AGENDA
JUDICIAL & PUBLIC SAFETY COMMITTEE
Wednesday, August 14, 2019, Chambers – to follow Planning

CALL TO ORDER: By Hon. Christopher Petrus

MEMBERS: Legislators Keith Batman, Joseph Bennett, Michael Didio, Timothy Latimore (Vice Chair), Paul Pinckney, and Ben Vitale

EXCUSED:

OTHERS:

MINUTES TO APPROVE: July 10, 2019

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:
- Denise Spingler (911)

CENTER UPDATES:
- Three new trainees – started floor training on 7/28/19
- New chairs purchased through PSAP 18 grant

ADMINISTRATOR UPDATES:
Emergency Management
- Grant reporting for 2nd quarter complete
- Comprehensive Emergency Management Plan (CEMP)
  - Steering Committee continuing to work through plan
- Preparing to review EM Director applications
- Interviewed candidate for Administrative Officer
- Upcoming EOC Tabletop scheduled 9/16 & 9/18 am / pm time slots
  - More information coming
- Preparing to close out SHSP 16, TRGP 16, & HMGP 16 Grants

911
- Grant reporting for 2nd quarter complete
- Attended Next Gen 911 Conference in Albany 7/30-7/31
- Bill S1716 – New Discovery Law
  - Effective January 2020
  - Meeting with LE Agencies / DA next month to discuss & formulate plan

EMERGENCY COMMUNICATIONS SYSTEM UPDATES:
- Working with PSB Maintenance staff / Gary Duckett to upgrade the Generator at the PSB – Grant funded project
- Working through Motorola / Finger Lakes Communications re: service transition issues
  - Motorola extended service with Finger Lakes through August
  - Working with Finger Lakes to establish potential cost savings in direct contract for 2020
  - Continue to contract with Motorola for software

- Lloyd Hoskins (Assigned Counsel/Stop DWI) – No updates
- Dr. Adam Duckett (Coroner) – No updates
- Jon Budelmann (District Attorney) – No updates
- Vacant (Fire/EMO) –
The County Planning Director continues to work closely with the E-911 Administrator, the temporary administrative assistant and the dedicated ES Coordinators to oversee the day-to-day operations at EMO.

A procedure for reviewing, short-listing and interviewing eligible candidates for the EMO Director position has been approved by the Chair of the Legislature and Chair of the J&PS Committee. A review/interview team of seven (7) individuals has been identified to participate in the process. This team includes representatives stakeholders from key county departments closely related to public safety, the Fire Advisory Board, Volunteer Fire and Ambulance Services and the Auburn Fire Department. A list of twenty-eight applicants/candidates from the March recruitment effort plus one (1) eligible individual from the June-July recruitment effort has resulted in a maximum pool of twenty-nine (29) candidates for Director. This pool will be canvassed to confirm continued interest in position and the review, short-listing and interview process will resume. The general time frame for this targets August and September for the process, resulting in a candidate being brought forth to the Legislature in October.

With Legislature approval in July, interviews with candidates for the entry-level EMO Administrative Officer-EMS position are being scheduled. The Application Deadline for the September 28th Civil Service Test is Wed. August 21st at 4:00 PM. Notice of the position/test have been circulated to the entire public safety and fire community.

EMO event planning and coordination for the Great Race (8/11) is complete and communication and coordination with sponsors of the Cayuga Lake Bass Pro Fishing Tournament (8/22 – 8/25) is established.

An ES Coordinator Meeting is scheduled for Wednesday, August 14 (following J&PS Committee). Twice-monthly meetings will continue in September (dates pending).

Jay DeWispelaere (Probation) – No updates

Brian Schenck (Sheriff)

As of the week ending August 2nd the Sheriff’s Office has taken receipt of nine patrol and custody vehicles leased through Enterprise. These vehicles have been deployed to replace vehicles with the highest mileage and in need of the most serious repair. Eleven vehicles are due and it is anticipated that they will be delivered to the Sheriff’s Office in the next few weeks with two to three completed vehicles being delivered per week.

The Federal inmate population boarded to the jail remains steady at 35-40 inmates per day. Local inmates boarded to the jail remain at approximately 5 per day.

The Custody Division is currently planning to host a Custody Training Academy at the Sheriff’s Office beginning September 9th. The Onondaga and Seneca County Sheriff’s Offices will be partnering with us and sending new recruits to this academy as well. We anticipate approximately 20 total recruits being trained during this partnership.

