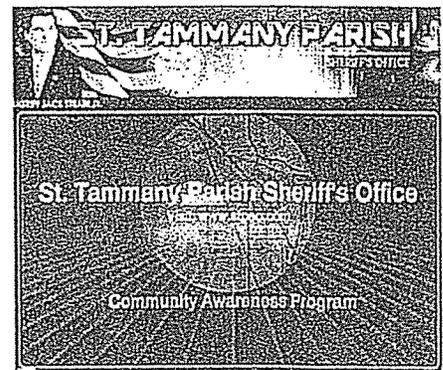
- **Press Conference** - Watch Systems will assist Warren County SO to prepare and deliver a press conference with local radio/newspaper/TV. Press conferences are designed to announce the availability of OffenderWatch@, the enhanced information it brings to the community and the level of public safety provided by your agency. Watch Systems will provide sample press releases and video footage from agencies across the country. Press conferences remain the single most effective way to successfully launch OffenderWatch@ and get started with tremendous momentum and public support.
- **Public Relations Presentation** - Watch Systems will supply a PowerPoint "Flash" presentation branded specifically for Warren County SO. This presentation is designed to be either integrated into your existing public relations strategy or function as a stand-alone presentation. Either way, it showcases the proactive mindset of your agency and your attention to public safety.
  - **Public Services Announcements** - Watch Systems provides public service safety fliers designed to drive traffic to your web portal. PSA's are a great way to establish your agency as the authority concerning public safety. Topics include:
    - Safety Tips for Children
    - Safety Pledge Flier
    - Festival Safety
    - Spring Break Safety
    - School Cancelled Safety
    - Vacation Travel Safety

Sex Offender Notification

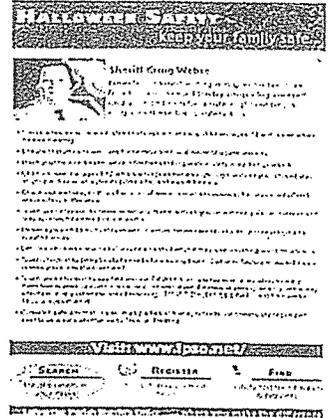
Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Registration Date	Sex	County	Class	Sex
01/01/01				

St. Tammany Parish Sheriff's Office



- Selling Door to Door Flier
- Summer Safety Flier
- School Safety Flier
- Halloween Safety Flier
- Holiday Shopping Tips
- Commitment to You Flier
- Internet Safety Flier for Children
- Internet Safety Flier for Parents
- Fireworks Safety Flier
- Protecting Your Family 1-2-3
- Protecting Your Family 1-2-3 Bookmarks
- Protecting Your Family 1-2-3 Business Cards



While OffenderWatch® provides functionality that allows your agency to efficiently and effectively exceed both the letter and spirit of the law; it's Watch Systems' service and support that defines our value statement – *"OffenderWatch® Benefits Beyond Software..."* As your strategic partner, Watch Systems will provide at no additional charge:

- Hosting services that ensure OffenderWatch® remains technically current as well as financially feasible for your agency.
- Quarterly enhancement releases are delivered automatically eliminating the need to install newer versions of the software. System enhancements are driven at the specific direction of law enforcement professionals with the intent of adding efficiencies to your agency.
- Security, redundancy and disaster recovery standards that meet law enforcement requirements nationwide.
- Customer Service Help Desk available to your agency Monday-Friday 7 am to 7 pm allowing users to speak to representatives trained on the specific laws of the state of New York.
- User submitted ticket system available 24 hours a day 7 days a week with a guaranteed 24 hour response time.

Investment Information:

Investment is based on county population. Investment includes all Professional Services, Consultation, Training Services and Project Management. OffenderWatch® license supports unlimited users from your agency.

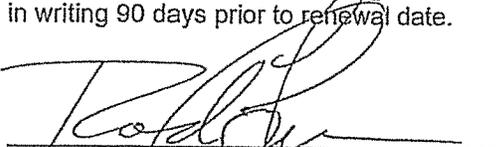
Agreement is for 3 years commencing May 1, 2018 and running through April 30, 2021 for \$11,025.00 (\$3,675 annual)

Payment Information:

The Warren County Sheriff's Office will be invoiced upon receipt of signed contract. Payment is due upon receipt.

Renewal Information:

This is an automatically renewing services agreement that will renew on your anniversary unless cancelled in writing 90 days prior to renewal date.

  
\_\_\_\_\_  
Agreed To and Accepted By Signature:  
Ronald F. Conover  
Chairman of the Board

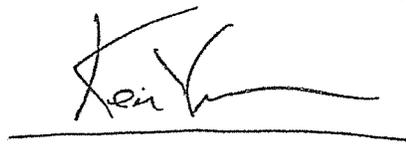
6-21-18  
Date:

Additional Authorized Users (Total Number):

  
\_\_\_\_\_  
Primary Agency Coordinator

Additional Authorized User(s)

Warren County Sheriff's Office  
Sheriff Nathan H. "Bud" York  
1400 State Route 9  
Lake George, NY 12845  
Email: shawn.lamouree@warrencountysheriffny.us  
Phone: (518) 743-2515

  
\_\_\_\_\_  
Kevin Crews  
Territory Manager  
Watch Systems

	Name	Phone	Email

Watch Systems Staff

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
John Strain	Senior Consultant, Public Safety	985-264-1011	<a href="mailto:jstrain@watchsystems.com">jstrain@watchsystems.com</a>
David Bachemin	Offender Watch Implementations	985-871-5112	<a href="mailto:dbachemin@watchsystems.com">dbachemin@watchsystems.com</a>
Machelle Byrne	Offender Watch Implementations	985-801-0456	<a href="mailto:mbyrne@watchsystems.com">mbyrne@watchsystems.com</a>
Jonathan Roberts	V. P. Operations	985-801-3980	<a href="mailto:jroberts@watchsystems.com">jroberts@watchsystems.com</a>
Joey Gauthier	Marketing Director	985-801-0460	<a href="mailto:jgauthier@watchsystems.com">jgauthier@watchsystems.com</a>
Phyllis Jones	Office Mgr.: For billing/business inquiries	985-801-3977	<a href="mailto:pjones@watchsystems.com">pjones@watchsystems.com</a>
OffenderWatch@	Help Desk anytime	985-871-8110	<a href="mailto:Ow_support@watchsystems.com">Ow_support@watchsystems.com</a>
Kevin Crews	Account Manager	985-273-9756	<a href="mailto:kcrews@watchsystems.com">kcrews@watchsystems.com</a>

