

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE  
SHERIFF AGENDA  
JULY 18, 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: Create three new positions, Patrol Officer #71, Patrol Officer #72 and Patrol Officer #73.  
Rationale: The newly created positions will be utilized to provide full-time dedicated patrol services in the Municipal Center, Human Services Building, and certain County meetings.
  2. Request: Ratifying our actions in regard to submission of the application of a New York State Governor's Traffic Safety Committee grant and approval to accept grant funding and amend the County budget accordingly.  
Rationale: Warren County Sheriff's Office applied for and received a \$1,250 award to participate in the statewide Child Passenger Safety Program with the goal to increase the proper use and installation of child safety seats.
- IV. Discussion Items:
  1. Axon Roadshow Open House (Body-Worn Camera Systems & Tasers)
- 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

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Attachments: 1-1. Resolution Request Form No. 11 - Request to Create New Position (Patrol Officer #71)  
1-2. Resolution Request Form No. 11 - Request to Create New Position (Patrol Officer #72)  
1-3. Resolution Request Form No. 11 - Request to Create New Position (Patrol Officer #73)  
2-1. Resolution Request Form No. 5 - Request for a Grant Agreement (NYS GTSC Grant)  
2-2. Resolution Request Form No. 7 - Request to Amend County Budget (NYS GTSC Grant)

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff

**DATE:** July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #71
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:\***  
**\*Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes  
**(This is necessary BEFORE bringing the request to committees.)**
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff

**DATE:** July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #72
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:\***  
**\*Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes  
**(This is necessary BEFORE bringing the request to committees.)**
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff

**DATE:** July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #73
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:\***  
**\*Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes  
**(This is necessary BEFORE bringing the request to committees.)**
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

## **PATROL OFFICER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for providing public safety services by patrolling the county in a patrol cruiser or on foot, and providing for the investigation of violations of law and the apprehension of criminals. Employees in this class are responsible for the efficient performance of routine patrol duties in a specified zone of the county during a designated shift or, on a temporary assignment basis, to various other special events and details of the Sheriff's Office. Details may consist of assignment to special enforcement units, including Marine, ATV, Scuba, Snowmobile and Traffic Safety. Incumbents are required to carry firearms. Incumbents must be able to apply modern police methods and practices to patrol and investigation duties. Work is performed under the general supervision of a Patrol Sergeant with considerable independent responsibility allowed for exercise of sound judgment in normal work situations and emergencies. A Patrol Officer also does related work as required.

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

- Patrols assigned areas of the county to prevent crime, respond to calls for assistance from the public, prevent crime and investigate suspicious or criminal activities;
- Operate radar speed equipment to enforce the NYS Vehicle and Traffic Law;
- Responds to complaint calls, such as family disturbances, burglaries, trespassers, fights, etc., and takes action regarding resolution of the problem, which may include arrest and the pursuit of law violators;
- Makes arrests and issues tickets for violations of the law to prevent crime, protect life and property, and enforce applicable laws;
- Operates breathtest equipment to determine the blood alcohol concentration of persons suspected of operating motor vehicle while their ability is impaired by the consumption of alcohol;
- Conducts investigations into reports of missing and lost persons, stolen cars and property, and a variety of other violations of law;
- Assists the investigation of homicides, rapes, robberies and other major crimes;
- Renders assistance to other law enforcement agencies as requested;
- Transports prisoners in their custody pursuant to law arrest;
- Executes civil and criminal process, including arrest warrants, civil evictions, and criminal summonses.
- Maintains order in crowds and during special events, parades, funerals, and other mass gathering events;
- Prepares a variety of records and reports regarding patrol activity;
- Works under the immediate supervision of a Patrol Sergeant.

(cont.)

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

- Good knowledge of modern principles and practices of criminal investigations;
- Understanding of what constitutes and how to safeguard and process evidence;
- Working knowledge of the NYS Criminal Procedure Law, the NYS Penal Law, and other New York statutes that relate to criminal investigations, arrests and prosecutions;
- Good knowledge of the geography of Warren County, New York;
- Ability to write reports with clarity, suitable content and proper use of the English language, as well as have good knowledge of terminology encountered in police work;
- Ability to work with people under stress;
- Good powers of observation;
- Ability to deal courteously yet firmly with the public;
- Good working knowledge of the Sheriff's Office Law Enforcement Division Operations Manual;
- Physical condition commensurate with the demands of the position.
- Thorough knowledge of the use of weapons and their capabilities;

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application; possession of a NYS Driver's License at the time of appointment.