Aggressive recruiting efforts continue for our Deputy Sheriff Patrol entry exam that is scheduled for September 14th. An open house recruiting event was held at the Sheriff’s Office on Thursday July 25th with over 20 candidates attending and registering on site for the exam. HR staff assisted with this event and assisted with the online registrations at the time. As of the week ending August 2nd, approximately 110 people are registered for the exam. Registration ends August 7th. Recruiting continues to be a challenge for our Patrol and Custody Divisions and is an issue that many agencies are currently struggling with.

An operational audit requested by the Sheriff earlier this year of the Sheriff’s Civil Division by the NY State Sheriff’s Association resulted in recommendations for improvement, one of which was the need to establish direct supervision of the Civil Division that was not in place. A Patrol Sergeant was re-assigned to directly supervise the Civil Division along with providing supervision to the Court Security and County Office Building Security Divisions. The Sergeant filling this role is working from the third floor of the Old Historic Post Office in close proximity to the Civil Division and Court and County Office Buildings.

The Cayuga County Deputy Sheriff’s Police Association (Patrol Union) has agreed to voluntary discussions to potentially negotiate the ability to utilize a Special Patrol Officer position in area schools to provide security. This work has been performed by members of their bargaining unit in the past and the potential creation of this position appears to require negotiating with this unit. Discussions will begin soon to work towards an agreement that will allow for the Sheriff’s Office to offer this position to two area schools that are seeking assistance with safety and security of their facilities.
RESOLUTIONS:

EMO:
8-19-JP-1 Authorizing Chair of the Legislature to temporarily fill six (6) part time Administrative Officers in the Emergency Management Office as Job 2 positions for the qualified ES Coordinators

8-19-JP-2 Authorizing a budget transfer in FY2019 EMO Budget for critical safety repairs to the Cayuga County Fire Training Tower

DA:
8-19-JP-3 Resolution to amend the 2019 Budget to include revenue and appropriations related to the Adventfs Traffic Education Program

SHERIFF:
8-19-JP-4 Authorize the Sheriff to fill one Deputy Sheriff, one Deputy Sheriff Corporal and resulting backfills in the Law Enforcement Division of the Cayuga County Sheriff’s Office

8-19-JP-5 Authorize the Sheriff to fill two vacant Sheriff Custody Officer Positions in the Custody Division of the Cayuga County Sheriff’s Office

8-19-JP-6 Authorizing the creation of a temporary leave bank for a Cayuga County Sheriff’s Employee

ADJOURNMENT: Wednesday, September 11, 2019 to follow Planning

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. ___________ 8/27/19  EMO Auth Temp Fill Admin Officers (6) Job 2

Authorizing Chair of the Legislature to Temporarily Fill Six (6) Part Time Administrative Officers in the Emergency Management Office as Job 2 Positions for the Qualified ES Coordinators.

By: Mr. Christopher Petrus, Chairman, Judicial & Public Services Committee
By: Mr. Patrick Mahunik, Chairperson, Ways and Means Committee

WHEREAS, the position of Administrative officer (EM) (position control# 2090) Grade 10 in Cayuga County Emergency Management Office (EMO) became vacant in mid-January, 2019 due to a transfer; and

WHEREAS, the EMO Department Head and two (2) Deputies in EMO also became vacant shortly thereafter due to sudden and unanticipated resignations; and

WHEREAS, as the result of these sudden personnel changes, there was an emergent and significant gap in the needed services to the community; and

WHEREAS, several Fire and Emergency Services (ES) Coordinators stepped in to provide critical administration, coordination, and communication services within the Emergency Management Office and their continued services on a temporary basis is essential to current and future Emergency Management Office operations; and

WHEREAS, providing the immediate authorization to fill the Administrative Officer (Emergency Services) temporary positions (6) will allow the Emergency Management Office to engage in the civil service and administrative processes required to temporarily fill these positions and pay appropriately ($19.71/hour); and

WHEREAS, the Civil Service Commission has reviewed these positions and confirmed that this is an appropriate title for the additional services provided by these individuals, and that the individuals providing these services meet the qualifications for this job title; and

WHEREAS, there is sufficient funding currently existing in the 2019 Emergency Services Department Budget to support these positions; now therefore be it

RESOLVED, that the Cayuga County Legislature hereby authorizes and directs the Legislative Chair to fill the fully budgeted positions of the 6 Administrative Officers (ES) to support, on a temporary basis, as Job 2 positions for the qualified and certified ES Coordinator staff, effective January 25, 2019; and be it further