Appendix A - Case Profile: OffenderWatch® Supports Nationwide Collaboration between Local Law Enforcement and the United States Offender Targeting Center

**Date:** June 28, 2013

**Place:** Colonie, New York Police Department, USMS NY Northern District and Maricopa County Arizona

**Overview:** Offender William D. White is a level 3 offender convicted of First Degree Rape of an 8 year old female. DCJS notified Sgt. Ruff that the offender failed to return the yearly address verification letter sent to his residence. As standard protocol, Sgt. Ruff executed a home visit triggered by the address verification letter and determined that the offender moved out in May. A warrant was taken by Sgt. Ruff for failure to notify.

**Solution:** Sgt. Ruff added the warrant information into the OffenderWatch® record as well as ensured that any and all information deemed useful in identifying and locating the offender was included in the record. He then sent the lead to United States Marshals Gary Mattison and Roy Wright through OffenderWatch® utilizing the USMS alert feature. The USMS immediately notified Sgt. Ruff that they received the lead and began creating a case on the offender that day. The US Marshals were able to track and apprehend the offender in a low income housing unit in Phoenix Arizona within 1 week. The US Attorney in Maricopa County charged William White with failure to register. The offender is currently being held in Phoenix under Federal Adam Walsh violations.

**Analysis:** Because OffenderWatch® was able to immediately and seamlessly connect law enforcement agencies, Sgt. Ruff and the USMS user were able to quickly share critical information and build a case leading to the successful arrest of a dangerous non-compliant offender. Sgt. Ruff and both Marshal Investigators feel that without the networking capabilities of OffenderWatch®, the initial notification and pursuant investigation would have taken much longer allowing the offender to move yet again staying one step ahead of authorities and presenting a potential risk to the public.

**Date:** July 29, 2013

**Place:** Hamilton County Ohio

**Overview:** The United States Marshal Service Investigator Bill Taylor conducted a compliance operation in Hamilton County Ohio designed to verify the addresses of 1,300 know registered sex offenders and interview those offenders to verify compliance with local and federal statutes.

**Solution:** By utilizing historical offender management data in OffenderWatch®, USMS Investigators were able to triage their cases and strategically plan their interviews. In reviewing offender Stanley Lightner's record, the USMS noticed that he was out of compliance for failing to register his primary home address. A warrant was quickly issued and Mr. Lightner was arrested. A DNA sample was not originally taken when the offender was released from prison, however, it was soon discovered that Mr. Lightner's DNA matched samples taken in two 18 year old rape cases and he has subsequently been charged with rape in one of those cases and is under investigation in the other.

**Analysis:** Without access to the historical address and report information in OffenderWatch®, the USMS would not have been aware that offender Steven Lightner was out of compliance. This information lead to Lightner's arrest as well as charges on potentially two 18 year old unsolved rape cases. OffenderWatch® also gave the USMS the tools to quickly compile data, reports, and communication with the Hamilton County Sheriff's Office before, during and after conducting the compliance operation.

#### Appendix A - Case Studies continued:

OffenderWatch® connects collaborative law enforcement agencies across the country

**Date:** June 25, 2013

**Place:** Latham New York Police Department, Clarke County NV (Las Vegas Police Department)

**Overview:** Roy Hardin is a Level 3 offender living in Las Vegas, Nevada who was charged with several counts of molesting and digitally penetrating his 5 year old stepdaughter over a 3 year period. On June 25, 2013, Mr. Hardin moved across the country to Latham, a small town south of Albany, New York. Because many states do not share real time data, offenders like Mr. Hardin can move great distances unnoticed. Consequently, the citizens are unaware that a potentially dangerous predator has moved into their neighborhood. However because both agencies utilize the OffenderWatch® software, this potentially dangerous and too often common situation was avoided.

**Solution:** When the offender notified LVMPD of his intent to move and provided his new address, OffenderWatch® instantly identified the proper jurisdiction based on the new address and processed an immediate system notification to the Latham Detective. The system message provided all necessary data on Mr. Hardin including photos, physical descriptions, vehicles, offenses and management history. OffenderWatch® placed Mr. Hardin on the Latham public website as well as processed email notifications to nearby citizens. This all took place before the offender left the state of Nevada.

**Analysis:** Because OffenderWatch® was able to immediately and seamlessly connect law enforcement agencies; LVMPD was able to notify Latham PD by simply changing the offender's address in OffenderWatch®. LVMPD was not required to know the jurisdiction or the detective in Latham. This in turn facilitated a smooth and immediate transition as well as real time citizen notification over 2,500 miles away. The letter of the law was satisfied however the spirit of the law, the citizen's expectation of proactive notification, was exceeded.



# Warren County Board of Supervisors

## RESOLUTION NO. 207 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, DIAMOND, SOKOL, HOGAN, BRAYMER, DRISCOLL AND VACANT

**AUTHORIZING AGREEMENT WITH WATCH SYSTEMS, LLC FOR OFFENDER WATCH SOFTWARE FOR SEX OFFENDER TRACKING AND REPORTING; AUTHORIZING AN INTERMUNICIPAL AGREEMENT WITH GLENS FALLS POLICE DEPARTMENT AND A MEMORANDUM OF UNDERSTANDING WITH WARREN COUNTY PROBATION DEPARTMENT FOR THE USE OF SAME**

WHEREAS, the Warren County Sheriff's Office desires to enter into an agreement with Watch Systems, LLC for use of Offender Watch software for sex offender tracking and reporting, and

WHEREAS, both the Glens Falls Police Department and the Warren County Probation Department desire to share in the use of the above-described software, and have agreed to share in the cost for same, in proportionate shares, necessitating that an Intermunicipal Agreement and Memorandum of Understanding be prepared, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with Watch Systems, LLC, 516 East Rutland Street, Covington, Louisiana 70433, for Offender Watch software for sex offender tracking and reporting, for a term commencing May 1, 2018 and terminating April 30, 2021, at a total cost of Eleven Thousand Twenty-Five Dollars (\$11,025) or Three Thousand Six Hundred Seventy-Five Dollars (\$3,675) per year with the option to renew the agreement for subsequent three year terms provided there is no change in the terms of the agreement and that appropriations are included in the departmental budget, and be it further

