

CRIMINAL JUSTICE, PUBLIC SAFETY &
EMERGENCY SERVICES COMMITTEE
SHERIFF AGENDA
June 22, 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: Amend the County budget to transfer \$49,554.78 remaining in the Sheriff's 911 Center New York State Division of Homeland Security and Emergency Services 2024 Statewide Interoperable Communications Grant Program (SICG) grant from fiscal year 2025 to fiscal year 2026.
Rationale: The amendment is necessary to utilize the funds.
 2. Request: Create a new Communication Officer #22 position.
Rationale: For several years the Sheriff's Office Communications Supervisor has requested additional staffing in the Emergency Communications Center. The operational demands and current staffing levels have supported the requests, but budget constraints have prevented any formal requests to the Board. Warren County will receive a \$288,122 NYS DHSES PSAP grant award this year that will sufficiently fund this position for two years.
 3. Request: Create a new Communication Officer #23 position.
Rationale: For several years the Sheriff's Office Communications Supervisor has requested additional staffing in the Emergency Communications Center. The operational demands and current staffing levels have supported the requests, but budget constraints have prevented any formal requests to the Board. Warren County will receive a \$288,122 NYS DHSES PSAP grant award this year that will sufficiently fund this position for two years.
- 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 (2024 SICG Grant)
 2. Resolution Request Form No. 11 - Request to Create New Position (Comm Officer #22)
 3. Resolution Request Form No. 11 - Request to Create New Position (Comm Officer #23)

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: June 22, 2026

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Sheriff's 911 Center New York State Division of Homeland Security and Emergency Services 2024 Statewide Interoperable Communications Grant Program (SICG) grant from fiscal year 2025 to fiscal year 2026.

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

A.3020.4056 250	Sheriff's 911 Center	\$49,554.78
	2024 Interoperable Comm Grant	
	Technical Equipment	

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

A.3020.4056 3380	Sheriff's 911 Center	\$ 49,554.78
	2024 Interoperable Comm Grant	
	State Homeland Security Program	

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** June 22, 2026

- (a) **Title of Requested Position:** Communication Officer #22
- (b) **Annual Base Salary (and Grade of Applicable):** \$59,354.03
- (c) **Effective Date for New Position:***
 *Please do not backdate unless the purpose is to correct an error.
 July 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.3020 110 General Sheriff's 911 Center - 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:
 The new position will be funded through NYS DHSES SFY2025 - 2026 PSAP grant funding ✓
- (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 *AP 6/11/26*
- (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 *MD 6/11/26*
- (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:

COMMUNICATION OFFICER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates two-way radio equipment to direct road patrol cars, fire units and/or EMS units to the scene of crimes, citizen complaints, fire and EMS calls or other emergencies;
Answers incoming telephone/911 calls and provides information or receives complaints from the public;
Directs activities of Patrol Officers on road patrol by setting priorities of assignment based on information received at headquarters;
Operates teletype system to obtain and relay information about motor vehicles, suspected law violators, missing persons, etc.;
Monitors police, fire and EMS frequencies continuously to be aware of occurrences which may require involvement of police and emergency vehicles;
May provide instructions for first aid to callers requesting emergency medical services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** June 22, 2026**(a) Title of Requested Position:** Communication Officer #23**(b) Annual Base Salary (and Grade of Applicable):** \$59,354.03**(c) Effective Date for New Position:***

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

July 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.3020 110 General Sheriff's 911 Center - 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:

The new position will be funded through NYS DHSES SFY2025 - 2026 PSAP grant funding

(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: