

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
SHERIFF AGENDA
FEBRUARY 25, 2022

COMMITTEE MEMBERS: Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt, Diamond, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Amend the County budget to transfer \$1,178 remaining in Sheriff's Law Enforcement FY19 - SLETPP (*State Law Enforcement Terrorism Prevention Program*) from fiscal year 2021 to fiscal year 2022.
Rationale: The transfer is necessary to utilize the funds in 2022.
 2. Request: Amend the County budget to transfer \$4,689.17 remaining in Sheriff's Law Enforcement FY20 State Homeland Sec Program from fiscal year 2021 to fiscal year 2022.
Rationale: The transfer is necessary to utilize the funds in 2022.
 3. Request: Renew Intermunicipal Agreement/ Memorandum of Understanding between the Warren County STOP-DWI Program and the Warren County Sheriff's Office for disbursement of funds from the STOP-DWI Highway Safety/DWI Prevention Initiative Grant.
Rationale: The Warren County Sheriff's Office participates in high visibility engagement campaigns to enhance traffic safety and reduce occurrences of intoxicated operation. The agreement is necessary to allow the Warren County STOP-DWI Program to reimburse the Warren County Sheriff's Office from the STOP-DWI Grant for these enforcement efforts.
 4. Request: Renew Intermunicipal Agreements and Memorandums of Understanding with the City of Glens Falls (Police Department), Warren County Probation Department, and Warren County District Attorney's Office for the Warren County Sheriff's Office to administer STOP-DWI Foundation, Inc. funds.
Rationale: Warren County Sheriff's Office shall administer the STOP-DWI Foundation, Inc. in Warren County and the agreements and memorandums shall outline the funding allocated for each agency participating in the program.
 5. Request: Amend the County budget to reflect the appropriate revenue and expense codes for the second half of the 2021-2022 School Resource Officer agreements.
Rationale: The amendments are necessary to fund the budget codes for the School Resource Officer programs.
 6. Request: Amend the Warren County Travel Policy and County Vehicle Use Regulations "Travel Policy" by authorized by Resolution No. 495 of 2004, and subsequent Resolution No. 289 of 2020, to add travel and training exemptions for Sheriff's Office employees.
Rationale: Law enforcement agencies face increased training requirements and expectations. The Warren County Travel Policy significantly limits Sheriff's Office employees' attendance and

participation in vital professional police trainings and continuing education programs. The proposed amendment would read as follows:

“Travel by officers and employees of the Sheriff’s Office does NOT need approval by the supervisory Committee or Board of Supervisors, and therefore no Travel Form (Schedule A) is required under the following conditions:

a) the travel is for attendance at IN-STATE seminars, training, and/or other classes or meetings where there is no more than \$500 in costs (to the County) per person per trip for registration, travel, and meal costs, provided that the Sheriff’s Office has sufficient budget appropriations for the same and the travel has been approved by the Sheriff; or

b) participation in ON-LINE seminars, training, and/or other classes or meetings where there is no more than \$500 in costs (to the County) per person per course, provided that the Sheriff’s Office has sufficient budget appropriations for the same.”

7. Request: Approval, and if necessary an amendment to the Rules of the Board, authorizing the Sheriff to fill Patrol Officer positions that become vacant.

Rationale: The Warren County Board of Supervisors has approved, and appropriately budgeted for, all Patrol Officer positions currently listed in the Warren County Table of Organization. This amendment will increase the Sheriff’s Office ability to maintain established uniformed patrol minimum staffing levels, thereby enhancing public safety and reducing Sheriff’s Office overtime expenditures. It does not increase Patrol Officer staffing levels and would not adversely impact the Sheriff’s Office budget.

8. Request: Fill Patrol Officer #48.

Rationale: Patrol Officer #48 will be vacated on February 26, 2022 following the retirement of the officer.

