

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

February 20, 2024

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Etu

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. **Request:** To create a Temporary Part-Time Probation Assistant position within the Probation Department to work up to 20 hours per week for a six-month period.

Rationale: This position will be utilized until we are able to fill the vacant Probation Assistant position on a full-time basis.

2. **Request:** To contract with an Electronic Monitoring Company for electronic monitoring services for youth in an amount not to exceed \$70,000 for a term commencing 4/1/24 and terminating 3/31/25. There is currently a Notice to Bidders, WC 14-24, pending that is due 2/15/24 for Electronic Monitoring Service to the Probation Department.

Rationale: The need for non-secure, secure and specialized secure detention has increased in our county and there is a significant shortage of detention beds in the state. Electronic monitoring may be a viable alternative to detention in some situations.

V. Discussion Items:

VI. Referrals/Pending Items: None

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments: 1. Resolution Request No.11
2. Resolution Request No.3

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 2/20/24

- (a) Title of Requested Position: **Temporary Part-Time Probation Assistant.**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,187 (Full-time) , Grade 7**
- (c) Effective Date for New Position*: **ASAP**
**Please do not backdate unless the purpose is to correct an error.*
- (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):
None- We plan to utilize this temporary part-time position until such time that we are able to fill the full-time Probation Assistant position.
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.3140 110 Probation Salaries-Regular \$43,187
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PROBATION ASSISTANT

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a Probation Department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information, conducting drug/alcohol screenings, and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers, secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, State, and Federal databases where authorized and produces electronic reports as needed;
- Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
- Records attendance at day reporting;
- Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
- May perform drug and alcohol screenings and collect DNA samples;
- May prepare files for intra-or inter-state transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
- May provide employment preparedness assessments and employment related training and assistance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of pre-trial court procedures;
- Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
- Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
- Good knowledge of the geography of the jurisdiction employed in;
- Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;

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

MINIMUM QUALIFICATIONS:

- A) Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

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

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

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

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 2/20/24

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, WC 14-24**
- (b) Purpose of Contract: **To provide electronic monitoring services for youth to the Warren County Probation Department.**
- (c) Name of Contractor: **KMG Monitoring Services**
- (d) Address of Contractor: **9 Cranberry Lane, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Michael Gray**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided.**
- (g) Commencement Date of Contract: **4/1/24**
- (h) Termination Date of Contract: **3/31/25, contact may be extended for 2 additional one-year terms upon the same terms and conditions.**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$70,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$1,445 per month includes 40 days of coverage per month, each additional day over any accumulated unused days from prior billing periods will be billed at a rate of \$36 per day per youth.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.3140 470 Probation-Contract \$70,000****

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

*as listed in budget and LOGOS

SPECIFICATION: WC 14-24

ITEM: ELECTRONIC MONITORING SERVICES

DATE: FEBRUARY 15, 2024

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

PROPOSAL OF: KMG Monitoring Service
COMPANY NAME

TO: Julie A. Butler, Purchasing Agent
Warren County Human Services Building
1340 State Route 9
Lake George, NY 12845

Lump Sum Monthly Fee:	\$
Number of Days Guaranteed:	<u>1445.00</u> <u>40</u>
Daily Rate in Excess of above guaranteed number of days:	\$ <u>36.00 per day</u>
Hourly Rate for Court Appearances:	\$ <u>50.00 /hr.</u>

DATE: 2/14/2024 FEDERAL ID #: 095-58-3830

SIGNATURE OF BIDDER: Michael J. Gray TITLE: Proprietor

NAME OF BIDDER (PRINTED): MICHAEL J. GRAY

EMAIL ADDRESS OF BIDDER: KMG Monitoring@gmail.com

NAME OF FIRM: KMG Monitoring Service

NUMBER YEARS IN BUSINESS OF FIRM: 22 years

BUSINESS ADDRESS: 9 CRANBERRY LANE, QUEENSBURY, NY 12804

PHONE #: (518) 744-7282 FAX #: ()

ALL BIDDERS: Please list three (3) current references, preferably school or government.

- | COMPANY NAME | CONTACT PERSON | PHONE # |
|-------------------------------------|-----------------------|-----------------------|
| 1. <u>Saratoga County Probation</u> | <u>Susan Costanzo</u> | <u>(518) 884-4913</u> |
| 2. <u>Saratoga County Probation</u> | <u>Kelly Bayen</u> | <u>(518) 596-4431</u> |
| 3. <u>Warren Co. Probation</u> | <u>Amy Secora</u> | <u>(518) 761-6243</u> |

COMMENTS: _____

The attached Corporate Resolution (if applicable), Bidder Certification and Iran Divestment Act Certification must be completed and signed and made a part of this bid proposal. Please indicate on sealed envelope "WC 14-24 - ELECTRONIC MONITORING SERVICES".

SPECIFICATION: WC 14-24

ITEM: ELECTRONIC MONITORING SERVICES

DATE: FEBRUARY 15, 2024 TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

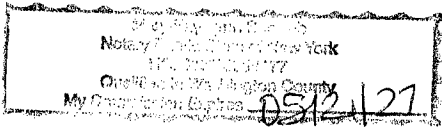
I, Michael J. Gray, being duly sworn, deposes and says that he/she is the Proprietor of the KMG Monitoring Service

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Michael J. Gray
SIGNED

SWORN to before me this 14 day of February 2024

Notary Public: Mary Kay App Schwab



SPECIFICATION: WC 14-24

DATE: FEBRUARY 15, 2024

TIME: 3:00 P.M.

ITEM: ELECTRONIC MONITORING SERVICES

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966 and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and


(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;

(d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.



Individual Bidder

Co-Partnership

By _____
Partner

Corporation

By _____
President