

CRIMINAL JUSTICE, PUBLIC SAFETY &
EMERGENCY SERVICES COMMITTEE
SHERIFF AGENDA
January 20, 2026

COMMITTEE MEMBERS: Supervisors Maday, Conover, Strainer, Gilligan, Driscoll, Butler, O’Neill, 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 a new Patrol Sergeant #13 position.
Rationale: The Sheriff’s Office requires a supervisor to oversee the operations of a specialized Narcotics Enforcement Unit (NEU). The unit is comprised of both Patrol Officers and Investigators, and it is currently supervised by an Investigative Sergeant. NEU can be supervised by EITHER an Investigative Sergeant or a Patrol Sergeant, but the Sheriff’s Office’s table of organization will require an additional Patrol Sergeant to have this option.
 2. Request: Create a new Contingent Patrol Sergeant position.
Rationale: This position will be utilized to promote a Patrol Sergeant, on a contingent short-term basis, to provide time for a Sergeant who has been selected for a promotion, to train with a Lieutenant prior to their retirement. This is a position that was previously approved by the Board of Supervisors as a temporary position in November 2024.
 3. Request: Create a new Part-Time Security Guard civil service title.
Rationale: This title will allow the Sheriff’s Office to hire part-time security staff who possess a NYS Security Guard Certification. Currently the Sheriff’s Office is restricted to hiring applicants that are former police officers retired from a police department, sheriff’s office, or the division of state police, or former peace officers retired from corrections, parole, or probation.
 4. Request: Amend a 2025 Board of Supervisors Resolution to remove two entries.
Rationale: Resolution No. 347 of 2025 needs to be amended to remove an estimated revenue entry and an appropriation entry under **DEPARTMENT: SHERIFF on Page 2 of 2** of the resolution. The SFY2025 NG911 grant was entered into the county budget twice. This request is required to remove the revenue and appropriation entries that were recorded in Resolution No. 347 of 2025.
 5. Request: Home rule request to enact Senate Bill No. S8588 and Assembly Bill No. A9334 entitled “An Act Transferring Certain State Property located in the Town of Queensbury to the County of Warren”.
Rationale: Resolution No. 184 of 2025 was passed by the Board of Supervisors on May 13, 2025 requesting a home rule request to transfer state owned property to Warren County. The property is owned by the New York State Division of Military and Naval Affairs, and is located on Fox Farm Road in the Town of Queensbury, commonly known as 5 Fox Farm Road (Tax Map Parcel No. 295.19-3-70).

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

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- Attachments:
1. Resolution Request Form No. 11 - Request to Create New Position (Patrol Sergeant)
 2. Resolution Request Form No. 11 - Request to Create New Position (Contingent Patrol Sgt)
 3. Resolution Request Form No. 11 - Request to Create New Position (Security Guard P/T)
 4. Resolution Request Form No. 20 - Miscellaneous (Resolution Amendment)
 5. Resolution Request Form No. 20 - Miscellaneous (Senate & Assembly Bills)

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**

DEPARTMENT NAME: Sheriff

DATE: January 20, 2026

(a) **Title of Requested Position:** Patrol Sergeant #13(b) **Annual Base Salary (and Grade of Applicable):** \$67,794(c) **Effective Date for New Position:***

*Please do not backdate unless the purpose is to correct an error.

February 20, 2026

(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) **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:

An existing position in the Table of Organization will be unfunded and replaced by this position

(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No(Approval is necessary **BEFORE** bringing the request to Committee) HR Director Initial _____(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No(Approval is necessary **BEFORE** bringing the request to Committee) Co. Admin Initial _____(i) **Is this a mandated position?** Yes No

If yes, please explain:

(j) **Is there expected revenue from this position?** Yes No

If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:

PATROL SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating, supervising and managing all activities of subordinate Patrol Officers and support staff as they relate to the handling of police inquiries within the Warren County Sheriff's Office Law Enforcement Division, Patrol Services. This is a first-line supervisor position responsible for the direct supervision of Patrol Officers. A Patrol Sergeant spends much of their time in randomly patrolling the entire county rather than a single patrol zone in order to provide close field supervision to the Patrol Officers on duty. The incumbent may take charge from the responding Patrol Officer on more serious calls or may respond directly to routine calls in his vicinity. Work is performed under the general supervision of a Patrol Lieutenant, Major and the Undersheriff with considerable leeway allowed for the exercise of independent judgment in routine and emergency situations. The Patrol Sergeant also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols throughout the County to prevent crime, respond to calls for assistance from the public, and provide direct supervision over the activities of on-duty Patrol Officers;