RESOLVED, that the appointment be in accordance with 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

Ways & Means Committee

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

Co. Atty: Paul Pinckney
RESOLUTION NO. 8/27/19 EMO budget transfer Fire Training Tower Repairs 2019

AUTHORIZING A BUDGET TRANSFER IN FY2019 EMO BUDGET FOR CRITICAL SAFETY REPAIRS TO THE CAYUGA COUNTY FIRE TRAINING TOWER

BY: Mr. Christopher Petrus, Chairman, Judicial & Public Services Committee
BY: Mr. Patrick Mahunik, Chairman, Ways and Means Committee

WHEREAS, the County engaged the professional services of C&S Engineers to provide a visual and technical inspection of the Live Burn Building on Quarry Road in Auburn (Fire Training Tower) as required by National Fire Protection Act Section 1403 (NFPA) to examine general conditions and identify technical repairs needed to secure current and future use of the Fire Tower as a training facility for fire personnel throughout the County in compliance with NFPA regulations; and

WHEREAS, the report identified critical repairs essential to meet state safety requirements, secure the building structurally and ensure the future of live burn training operations, with an estimated cost of $36,000; and

WHEREAS, EMO Coordinators and fire safety partners have utilized in-house and volunteer resources to implement approximately six thousand dollars ($6K) in needed repairs and EMO has secured state authority to allocate ten-thousand dollars ($10K) in existing state grant funds for additional repairs, leaving a project budget gap of $twenty thousand dollars ($20K); and

WHEREAS, sufficient funding currently exists in the 2019 Emergency Management Department Budget to support a transfer of funds to the EMO Buildings Maintenance Fund so that the remaining technical and structure repairs may be completed as soon as possible; and

WHEREAS, the Legislature supports the effort to maintain the safety and structural integrity of the County Fire Training Tower and its continued use by Fire and EMS first responders throughout the County; now therefore be it

RESOLVED, that the transfer of $20,000 from account A36401 51001 (EMO Salaries Full Time) to A36404 54012 (EMO Buildings Maintenance) for upgrades to the County Fire Training Tower.

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.
RESOLUTION NO. 8/27/19 DA Traffic Education Revenue Account 2019

RESOLUTION TO AMEND THE 2019 BUDGET TO INCLUDE REVENUE AND APPROPRIATIONS RELATED TO THE ADVENTFS TRAFFIC EDUCATIONAL PROGRAM

By: Hon. Christopher Petrus, Chairman, Judicial & Public Safety; and Hon. Patrick Mahunik, Chairman, Ways & Means

WHEREAS, the Cayuga County Legislature previously supported the District Attorney engaging the services of Adventfs.com to provide online educational programs (at no additional taxpayer expense), in order to reduce recidivism by offenders; and

WHEREAS, in order to fund the educational programming without additional taxpayer expense, Adventfs.com will collect a fee from each participant in those programs via their secure servers; and

WHEREAS, the Program requires DA’s Staff to monitor and administer participants in the program, Adventfs.com rebates a portion of its fee to Cayuga County in order to fund the additional work required to be done within the DA’s Office to monitor and administer the program; and

WHEREAS, the District Attorney’s Office projects that the revenue received by the county during the year 2019 will be approximately $50,000.00 which would cover the additional expenses associated with staffing required to administer the program; now, therefore be it

RESOLVED, that Revenue Account A11650-41274 (Course Fees) in the District Attorney’s 2019 budget be increased in the amount of $50,000.00; and be it further

RESOLVED, that the District Attorney’s 2019 budget shall be amended to increase A11691-51002 (Salary) and associated fringe benefit accounts for a total increase of $50,000.00; and be it further

RESOLVED, that the Cayuga County Compensation Plan be amended to reflect the Confidential PT Investigator (Position Control No.: 007312) be paid at an hourly rate of $33.76 (currently $17,622/year); and the Grant Program Coordinator PT (Position Control No.: 007716) be paid at an hourly rate of $22.08 (currently $11,525/year).