RESOLVED, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement as outlined above in a form approved by the County Attorney, and be it further

RESOLVED, that Warren County enter into an Intermunicipal Agreement with the City of Glens Falls Police Department, 42 Ridge Street, Glens Falls, New York 12801, for the Department's use of the

*RESOLUTION NO. 207 OF 2018*

*PAGE 2 OF 2*

Offender Watch software, with the understanding that for the three year term of the agreement, the City of Glens Falls Police Department will pay Three Thousand Six Hundred Seventy-Five Dollars (\$3,675) or One Thousand Two Hundred Twenty-Five Dollars (\$1,225) per year, an equal share thereof for the remainder of the agreement with Watch Systems, LLC, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an Intermunicipal Agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Sheriff's Office enter into a Memorandum of Understanding with the Warren County Probation Department, for the Probation Department's use of the Offender Watch Software, with the understanding that for the three year term of the agreement, the Probation Department will pay Three Thousand Six Hundred Seventy-Five Dollars (\$3,675) or One Thousand Two Hundred Twenty-Five Dollars (\$1,225) per year, an equal share thereof for the remainder of the agreement with Watch Systems, LLC, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for the agreement shall be expended from Budget Code A.3110 470 Sheriff's Law Enforcement, Contract.

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Sheriff

DATE: May 24, 2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Annual agency License Plate Reader (LPR) connection to the security center Troy regional server
- (c) Name of Contractor: SecureWatch24
- (d) Address of Contractor: One Penn Plaza, Suite 4000, New York, NY 10119
- (e) Contractor's Contact Person and Telephone Number: Pat O. Fox  
(518) 469-9201
- (f) Has or will the Contract be provided, if so, please attach: Yes (will be provided)
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: 12/31/2023
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed \$480  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
  
\$160 Annually
- (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.3110 470 General Sheriff's Law Enforcement - Contract

\* as listed in budget and LOGOS



Warren County Sheriff's Office 1340 State Route 9 Lake George, New York 12845	Contract#: WCSADADV#2 Gov Contract# Not Applicable
Genetec Advantage Renewal for 1 AutoVu Camera Connection to Security Center for each Mobile LPR unit for the Troy Regional Server	Date: 4/1/2021
SW24 Representative: Patrick O. Fox - National Sales Director for LPR & Law Enforcement Operations	

## CHARGES

Appendix-A Materials Pre-Tax Subtotal .....	\$160.00
Estimated Taxes .....	\$0.00*
Equipment Total Including Estimated Taxes .....	\$160.00
Estimated Freight .....	\$0.00**
Grand Total Including Estimated Taxes and Estimated Freight .....	\$160.00

\*Sales Tax will be imposed on all Materials that are not exempt under the Tax Laws applicable to the jurisdiction(s) covered under this Contract. It is the responsibility of the Purchaser ("Client") to provide the proper sales tax exemption certificate to SecureWatch24, LLC and to make tax-free purchases that would normally be subject to sales tax under the Tax Laws applicable to this Contract. The amount of sales tax stated above is an estimate and is subject to change with or without notice at any time based on the applicable Tax Law for the jurisdiction(s) covered under this Contract. Acceptance of this Agreement constitutes an agreement to pay and all applicable sales tax to which the Client is subject, based on the Tax Law for which an exemption does not apply and/or for which an exemption certificate was not properly used, executed provided.

\*\* Initial Freight Charges appearing on this form are estimates. Actual freight costs may be charged if they exceed this Initial estimate.

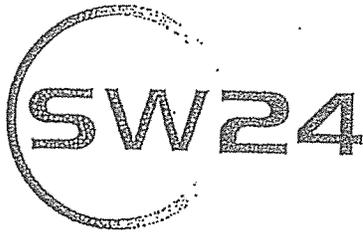
SecureWatch24 agrees to provide the Materials described in this Agreement under the terms and conditions set forth herein provided the Client accepts this proposal without modification on or before:  
6/25/2021

Agreed to:  
Warren County Sheriff's Office

Agreed to:  
SecureWatch24, LLC

By, James LaFol 4/26/21  
Authorized Signature Date

By, \_\_\_\_\_  
Authorized Signature Date



# Warranty & ADV Renewal Proposal

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Prepared Exclusively For:

Warren County Sheriff's Office

January 21, 2017

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SecureWatch24, LLC

One Penn Plaza Suite 4000

New York, NY 10119

T 212-729-5400

F 212-729-5401

## 2.0 SECUREWATCH24 RESPONSIBILITIES

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### 2.1 PROCUREMENT SERVICES

1. Scope
  - a. SW24 will procure for resale to Client and consolidate for delivery the list of item(s) in Appendix-A.
2. Assumptions
  - a. None
3. Completion Criteria
  - a. This work will be considered complete upon delivery of the product to the work site.
4. Deliverables
  - a. None

## 3.0 CLIENT RESPONSIBILITIES

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### 4.0 ESTIMATED SCHEDULE

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Estimated Start Date December 1, 2016

Estimated End Date May 31, 2018

1. Work is not authorized to begin on the Estimated Start Date unless this Proposal has been accepted, in writing, by the client or its representative/agent.
2. These dates are estimates and may vary if acceptance or other delays are encountered.
3. The work may complete prior to the Estimated End Date; however, no Services are required to be provided after this date unless authorized, in writing, through the Change Control process.

### 5.0 CHANGE CONTROL

---

All of the work of the project is detailed in Section 2.0 SW24 Responsibilities. Any changes to this Scope of Work shall be handled through the Change Control process. This includes reduction or elimination of products or services previously agreed to.

### 6.0 COMPLETION CRITERIA

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SecureWatch24 shall have fulfilled its obligations and full payment is due and owing to SecureWatch 24 under this Agreement when any of the following first occurs:

1. SecureWatch24 accomplishes the relevant tasks described under, "SecureWatch24 Responsibilities" or such SecureWatch24 Responsibilities are waived.
2. Client notifies SecureWatch24, in writing, that further Services are not required.
3. You terminate this Agreement prior to the Estimated End Date and prior to the time SecureWatch24 has accomplished the SecureWatch24 Responsibilities.
4. SecureWatch24 has terminated this Agreement for Cause.
5. The Estimated End Date is reached.

