

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

December 6, 2022

2:30 pm

- **Approval of minutes** from November 8, 2022 Public Safety Committee meeting
- **Financial**
 1. Budget on track for 2022, expended 74.9% to date
- **Old business**
 1. Staffing
 2. Collaboration with Tioga Career Center
 3. Purchase of new vehicle
 4. Expansion of Pretrial Services
- **New business**
 1. IPPC Technologies contract
 2. Collaboration with TCDSS and County Attorney
 3. Updating Probation Policy and Procedures
 4. Collaboration with Veteran's Services
 5. Succession planning for Probation Supervisor position
- **Personnel**
 1. One vacant Probation Officer 1 position
 2. One unfunded Probation Officer 1 position
- **Resolutions (1)**
 1. Resolution to renew contract with Family and Children's Society of Broome County for sex offender treatment of probationers
- **Proclamations**
 1. None
- **Adjournment**



PUBLIC SAFETY MEETING

November 8, 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, November 8, 2022 at 2:37 PM.

Present:

Dennis Mullen	Chair, Public Safety
Barb Roberts	Legislator
Marte Sauerbrey	Chair, Legislator (<i>in at 2:40</i>)
William Standinger	Legislator
Stew Bennett	Administrative Coroner
Brian Cain	Director, Probation
Sheriff Gary Howard	Sheriff's Office
Mike Simmons	Director, Emergency Services
Bob Williams	Deputy Director, Emergency Services

Guest:

Pete DeWind	County Attorney
Cathy Haskell	Clerk of the Legislature

Absent:

Edward Hollenbeck	Legislator
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APPROVAL OF MINUTES:

Approval of October 4, 2022 minutes:

Legislator Mullen made the motion, seconded by Legislator Standinger, to approve the October 4, 2022 Public Safety minutes, as written. Motion carried.

OFFICE of EMERGENCY SERVICES – Mike Simmons:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

- Radio Project: Lease for land rental is being developed.
- CAD Project: Response plans for the fire departments need to be developed and submitted for review so they can be entered into the CAD
- EMS: EMS study results have been presented to various groups in the county. Curtis Hammond, Candor EMS, gave a brief presentation about what Candor is doing for coverage. Curtis has been asked to speak at various agencies as to what they did in Candor. It is difficult to get volunteers or paid personnel to do EMS work. Candor received a grant to get young kids involved and have 10 signed up so far. They have been working with Wilson Hospital and Robert Packer Hospital. Tioga County is not the only county struggling.
- Emergency Management: Public Assistance classes were cancelled due to low registration. Working on getting two Tier 3 Emergency Management trainings scheduled.
- Fire: Campville Fire responded to a large barn fire at Rudin's Farm.

NEW BUSINESS:

- None

PERSONNEL: Resos are being presented to add one part-time Assistant Fire Coordinator and make the current Deputy Director position full time.

RESOLUTIONS:

- Appropriation of Funds Modify 2022 Budget Senator's grant 2010 Refund Office of Emergency Services
A resolution was presented requesting authorization to appropriate funds and modify the 2022 budget for a \$2,000 refund.
- Appropriation of Funds 2022 Homeland Security Grant (SHSP) Modify 2022 Budget Office of Emergency Services and Sheriff's Office
A resolution was presented requesting authorization to appropriate the 2022 NYS Homeland Security grant in the amount of \$41,825 for Emergency Services and \$17,925 for the Sheriff's Office.
- Authorize Acceptance of Statewide Interoperable Communications "Formula" Grant (SICG21) Appropriation of Funds & Modify 2022 Budget Office of Emergency Services
A resolution was presented requesting authorization to accept and appropriate the SICG21 grant and modify the 2022 budget.
- Acceptance of the Application for Ryan Telfer and Kyle Telfer to the Tioga County Fire Investigation Team
A resolution was presented requesting authorization to appoint Ryan Telfer and Kyle Telfer to the Tioga County Fire Investigation Team effective November 15th.
- Appoint Member to Critical Incident Stress Debriefing Team Office of Emergency Services
A resolution was presented requesting authorization to appoint Ronald Holbrook to the Critical Incident Stress Debriefing Team.
- Appoint Member to Critical Incident Stress Debriefing Team Office of Emergency Services
A resolution was presented requesting authorization to appoint Lauren Primm to the Critical Incident Stress Debriefing Team.
- Authorize Part-Time Assistant Fire Coordinator and Increase Hours of Deputy Director Office of Emergency Services
A resolution was presented requesting authorization to create one part-time Assistant Fire Coordinator and increase the Deputy Director of Emergency Services position to full time effective January 1, 2023.

