

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

January 3, 2023

3:30 pm

- **Approval of minutes** from December 6, 2022 Public Safety Committee meeting
- **Financial**
 1. Expended 83.8% of 2022 budget. Savings to the County of \$224,657
- **Old business**
 1. Staffing
 2. IPPC Contract
 3. Purchase of new vehicle
 4. Succession planning for Probation Supervisor position
- **New business**
 1. Staffing
 2. Training
 3. Updating Probation Policy and Procedures
 4. Job readiness classes scheduled
 5. 2022 summary
 6. 2023 changes and goals
- **Personnel**
 1. One vacant Probation Officer 1 position
 2. One unfunded Probation Officer 1 position
- **Resolutions (0)**
 1. None
- **Proclamations**
 1. None
- **Adjournment**

DRAFT

PUBLIC SAFETY MEETING

December 6, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, December 6, 2022 at 2:30 PM.

Present:

Barb Roberts	Legislator
Brian Cain	Director, Probation
Dennis Mullen	Chair, Public Safety
Sheriff Gary Howard	Sheriff's Office
Stew Bennett	Administrative Coroner
Bob Williams	Deputy Director, Emergency Services
William Standinger	Legislator

Guest:

Cathy Haskell	Legislative Clerk
Peter DeWind	County Attorney

Absent:

Marte Sauerbrey	Chair, Legislator
Mike Simmons	Director, Emergency Services

APPROVAL OF MINUTES:

Approval of November 8, 2022 minutes:

Legislator Roberts made the motion, seconded by Legislator Standinger to approve the November 8, 2022 Public Safety minutes, as written. Motion carried.

PROBATION – Brian Cain:

FINANCIAL:

- Budget is on track. Expenditures are at 74.9%.

OLD BUSINESS:

- Staffing: Civil Service test results are back; have not received scores from Personnel.
- Training: All probation officer trainings to be completed by end of 2022.
- Purchase of new vehicle: Have not received yet, now waiting for two.

NEW BUSINESS:

- IPPC Technologies: Contract monitors all internet access of probationers; has been forwarded to County Attorney for review.
- Updating Probation Policy and Procedures: Working towards a final copy to be distributed to all probation officers; 25% completed.
- Collaboration with Veteran's Services: Probationer continued to volunteer services after mandated community service hours were completed.

- Succession planning for Probation Supervisor position: Teri Rosenberger plans to retire in 2023.

PERSONNEL:

- One vacant Probation Officer 1 position exists.
- One Probation Officer 1 position remains unfunded.

RESOLUTIONS:

- Approve a Contract Between the Tioga County Probation Department & the Family & Children's Counseling Services to Provide Adult & Juvenile Sexual Offender Assessment & Treatment Services in the Journey Project

***Committee agreed to move these resolutions forward*

OFFICE of EMERGENCY MANAGEMENT – Deputy Director Bob Williams on behalf of Director Mike Simmons:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

- Radio Project: Mike is on his way to Chicago to meet with Motorola & technicians from Capital Area Communications at staging facility in Schaumburg, Illinois December 6 through December 9, 2022. Observation of the assembled radio system to commence so they can determine if any changes are needed. Equipment should be here the week of December 21, 2022.
- CAD Project: Working with State Police to get radios in their cars. Fire Department's response plans are beginning to come in.
- EMS: No changes in coverage. Deputy Fire Coordinator – EMS has been posted.
- Emergency Management: Classes will begin in January 2023. The Threat Assessment Management Plan is due for submission to the State before the end of 2022; awaiting replies.
- Fire: Annual in-service training held at Montour Falls was completed by the County Fire Investigation Team.

NEW BUSINESS:

- None

PERSONNEL:

- The position of Deputy Director of Emergency Services has been selected, starting in January 2023.

RESOLUTIONS:

- Authorize Appointment of Full-Time Deputy Director Position

***Committee agreed to move these resolutions forward*

CORONER – Stew Bennett:

- No monthly report was given.

RESOLUTIONS:

- Amend 2022 Budget Contingency Transfer Request

SHERIFF – Gary Howard:

FINANCIAL:

- Revenues are at \$857,545 which is 133% of the budget. Inmate boarders are at \$406,461 which is 307% of the budget.
- Expenditures are at \$ \$9,818,553 which is 90% of the budget.

OLD BUSINESS:

- I Touch Implementation with Black Creek: Installation completed – testing is still ongoing.
- MAT Program: CASAC training completed.
- Jail camera project: Ongoing.

NEW BUSINESS:

- CID recording system replacement: Project has begun.
- Microsoft 365: Migration is in progress.
- New carpet in jail pods: Carpet has been installed, two have been completed – no issues.

PERSONNEL:

- Update on Vacancies:
 - Civil – one vacant part-time Civil Deputy position.
 - Corrections – six vacant Corrections Officer positions, one is leaving and one potentially leaving – may be down eight Corrections Officer within the month; two vacant part-time Cook positions.
 - Road Patrol –
 - No Deputies on light duty.
 - One Deputy attending Southern Tier Law Enforcement Academy.
 - One vacant Deputy position, waiting for results from Personnel; two unfunded Deputy positions.
 - E911 –
 - One vacant Full Time Dispatcher position.
 - One Dispatcher on maternity leave.
 - Records – all positions are filled.
 - Administration – all positions are filled.

RESOLUTIONS:

- Modify 2022 Budget: Amend Resolution 30-22 Project Lifesaver

***Committee agreed to move these resolutions forward*



ADJOURNED:

Meeting was adjourned at 2:48 PM.

Respectfully Submitted,

Donna Gilligan

Donna Gilligan

Accounting Associate III – Payroll Tioga County Sheriff's Office

12/06/22



TIOGA COUNTY, NEW YORK

Tioga County

YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 12

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL	REVISED	YTD ACTUAL	STD ACTUAL	ENC/REQ	AVAILABLE	PCT
		BUDGET	BUDGET				BUDGET	USE/COL
A3140 Probation								
A3140 415600	Adoption Investigatio	-600	-600	-300.00	.00	.00	-300.00	50.0%*
A3140 415800	Restitution Surcharge	-2,000	-2,000	-10,308.26	-28.81	.00	8,308.26	515.4%
A3140 415810	Probation - DWI Super	-16,000	-16,000	-7,430.00	-690.00	.00	-8,570.00	46.4%*
A3140 415811	DWI-Probation Salary	-10,000	-10,000	-10,000.00	.00	.00	.00	100.0%*
A3140 433100	State Aid-Probation	-105,205	-105,205	-105,205.36	.00	.00	.36	100.0%*
A3140 433100	CPS01 State Aid-Prob	0	-60,000	-60,000.00	.00	.00	.00	100.0%*
A3140 433160	State Aid-Enhanced Pr	-18,566	-18,566	-18,565.64	.00	.00	-36	100.0%*
A3140 433170	Ignition Interlock De	-3,678	-3,678	-3,308.00	.00	.00	-370.00	89.9%*
A3140 433180	State Aid- STSJP	-7,000	-7,000	-4,451.50	.00	.00	-2,548.50	63.6%*
A3140 433182	RTA State Aid -Raise t	-78,150	-78,150	-4,283.00	.00	.00	-78,433.00	4.8%*
A3140 510010	Full Time	839,125	832,785	699,326.36	54,965.99	.00	133,458.64	84.0%
A3140 510020	Part Time/Temporary	28,645	28,645	24,074.94	1,433.54	.00	4,570.06	84.0%
A3140 510030	Overtime Pay Only	5,000	5,000	5,092.34	4,354.92	.00	-92.34	101.8%*
A3140 510060	Workers Compensation	0	0	248.02	.00	.00	-248.02	100.0%*
A3140 510050	All Other(On Call), Cl	0	6,340	28,360.00	22,020.00	.00	-22,020.00	447.3%*
A3140 520060	CPS01 Car/Truck-	0	40,000	851.95	.00	.00	40,000.00	.0%
A3140 520070	Chairs	400	1,146	217.79	.00	.00	293.85	74.4%
A3140 520200	Office Equipment	2,500	1,500	1,692.75	.00	.00	1,282.21	14.5%
A3140 520215	Personal Protective E	4,500	4,754	810.29	938.55	.00	61.45	98.7%
A3140 540070	Car Maintenance	2,550	1,886	3,750	.00	.00	1,075.51	43.0%*
A3140 540080	Clinic Supplies	4,250	3,750	2,867.40	1,457.00	.00	882.60	76.5%*
A3140 540140	RTA Contracting Servic	72,510	72,510	810.00	.00	.00	72,510.00	95.3%*
A3140 540180	Dues	850	850	142.31	146.20	.00	257.69	89.3%
A3140 540220	Automobile Fuel	2,200	2,400	2,142.31	.00	.00	257.69	89.3%
A3140 540230	RTA Automobile Fuel-RT	1,230	1,230	2,038.80	244.52	.00	1,230.00	88.6%
A3140 540320	Leased/Service Equipm	3,300	2,300	494.63	.00	.00	261.20	46.9%*
A3140 540340	Literature	1,800	1,054	711.63	.00	.00	559.57	46.9%*
A3140 540360	Meals/Food	1,000	0	711.63	.00	.00	88.37	89.0%
A3140 540390	Mileage Expense	0	800	267.13	.00	.00	232.87	53.4%
A3140 540420	COVID9 Office Supplies	0	500	733.00	.00	.00	566.92	56.4%
A3140 540480	Postage	2,000	1,300	879.49	.00	.00	20,000.00	.0%
A3140 540487	CPS01 Program Expense-	0	20,000	149.91	.00	.00	6,620.51	11.7%
A3140 540487	FH01 Program Expense-F	0	7,500	156.91	.00	.00	1,115.10	11.8%
A3140 540590	Services Rendered	1,265	1,265	159.91	.00	.00	1,115.10	100.0%*
A3140 540630	Software Expense	9,247	13,157	3,758.68	255.62	.00	2,241.32	62.6%
A3140 540650	Stationery Supplies	6,500	6,000	1,523.20	138.48	.00	528.80	74.2%
A3140 540660	Telephone	2,052	2,052	1,253.67	113.97	.00	186.69	87.0%*
A3140 540731	RTA Telephone-RTA	1,440	1,440	8,529.19	.00	.00	1,270.81	87.0%*
A3140 540731	Training/State Requir	10,000	9,800	101,100.63	7,482.44	.00	1,576.95	98.5%*
A3140 581088	State Retirement Frin	102,678	102,678					