Prepares work schedules and assignments for an assigned shift;

Oversees the progress of new employees undergoing on-the-job training with another Patrol Officer by direct observation and discussion;

Intervenes with a Patrol Officer when improper behavior is observed or reported to offer advice on how to deal with the problem and the appropriate way to handle the situation;

Takes disciplinary action as necessary to ensure proper compliance with all the policies and procedures as outlined in the Law Enforcement Division Operations Manual;

Refers disciplinary problems that are severe or recurring to a Patrol Lieutenant, Major or the Undersheriff for further action;

Takes charge of major incidents requiring police involvement and directs the activities of the officers in investigating and resolving the problems;

Conducts periodic performance and evaluation reports on subordinate staff;

Prepares a variety of records and reports regarding patrol activity;

Works under the immediate supervision of a Patrol Lieutenant, Major and the Undersheriff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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 plan and supervise the work of others engaged in police activities;

Ability to give oral and written direction to subordinate Patrol Officers;

Ability to write and review written reports for 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;

Good working knowledge of employee schedules and other personnel matters as they relate to the supervision of subordinate Patrol Officers.

MINIMUM QUALIFICATIONS: Candidates must be current employees of the Warren County Sheriff's Office and hold permanent competitive status as a Patrol Officer or Police Officer for five (5) years as of the date of the exam.

WC: Amended 2013, Amended 3/2025

JC: Competitive

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**

DEPARTMENT NAME: Sheriff

DATE: January 20, 2026

(a) **Title of Requested Position:** Patrol Sergeant #11-C (*Contingent Position*)(b) **Annual Base Salary (and Grade of Applicable):** \$67,794(c) **Effective Date for New Position:***

*Please do not backdate unless the purpose is to correct an error.

February 20, 2026

(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) **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:

Law Enforcement Salaries - Regular has sufficient funding for the temporary position

(g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No
(Approval is necessary **BEFORE** bringing the request to Committee) HR Director Initial _____(h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No
(Approval is necessary **BEFORE** bringing the request to Committee) Co. Admin Initial _____(i) **Is this a mandated position?** Yes No

If yes, please explain:

(j) **Is there expected revenue from this position?** Yes No

If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**

DEPARTMENT NAME: Sheriff

DATE: January 20, 2026

- (a) **Title of Requested Position:** Security Guard (Part-Time)
- (b) **Annual Base Salary (and Grade of Applicable):** \$25.17/Hour
- (c) **Effective Date for New Position:***
 *Please do not backdate unless the purpose is to correct an error.
 February 20, 2026
- (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) **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:
 Law Enforcement Salaries - Regular has sufficient funding for the title
- (g) **Has Director of Human Resources Reviewed and Approved the New Position?** Yes No
(Approval is necessary BEFORE bringing the request to Committee) HR Director Initial _____
- (h) **Has County Administrator Reviewed and Approved Creation of New Position?** Yes No
(Approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial _____
- (i) **Is this a mandated position?** Yes No
If yes, please explain:
- (j) **Is there expected revenue from this position?** Yes No
If yes, please explain and complete Resolution Request Form No. 07 - Amend County Budget to recognize revenue:

SECURITY OFFICER (Part-time)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office and involves responsibility for providing security at County facilities. Employees in this class are responsible for the efficient performance of routine security duties at a specified County facility, building, or grounds during a designated shift, and on a temporary basis to various other functions within the Sheriff's Office. The work is performed under the general supervision of a higher-ranking Security Officer and under the overall supervision of a Sheriff's Office Public Safety Division Lieutenant. This position performs specialized work activities as directed.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Protection of individuals and/or property from harm, theft or other unlawful activity at or near government-owned buildings, grounds and facilities;

Deterrence, observation, detection and/or reporting of incidents in order to prevent any unlawful or unauthorized activity including but not limited to unlawful or unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on property;

Observation of building and grounds;

Monitors audio-visual security system;

Response to a security system alarm installed and/or used to prevent or detect unauthorized intrusion and/or to maintain security of protected premises and the persons therein;

Conducts building security inspections and completes a variety of reports related thereto;

Responds to requests for assistance from County employees in addressing members of the general public that are in, on, or near public facilities;

Provides information to visitors and directs them accordingly;

Renders assistance to members of the Sheriff's Office Public Safety Division and Correction Division, as requested;

Maintains order in public buildings and during public meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of modern security methods and practices and use of good judgment in solving security matters;

General knowledge of criminal laws and procedures, including the Penal Law, Criminal Procedure Law, Family Court Act, and County Law;

Good knowledge of the buildings, facilities and grounds in their assigned areas;

Ability to read, understand, and interpret written material;

Ability to operate security equipment, including but not limited to magnetometers and other detection devices;

Ability to assess a physical injury, render basic first-aid, and call for professional EMS/medical assistance;

Good powers of observation;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Pursuant to General Municipal Law section 209-v, positions in this class are restricted to "retired former members of police or sheriff's departments, or the division of state police, or retired former correction, parole or probation officers."

