JUDICIAL & PUBLIC SAFETY COMMITTEE

DATE: FEBRUARY 13, 2019, CHAMBERS – TO FOLLOW PLANNING

COMMITTEE MEMBERS:

Christopher Petrus  Legislator, District 4, Chair
Keith Batman  Legislator, District 7
Joseph Bennett  Legislator, District 10
Michael Didio  Legislator, District 14
Timothy Lattimore  Legislator, District 13
Paul Pinckney  Legislator, District 5
Ben Vitale  Legislator, District 3

CALL TO ORDER:  By Hon. Christopher Petrus, Chair

MINUTES TO APPROVE:  December 5, 2018 & January 9, 2019

APPOINTMENTS & RESOLUTIONS:  Discussed with each committee report

STAFF:

J. Justin Woods  County Administrator
Sheila Smith  Clerk of the Legislature
Amanda Morgan  Deputy Clerk of the Legislature

REPORTING DEPARTMENTS:

- Assigned Counsel | STOP DWI | Youth Bureau
- Cayuga County E-911
- Cayuga County District Attorney
- Cayuga County Sheriff | Cayuga County Jail
- Cayuga County Emergency Management Office
- Cayuga County Coroner
- Cayuga County Probation Department

Lloyd E. Hoskins, Director
Denise Spindler, Director
Jon E. Budelmann, Cayuga County DA
Brian Schenck, Cayuga County Sheriff
W. Douglas Whittaker, Director
Dr. Adam Duckett, MD, Cayuga County Coroner
Jay DeWispelaere, Director
None

None

None

CAYUGA COUNTY SHERIFF’S DEPARTMENT AND CAYUGA COUNTY JAIL ........................................SECTION 4

- 2-19-JP-1 Unit
  Authorizing the Sheriff of Cayuga County to employ seasonal personnel for the Marine Patrol Unit

  Authorizing the Sheriff of Cayuga County to appoint a new Jail Administrator.

CAYUGA COUNTY EMERGENCY MANAGEMENT SERVICES- EMO ........................................SECTION 5

None

CAYUGA COUNTY CORONER’S OFFICE ........................................SECTION 6

None

CAYUGA COUNTY PROBATION DEPARTMENT ........................................SECTION 7

  Authorization to fill one (1) Probation Officer Title in the Cayuga County Probation Department (2/3 vote required)
ROUTINE RESOLUTIONS

- None

RESOLUTIONS WITH BACKGROUND

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE

- Working with the Sheriff to transfer Administration of the Stop DWI Program
- Working with DSS to review regulations for integrating Youth Bureau to DSS
DENISE SPINGLER, DIRECTOR

ROUTINE RESOLUTIONS:

- None

RESOLUTIONS WITH BACKGROUND:

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE:

- Grant Site Visit Report – Recommendations reviewed; reported back
- NYS NG911 Working Group – Feb 20-21 - meeting in Albany to discuss state plans / Goals for NYS
  - Project for APCO RPL Course
- Quarterly Grant reporting completed; closed out SIEC 2013 Grant
- Cayuga County is the host agency for New York State Spillman Users Group (NYSPILL) this year – BOCES
- Discussion related to old Lakesite Tower – property owned by Roy Horst
- 2019 Initiative – Building Trust / Relationships - LE responders are shadowing dispatchers to better understand the roles of dispatchers; ride alongs will be done to help dispatchers understand the needs of officers in the field (fire as well)
- EMS AVL project – working on a project to implement AVL units in the ambulances in Cayuga County that are interested; just starting to work through the logistics of the program.
<table>
<thead>
<tr>
<th><strong>CAYUGA COUNTY DISTRICT ATTORNEY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JON E. BUDELMANN, CAYUGA COUNTY DA</strong></td>
</tr>
<tr>
<td><strong>ROUTINE RESOLUTIONS:</strong></td>
</tr>
<tr>
<td>• None</td>
</tr>
<tr>
<td><strong>RESOLUTIONS WITH BACKGROUND:</strong></td>
</tr>
<tr>
<td>• None</td>
</tr>
<tr>
<td><strong>APPOINTMENTS</strong></td>
</tr>
<tr>
<td>• None</td>
</tr>
<tr>
<td><strong>POLICY MATTERS FOR COMMITTEE:</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
ROUTINE RESOLUTIONS:
- None

RESOLUTIONS WITH BACKGROUND:
- 2-19-JP-1 Authorizing the Sheriff of Cayuga County to employ seasonal personnel for the Marine Patrol Unit
  - The Sheriff's Office seeks to hire and pay up to 25 seasonal Marine Patrol Unit Personnel with reimbursement for salaries from the State of New York through Parks and Recreation in the amount of fifty percent.
- 2-19-JP-2 Authorizing the Sheriff to fill one vacant Cayuga County Corrections Facility Administrator position in the Custody Division of the Cayuga County Sheriff's Office
  - The newly elected Sheriff to Cayuga County would like to appoint a new Jail Administrator.