***Committee agreed to move these resolutions forward ***

SHERIFF – Gary Howard:

FINANCIAL:

- Revenues are at \$703,773 which is 109% of the budget. Inmate boarders account for \$458,861 which is at 305% of the budget.
- Expenditures are at \$8,994,572 which is 83% of the budget.

OLD BUSINESS:

- Itouch Implementation with Black Creek – testing is still ongoing.
- Tru-Narc training has been completed.
- MAT started 10/7/22. We have 7 inmates who qualified for the program.

NEW BUSINESS:

- Jail Camera Project: ongoing.
- CID recording system replacement: The new system will allow others to view the recordings in their offices once the program has been loaded onto their computer.

PERSONNEL:

- Update on Vacancies:
 - Civil – one vacant part-time Civil Deputy position
 - Corrections – 6 vacant Corrections Officer positions; 2 vacant part-time Cook positions
 - Road Patrol:
 - No Deputies are on light duty
 - One Deputy is attending the Southern Tier Law Enforcement Academy
 - One vacant Deputy position and 2 unfunded Deputy positions
 - E911 Emergency Communications Center:
 - There is currently one open full-time position
 - Part-time Dispatcher has been filled.
 - Records – all positions are filled.
 - Administration – all positions are filled.

RESOLUTIONS:

- Appropriation of Funds 2022-2023 NYS STOP DWI High Visibility Engagement Grant STOP DWI
A resolution was presented requesting authorization to appropriate the 2022-2023 NYS Stop DWI High Visibility Engagement grant.

***Committee agreed to move this resolution forward ***

PROBATION – Brian Cain:

FINANCIAL:

Budget is on track. Expenditures are at 70.3%

NEW BUSINESS:

1. Staffing: Waiting until the civil service exam results are in before hiring one Probation Officer 1 position.
2. Training: 2 new Probation Officers have completed all the state training.
3. Collaboration with TCDSS and Tioga Career Center: a joint meeting in Utica was held to discuss progress and how to proceed.
4. \$60,000 DCJS Pre-trial Services Grant Award. Would like to purchase a vehicle to be used for pre-trial services to get them to court. Working on acquisition process to obtain a vehicle without having to wait many months.
5. ATI Program: This program is up and running again.
6. Court Ordered Investigations are at 37; Court ordered supervision is at 187 cases.

PERSONNEL:

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

RESOLUTIONS:

- Resolution to Approve a Grant Award from NYS Division of Criminal Justice for County Pre-Trial Services
A resolution was presented requesting authorization to accept this award and modify the 2022 budget to appropriate funds.

***Committee agreed to move this resolution forward ***

CORONER – Stew Bennett:

- No monthly report was given – went directly into Executive Session .

EXECUTIVE SESSION

Legislator Mullen made a motion, seconded by Legislator Standing, to go into executive session at 3:03 PM to discuss financial matters of a particular employee. In attendance was Legislators Mullen, Roberts, and Standing; Administrative Coroner Stew Bennett; Legislature Clerk Cathy Haskell; Legislator Chair Sauerbrey; and County Attorney Peter DeWind.

Legislator Mullen motioned to adjourn Executive Session at 3:19 p.m.