7.0 CHARGES

The estimated funding requirement for the services and equipment described in this Proposal is provided below. Detailed equipment and licensing pricing breakout can be found in Appendix-A.

7.1 SUMMARY OF CHARGES

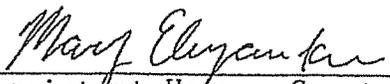
Hardware / Software.....\$	\$1,887.20
Services.....\$	\$0.00
Total.....\$	\$1,887.20**
Freight.....\$	
Estimated Taxes.....\$	\$0.00

\*\* Sales Tax will be imposed on all Products & Services that are not exempt under the Tax Laws applicable to the jurisdiction(s) covered under this Contract. It is the responsibility of the Purchaser ("Client") to provide the proper sales tax exemption certificate to Securewatch24, LLC to make tax free purchases that would normally be subject to sales tax under the Tax Laws applicable to this Contract. The amount of sales tax stated above is an estimate and is subject to change with or without notice at any time based on the applicable Tax Law for the jurisdiction(s) covered under this Contract. Acceptance of this Contract constitutes agreement to pay all applicable sales tax to which the Purchaser is subject, based on the Tax Law for which an exemption does not apply and/or for which an exemption certificate was not properly used, executed, or provided.

SecureWatch24 agrees to provide the services and equipment described in this agreement provided the customer accepts this proposal without modification on or before: February 10, 2017

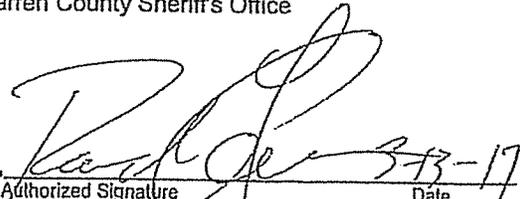
If you are acting as an agent (or authorized representative) executing this agreement on behalf of your principal, you hereby warrant and represent that you have the full and complete authority to bind your principal to the terms, conditions and obligations set forth in this Agreement including, but not limited to, the payment obligations, representations and warranties and, in the event the principal at any time disputes your agency and/or authority or claims that you did not have its authorization to execute this agreement on its behalf and/or to bind such principal to each and every obligation, term and condition set forth herein, you shall be and hereby agree to be liable to SecureWatch24 for any and all amounts due and owing to SecureWatch24 under this Agreement and appendices.

Approved as to Form:

  
Assistant Warren County Attorney

Agreed to:  
Warren County Sheriff's Office

Agreed to;  
SecureWatch24, LLC

By,  3-13-17  
Authorized Signature Date  
Ronald F. Conover, Chairman  
Warren County Board of Supervisors

By,  3/13/17  
Authorized Signature Date

## 7.2 DESCRIPTION OF CHARGES AND ACCEPTANCE

Freight charges are limited to the actual expense incurred, and will be billed as actual. Invoices are due upon receipt.

Tax charges listed on this proposal are an Estimation only. Actual tax liability will be assessed and listed on the project invoice(s).

Charges shall be paid in accordance with the payment schedule set forth in this Agreement and the appendices and attachments hereto. In the event Charges are to be paid in installments or in Progress Payments, in the event payment of an installment or Progress Payment is not made when due, all remaining installments and/or Progress Payments shall immediately accelerate and shall be due and owing to SecureWatch24. You shall pay all Charges due under this Agreement without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

This document, including the associated appendices and attachments hereto are the complete agreement regarding this transaction and replace any and all prior written or oral communications regarding this scope of work. Each party accepts the terms of this Agreement by signing below.

**APPENDIX-A: BILL OF MATERIALS**

Manufacturer	Part number	Description	Qty	Unit Price	Ext. Price
GENETEC	AU-K-SXX-EWRR-1Y	Extended Warranty for AU-K-SXX kit with Return and Repair Coverage for 1 Year	1	\$ 1,600.00	\$ 1,600.00
GENETEC	ADV-LPR-M-1Y	Advantage AutoVu Mobile - 1 Year	1	\$ 187.00	\$ 187.00
Genetec	ADV-LPR-M-1M	Genetec Advantage 1 AutoVu mobile system	6	\$ 16.70	\$ 100.20

**APPENDIX-D: TERMS AND CONDITIONS**

This Appendix describes the terms and conditions governing this transaction. This document, including the above Statement of Work and associated appendices are the complete agreement regarding this transaction and replace any and all prior written or oral communications regarding this scope of work.

1. Contract Acceptance
  - a. Signing the Contract
  - b. Issuing a Purchase Order
2. Schedule and Delivery
  - a. Securwatch24 will use reasonable best efforts to attempt to meet your delivery and schedule requirements for equipment and services provided under this Agreement.
  - b. Unless otherwise stated this project will be performed during First Shift (8:00 AM to 4:00 PM) - on non-Weekend and non-Holiday days.
  - c. SecureWatch24 will not be responsible for delays to any schedule or delivery resulting from the insufficient lead time provided by you or third parties including, but not limited to, proposal acceptance, invoice payment, equipment shipping delays, required information, utility or cable issues or required authorizations.
  - d. Portions of this work may be performed remotely at SW24 offices.
  - e. Portions of this work may be assigned to an SW24 Subcontractor.
  - f. Unless otherwise stated in SW24 Responsibilities, SW24 shall not be responsible for patching or painting required as a result of the work of this proposal.
  - g. If you fail to pay any installment or Progress Payment when due, we may without prejudice to any other right or remedy and without any liability to you interrupt, suspend, cancel this project. Such interruption, suspension or termination does not relieve you from paying any amount overdue and/or to be paid under this Agreement.
3. Payment
  - a. Payment in full is due at Project Completion. Payment terms are NET45 days.
  - b. Late Fees and Interest
  - c. In the event you fail to make a payment when due and legal proceedings are commenced to collect the amounts due hereunder, you agree to pay all costs of collection, including court costs and reasonable attorneys' fees.
4. Travel and Living
  - a. Unless otherwise stated this project has no requirements for travel outside of the five boroughs of New York City and such travel is not included in this proposal.
5. Claims for Which SecureWatch24 is Not Responsible
  - a. Any equipment, software, services, drawings, specifications or designs provided by you or a third party on your behalf which is incorporated into this Project.
  - b. Your modification of the equipment or software of this Project.
  - c. The integration of equipment or software with products not provided by SecureWatch24.
  - d. Loss of or damage to data.
  - e. Lost profits, business, revenue, goodwill or anticipated savings.