APPOINTMENTS
- Traffic Safety Board
  - Michael Wellauer, 7445 County House Rd., Auburn, NY 13021, Term 1/1/19 to 12/31/21 (Reappt. Has served 6 years)

POLICY MATTERS FOR COMMITTEE:
- None
RESOLUTION NO. ___________ 2/26/19

AUTHORIZING THE SHERIFF OF CAYUGA COUNTY TO EMPLOY SEASONAL PERSONNEL FOR THE MARINE PATROL UNIT

BY: Mr. Christopher Petrus, Chair, Judicial & Public Safety Committee
    Mr. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, the Legislature has authorized the Sheriff to employ seasonal personnel to assist in implementation of the Sheriff’s Marine Patrol Unit; and

WHEREAS, it is now necessary to set the pay rate for the 2019 season so the Sheriff may hire qualified Police Officers and Personnel to supplement his Deputy Sheriffs working in the Marine Unite; and

WHEREAS, the State of New York through Parks and Recreation reimburses the County of Cayuga upon application and certification of the Sheriff which is anticipated at the rate of fifty percent; and

WHEREAS, these positions were previously approved and as such have been accounted for in the 2019 Sheriff’s Navigation Unit Budget Line (Salaries – Part Time) A31111 51002 in the amount of $55,000.00; now therefore be it

RESOLVED, that under the recommendation of the Sheriff and the Judicial & Public Safety Committee the hourly rates of pay for the Sheriff’s Marine Patrol Unit (Seasonal Positions) are hereby set as follows: Deputy Sheriff (Navigation) - seasonal at the rate of $18.00 per hour and Navigational Assistant - Seasonal at the rate of $12.00 per hour; and be it further

RESOLVED, that the Sheriff is authorized to hire and pay up to twenty-five seasonal Marine Patrol Unit personnel at the rates set forth above; and be it further

RESOLVED, that the Sheriff is authorized to fill these positions in accordance with Civil Service Rules and Regulations and within the policies of the County of Cayuga.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney

Co. Atty.
COUNTY OF CAYUGA
Authorization to Fill Form

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date of Request: 1/22/2019
Department Requesting: Cayuga County Sheriff

Job Title (Exact Civil Service Title): Seasonal Deputy (Navigation) and Navigational Assistant (Seasonal)

Permanent or Temporary: ☐ Permanent ☑ Temporary
Full-Time or Part-Time: ☐ Full-Time ☑ Part-Time

Position Control Number: TBD
Budget Account Number: A31111 51002

Part of Comp Plan: ☐ CSEA ☐ NYSNA ☐ SEACC ☐ DSPA ☐ Part II ☐ Part II ☐ Part IV

Grade/Step (if applicable): 7
Current Salary for Position: Deputy Sheriff (Navigation) $18/hr, Navigational Assistant - $12/hr.

Probation Salary for Requested Position: Number
(Important: If converting to hourly, refer to the formula on the cover page of the Compensation Plan.)

Does position include fringe benefits? ☐ YES ☑ NO

What is the justification for filling this position AND why is it important for your department?
The Sheriff's Office needs qualified law enforcement to patrol the lakes, rivers and canals of Cayuga County.

What will be the fiscal impact of filling this position in your budget this year and in future fiscal years?
Deduction of monies from the Sheriff's Navigation budget line (Salaries - part time) A31111 51002 for salaries of which $55,000 has been budgeted and of which the County will be reimbursed 50% from NYS Parks and Recreation upon application and certification.

What will be the source of funding for this position (this year and in future fiscal years)?
Deduction of monies from the Sheriff's Navigation budget line (Salaries - part time) A31111 51002 for salaries of which $55,000 has been budgeted and of which the County will be reimbursed 50% from NYS Parks and Recreation upon application and certification.