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:
RESOLUTION NO. 8/27/2019 SHR Fill Patrol Vacancies

AUTHORIZE THE SHERIFF TO FILL ONE DEPUTY SHERIFF, ONE DEPUTY SHERIFF CORPORAL AND ANY RESULTING BACKFILLS IN THE LAW ENFORCEMENT 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 for the position of a Deputy Sheriff (Position Control No. 001899-SYS) exists due to a retirement; and

WHEREAS, a vacancy for the position of Deputy Sheriff Corporal (Position Control No. 007425-SYS) exists due to a promotion; and

WHEREAS, the services provided by these positions are critical for smooth and efficient operations of the Sheriff’s Office Law Enforcement Division and maintaining safety and well-being in Cayuga County; and

WHEREAS, these positions are clearly designated and accepted in the 2019 Cayuga County Sheriff’s Law Enforcement Budget Line - Salaries Full Time (A31101 51001); now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill one Deputy Sheriff and one Deputy Sheriff Corporal position as well as any backfills; and be it further

RESOLVED, the employee hired will be placed at the appropriate step within the Deputy Sheriff’s Police Association Compensation Plan for 2017-2019; 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

Ways & Means Committee

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

Co. Atty
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 7/25/2019

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

Do you anticipate this request to result in fill-behinds? Yes

Cayuga County Sheriff Department

Job Title Being Requested (Exact Civil Service Title) Deputy Sheriff Corporal

Position Control Number 007425-SYS

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31101 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 IS DSPA

DSPA Grade 16ZH

Probationary Salary Amount 52,900 + 12% + Longevity

Step 3 Amount (DSPA or SEACC) 57,099 +12% + Longevity
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Salary for Position Requested</td>
<td>52,900 +12% + Longevity</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>DSPA Contract Amount</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>This position is a fill behind that was vacated when Corporal Glen Dudley was promoted to Sergeant. It results in the fill behind of a Corporal position and a Deputy Sheriff position.</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>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>There is no fiscal impact since these are already in the budget.</td>
</tr>
<tr>
<td>Department Head</td>
<td>Brian Schenck</td>
</tr>
<tr>
<td>Date</td>
<td>7/25/2019</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>Julie Piascik</td>
</tr>
<tr>
<td>Title of Person Submitting on Behalf of Department or Agency Head</td>
<td>Secretary</td>
</tr>
<tr>
<td>Approved</td>
<td>LHL Lippoldt HR Administrator 7/25/2019</td>
</tr>
</tbody>
</table>
Please find attached resolution draft and accompanying authorizations from Human Resources:

From: noreply@cayugacounty.us <noreply@cayugacounty.us>
Sent: Wednesday, July 24, 2019 3:52 PM
To: Michael Russell <mrussell@cayugacounty.us>; Lisa Lippoldt <llippoldt@cayugacounty.us>
Subject: Online Form Submittal: Authorization to Create/Fill

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 7/24/2019
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

Do you anticipate this request to result in fill-behinds? Yes

Cayuga County Department Sheriff
Job Title Being Requested Deputy Sheriff
(Exact Civil Service Title)
Position Control Number 001899-SYS
Position Status Permanent
Position Designation Full-Time
Budget Account Number A31101 51001
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<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 IS IN</td>
<td>DSPA</td>
</tr>
<tr>
<td>DSPA Grade</td>
<td>14ZH</td>
</tr>
<tr>
<td>Probationary Salary Amount</td>
<td>49568 + 12%</td>
</tr>
<tr>
<td>Step 3 Amount (DSPA or SEACC)</td>
<td>53767 + 12%</td>
</tr>
<tr>
<td>Starting Salary for Position Requested</td>
<td>49568 + 12%</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>DSPA 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>Deputy Jim Taber is retiring, so this is a fill behind position and in the budget.</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>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>There will be no fiscal impact.</td>
</tr>
<tr>
<td>Department Head</td>
<td>Sheriff Brian Schenck</td>
</tr>
<tr>
<td>Date</td>
<td>7/24/2019</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>Julie Piasecki</td>
</tr>
</tbody>
</table>
Julie Piascik  
Cayuga County Sheriff’s Office  
7445 County House Road  
Auburn, NY 13021  
315-253-3991
AUTHORIZE THE SHERIFF TO FILL TWO VACANT SHERIFF CUSTODY OFFICER POSITIONS IN THE CUSTODY DIVISION OF THE CAYUGA COUNTY SHERIFF’S OFFICE

By: Hon. Chris Petrus, Chair, Judicial & Public Safety Committee
    Hon. Patrick Mahunik, Chair, Ways & Means Committee

WHEREAS, two vacancies exist in the Cayuga County Sheriff’s Office, Custody Division, due to the promotion of Sheriff Custody Officer (Position Control No. 004713-SYS) and the resignation of Sheriff Custody Officer (Position Control No. 004725-SYS); and