IV. Discussion Items:

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. 7 - Request to Amend County Budget (FY19 - SLETPP)
2. Resolution Request Form No. 7 - Request to Amend County Budget (FY 20 - SLETPP)
3. Resolution Request Form No. 4 - Request to Extend Existing Contract (STOP-DWI WSCO)
4. Resolution Request Form No. 4 - Request to Extend Existing Contract (STOP-DWI GFPD)
5. Resolution Request Form No. 4 - Request to Extend Existing Contract (STOP-DWI Probation)
6. Resolution Request Form No. 4 - Request to Extend Existing Contract (STOP-DWI DA Office)
7. Resolution Request Form No. 7 - Request to Amend County Budget (School Resource Officers)
8. Resolution Request Form No. 20 - Miscellaneous (Travel/Training Authorizations)
9. Resolution Request Form No. 20 - Miscellaneous (Patrol Officer Vacancies)
10. Resolution Request Form No. 12 - Notice of Intent to Fill Vacant Position (Patrol Officer)

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

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

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's Law Enforcement, FY19 - SLETPP from fiscal year 2021 to fiscal year 2022.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110.4043 260	Sheriff's Law Enforcement	\$1,178.00
	FY19 SLETPP - Other Equipment	

(c) **Revenue Code (with title), and amount:**

A.3110.4043 4381	Sheriff's Law Enforcement	\$1,178.00
	FY19 SLETPP - State Law Enforcement	
	Terrorism Prevention Program	

Annual Totals **YTD** ▼

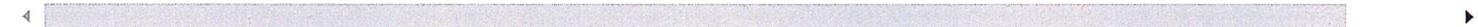
Reclass Journal Type ▼

Classification Federal Aid

Fiscal Year 2021

Amended Budget \$19,994.00	Revenues \$18,816.00	YTD Balance \$1,178.00	Percent Received 94%
---	---------------------------------------	---	---------------------------------------

Month	Budget	Amendments	Revenues	Current YTD Balance	Percent
January	\$0.00	\$0.00	\$0.00	\$0.00	
February	\$0.00	\$0.00	\$0.00	\$0.00	
March	\$0.00	\$19,994.00	\$0.00	\$19,994.00	
April	\$0.00	\$0.00	\$0.00	\$19,994.00	
May	\$0.00	\$0.00	\$0.00	\$19,994.00	
June	\$0.00	\$0.00	\$0.00	\$19,994.00	
July	\$0.00	\$0.00	\$0.00	\$19,994.00	
August	\$0.00	\$0.00	\$0.00	\$19,994.00	
September	\$0.00	\$0.00	\$0.00	\$19,994.00	
October	\$0.00	\$0.00	\$0.00	\$19,994.00	
November	\$0.00	\$0.00	\$0.00	\$19,994.00	
December	\$0.00	\$0.00	\$18,816.00	\$1,178.00	
Total	\$0.00	\$19,994.00	\$18,816.00	\$1,178.00	
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$1,178.00	
Grand Total	\$0.00	\$19,994.00	\$18,816.00	\$1,178.00	



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

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

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's Law Enforcement, FY20 State Homeland Sec Program from fiscal year 2021 to fiscal year 2022.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110.4112 260	Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homeland Sec Program	
	Other Equipment	

(c) **Revenue Code (with title), and amount:**

A.3110.4112 4380	Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homeland Sec Program	
	State Homeland Security Program	

Annual Totals YTD

Reclass Journal Type

Classification **Federal Aid**

Fiscal Year **2021**

Amended Budget \$19,093.00	Revenues \$14,403.83	YTD Balance \$4,689.17	Percent Received 75%
--------------------------------------	--------------------------------	----------------------------------	--------------------------------

Month	Budget	Amendments	Revenues	Current YTD Balance	Percent
January	\$0.00	\$0.00	\$0.00	\$0.00	
February	\$0.00	\$0.00	\$0.00	\$0.00	
March	\$0.00	\$19,093.00	\$0.00	\$19,093.00	
April	\$0.00	\$0.00	\$0.00	\$19,093.00	
May	\$0.00	\$0.00	\$0.00	\$19,093.00	
June	\$0.00	\$0.00	\$0.00	\$19,093.00	
July	\$0.00	\$0.00	\$0.00	\$19,093.00	
August	\$0.00	\$0.00	\$14,403.83	\$4,689.17	
September	\$0.00	\$0.00	\$0.00	\$4,689.17	
October	\$0.00	\$0.00	\$0.00	\$4,689.17	
November	\$0.00	\$0.00	\$0.00	\$4,689.17	
December	\$0.00	\$0.00	\$0.00	\$4,689.17	
Total	\$0.00	\$19,093.00	\$14,403.83	\$4,689.17	
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$4,689.17	
Grand Total	\$0.00	\$19,093.00	\$14,403.83	\$4,689.17	