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: January 20, 2026

- (a) **Purpose of Request:** Amend a 2025 Board of Supervisors Resolution to remove two entries.
- (b) **Details:** Resolution No. 347 of 2025 needs to be amended to remove an estimated revenue entry and an appropriation entry under **DEPARTMENT: SHERIFF** on **PAGE 2 OF 2** of the resolution.

The SFY2025 NG911 grant was entered into the county budget twice. This request is required to remove the revenue and appropriation entries recorded in Resolution No. 347 of 2025.

- (c) **Previous Resolution Number:** No. 347 of 2025
- (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. 347 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, STROUGH, MADAY, DRISCOLL, CROCITTO AND MERLINO

AMENDING WARREN COUNTY BUDGET FOR 2025 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2025 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT: COUNTY ADMINISTRATOR		
<u>ESTIMATED REVENUE</u>		
A.6010 3610	Social Services, Social Services Admin	\$1,656.00
<u>APPROPRIATIONS</u>		
A.6010 230	Social Services, Automotive Equipment	1,656.00
DEPARTMENT: HEALTH SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4013 4403	W.I.C., W.I.C.	1,306.50
A.4018.0058 4386	Preventive Program, Child Passenger Safety, Child Passenger Safety	2,500.00
A.4054.0060 4451	Ed/Physically Hand. Children, Ed/Phys. Handcppd./Early Intervnt, Early Intervention	2,366.00
<u>APPROPRIATIONS</u>		
A.4013 423	W.I.C., Telephone	1,306.50
A.4018.0058 260	Preventive Program, Child Passenger Safety, Other Equipment	2,500.00
A.4054.0060 410	Ed/Physically Hand. Children, Ed/Phys. Handcppd./Early Intervnt, Supplies	2,366.00

RESOLUTION No. 347 OF 2025

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<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT: PUBLIC WORKS		
<u>ESTIMATED REVENUE</u>		
D.5010 5031	County Road, Highway Administration, Interfund Transfers	\$225,000.00
<u>APPROPRIATIONS</u>		
D.9950 910	County Road, Transfers-Capital Projects, Interfund Transfers	225,000.00
DEPARTMENT: SHERIFF		
<u>ESTIMATED REVENUE</u>		
A.3020.4057 3380	Sheriff's 911 Center, SFY2025 NG911 Grant Program, State Homeland Security Program	1,515,197.00
A.3110 3384	Sheriff's Law Enforcement, Other Sheriff's State Aid	26,552.00
<u>APPROPRIATIONS</u>		
A.3020.4057 470	Sheriff's 911 Center, SFY2025 NG911 Grant Program, Contract	1,515,197.00
A.3110 120	Sheriff's Law Enforcement, Salaries-Overtime	26,552.00
DEPARTMENT: WORKFORCE DEVELOPMENT		
<u>ESTIMATED REVENUE</u>		
40.6293.0361 2705	Workforce Invest. Act, WIA/WIOA, Pilot Program, Gifts & Donations	5,000.00
<u>APPROPRIATIONS</u>		
40.6293.0361 434	Workforce Invest. Act, WIA/WIOA, Pilot Program, Allowances	3,000.00
40.6293.0361 470	Workforce Invest. Act, WIA/WIOA, Pilot Program, Contract	2,000.00

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2025 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2025 is hereby amended accordingly.

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: January 20, 2026

- (a) Purpose of Request:** Home rule request to enact Senate Bill No. S8588 and Assembly Bill No. A9334 entitled “An Act Transferring Certain State Property located in the Town of Queensbury to the County of Warren”.
- (b) Details:** Resolution No. 184 of 2025 was passed by the Board of Supervisors on May 13, 2025 requesting a home rule request to transfer state owned property to Warren County. The property is owned by the New York State Division of Military and Naval Affairs, and is located on Fox Farm Road in the Town of Queensbury, commonly known as 5 Fox Farm Road (Tax Map Parcel No. 295.19-3-70).
- (c) Previous Resolution Number:** No. 184 of 2025
- (d) Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:**

N/A

* as listed in budget and LOGOS