WHEREAS, it is mandated by the New York State Commission of Correction that the Cayuga County Sheriff’s Department Custody Division maintain a certain number of Custody Officer Positions to comply with the minimum staffing complement as the services provided by these positions are critical for maintaining the safe, smooth and efficient operation of the Sheriff’s Office Custody Division and due to these vacancies, reduces the minimum staffing to three below state mandates; and

WHEREAS, these positions are designated and accepted in the 2019 Cayuga County Sheriff’s Custody Salaries Operating Budget A31501 51001; now therefore be it

RESOLVED, that the Sheriff be hereby authorized and directed to fill Sheriff Custody Officer Position Control No. 004713-SYS and Position Control No. 004725-SYS; and be it

RESOLVED, the employee hired will be placed at the appropriate step within the Sheriff’s Employee Association of Cayuga County (SEACC) Compensation Plan for 2019; and be it further

RESOLVED, that these positions 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.

Date 7/10/2019

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

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Jail

Job Title Being Requested (Exact Civil Service Title) Sheriff Custody Officer

Position Control Number 004713-SYS

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31501 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 IS IN SEACC

SEACC Grade 9LH

Probationary Salary Amount 42300 plus 12%

Step 3 Amount (DSPA or SEACC) 44873 plus 12%
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Salary for Position Requested</td>
<td>42300 + 12%</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>Per SEACC 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>The vacancy was created due to the promotion of a Sheriff Custody Officer into Sheriff Custody Corporal's position (per resolution 228-19)</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>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>There is no fiscal impact as this position is already in our current budget.</td>
</tr>
<tr>
<td>Department Head</td>
<td>Brian Schenck</td>
</tr>
<tr>
<td>Date</td>
<td>7/10/2019</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>Julie Piascik</td>
</tr>
<tr>
<td>Title of Person Submitting on Behalf of Department or Agency Head</td>
<td>Confidential Secretary to the Sheriff</td>
</tr>
</tbody>
</table>

MTR 7/10/19

Email not displaying correctly? [View it in your browser](#)
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 7/11/2019

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

Do you anticipate this request to result in fill-behinds? No

Cayuga County Department Jail

Job Title Being Requested (Exact Civil Service Title) Sheriff Custody Officer

Position Control Number 004725-00

Position Status Permanent

Position Designation Full-Time

Budget Account Number A31501 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 IS SEACC

SEACC Grade 9LH

Probationary Salary Amount 42300.00 + 12%

Step 3 Amount (DSPA or SEACC) 44873.00
<table>
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<tr>
<td>Starting Salary for Position Requested</td>
<td>42300.00</td>
</tr>
<tr>
<td>Justification for Salary Requested</td>
<td>As per SEACC Contract of 2018</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>Sheriff Custody Officer Festa resigned effective 7/20/19</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>
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<tr>
<td>What will the fiscal impact of filling this position in your budget this year and in future fiscal years?</td>
<td>There is no impact as it is already in our budget.</td>
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<td>Department Head</td>
<td>Sheriff Brian Schenck</td>
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<td>Date</td>
<td>7/11/2019</td>
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</tr>
<tr>
<td>Title of Person Submitting on Behalf of Department or Agency Head</td>
<td>Confidential Secretary</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 8/27/19

SHR Leave Bank Request rev

Authorizing the Creation of a Temporary Leave Bank for a Cayuga County Sheriff’s Employee

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

WHEREAS, an employee of the Cayuga County Sheriff’s Custody Division is on leave due to a medical condition; and

WHEREAS, this employee has only been employed with the Cayuga County Sheriff’s Custody Division since April 6, 2015 and loss of income will begin July 28, 2019; and

WHEREAS, discussion has occurred regarding this issue with representatives of the County and SEACC and both parties have agreed to allow for the creation of a temporary leave bank at the request of the Cayuga County Sheriff to address the immediate loss of income for the employee; therefore be it

RESOLVED, that the Cayuga County Legislature hereby approves this temporary leave bank (subject also has approval of the SEACC officials); and be it further

RESOLVED, that the Cayuga County Legislature authorizes and directs all those steps that may be required to undertake this temporary leave bank in accordance with the following conditions:

All other leave shall have been exhausted by the employee.
Leave bank will be retroactive to the date of last pay.
All County employees may be permitted to donate personal, vacation or compensation time in no less than half-day increments, at any amount up to a grand total of ninety-five work days
All leave donations shall be in writing on a standardized leave bank form,
Leave time shall be used by the employee in accordance with the SEACC contract, using one full day from each donation before additional days are utilized from donors making multiple day donations.

Judicial & Public Safety

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