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** February 22, 2022

- (a) **Purpose of Contract Change:** Extend an Intermunicipal agreement with the NYS STOP-DWI Foundation, Inc. program to allow for reimbursement from Warren County STOP-DWI Fines to the Warren County Sheriff's Office for DWI related enforcement efforts and applicable equipment expenditures
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** 434 of 2021
- (c) **Name of Contractor:** Warren County Sheriff's Office
- (d) **Address of Contractor:** 1400 State Route 9, Lake George NY 12845
- (e) **Contractor's Contact Person and Telephone Number:** Terry Comeau
Undersheriff
(518) 743-2518
- (f) **Commencement Date of Extension:** January 1, 2022
- (g) **Termination Date of Extension:** December 31, 2022
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$44,375
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.3315 470 STOP DWI Program - Contract \$44,375

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

RENEWAL OF MEMORANDUM OF UNDERSTANDING

THIS RENEWAL OF MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement"), made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845, (the "County"), and

WARREN COUNTY SHERIFF'S OFFICE, also having a principal office and place of business located at the Warren County Public Safety Building, 1400 State Route 9, Lake George, New York 12845, ("Sheriff's Office").

WITNESSETH, that the parties hereto mutually agree as follows:

1. That the Agreement previously entered into by the parties dated April 9, 1999, for funds used exclusively for STOP-DWI law enforcement, (hereinafter referred to as the "Previous Agreement"), is hereby renewed for the period commencing January 1, 2021 and terminating December 31, 2021 under the same terms and conditions as set forth in said Previous Agreement except to the extent amended or changed as follows:

(a) The below unnumbered paragraph is amended to read:

"WHEREAS, Resolution No. 590 of 2019, adopted by the Warren County Board of Supervisors on December 20, 2019, authorized various agreements and memorandums of understanding, including a Memorandum of Understanding with the Warren County Sheriff's Office concerning conduction/funding of Warren County's STOP-DWI Program in 2021, which is a part of this Memorandum as Exhibit "B," for an amount not to exceed Forty-Four Thousand Three Hundred Seventy-Five Dollars (\$44,375), and"

(b) Paragraph "2" is amended to read:

"2. That corresponding appropriations shall be made in the Sheriff's Office budget (equal to the amounts noted herein), in an amount not to exceed the budgeted totals approved by the Warren County Traffic Safety Board and included in the 2021 STOP-DWI Plan."

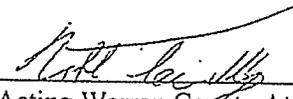
- (c) Paragraph "6a" is amended to read:
 - "a. Conduct STOP-DWI enforcement activities as outlined in the 2021 STOP-DWI Plan for Warren County and the Program request submitted by the Warren County Sheriff's Office;"
- (d) Paragraph "6c" is amended to read:
 - "c. Prepare and submit a financial account of expenditures by budgeting codes designated in the 2021 Warren County budget as adopted within fifteen (15) days following the end of each month;"
- (e) Paragraph "11" is amended to read:
 - "11. The term of this Memorandum of Understanding shall be for a period of one (1) year commencing January 1, 2021 and terminating December 31, 2021, with the option for two (2) additional one (1) year terms."
- (f) Attachment "A" is amended to read as set forth in Exhibit "A" annexed hereto and incorporated herein for all purposes.
- (g) Attachment "B" is amended to read as set forth in Exhibit "B" annexed hereto and incorporated herein for all purposes.
- (h) The terms and provisions of the above amended paragraphs shall supersede and amend any conflicting or contrary terms and/or provisions contained in any other paragraph of the previous agreement as if such other paragraph was specifically set forth herein and amended.

2. That the abbreviated description in Paragraph "1" hereof of the Previous Agreement entered into by the parties, is intended for reference and convenience purposes only and shall not be deemed to fully describe the Previous Agreement or any terms or conditions thereof.

3. The parties shall rely upon the full text of the Previous Agreement and the specific amendment or changes set forth in this Agreement for all understandings, terms, conditions, obligations and/or requirements of performance during the extended term provided by this Agreement.