Grant Funded? ☐ YES ☑ NO If yes, identify the grant: Grant Name

----

DEPARTMENT HEAD:

SIGNATURE: Brian P. Scheneck, Sheriff
DATE: 1/22/2019

HUMAN RESOURCES/CIVIL SERVICE:
☐ Reviewed ☐ New Position Approved by Civil Service

SIGNATURE: Michael T. Russell
DATE: 1/28/2019

NOTES/COMMENTS: Click here to enter text.

VACANCY GROUP: ☐ Request is Recommended ☐ Request is Not Recommended

SIGNATURE: Type name here
DATE: Date

NOTES/COMMENTS: Click here to enter text.

Form Updated 4/6/2017
RESOLUTION NO. 2/26/19 SHR Fill Jail Admin

AUTHORIZE THE SHERIFF TO FILL ONE VACANT CAYUGA COUNTY CORRECTIONS FACILITY ADMINISTRATOR POSITION IN THE CUSTODY DIVISION OF THE CAYUGA COUNTY SHERIFF'S OFFICE

By: Mr. Christopher Petrus, Chair, Judicial & Public Safety Committee
   Mr. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, a vacancy in the Cayuga County Sheriff's Department Custody Division has occurred on February 9, 2019; and

WHEREAS, the services provided by the position of Jail Administrator are critical for a smooth and efficient operations of the Sheriff's Office Custody Division and maintaining safety and well-being in Cayuga County; and

WHEREAS, this position is designated in the 2019 Cayuga County Sheriff’s Custody Budget Line - Salaries Full Time (A31501 51001); now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill one Corrections Facility Administrator position (Position Control No. 0046) at the salary of $61,189; and be it further

RESOLVED, that this position be filled in accordance with the Civil Service Rules and Regulations and the Policies of the County of Cayuga.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Co. Atty: _______

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

<table>
<thead>
<tr>
<th>Date</th>
<th>1/22/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization To:</td>
<td>Fill Only</td>
</tr>
</tbody>
</table>

** New Position Duties Statement (NPDS) - Short Form
*REQUIRED IF the title exists within the department*

** New Position Duties Statement (NPDS) - Long Form
*REQUIRED IF the title does NOT exist within the department*

<table>
<thead>
<tr>
<th>Cayuga County Department</th>
<th>Jail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title Being Requested (Exact Civil Service Title)</td>
<td>Corrections Facility Administrator</td>
</tr>
<tr>
<td>Position Control Number</td>
<td>000046</td>
</tr>
<tr>
<td>Position Status</td>
<td>Permanent</td>
</tr>
<tr>
<td>Position Designation</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Budget Account Number</td>
<td>A31501 51001</td>
</tr>
<tr>
<td>Is a position being abolished to create the new position?</td>
<td>No</td>
</tr>
<tr>
<td>Is the salary of requested position in the current comp plan?</td>
<td>Yes</td>
</tr>
<tr>
<td>Comp Plan Requested Position Is Included In</td>
<td>Part IV</td>
</tr>
<tr>
<td>Part IV Grade</td>
<td>7</td>
</tr>
<tr>
<td>Minimum Salary (Part IV)</td>
<td>$54,589</td>
</tr>
<tr>
<td>Maximum Salary (Part IV)</td>
<td>undetermined</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Starting Salary for Position Requested</td>
<td>$61,189</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>That is the salary of the incumbent. This amount is budgeted.</td>
</tr>
<tr>
<td>Does position include fringe benefits?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the justification for filling this position AND why is it important for your department?</td>
<td>The Sheriff may, at his/her discretion, appoint persons to the leadership positions. This position is essential to the operation of the jail.</td>
</tr>
<tr>
<td>How is this position funded?</td>
<td>Budget</td>
</tr>
<tr>
<td>Is this a reimbursed position?</td>
<td>No</td>
</tr>
<tr>
<td>How is this position reimbursed (percentage, dollar amount)?</td>
<td>0</td>
</tr>
<tr>
<td>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>This position is budgeted each year.</td>
</tr>
<tr>
<td>Department Head</td>
<td>Brian Schenck</td>
</tr>
<tr>
<td>Date</td>
<td>1/22/2019</td>
</tr>
<tr>
<td>Attestation</td>
<td>I have been directed to submit on behalf of the authorized department or agency head</td>
</tr>
<tr>
<td>Name of Person Submitting on Behalf of Department or Agency Head</td>
<td>Michael T. Russell</td>
</tr>
</tbody>
</table>
Title of Person: Hr Administrator

Email not displaying correctly? View it in your browser.
CAYUGA COUNTY EMERGENCY MANAGEMENT SERVICES- EMO