6. Customer Responsibilities
- a. You agree that Hardware and Software obtained under this agreement is for use within your Enterprise and is not for resale, lease or transfer to a third party.
  - b. You agree to provide SecureWatch24 all necessary access to your properties and systems as may be required for SecureWatch24 to complete its responsibilities and obligations. Access will be provided at no charge to SecureWatch24.
  - c. You agree to provide an operating environment meeting or exceeding all of the requirements specified for equipment provided under this Agreement.
  - d. You agree to assume responsibility for all upgrades, updates and patches for operating systems, applications, drivers, BIOS and/or firmware provided under this Agreement.
  - e. You agree to notify SW24 in advance of accepting this proposal of all hazardous materials located in any area where the work described on this proposal may be performed and hereby agree to indemnify, defend and hold SW24, its officers, members, employees and contractors harmless from any and all damages relating in any way to such hazardous materials whether or not known to exist at the time of the execution of this Agreement. This includes but is not limited to Asbestos Containing Materials and Lead Paint Materials.
  - f. You agree to coordinate the installation of all elevator traveler cables with the elevator service company of record at no cost to SW24.
  - g. You agree to coordinate the installation of Fire Alarm Disconnect Relays in all locations specified by SW24 with the Fire Alarm service company of record at no cost to SW24. SW24 shall be under no obligation to activate Access Control equipment in violation of applicable code and law and the SW24 project scope will be considered complete if the system is not able to be activated due to incomplete Client Responsibilities and would otherwise be operational.
  - h. You agree any cabling work completed by others shall be sufficient for purpose installed, clearly labeled, tested, and terminated in a mutually agreed to manner and location.
  - i. You agree to pay SW24 when payments are due hereunder.
  - j. You agree that no legal action will be brought more than one year after the cause of the action arose.
  - k. You agree that we are not responsible for failure to fulfill any responsibility or obligation due and we have the right to defer the date of completion (without liability to you) due to causes beyond our control including, without limitation, acts of God, governmental actions, war or national emergency, riot, civil commotion, fire, explosion, flood, epidemic, lock-outs, strikes or other labor disputes (whether or not related to our workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable goods or materials provided that, if the event in question continues for a continuous period in excess of 180 days, either party shall be entitled to give immediate notice in writing to the other to terminate this Agreement.
7. Responsibilities of Both Parties
- a. Both parties agree information exchanged is non-confidential. If the exchange of confidential information is necessary, a supplemental Confidentiality Agreement will be signed.
  - b. Both parties agree to allow the other reasonable opportunity to review, reply and comply prior to entering a claim the other party has failed to meet their responsibilities or obligations.
8. Governing Law/Miscellaneous
- a. This Agreement shall be construed in accordance with and governed by laws of the State of New York applicable to agreements made and performed wholly in that State. In connection with any dispute which may arise under this Agreement, the parties hereto hereby irrevocably submit to, consent to, and waive any objection to, the exclusive jurisdiction of the courts of the state of New York located in the county of New York or of the United States District Court for the Southern District of New York, and waive any objection to the laying of venue in such court. The parties hereto admit that any such dispute may be resolved at least as conveniently in such a court as in any other court, and will not seek dismissal or a change of venue on the ground that resolution of such a dispute in any such court is not convenient or in the interests of justice.

- b. You agree not seek a jury trial or counterclaim in any action based upon or arising out of this Agreement or any related document or agreement. You agree not seek to consolidate any such action with any other action in which trial by jury has not been waived.
  - c. If any provision of this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness be deemed severable and the remaining provisions of this Agreement and the remainder of such provision shall continue in full force and effect.
  - d. SW24's failure or delay in enforcing or the partial enforcement of any provision of this Agreement will not be construed as a waiver of any of its rights under this Agreement.
9. Title and Risk of Loss
- a. SecureWatch24 bears the risk of loss for equipment until either of these first occur:
    - i. For equipment shipping to you, title will transfer including risk of loss when the product is delivered to the carrier for shipment. Thereafter, you assume the risk and are responsible for insurance or other protection you may deem necessary.
    - ii. For equipment installed by SecureWatch24, title will transfer upon initial delivery to your property location. Thereafter, you assume the risk and are responsible for security and protection of the equipment, including equipment that SecureWatch24 has delivered but may be part of an ongoing installation.

10. Limited Liability

- a. Client expressly acknowledges SW24 and its affiliates, subcontractors, employee, agents and assigns (SW24) are not insurers against losses and that insurance against loss is the sole responsibility of the client. The payments and charges required by this TOS are based solely on the value of the services provided and are unrelated to the value of the premises or any personal property located on or near the premises. Client agrees that it is impractical and extremely difficult to ascertain or determine the amount of damages, if any, which may result from a failure by SW24 to perform any of its obligations under this TOS or the failure of the equipment or video management system to operate properly. Client agrees that if SW24 should be found liable to the client for loss or damages as a result of the failure of the equipment or video management system in any respect, SW24 liability will be limited to two hundred and fifty dollars (\$250.00), which sum shall be paid and received as liquidated damages. Such liability shall be complete and exclusive. If for any reason this liquidated damages amount is deemed to be unenforceable by a Court of Law, then under no circumstances shall SW24 be liable to client for any amounts in excess of the amounts paid to SW24 by client under this Agreement. This limitation of liability applies to any and all loss or damage resulting directly or indirectly to persons or property, irrespective of cause or origin, whether as a negligence of SW24. Client agrees to indemnify and hold SW24 harmless from all losses, damages and expenses incurred as a result of claims asserted against SW24 by persons other than client based upon the performance or nonperformance by SW24 of services performed or to be performed under this TOS or upon any failure of the equipment or video management system. Including, but not limited to the negligence or gross negligence of SW24. It is agreed that in no event shall SW24 be liable for indirect, incidental, special, exemplary, punitive or consequential damages or for lost profits, savings or revenue of any kind whether or now SW24 has been advised of the possibility of such damages.