Respectfully Submitted,

Diane Rockwell

Diane Rockwell
Secretary to the Sheriff
11/8/22



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 11

ACCOUNTS FOR: General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	FNC/RFO	PCT USE/COI	AVAILABLE BUDGET	PCT USE/COI
A3140 Probation								
A3140 415600	Adoption Investigatio	-600	-300.00	.00	.00	50.0%*	-300.00	50.0%*
A3140 415800	Restitution Surcharge	-2,000	-10,279.45	-677.99	.00	8,279.45	514.0%	514.0%
A3140 415810	Probation - DWI Super	-16,000	-6,740.00	-690.00	.00	-9,260.00	42.1%*	42.1%*
A3140 415811	DWI-Probation Salary	-10,000	-10,000.00	.00	.00	.00	100.0%	100.0%
A3140 433100	State Aid-Probation	-105,205	-105,205.36	-26,301.34	.00	.00	100.0%	100.0%
A3140 433100	CP501 State Aid-Prob	0	-60,000.00	.00	.00	.00	100.0%	100.0%
A3140 433160	State Aid-Enhanced Pr	-18,566	-18,565.64	-4,641.41	.00	.00	100.0%*	100.0%*
A3140 433170	Ignition Interlock De	-3,678	-3,308.00	.00	.00	.00	89.9%*	89.9%*
A3140 433180	State Aid- STSJp	-7,000	-5,269.23	.00	.00	-1,730.77	75.3%*	75.3%*
A3140 433182	RTA State Aid -Raise t	-78,150	-78,150	.00	.00	-78,433.00	-4%*	-4%*
A3140 510020	RTA State Aid -Raise t	-78,150	-78,150	.00	.00	-78,433.00	-4%*	-4%*
A3140 510030	Part Time/Temporary	839,125	832,785	55,103.34	.00	188,424.63	77.4%	77.4%
A3140 510030	OverTime Pay Only	28,645	28,645	1,990.09	.00	6,003.60	79.0%	79.0%
A3140 510050	Workers Compensation	5,000	248.02	.00	.00	4,262.58	14.7%	14.7%
A3140 510050	All other(On Call), Cl	0	248.02	.00	.00	-248.02	100.0%*	100.0%*
A3140 520060	CP501 Car/Truck-	0	6,340.00	.00	.00	40,000.00	100.0%	100.0%
A3140 520070	Chairs	0	40,000.00	.00	.00	40,000.00	100.0%	100.0%
A3140 520200	Office Equipment	400	1,146	.00	.00	293.85	74.4%	74.4%
A3140 520215	Personal Protective E	2,500	1,500	.00	.00	1,282.21	14.5%	14.5%
A3140 540070	Car Maintenance	4,500	4,754	.00	.00	61.45	98.7%	98.7%
A3140 540080	Clinic Supplies	2,550	1,886	85.13	.00	1,075.51	43.0%	43.0%
A3140 540140	RTA Contracting Servic	4,250	3,750	720.00	.00	2,339.60	37.6%	37.6%
A3140 540180	Dues	72,510	72,510	.00	.00	72,510.00	100.0%	100.0%
A3140 540220	Automobile Fuel	850	810.00	.00	.00	40.00	95.3%	95.3%
A3140 540220	RTA Automobile Fuel-RT	2,200	1,996.11	332.76	.00	243.89	88.9%	88.9%
A3140 540320	Leased/Service Equipm	1,230	1,230	.00	.00	1,230.00	100.0%	100.0%
A3140 540340	Literature	3,300	2,300	227.82	.00	454.31	80.2%	80.2%
A3140 540360	Meats/Food	1,800	1,054	.00	.00	559.57	46.9%	46.9%
A3140 540390	Mileage Expense	1,000	711.63	.00	.00	88.37	89.0%	89.0%
A3140 540420	COVID19 Office Supplies	100	267.13	.00	.00	232.87	53.4%	53.4%
A3140 540480	Postage	0	733.08	.00	.00	566.92	56.4%	56.4%
A3140 540487	CP501 Program Expense-	0	329.99	.00	.00	20,000.00	100.0%	100.0%
A3140 540590	Services Rendered	0	149.90	.00	.00	7,170.01	4.4%	4.4%
A3140 540620	Software Expense	1,265	13,157	.00	.00	1,115.10	11.8%	11.8%
A3140 540630	Stationery Supplies	9,247	6,000	208.97	.00	2,496.94	58.4%	58.4%
A3140 540660	Telephone	6,500	1,246.24	.00	.00	805.76	60.7%	60.7%
A3140 540660	RTA Telephone-RTA	2,052	1,025.73	.00	.00	414.63	71.2%	71.2%
A3140 540731	Training/State Requir	1,440	8,577.07	1,707.20	.00	1,662.93	83.4%	83.4%
A3140 581088	State Retirement Frin	102,678	93,618.19	7,483.24	.00	9,059.39	91.2%	91.2%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
A3142 Alternatives To Incarceration							
A3142 415150 Alternatives To Incar	-100	-100	-63.00	.00	.00	-37.00	63.0%*
A3142 433120 State Aid-Alternative	-12,145	-12,145	-6,571.88	.00	.00	-5,572.63	54.1%*
A3142 510010 Full Time	13,466	13,466	11,274.93	961.37	.00	2,191.07	83.7%*
A3142 510050 All other(On Call, CI	0	0	160.00	.00	.00	-160.00	100.0%*
A3142 540140 Contracting Services	4,000	4,000	2,014.28	209.32	.00	1,985.72	50.4%*
A3142 581088 State Retirement Frin	2,428	2,428	2,559.68	863.76	.00	-131.74	105.4%*
A3142 583088 Social Security Frin	950	950	863.76	209.32	.00	86.21	90.9%*
A3142 584088 Workers Compensation	392	392	359.97	29.43	.00	31.82	91.9%*
A3142 585588 Disability Insurance	22	22	19.26	1.57	.00	2.46	88.7%*
A3142 586088 Health Insurance Frin	3,541	3,541	3,073.86	251.38	.00	467.46	86.8%*
A3142 588988 Eap Fringe	5	5	4.14	.34	.00	.52	88.8%*
TOTAL Alternatives To Incarcerati	12,559	12,559	13,695.00	1,522.76	.00	-1,136.11	109.0%*
A3146 Sex Offender Program							
A3146 540140 Contracting Services	123,840	123,840	113,520.00	10,320.00	10,320.00	.00	100.0%*
TOTAL Sex Offender Program	123,840	123,840	113,520.00	10,320.00	10,320.00	.00	100.0%*
TOTAL General Fund	1,380,466	1,387,966	1,028,143.24	72,398.33	11,029.96	348,792.74	74.9%*
TOTAL REVENUES	-253,444	-313,444	-226,019.56	-32,310.74	.00	-87,423.95	
TOTAL EXPENSES	1,633,909	1,701,409	1,254,162.80	104,709.07	11,029.96	436,216.69	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT 2022