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
A3140							
583088	Social Security Fring	58,164	55,986.54	6,006.82	2,177.01	96.3%	
584088	Workers Compensation	19,198	19,737.15	1,537.49	-539.50	102.8%*	
585588	Disability Insurance	1,064	984.01	76.72	80.03	92.5%	
586088	Health Insurance Frin	301,471	260,222.13	18,989.77	41,248.53	86.3%	
58988	Eap Fringe	228	225.68	17.58	2.62	98.9%	
TOTAL Probation		1,244,067	1,021,960.84	119,460.80	229,606.21	81.7%	
A3142 Alternatives To Incarceration							
415150	Alternatives To Incar	-100	-88.00	-25.00	-12.00	88.0%*	
433120	State Aid-Alternative	-12,145	-6,571.88	.00	572.63	54.1%*	
510010	Full Time	13,466	12,239.95	965.02	1,226.05	90.9%	
510050	All Other(On Call, CI	0	640.00	480.00	-640.00	100.0%*	
540140	Contracting Services	4,000	2,044.68	30.40	1,955.32	51.1%	
581088	State Retirement Frin	2,428	2,769.80	210.12	-341.86	114.1%*	
583088	Social Security Fring	930	980.50	116.74	-30.53	103.2%*	
584088	Workers Compensation	392	389.52	29.55	2.27	99.4%	
585588	Disability Insurance	22	20.84	1.58	.88	95.9%	
586088	Health Insurance Frin	3,541	3,326.19	252.33	215.13	93.9%	
58988	Eap Fringe	5	4.48	.34	.18	96.1%	
TOTAL Alternatives To Incarcerati		12,559	15,756.08	2,061.08	-3,197.19	125.5%	
A3146 Sex Offender Program							
540140	Contracting Services	123,840	123,840.00	10,320.00	.00	100.0%	
TOTAL Sex Offender Program		123,840	123,840.00	10,320.00	.00	100.0%	
TOTAL General Fund		1,380,466	1,387,966	1,161,556.92	131,841.88	83.7%	
TOTAL REVENUES		-253,444	-313,444	-225,945.64	-743.81	.00	
TOTAL EXPENSES		1,633,909	1,701,409	1,387,502.56	132,585.69	-87,497.87	
					313,906.89		



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,380,466	1,387,966	1,161,556.92	131,841.88	.00	226,409.02	83.7%
** END OF REPORT - Generated by Zito, Angela **							

Public Safety Committee Meeting
Probation Department Report
January 3, 2023

Budget Status:

2022 Revenue Budget:

- \$640 of DWI Supervision fee collected in December. \$8,070 collected to date in 2022
- \$740 in restitution and surcharge collected in December. \$217,135 collected to date in 2022

For 2022, Probation budgeted total revenue collection to be \$18,600. The total amount collected for 2022 was \$18,713. This is 1% greater than the budgeted amount.