# Warren County Board of Supervisors

## RESOLUTION NO. 72 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS MONTESI, GERAGHTY, GIRARD, BROCK, SIMPSON, VANSELOW, BRAYMER, SEEGER AND MACDONALD

### AUTHORIZING AGREEMENT WITH SECURE WATCH 24 FOR PREVENTATIVE MAINTENANCE AND SERVICE TO THE LICENSE PLATE READER SYSTEM FOR THE WARREN COUNTY SHERIFF'S OFFICE

WHEREAS, the Warren County Sheriff's Office has requested to enter into an agreement with Secure Watch 24, One Penn Plaza, Suite 4000, New York, New York, 10119, for preventative maintenance and service to the license plate reader system for the Warren County Sheriff's Office, for a lump sum amount of One Thousand Nine Hundred Dollars (\$1,900.00) for a term commencing on November 12, 2016 (for the hardware) and commencing on December 1, 2016 (for the software) and terminating on November 12, 2017 (for the hardware) and May 31, 2018 (for the software), and

WHEREAS, the Criminal Justice and Public Safety Committee has approved the request for an agreement with Secure Watch 24 as outlined above, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors, be and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3110 470 Sheriff's Law Enforcement, Contract.

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Sheriff

**DATE:** May 24, 2021

- (a) **Purpose of Contract Change:** Amend 2020 agreement with Chic's Marina to include two 17' Boston Whaler patrol vessels for winter shut down and storage
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** 310 of 2018
- (c) **Name of Contractor:** Chic's Marina
- (d) **Address of Contractor:** 4782 Lakeshore Drive, Bolton Landing NY 12814
- (e) **Contractor's Contact Person and Telephone Number:** Kristen DePace  
(518) 644-2170
- (f) **Commencement Date of Extension:** N/A
- (g) **Termination Date of Extension:** N/A
- (h) **Payment Provisions:** i) lump sum amount \$1,806.26  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) **Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

A.3110 470 General Sheriff's Law Enforcement - Contract

Sample: A.3110 470 General Sheriff's Law Enforcement - Contract \$ xx.xx  
Capital Project No. H289.9550 480 - Old Jail Renovations \$xx.xx

\* as listed in budget and LOGOS

Chic's Marina Service

4782 Lakeshore Drive

PO Box 1237

Bolton Landing, NY 12814

# Invoice

Date	Invoice #
12/22/2020	4095

Bill To
W.C.S.D.

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			2/23/2021			

Quantity	Item Code	Description	Price Each	Amount
1	Storage	Storage #581 \$5.95 Per Square Foot 17'X7.5' 2005 whaler	758.63	758.63T
1	Storage	Storage #582 \$5.95 Per Square Foot 17'X7.5' 2005 whaler	758.63	758.63T
1	Shrink Wrap	Shrink Wrap #582 \$17 Per Foot	289.00	289.00T
		Non-Taxable	0.00%	0.00

**Total** \$1,806.26

Phone #	Fax #	E-mail	Web Site
518-644-2170	518-644-2199	kristen@chicsmarina.com	www.chicsmarina.com

SCHEDULE "A"

→ 6 boats  
single merc #587  
7 boats

PROPOSAL

PROPOSAL OF:  
COMPANY NAME: Chic's Marina

TO: C. Shawn Lamouree, Undersheriff  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, NY 12845

Yamaha 584  
3 90's, not 1

02/13

The undersigned having carefully examined the specifications and having to his satisfaction ascertained all the facts concerning these specifications, herewith submit the following bid proposal:

- A. ONE TUNE-UP FOR TWIN 200HP <sup>Yamaha, and OMC</sup> OMC and Mercury ENGINES: \$ 675.00 x's 3  
(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor.)
  - B. ONE TUNE-UP FOR SINGLE 90HP OMC ENGINE: \$ 325.00 x's 3  
(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor.)
  - C. ONE SPRING START-UP: \$ 1960.00  
(Including, but not limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, changing all VRO filters, changing fuel filters, launching, and test-running all equipment for all five (5) items as listed in specifications.)
  - D. ONE WINTER SHUT-DOWN: \$ 2725.00  
(Including, but not limited to, draining all gear cases, winterizing engines, shrink-wrapping boats, and storing from winter to spring at a safe and secure location for all five (5) items as listed in specifications.)
  - E. ONE TUNE-UP FOR SINGLE 200HP Merc \$ 600.00  
PERCENTAGE MARKUP ON PARTS: no markup
- TOTAL AMOUNT ITEMS (A-E): \$ 8,285.00
- E. HOURLY RATE FOR LABOR: \$ 110.00

The vendor hereby certifies that there are no Federal or State taxes included in the above prices and that he is the only intermediary between manufacturer and purchaser.

DATE: 7/15/18 FEDERAL ID#: 14-1498452

NAME OF FIRM: Chic's Marina Inc

BUSINESS ADDRESS: PO Box 1237, 4782 Lakeshore Dr. Bolton Landing

SIGNATURE OF BIDDER: [Signature] TITLE: Manager

NAME OF BIDDER (PRINTED): Kristen DePace

PHONE #: (518) 644-2170 FAX #: (518) 644-2199

COMMENTS: Added missing boats to proposal

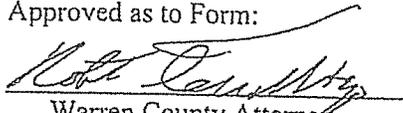
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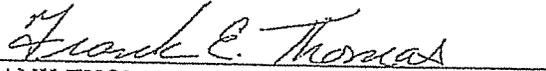
CONTRACT EXTENSION BETWEEN COUNTY OF WARREN  
AND CHIC'S MARINA, INC.

The COUNTY OF WARREN and CHIC'S MARINA, INC. hereby agree to extend their previous agreement dated December 4, 2018 for boat maintenance and emergency repair service for marine vessels for the Warren County Sheriff's Office, for an additional term of one (1) year commencing January 1, 2020 and terminating December 31, 2020, upon the same terms and conditions set forth in the agreement, which terms and conditions are expressly incorporated herein.