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

Approved as to Form:


Acting Warren County Attorney

Date October 20, 2021

COUNTY OF WARREN

By: 
RACHEL E. SEEBER, CHAIRWOMAN
Board of Supervisors

Date 10/25/21

WARREN COUNTY SHERIFF'S OFFICE

By: 
JAMES LAFARR, SHERIFF

Date 11/08/2021

Warren County Board of Supervisors

RESOLUTION NO. 434 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AUTHORIZING MEMORANDUMS OF UNDERSTANDING WITH THE WARREN COUNTY SHERIFF'S OFFICE CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into a memorandum of understanding with the Warren County Sheriff's Office for various STOP-DWI programs and activities, (the previous memorandums of understanding being authorized by Resolution No. 590 of 2019), in the amount set forth below, for a term commencing January 1, 2021 and terminating December 31, 2021, with the option for two (2) additional one (1) year terms, in a form approved by the County Attorney:

AGENCIES/DEPARTMENTS/ADDRESS

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

AMOUNT NOT TO EXCEED

\$44,375.00

and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3315 470 STOP-DWI Program, Contract.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

- (a) **Purpose of Contract Change:** Extend an Intermunicipal agreement with the City of Glens Falls Police Department for joint participation in the NYS STOP-DWI Foundation, Inc. program administered by the Warren County Sheriff's Office
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** 329 of 2021
- (c) **Name of Contractor:** City of Glens Falls Police Department
- (d) **Address of Contractor:** 42 Ridge Street, Glens Falls, NY 12801
- (e) **Contractor's Contact Person and Telephone Number:** Jarred Smith
Chief of Police
(518) 761-3840
- (f) **Commencement Date of Extension:** January 1, 2022
- (g) **Termination Date of Extension:** December 31, 2022
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$44,375
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.3315 2615 STOP DWI Program - STOP DWI Fines \$44,375

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

RENEWAL AGREEMENT

THIS RENEWAL AGREEMENT (hereinafter referred to as the "Agreement"), made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845, (the "County"), and

CITY OF GLENS FALLS, a municipal corporation having a principal office and place of business located at 42 Ridge Street, Glens Falls, New York 12801, (the "Municipality").

WITNESSETH, that the parties hereto mutually agree as follows:

1. That the Agreement previously entered into by the parties dated May 3, 1999, for funds used exclusively for STOP-DWI Law Enforcement, (hereinafter referred to as the "Previous Agreement"), is hereby renewed for the period commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms under the same terms and conditions as set forth in said Previous Agreement except to the extent amended or changed as follows:

(a) The below unnumbered paragraph is amended to read:

"WHEREAS, Resolution No. 329 of 2021, adopted by the Warren County Board of Supervisors on August 20, 2021, authorized various agreements and memorandums of understanding, including an agreement with the City of Glens Falls concerning funding for Warren County's STOP-DWI Program as provided in Exhibit "B", which is a part of this Agreement, for an amount not to exceed Forty-Four Thousand Three Hundred Seventy-Five Dollars (\$44,375) as recommended by the Warren County Traffic Safety Board,"

(b) Paragraph "7" is amended to read:

"7. This Agreement shall be for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms."

(c) Attachment "A" is amended to read as set forth in Exhibit "A" annexed hereto and

incorporated herein for all purposes.

(d) Attachment "B" is amended to read as set forth in Exhibit "B" annexed hereto and incorporated herein for all purposes.

(e) The terms and provisions of the above amended paragraphs shall supersede and amend any conflicting or contrary terms and/or provisions contained in any other paragraph of the previous agreement as if such other paragraph was specifically set forth herein and amended.

2. That the abbreviated description in Paragraph "1" hereof of the Previous Agreement entered into by the parties, is intended for reference and convenience purposes only and shall not be deemed to fully describe the Previous Agreement or any terms or conditions thereof.

3. The parties shall rely upon the full text of the Previous Agreement and the specific amendment or changes set forth in this Agreement for all understandings, terms, conditions, obligations and/or requirements of performance during the extended term provided by this Agreement.