NIEL RIVENBURGH, ACTING DIRECTOR, CAYUGA COUNTY EMO

ROUTINE RESOLUTIONS:

- None

RESOLUTIONS WITH BACKGROUND:

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE:

- As the Committee and full Legislature know, unexpected resignations have resulted in a single full-time staff person (and 15 PT employees) in the Emergency Management Office, Deputy Director Neil Rivenburgh.
- On an interim basis, Planning Director Steve Lynch is providing management oversight of the EMO office and Kim Taggerty has been temporarily assigned to the office to provide administrative support to the Deputy Director. Additional administrative support for purchasing, procurement and grants, as needed, will be provided by the County Administrator's Office and the Planning Department.
- Outreach and communication regarding the staffing changes at the EMO office have been made to various stakeholders, including but not limited to:
  - Emergency Services Coordinators & Fire Inspectors
  - The Fire Chiefs & Ambulance Providers
  - Fire Training and Grant Agencies.
- A meeting of the Deputy Coordinators is scheduled for Thursday, January 31 at 18:00 hours at the EMO Training Room to discuss coordination of support for emergency operations and the steps the County is taking to facilitate the transition in the EMO.
CAYUGA COUNTY CORONER'S OFFICE

DR. ADAM DUCETT, MD, CAYUGA COUNTY CORONER

ROUTINE RESOLUTIONS:

- None

RESOLUTIONS WITH BACKGROUND:

- None

APPOINTMENTS

- None

POLICY MATTERS FOR COMMITTEE:

None
**CAYUGA COUNTY PROBATION DEPARTMENT**

**JAY DEWISPELAERE, DIRECTOR**

**ROUTINE RESOLUTIONS:**

- 2-19-JP-3 Authorization to fill one (1) Probation Officer Title in the Cayuga County Probation Department (2/3 vote required)

**RESOLUTIONS WITH BACKGROUND:**

- None

**APPOINTMENTS**

- None

**POLICY MATTERS FOR COMMITTEE:**

- None

**ADJOURNMENT:** MARCH 13, 2019

*IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE'S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.*
RESOLUTION NO. _______  2/26/19  PRO Create/Fill Probation Officer, Fill SR Probation Officer

AUTHORIZATION TO FILL ONE (1) PROBATION OFFICER TITLE IN THE CAYUGA COUNTY PROBATION DEPARTMENT (2/3 vote required)

By: Christopher Petrus, Chair, Judicial & Public Safety Committee, and Patrick Mahunik, Chair, Ways and Means Committee

WHEREAS, an anticipated vacancy will occur in May 2019 within the Probation Department due to the retirement of a Senior Probation Officer; and

WHEREAS, it is anticipated that the filling of the vacant Senior Probation Officer position will occur by promotion from within the Probation Department; and

WHEREAS, mandatory Probation Officer training begins April 1, 2019 and runs through May 31, 2019 necessitating the hiring of a Probation Officer two months prior to the anticipated retirement date of the Senior Probation Officer; and

WHEREAS, the next available training session will not be available until the Fall of 2019; and

WHEREAS, the Probation Department does not have sufficient funds in its Salary Account (A31401 51001) for the two month overlap of the Probation Officer attending training and the Probation Officer currently under consideration for promotion; now, therefore be it

RESOLVED, that the Treasurer is authorized to transfer up to $8,800.00 from A10164 54000 Contingent account to A31401 51001 Salary account; and be it further

RESOLVED, the Director of Probation is authorized to fill the vacancy in position of Senior Probation Officer caused by retirement, and further authorized to backfill any vacancies created thereby, all in accordance with the provisions of Title 9 of the NYCRR, Cayuga County Civil Service Rules and Regulations, and the policies of County of Cayuga; and be it further

RESOLVED, the Director of Probation is hereby authorized to create and fill a Probation Officer position beginning April 1, 2019 in accordance with the provisions of Title 9 of the NYCRR, Cayuga County Civil Service Rules and Regulations, and the policies of County of Cayuga; and be it further

RESOLVED, that the position of Probation Officer shall be abolished on May 31, 2019.