# Warren County Board of Supervisors

## RESOLUTION NO. \_\_\_ OF 2022

**Resolution introduced by Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond**

### **AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE POSITIONS FOR THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff for Warren County identified and briefed the Criminal Justice & Public Safety Committee of enhanced security requirements proposed for the County's Main Building and Human Services Building, located at 1340 State Route 9, Lake George, New York, which includes assigning law enforcement officers to each building during designated hours of operation to supplement existing security measures, and

WHEREAS, the Criminal Justice & Public Safety Committee accepted and approved the Sheriff's request to create three new patrol officer positions with two patrol officers being assigned to the County's Main Building and one patrol officer being assigned to the County's Human Services Building during designated hours of operation, now, therefore, be it

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

#### **SHERIFF**

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #71

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #72

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #73

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

**RESOLUTION REQUEST FORM NO. 5**

***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Sheriff

**DATE:** July 18, 2022

- (a) **Purpose of Grant:** Child Passenger Safety Program (child safety seats)
- (b) **Name of Grantor:** NYS Governor's Traffic Safety Committee
- (c) **Address of Grantor:** 6 Empire State Plaza, Albany NY 12228
- (d) **Grantor's Contact Person and Telephone Number:** Charles R. DeWeese,  
Assistant Commissioner  
(518) 474-5111
- (e) **Has or Will the Grant Application or Grant Agreement been provided, if so, please attach:** Yes
- (f) **Effective Date of Grant:** October 1, 2022
- (g) **Termination Date of Grant:** September 30, 2023
- (h) **Total Dollar Amount Involved (Not to Exceed):** \$1,200
- (i) **Deadline to Submit Grant Application and/or Grant Agreement:** N/A
- (j) **Is a Budget Amendment Required?:** Yes  
If yes, also complete and submit Form No. 7.
- (k) **Are the funds to go into a Capital Project or Capital Reserve Project?:** No  
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) **Is a Local Share Required?:** No  
If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount OR Capital Project OR Capital Project Number and Title Amount:

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

**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:** July 18, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Governor's Traffic Safety Committee Child Passenger Safety Program grant.

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

A.3110 455	Sheriff's Law Enforcement	\$1,200
	Safety Equipment	

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

A.3110 3384	Sheriff's Law Enforcement	\$1,200
	Other Sheriff's State Aid	

July 1, 2022

James LaFarr  
Sheriff  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, NY 12845-3435

Re: CPS-2023-Warren Co SO -00208-(057)  
Child Passenger Safety Program  
SA00002557  
CFDA #: 20.616  
EFFECTIVE DATE: October 1, 2022

Dear Sheriff James LaFarr:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the Warren County Sheriff's Office has been awarded \$1,200 to participate in the statewide "Child Passenger Safety" program. Our goal is to increase the proper use and installation of child safety seats in New York State.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Thank you for participating in this very important statewide program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,



Charles R. DeWeese  
Assistant Commissioner

CRD:bp  
cc: Monica Girard  
Peter DiFiore

**LaFarr, Jim**

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**From:** dmv.sm.GTSCGranteeDocs <dmv.sm.GTSCGranteeDocs@dmv.ny.gov>  
**Sent:** Friday, July 1, 2022 12:48 PM  
**To:** LaFarr, Jim  
**Cc:** Girard, Monica; DiFiore, Peter A  
**Subject:** 2023 GTSC Grant Award  
**Attachments:** CPS-2023-Warren Co SO -00208-(057).pdf

Dear Grantee,

Attached is your 2023 Grant Award letter.

If you should have any questions or concerns, please contact your GTSC Program Representative listed at:  
<https://trafficsafety.ny.gov/about#staff>

Sincerely,

Governor's Traffic Safety Committee

# DISCUSSION ITEM #1

## Axon Roadshow Open House

Friday July 22<sup>nd</sup> - All Day Event

Sheriff's Office Public Safety Complex

The Axon open house will be presented from a custom demo trailer that can accommodate 200-300 officers from your and surrounding agencies. It will be a day of low-stress **demos of some of Axon's latest technology and free mount exchange for officers with body-worn cameras**. Axon will demo body-worn camera systems, in-car camera systems, Tasers, drones, Fleet 3 w/ LPR, a Taser 7 firing range, and their new VR headsets.