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

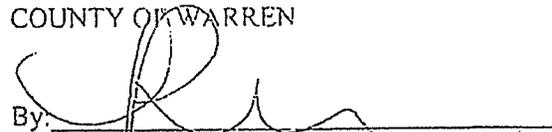
Approved as to Form:



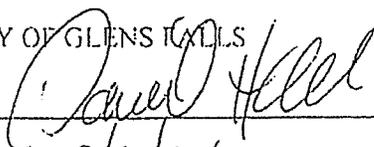
Acting Warren County Attorney

Date August 30, 2021

COUNTY OF WARREN


By: _____
RACHEL E. SEEBER, CHAIRWOMAN
Board of Supervisors

Date 8/30/21

CITY OF GLENS FALLS
By:  _____
Date 8/31/21

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

RESOLVED, that Warren County continue the contractual relationship with the following agencies/departments for various STOP-DWI programs and activities, (the previous contracts and memorandums of understanding being authorized by Resolution No. 590 of 2019), in the amounts indicated, for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms and the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements and memorandums of understanding in a form approved by the County Attorney and in the amounts set forth below:

<u>AGENCIES/DEPARTMENTS/ADDRESS</u>	<u>AMOUNT NOT TO EXCEED</u>
City of Glens Falls Glens Falls Police Department 42 Ridge Street Glens Falls, NY 12801	\$44,375.00
Warren County District Attorney's Office Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845	\$28,875.00
Warren County Probation Department Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845,	\$26,250.00

and be it further

RESOLVED, that the funds for these contracts shall be expended from Budget Code A.3315 470 STOP-DWI Program, Contract.

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** February 22, 2022

- (a) **Purpose of Contract Change:** Extend an Intermunicipal agreement with the Warren County Probation Department for joint participation in the NYS STOP-DWI Foundation, Inc. program administered by the Warren County Sheriff's Office
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** 329 of 2021
- (c) **Name of Contractor:** Warren County Probation Department
- (d) **Address of Contractor:** 1340 State Route 9, Lake George NY 12845
- (e) **Contractor's Contact Person and Telephone Number:** Robert Iusi
Probation Director
(518) 761-6444
- (f) **Commencement Date of Extension:** January 1, 2022
- (g) **Termination Date of Extension:** December 31, 2022
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$26,250
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.3315 2615 STOP DWI Program - STOP DWI Fines \$26,250

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

RENEWAL OF MEMORANDUM OF UNDERSTANDING

THIS RENEWAL OF MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement"), made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845, (the "County"), and

WARREN COUNTY PROBATION DEPARTMENT, also having a principal office and place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, (the "Department").

WITNESSETH, that the parties hereto mutually agree as follows:

1. That the Agreement previously entered into by the parties dated April 8, 1999, for funds used exclusively for STOP-DWI as it pertains to probation efforts, (hereinafter referred to as the "Previous Agreement"), is hereby renewed for the period commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms under the same terms and conditions as set forth in said Previous Agreement except to the extent amended or changed as follows:

(a) The below unnumbered paragraph is amended to read:

“WHEREAS, Resolution No. 329 of 2021, adopted by the Warren County Board of Supervisors on August 20, 2021, authorized various agreements and memorandums of understanding, including a Memorandum of Understanding with the Warren County Probation Department concerning conduction/funding of Warren County’s STOP-DWI Program in 2021, as provided in Exhibit “B” which is a part of this Memorandum, for an amount not to exceed Twenty-Six Thousand Two Hundred Fifty Dollars (\$26,250), as recommended by the Warren County Traffic Safety Board, and”

(b) Paragraph “5” is amended to read:

“5. To prepare and submit a financial account of expenditures by budgeting codes designated in the 2021 Warren County budget as adopted within fifteen (15)

days following the end of each month;”

(c) Paragraph “7b” is amended to read:

“b. To insure that the reimbursement from the N.Y.S. Division of Probation for the efforts funded under the 2021 STOP-DWI Program and paid to Warren County, be accounted for and deposited in the STOP-DWI revenue (notification of the STOP-DWI Executive Secretary);”

(d) Paragraph “12” is amended to read:

“12. The term of this Memorandum of Understanding shall be for a period of one (1) year commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms.”

(e) Attachment “A” is amended to read as set forth in Exhibit “A” annexed hereto and incorporated herein for all purposes.

(f) Attachment “B” is amended to read as set forth in Exhibit “B” annexed hereto and incorporated herein for all purposes.

(g) The terms and provisions of the above amended paragraphs shall supersede and amend any conflicting or contrary terms and/or provisions contained in any other paragraph of the previous agreement as if such other paragraph was specifically set forth herein and amended.

2. That the abbreviated description in Paragraph "1" hereof of the Previous Agreement entered into by the parties, is intended for reference and convenience purposes only and shall not be deemed to fully describe the Previous Agreement or any terms or conditions thereof.