Approved as to Form:

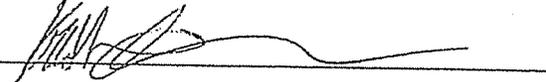
  
Warren County Attorney,  
*Asst. Sec.*

COUNTY OF WARREN

By   
FRANK THOMAS, CHAIRMAN  
Board of Supervisors

Date 1/5/21

CHIC'S MARINA, INC.

By   
Title: OWNER

Date 1/10/21

## SERVICE PROVIDER AGREEMENT

THIS AGREEMENT, by and between the COUNTY OF WARREN ("County"), a municipal corporation of the State of New York, having a principal place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and CHIC'S MARINA, INC. ("Provider"), Lake Shore Drive, P. O. Box 1237, Bolton Landing, New York 12814.

1. The County and the Provider agree that the Provider perform for the County the services specified in Schedule "A" attached hereto.
  
2. In consideration of the services to be provided by the Provider, the County shall pay the Provider according to the terms and subject to the conditions set forth in Schedule "A" attached hereto. The County shall not be liable to the Provider for any expenses paid or incurred by it unless otherwise agreed to in writing by the County. The County shall make payments within thirty (30) days after each time the services have been completed and an invoice has been received.
  
3. Relationship of the parties:
  - a. The relationship of the Provider to the County, individually, arising out of this Agreement shall be that of an independent contractor. The Provider, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself in a manner consistent with such status, that neither Provider, nor any member thereof, or person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent will hold himself out as, or claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the County including, but not limited to, workers' compensation coverage, disability coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
  
  - b. All personnel of the Provider shall be within the employ of Provider only, which alone shall be responsible for their work, direction and compensation. Nothing in this Agreement shall impose any liability or duty on the County on account of any acts, omissions, liabilities or obligations of the Provider or any person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent, or for taxes of any nature, including, but not limited to, unemployment insurance, disability coverage, and workers' compensation, and Provider hereby agrees to indemnify and hold individually harmless the County against any such liabilities.

4. The Provider represents that it has complied with all federal and state laws regarding any applicable licenses that may be required to carry out the work to be performed under this Agreement.

5. The Provider shall indemnify, defend and hold the County harmless from and against any claim, liability, loss or damage, including reasonable attorney's fees, arising by reason of the death or bodily injury of persons, injury to property or other loss or damage resulting or arising, without limitation, from Provider's providing the services or products described in Schedule A of this Agreement.

6. The Provider shall carry General Liability coverage in the amounts of at least \$1 million per occurrence and \$2 million aggregate, and an Umbrella policy of at least \$2 million with respect to the Provider and any of its employees or agents. The Provider shall name the County as an additional insured to the Provider's General Liability policy. The Provider is also required to carry Workers' Compensation and Automobile Liability (\$1 million limit). All coverage must be issued by an insurance company admitted to do business in New York State and maintaining an A.M. Best rating of A- or better.

7. Provider shall furnish to the County Certificate(s) of Insurance evidencing coverage and extensions stipulated in paragraph number 6 before service from Provider begins. The failure of the Provider to provide such Certificate of Insurance shall not be deemed a waiver by the County of Provider's obligation to provide same insurance coverage. In addition and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such Certificate of Insurance shall not be deemed a satisfaction of the requirement that Provider provide insurance coverage as noted anywhere in this Agreement.

8. This Agreement shall commence on January 1, 2018 and terminate December 31, 2018, with an option to extend the agreement for up to two (2) additional years with no increase in cost. This agreement may be terminated upon thirty (30) days written notice by either party with or without cause. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

9. Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by mail or overnight delivery to the party's address stated above.

10. This is the entire Agreement of the parties and cannot be changed or modified except by mutual written agreement. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect. This Agreement may be executed in any number of counterparts. This Agreement may not be assigned, in whole or in part, by the Provider without prior approval by the County in writing. Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties.

Approved as to Form:

Mary Ann Keiser  
Warren County Attorney

COUNTY OF WARREN

By [Signature]  
RONALD F. CONOVER, CHAIRMAN  
Board of Supervisors

Date 10-26-18

CHIC'S MARINA, INC.

By [Signature]

Date: 11/5/18

SCHEDULE "A"

→ 6 boats  
single merc #587  
7 boats

PROPOSAL

PROPOSAL OF:  
COMPANY NAME: Chic's Marina

TO: C. Shawn Lamouree, Undersheriff  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, NY 12845

Yamaha 584  
3 90's, not 1

02/15

The undersigned having carefully examined the specifications and having to his satisfaction ascertained all the facts concerning these specifications, herewith submit the following bid proposal:

- A. ONE TUNE-UP FOR TWIN 200HP <sup>Yamaha, and OMC</sup> ~~OMC~~ and Mercury ENGINES: \$ 675.00 x's 3  
(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor.)
  - B. ONE TUNE-UP FOR SINGLE 90HP OMC ENGINE: \$ 325.00 x's 3  
(NOTE: Must include spark plugs, filters, gaskets, and all associated parts and labor.)
  - C. ONE SPRING START-UP: \$ 1900.00  
(Including, but not limited to, washing the hull, draining, pressure testing, refilling gear cases, lubricating all fittings, checking all fluid levels, changing all VRO filters, changing fuel filters, launching, and test-running all equipment for all five (5) items as listed in specifications.)
  - D. ONE WINTER SHUT-DOWN: \$ 2725.00  
(Including, but not limited to, draining all gear cases, winterizing engines, shrink-wrapping boats, and storing from winter to spring at a safe and secure location for all five (5) items as listed in specifications.)
  - E. ONE TUNE-UP FOR SINGLE 200HP Merc \$ 600.00  
PERCENTAGE MARKUP ON PARTS: no markup
- TOTAL AMOUNT ITEMS (A-E): \$ 8,285.00
- E. HOURLY RATE FOR LABOR: \$ 110.00

The vendor hereby certifies that there are no Federal or State taxes included in the above prices and that he is the only intermediary between manufacturer and purchaser.