2022 Budget: Probation expended 83.8% of it's 2022 budget. This equals **a savings to the County for 2022 of \$224,657.55.**

Current Business:

1. Staffing – the one open Probation Officer 1 position remains unfilled. The results of the June 2022 Civil Service exam were received and we have asked Personnel to canvas the list created from the exam.
2. Training – All Probation Officers completed their 21 hours of mandated training in 2022. Should the open Probation Officer position be filled in 2023, it will require the new officer to complete nine weeks of Fundamentals/Peace Officer training. A significant increase in time and money of the four weeks of training previously required.
3. Probation is working to establish a contract with IPPC Technologies. IPPC Technologies monitors the cell phones, computers and other devices that can access the internet which probationers convicted of a sex offense possess. The proposed agreement has been forwarded to the County Attorney's Office for review.
4. The Probation Administrative Team is scheduled to meet on a weekly basis beginning in January of 2023 to complete the review and editing of all revised Departmental Policies and Procedures. This will ensure the equitable enforcement of all conditions of probation and be current with best practices in all other aspects of the Probation profession.
5. Changes in the structure and responsibilities within the Probation Department are underway to allow for the presentation of the Decision Points curriculum within certain identified Tioga County schools.
6. A series of four Job Readiness/Employment classes have been scheduled for February of 2023 in conjunction with the Tioga County Employment Center. Probation Officers are in the process of identifying individuals who will benefit from these classes scheduled for February 13, 2023, February 15, 2023, February 22, 2023, and February 27, 2023.

7. Highlights of 2022:

- Collaboration (Veterans, Schools, DSS, Employment, Law Enforcement)
- Probation fleet overhaul
- Staffing/training (hired financial secretary, sufficiently staffed)
- Automon hosting CE
- Equity/Accountability
- Employee focus (equipment, staff person of quarter award, flexible hours)
- Pushing Probation into community (volunteering, Decision Points in school, multi-agency collaboration)
- Compliance with polygraph for level III sex offenders who have completed treatment

8. Goals and Changes for 2023

- New Judge
- Expansion of Pre-Trial Services
- Completion of Policies and Procedures update
- New training requirements
- Finish upgrade to Probation vehicles
- Implement MOU for monitoring of Sex Offender technology
- Continue with plans to arm Probation Officers
- Implementation of Probation Services in the Schools
- Upgrade to Probation satellite office in Waverly
- Supervisor retirement and promotions
- Adjustment to "Raise the Lower Age" implementation

9. Juvenile Delinquency Services:

December of 2022- There were two Juvenile Delinquency Appearance Tickets (JDATs) received for the month of December. The charges included the Taking of a Deer Illegally, and Criminal Mischief. Both matters are being considered for diversion services. If a Diversion is not possible, the matters will be referred to the County Attorney's Office for possible petition to Family Court.

There were 30 JDATs processed in 2021. The 37 processed in 2022 represents a **23% increase in JDATs processed by the Tioga County Probation Department.**

YTD: 37 JDATs received to date.

- E- Connect: 32 youth screened (three respondents did not appear, one youth had multiple tickets, and one youth refused to complete screening). Seventeen of the youth screened were determined to be below threshold for mental health services. Nine youth were determined to be a level III and were referred for a mental health assessment. Five youth were determined to be a level II and were referred to

mental health for an evaluation and possible treatment. One youth was determined to be a Level I and was referred for immediate crisis services at Tioga County Department of Mental Hygiene.

- Probation continues to support and make referrals to ACBC as their Making Our Success Sustainable (M.O.S.S.) Program continues to grow.
- We have four youth currently in juvenile sex offender treatment.

ATI Programs:

- Electronic Monitoring – There are currently four individuals being monitored via the VCheck24 phone app GPS electronic monitoring system.
- Community Service – WWP is up and running effective. The District Attorney's Office has included WWP in plea agreements where it is possible to maintain the program. WWP is also being used as a graduated sanction on Probation Violations.
- Pre-Trial Release – There are 10 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 31 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 180 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 20 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

One Vacant Probation Officer I position
One unfunded Probation Officer position

Resolutions: No Resolutions