FOR 2022 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/PFO	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,380,466	1,387,966	1,028,143.24	72,398.33	11,029.96	348,792.74	74.9%
** END OF REPORT - Generated by zito, Angela **							

Public Safety Committee Meeting
Probation Department Report
December 6, 2022

Budget Status:

2022 Revenue Budget:

- \$690 of DWI Supervision fee collected in November. \$7,380 collected to date in 2022
- \$605.00 in restitution and surcharge collected in November. \$203,040.49 collected to date in 2022

2022 Budget: On target, expended 74.9% to date.

Current Business:

1. Staffing – We continue to have one open Probation Officer 1 position. We are still awaiting results from the June Civil Service exam before we consider filling the position.
2. Training – Probation Officers are required to complete 21 hours of training annually. The majority of officers have completed their annual training and those who have not, are scheduled to complete prior to December 31, 2022.
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 has begun the process of updating and reviewing all policies and procedures within the Department. The goal is to assure equitable enforcement of all conditions of probation and be current with best practices in all other aspects of the Probation profession.

Update: The Administrative Team continues to work its way through the revised policies and procedures preparing a final copy for distribution and review by all officers. The project is currently approximately 25% completed.

5. Probation recently worked in conjunction with the Director of Veteran's Services to obtain a location for a probationer to complete a significant amount of community service hours. By all accounts the probationer provided a useful service and volunteered to continue after his mandated community service hours were completed.
6. Probation began the process of purchasing a vehicle with the Pretrial Services Grant Award that was received from DCJS in October. A portion of the \$60,000 Award will be used to purchase a reliable vehicle to help support the expansion of Pretrial Services throughout Tioga County.

Update: There were no SUVs available on the lot for immediate purchase. Therefore Probation will have to order the SUV delaying delivery to some time in 2023.

7. The Probation Administrative Team has initiated the process of succession planning in regard to the position of Probation Supervisor. Supervisor Teri Rosenberger will be retiring in 2023 so the team has started meeting with the four candidates who have expressed interest in the position. The Team will continue to meet with the candidates in order to educate them as to the responsibilities of a Probation Supervisor.

8. Juvenile Delinquency Services:

November of 2022- There were three Juvenile Delinquency Appearance Tickets (JDATs) received for the month of November. The charges included Making Terroristic Threats and two instances of Assault in the Third Degree. Due to the serious nature of the charges, diversion services were not offered and all matters were referred to the County Attorney's Office for possible petition to Family Court.

YTD: 33 JDATs received to date.

- E- Connect: 29 youth screened (three respondents did not appear and one youth had multiple tickets). Sixteen 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. Three 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 is currently one probationer being monitored via the traditional 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 17 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 36 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 178 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 26 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: One (1) Resolution

1. Resolution to renew contract with Family and Children's Society of Broome County for sex offender treatment of probationers

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

RESOLUTION TO APPROVE A
CONTRACT BETWEEN THE TIOGA
CO. PROBATION DEPT. &
THE FAMILY AND CHILDREN'S
COUNSELING SERVICES TO
PROVIDE ADULT & JUVENILE SEXUAL
OFFENDER ASSESSMENT AND
TREATMENT SERVICES IN THE
JOURNEY PROJECT

WHEREAS: The Legislature approved a contract between Tioga County Probation Department and The Family and Children's Society for the provision of adult and juvenile sex offender treatment in 2019; and

WHEREAS: The Family and Children's Society contract with Tioga County Probation provides for a total of 21 sexual offender slots as follows: 15 adult assessment and treatment slots; 10 adult safety monitor education slots; 6 juvenile offender assessment and treatment slots and 10 parent safety monitor education slots for a cost of \$123,840 annually; now therefore be it

RESOLVED: That the Probation Director is approved to contract in 2023 with The Family and Children's Society to provide adult sexual offender assessment and treatment, juvenile sexual offender assessment and treatment and educational sessions for adult supervisors and parent supervisors in the amount of \$123,840 annually.