3. The parties shall rely upon the full text of the Previous Agreement and the specific amendment or changes set forth in this Agreement for all understandings, terms, conditions, obligations and/or requirements of performance during the extended term provided by this Agreement.

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

Approved as to Form:


Acting Warren County Attorney

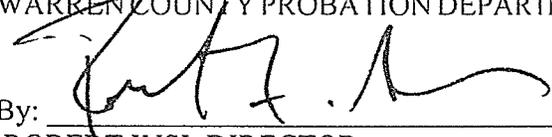
Date August 26, 2021

COUNTY OF WARREN

By: 
RACHEL E. SEEBER, CHAIRWOMAN
Board of Supervisors

Date 8/30/21

WARREN COUNTY PROBATION DEPARTMENT

By: 
ROBERT IUSI, DIRECTOR

Date 8/31/21

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

RESOLVED, that Warren County continue the contractual relationship with the following agencies/departments for various STOP-DWI programs and activities, (the previous contracts and memorandums of understanding being authorized by Resolution No. 590 of 2019), in the amounts indicated, for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms and the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements and memorandums of understanding in a form approved by the County

Attorney and in the amounts set forth below:

<u>AGENCIES/DEPARTMENTS/ADDRESS</u>	<u>AMOUNT NOT TO EXCEED</u>
City of Glens Falls Glens Falls Police Department 42 Ridge Street Glens Falls, NY 12801	\$44,375.00
Warren County District Attorney's Office Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845	\$28,875.00
Warren County Probation Department Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845,	\$26,250.00

and be it further

RESOLVED, that the funds for these contracts shall be expended from Budget Code A.3315 470 STOP-DWI Program, Contract.

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME:** Sheriff**DATE:** February 22, 2022

- (a) **Purpose of Contract Change:** Extend an Intermunicipal agreement with the Warren County District Attorney's Office for joint participation in the NYS STOP-DWI Foundation, Inc. program administered by the Warren County Sheriff's Office
- (b) **Resolution Number, or Numbers if Amended, which Authorized the Original Contract:** 329 of 2021
- (c) **Name of Contractor:** Warren County District Attorney's Office
- (d) **Address of Contractor:** 1340 State Route 9, Lake George NY 12845
- (e) **Contractor's Contact Person and Telephone Number:** Jason Carusone
District Attorney
(518) 761-6405
- (f) **Commencement Date of Extension:** January 1, 2022
- (g) **Termination Date of Extension:** December 31, 2022
- (h) **Payment Provisions:** i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$28,875
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.3315 2615 STOP DWI Program - STOP DWI Fines \$28,875

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

RENEWAL OF MEMORANDUM OF UNDERSTANDING

THIS RENEWAL OF MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "Agreement"), made by and between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845, (the "County"), and

WARREN COUNTY DISTRICT ATTORNEY'S OFFICE, also having a principal office and place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, (the "Office").

WITNESSETH, that the parties hereto mutually agree as follows:

1. That the Agreement previously entered into by the parties dated April 9, 1999, for funds used exclusively for STOP-DWI as it pertains to prosecution efforts, (hereinafter referred to as the "Previous Agreement"), is hereby renewed for the period commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms under the same terms and conditions as set forth in said Previous Agreement except to the extent amended or changed as follows:

(a) The below unnumbered paragraph is amended to read:

"WHEREAS, Resolution No. 329 of 2021, adopted by the Warren County Board of Supervisors on August 20, 2021, authorized various agreements and memorandums of understanding, including a Memorandum of Understanding with the Warren County District Attorney's Office concerning conduction/funding of Warren County's STOP-DWI Program in 2021, as provided in Exhibit "B," which is a part of this Memorandum, for an amount not to exceed Twenty-Eight Thousand Eight Hundred Seventy-Five Dollars (\$28,875), as recommended by the Warren County Traffic Safety Board, and"

(b) Paragraph "2" is amended to read:

"2. That corresponding appropriations shall be made in the Office's budget, in an amount not to exceed the budgeted totals approved by the Warren County Traffic

Safety Board and included in the 2021 STOP-DWI Plan.”