Judicial & Public Safety

Christopher Petrus, Chair
Keith Batman
Joseph Bennett
Michael Didio
Timothy Lattimore
Paul Pinckney
Benjamin Vitale

Ways & Means Committee

Patrick Mahunik, Chair
Joseph Bennett
Elane Daly
Joseph DeForest
Ryan Foley
Christopher Petrus
Paul Pinckney
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 2/6/2019

Authorization To: Fill Only

** New Position Duties Statement (NPDS) - Short Form
REQUİRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUİRED IF the title does NOT exist within the department

Cayuga County
Department

Job Title Being Requested (Exact Civil Service Title)

Probation

Senior Probation Officer

Position Status Permanent

Position Designation Full-Time

Budget Account Number: A31401-51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested Position Is Included In CSEA

CSEA Grade 29

Probationary Salary Amount $55,685

Step 4 Amount (CSEA) $62,338
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Salary for Position Requested</td>
<td>$60,336</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>Required by CSEA contract</td>
</tr>
<tr>
<td>Does position include fringe benefits?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the justification for filling this position AND why is it important for your department?</td>
<td>A Probation Officer within the department will be retiring at the end of May, 2019. Probation Officers must now complete six weeks of training and a training class will begin April 1, 2019. Hiring a new Probation Officer to replace the retiring officer, prior to that officer’s departure, will all the Probation Department to have a fully trained officer on staff sooner. Waiting until after the retiring officer departs would require the department to wait until October for the next training cycle to begin. Brining a new officer into the department early will allow for a more efficient transition and decrease the burden on remaining staff while awaiting a new officer.</td>
</tr>
<tr>
<td>How is this position funded?</td>
<td>Budget</td>
</tr>
<tr>
<td>Is this a reimbursed position?</td>
<td>No</td>
</tr>
<tr>
<td>How is this position reimbursed (percentage, dollar amount)?</td>
<td>N/a</td>
</tr>
<tr>
<td>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>It is anticipated that no more than two months salary will be necessary. After the retiring officer departs, the newly hired officer will assume the permanent, fully funded Probation Officer position that is included in the 2019 budget.</td>
</tr>
<tr>
<td>Department Head</td>
<td>Jay DeWispelaere</td>
</tr>
<tr>
<td>Date</td>
<td>2/6/2019</td>
</tr>
<tr>
<td>Attestation</td>
<td>I have been directed to submit on behalf of the authorized department or agency head</td>
</tr>
<tr>
<td>Name of Person Submitting on Behalf of</td>
<td>Michael Russell</td>
</tr>
</tbody>
</table>
Department or Agency Head

Title of Person Submitting on Behalf of Department or Agency Head

HR Administrator
Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date 2/6/2019
Authorization To: Fill Only

** New Position Duties Statement (NPDS) - Short Form
REQUIRED IF the title exists within the department

** New Position Duties Statement (NPDS) - Long Form
REQUIRED IF the title does NOT exist within the department

Cayuga County
Department

Job Title Being Requested (Exact Civil Service Title)
Probation Officer

Position Status Permanent
Position Designation Full-Time
Budget Account Number A31401-51001

Is a position being abolished to create the new position? No

Is the salary of requested position in the current comp plan? Yes

Comp Plan Requested Position Is Included In CSEA

CSEA Grade 26
Probationary Salary Amount $51,976
Step 4 Amount (CSEA) $58,305
Starting Salary for Position Requested

$51,976

Justification for Salary Requested

As there will be a period during which two people will be in the same Probation Officer position, one awaiting the retirement the other receiving the required training, additional funding will be required. The new employee is required to be at probation barring an MOA due to prior experience.

Does position include fringe benefits?

Yes

What is the justification for filling this position AND why is it important for your department?

A Probation Officer within the department will be retiring at the end of May, 2019. Probation Officers must now complete six weeks of training and a training class will begin April 1, 2019. Hiring a new Probation Officer to replace the retiring officer, prior to that officer’s departure, will all the Probation Department to have a fully trained officer on staff sooner. Waiting until after the retiring officer departs would require the department to wait until October for the next training cycle to begin. Brining a new officer into the department early will allow for a more efficient transition and decrease the burden on remaining staff while awaiting a new officer.

How is this position funded?

Budget

Is this a reimbursed position?

No

How is this position reimbursed (percentage, dollar amount)?

0

What will the fiscal impact of filling this position in your budget this year and in future fiscal years?

It is anticipated that no more than two months salary will be necessary. After the retiring officer departs, the newly hired officer will assume the permanent, fully funded Probation Officer position that is included in the 2019 budget.

Department Head

Jay DeWiseplaere

Date

2/6/2019
I have been directed to submit on behalf of the authorized department or agency head,

Michael T. Russell

Hr Administrator