DATE: 7/15/18 FEDERAL ID#: 14-1498452

NAME OF FIRM: Chic's Marina Inc

BUSINESS ADDRESS: PO Box 1237, 4782 Lakeshore Dr. Bolton Landing NY 12814

SIGNATURE OF BIDDER: [Signature] TITLE: Manager

NAME OF BIDDER (PRINTED): Kristen DePace

PHONE #: 518, 644-2170 FAX #: 518, 644-2199

COMMENTS: Added missing boats to proposal

mm



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Global Marine Insurance Agency 12935 S. West Bayshore Dr.  Traverse City MI 49684		<b>CONTACT NAME:</b> Cassalyn Spangler <b>PHONE (A/C, No, Ext):</b> (800) 748-0224 <b>FAX (A/C, No):</b> (231) 947-4407 <b>E-MAIL ADDRESS:</b> cspangler@globalmarineinsurance.com	
<b>INSURED</b>  Chic's Marina, Inc. 4782 Lake Shore Drive PO Box 1237 Bolton Landing NY 12814		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : North American Specialty INSURER B : Navigators Insurance Company, The INSURER C : INSURER D : INSURER E : INSURER F :	

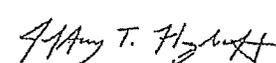
**COVERAGES**      **CERTIFICATE NUMBER:** CL18101102692      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		50M400188401	10/08/2018	10/08/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Marine Operators Legal \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			50C400188401	10/08/2018	10/08/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			18L760002	10/08/2018	10/08/2019	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as additional insured with respect to the above captioned general liability per terms/conditions of actual policy & by written contract for Boat Repair/1 Slip Rental @ 4782 Lake Shore Dr, Bolton Landing NY.

<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>	
Warren County %Warren Co Attorney Office 1340 State Route 9 Lake George NY 12845		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 	

## ADDITIONAL COVERAGES

Ref #	Description Sudden/Accidental Pollution Liability	Coverage Code	Form No.	Edition Date	
Limit 1 300,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Protection & Indemnity Liability	Coverage Code	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Watersports Liability	Coverage Code	Form No.	Edition Date	
Limit 1 300,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Uninsured motorist combined single limit	Coverage Code UMCSL	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Medical payments	Coverage Code MEDPM	Form No.	Edition Date	
Limit 1 2,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description PIP-Basic	Coverage Code PIP	Form No.	Edition Date	
Limit 1 50,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description PIP-Additional	Coverage Code APIP	Form No.	Edition Date	
Limit 1 100,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium



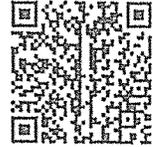
# New York State Insurance Fund

Workers' Compensation & Disability Benefits Specialists Since 1914

199 CHURCH STREET, NEW YORK, N.Y. 10007-1100

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

\*\*\*\*\* 141498452  
CHICS MARINA INC  
4782 LAKE SHORE DRIVE  
P.O. BOX 1237  
BOLTON LANDING NY 12814



SCAN TO VALIDATE  
AND SUBSCRIBE

**POLICYHOLDER**  
CHICS MARINA INC  
4782 LAKE SHORE DRIVE  
P.O. BOX 1237  
BOLTON LANDING NY 12814

**CERTIFICATE HOLDER**  
WARREN COUNTY  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

<b>POLICY NUMBER</b> Z 917 030-9	<b>CERTIFICATE NUMBER</b> 102133	<b>POLICY PERIOD</b> 03/31/2018 TO 03/31/2019	<b>DATE</b> 9/27/2018
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THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 917 030-9, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 993916037

# Warren County Board of Supervisors

## RESOLUTION NO. 310 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, DIAMOND, SOKOL, HOGAN, BRAYMER, DRISCOLL AND VACANT

**AUTHORIZING AGREEMENT WITH CHIC'S MARINA, INC. TO PROVIDE BOAT MAINTENANCE AND EMERGENCY REPAIR SERVICE FOR MARINE VESSELS FOR THE WARREN COUNTY SHERIFF'S OFFICE**

RESOLVED, that Warren County enter into an agreement with Chic's Marina, Inc., 4782 Lake Shore Drive, P.O. Box 1237, Bolton Landing, New York 12814, to provide boat maintenance and emergency repair service for marine vessels for the Warren County Sheriff's Office, for a term commencing retroactive to January 1, 2018 and terminating December 31, 2018, with an option to extend the agreement for two (2) additional years upon the same terms and conditions for a total amount not to exceed Eight Thousand Two Hundred Eighty-Five Dollars (\$8,285) for routine boat maintenance; and the hourly labor rate of One Hundred Ten Dollars (\$110) per hour for additional and/or emergency boat repairs; and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement, in a form approved by the County Attorney, to be paid from Code A.3110 441 Sheriff's Law Enforcement, Auto - Supplies & Repair.

# 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: Sheriff Payroll Dept. No: 30.09  
Title of Position: Communications Officer #5 Base Salary of Position: \$41,740 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13389/Stortini Date of Vacancy: 05/08/2021  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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 \_\_\_\_\_

### 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 \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_  
 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 \_\_\_\_\_

Adopted, Warren County Personnel, December 2, 1993  
Amended, December 18, 2003

### COMMUNICATION OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for staffing the telecommunications console in the Sheriff's Office on an assigned shift in receiving and transmitting messages and requested information to road Patrol Officers, other law enforcement, emergency medical and fire fighting agencies and performing related communications activities involving operation of telephone, teletype and two-way radios. Incumbents learn accepted agency radio procedures and terminology on the job. Employees in this class must be able to function calmly in emergencies and take appropriate action in an efficient manner. An incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates two-way radio equipment to direct road patrol cars, fire units and/or EMS units to the scene of crimes, citizen complaints, fire and EMS calls or other emergencies;  
Answers incoming telephone/911 calls and provides information or receives complaints from the public;  
Directs activities of Patrol Officers on road patrol by setting priorities of assignment based on information received at headquarters;  
Operates teletype system to obtain and relay information about motor vehicles, suspected law violators, missing persons, etc.;

Monitors police, fire and EMS frequencies continuously to be aware of occurrences which may require involvement of police and emergency vehicles;  
May provide instructions for first aid to callers requesting emergency medical services.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of telephone, teletype and two-way radio equipment operating procedures and terminology; good knowledge of the geography and municipalities of the county; working knowledge of computers and familiarity with computer keyboards; working knowledge of modern principles and practices of law enforcement; ability to remain calm in emergency situations; ability to understand and execute several complex oral and written directions simultaneously; ability to maintain records and prepare reports; ability to express oneself clearly by radio, on the telephone or in person; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency or comparable diploma.