- (c) Paragraph “5” is amended to read:
“5. To prepare and submit a financial account of expenditures by budgeting codes designated in the 2021 Warren County budget as adopted within fifteen (15) days following the end of each month.”
- (d) Paragraph “12” is amended to read:
“12. The term of this Memorandum of Understanding shall be for a period of one (1) year commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms.”
- (e) Attachment “A” is amended to read as set forth in Exhibit “A” annexed hereto and incorporated herein for all purposes.
- (f) Attachment “B” is amended to read as set forth in Exhibit “B” annexed hereto and incorporated herein for all purposes.
- (g) The terms and provisions of the above amended paragraphs shall supersede and amend any conflicting or contrary terms and/or provisions contained in any other paragraph of the previous agreement as if such other paragraph was specifically set forth herein and amended.

2. That the abbreviated description in Paragraph "1" hereof of the Previous Agreement entered into by the parties, is intended for reference and convenience purposes only and shall not be deemed to fully describe the Previous Agreement or any terms or conditions thereof.

3. The parties shall rely upon the full text of the Previous Agreement and the specific amendment or changes set forth in this Agreement for all understandings, terms, conditions, obligations and/or requirements of performance during the extended term provided by this Agreement.

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

Approved as to Form:

Scott Hamilton
Acting Warren County Attorney

Date August 26, 2021

COUNTY OF WARREN
[Signature]
By: _____
RACHEL E. SEEBER, CHAIRWOMAN
Board of Supervisors
Date 8/30/21

WARREN COUNTY DISTRICT ATTORNEY'S OFFICE

By: *[Signature]*
Date 9/02/2021

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY

RESOLVED, that Warren County continue the contractual relationship with the following agencies/departments for various STOP-DWI programs and activities, (the previous contracts and memorandums of understanding being authorized by Resolution No. 590 of 2019), in the amounts indicated, for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms and the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements and memorandums of understanding in a form approved by the County Attorney and in the amounts set forth below:

<u>AGENCIES/DEPARTMENTS/ADDRESS</u>	<u>AMOUNT NOT TO EXCEED</u>
City of Glens Falls Glens Falls Police Department 42 Ridge Street Glens Falls, NY 12801	\$44,375.00
Warren County District Attorney's Office Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845	\$28,875.00
Warren County Probation Department Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845,	\$26,250.00

and be it further

RESOLVED, that the funds for these contracts shall be expended from Budget Code A.3315 470 STOP-DWI Program, Contract.

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

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

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

(a) Purpose of Amendment: Amend County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$40,409
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,505
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$586
A.3120.1002 110 Sheriff's SRO's - Salaries Regular (Queensbury)	\$26,478
A.3120.1002 810 Sheriff's SRO's - Retirement (Queensbury)	\$8,367
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$1,641
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$384
A.3120.1002 860 Sheriff's SRO's - Hospitalization (Queensbury)	\$6,543
A.3120.1002 865 Sheriff's SRO's - Dental Insurance (Queensbury)	\$87
A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$15,560
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$965
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$225
A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$31,120
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$1,929
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$451
A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$15,560
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$965
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$225
A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$15,560
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$965
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$225

(c) Revenue Code (with title), and amount:

A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$43,500
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$43,500
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$16,750
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$33,500
A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$16,750
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$16,750

RESOLUTION REQUEST FORM NO. 20**Miscellaneous**

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

(a) **Purpose of Request:** Amend the Warren County Travel Policy and County Vehicle Use Regulations "Travel Policy" authorized by Resolution No. 495 of 2004, and subsequent Resolution No. 289 of 2020, to add travel and training exemptions for Sheriff's Office employees.

(b) **Details:** Law enforcement agencies face increased training requirements and expectations. The current Warren County Travel Policy significantly limits Sheriff's Office employees' attendance and participation in vital professional police trainings and continuing education programs. The proposed amendment would read as follows:

"Travel by officers and employees of the Sheriff's Office does NOT need approval by the supervisory Committee or Board of Supervisors, and therefore no Travel Form (Schedule A) is required under the following conditions:

a) the travel is for attendance at IN-STATE seminars, training, and/or other classes or meetings where there is no more than \$500 in costs (to the County) per person per trip for registration, travel, and meal costs, provided that the Sheriff's Office has sufficient budget appropriations for the same and the travel has been approved by the Sheriff; or

b) participation in ON-LINE seminars, training, and/or other classes or meetings where there is no more than \$500 in costs (to the County) per person per course, provided that the Sheriff's Office has sufficient budget appropriations for the same."

(c) **Previous Resolution Number:** Resolution No. 289 of 2020

(d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 49 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL CONOVER AND
MAGOWAN

ADOPTING WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY

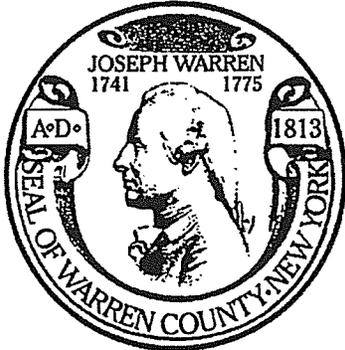
WHEREAS, the Warren County Board of Supervisors adopted an updated Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the "Travel Policy") by Resolution No. 495 of 2004, which has been updated by many subsequent resolutions, most recently by Resolution No. 289 of 2020, and

WHEREAS, the Clerk of the Board presented to the Personnel, Administration & Higher Education Committee revisions to update and rename the Policy to the "Warren County Travel, Education and Vehicle Use Policy", and

WHEREAS, the Personnel, Administration & Higher Education Committee has reviewed the changes presented by the Clerk of the Board and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the former Warren County Travel Policy and County Vehicle Use Regulations are hereby replaced by the Warren County Travel, Education and Vehicle Use Policy annexed hereto, and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Travel Policies or County Vehicle Use Regulations, Resolutions or parts thereof inconsistent with the annexed are hereby repealed.



**WARREN COUNTY TRAVEL, EDUCATION
AND VEHICLE USE POLICY**

I. COUNTY TRAVEL & EDUCATION POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Department Head, Chair of the oversight Committee or County Administrator to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board, Department Head, Chair of the oversight Committee or County Administrator may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, *all* travel requests, whether in-state, out-of-state or virtual, are subject to approval in accordance with the Travel Form (Schedule "A"). Department Heads shall submit all paperwork describing travel and expenses for review and approval by those listed on the Travel Form (Schedule "A") and must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 2) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend the New York State Association of Counties' conferences held twice per year do NOT need approval, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy.
- 3) All travel authorizations must be reported to the proper oversight Committee at their next meeting as an informational item.

C. FUNDING FOR TRAVEL

If payment of travel expenses requires fund transfers, the Department Head must provide information on where the funds are coming from.

RESOLUTION No. 49 OF 2021

PAGE 4 OF 13

D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov

E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director/Fire Coordinator, Deputy Director of the Emergency Services Office, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this division (E)(2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.
- 4) Section D above shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided as a facility that is the host of an approved conference, training or meeting or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer receives approval for the increased reimbursement above GSA rate as detailed on his or her "Authorization to Attend Meeting or Convention" request form.
- 5) The County Treasurer & County Clerk or their designee shall be excepted from the requirement of use of County vehicles and may use personal vehicles when performing departmental banking functions.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles by those driving for County business.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be:
- 1) 18 years and older;
 - 2) Any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function;
 - 3) An employee who is authorized to operate the vehicle by:

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
- On-Line (Must be approved by Department Head, County Administrator & Committee Chair)
- Out-of-State (Requires Board resolution)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____ on _____
(Address) (Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____
(County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost \$ _____
(Include travel costs)

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? _____ Y _____ N

Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: _____

* www.gsa.gov

Date: _____

Department Head Signature

Date: _____

County Administrator Signature

Date: _____

Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

RESOLUTION REQUEST FORM NO. 20

Miscellaneous

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

- (a) **Purpose of Request:** Approval, and if necessary an amendment to the Rules of the Board, authorizing the Sheriff to fill Patrol Officer positions that become vacant.

- (b) **Details:** The Warren County Board of Supervisors has approved, and appropriately budgeted for, all Patrol Officer positions currently listed in the Warren County Table of Organization. This amendment will increase the Sheriff's Office ability to maintain established uniformed patrol minimum staffing levels, thereby enhancing public safety and reducing Sheriff's Office overtime expenditures. It does not increase Patrol Officer staffing levels and would not adversely impact the Sheriff's Office budget.

- (c) **Previous Resolution Number:** N/A

- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

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: 30.00
 Title of Position: Patrol Officer #48 Base Salary of Position: \$44,735 (1st Yr) Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: #10895/Howse Date of Vacancy: 02/26/2022
 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 _____