

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation

February 7, 2023

1:30 pm

- **Approval of minutes** from January 3, 2023 Public Safety Committee meeting
- **Financial**
 1. Budget on track for 2023
- **Old business**
 1. Staffing
 2. IPPC Contract
 3. Policies and Procedures
 4. Employment classes
- **New business**
 1. Staffing
 2. Training
 3. Sex Offender supervision enhancement
 4. Job readiness class roster
 5. Ipads for Officers
 6. Interactive Journaling digital platform
- **Personnel**
 1. Two vacant Probation Officer 1 positions
 2. One unfunded Probation Officer 1 position
- **Resolutions (2)**
 1. Resolution to approve ATI Board appointments
 2. Resolution to approve a maintenance contract with Catalis
- **Proclamations**
 1. None
- **Adjournment**

DRAFT

PUBLIC SAFETY MEETING

January 3, 2022

The regular meeting of Public Safety, Probation, Office of Emergency Services, was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, January 3, 2023 at 3:30 PM.

Present:

Dennis Mullen	Chair, Public Safety
William Standinger	Legislator
Sheriff Gary Howard	Sheriff's Office
Mike Simmons	Director, Emergency Services
Corinne Cornelius	Deputy Director, Emergency Services
Brian Cain	Director, Probation
Marte Sauerbrey	Chair, Legislator
Bob Williams	Asst. Coordinator - Emergency Services Office

Guest:

Cathy Haskell	Legislative Clerk
Peter DeWind	County Attorney

Absent:

Barb Roberts	Legislator
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APPROVAL OF MINUTES:

Approval of December 6, 2022 minutes postponed; recommending to be moved forward to full Legislator work session on 1/5/2023 due to lack of quorum at this time.

OFFICE of EMERGENCY MANAGEMENT – Director Mike Simmons:

FINANCIAL:

- Budget is on track.

OLD BUSINESS:

- Currently we have unofficial agreements with landowners for some of the new tower sites. Anderson Hill in Richford, Bobcat Road, (Roundtop Park) in Athens, PA, Dodge Road in Spencer and Babcock Road in Nichols. The Babcock Road site is planned to replace the Skyview Racetrack site and has better coverage. The County Attorney office will develop lease agreements with the land owners.
- Several staff travelled to Motorola's staging facility in Schaumburg Illinois on December 6-9, 2022. Our radio system had been assembled at the staging facility and connected to the Onondaga Core. We had the opportunity to operate and conduct functionality testing of the radio system. The system passed all the tests that were conducted. Following this testing phase, the equipment was disassembled, packaged, and shipped. We started receiving shipments of equipment during the week of December 12th.

- We have located a suitable building to provide secure storage for the duration of the project. The space provides a loading dock, is heated, alarmed and has video monitoring, 2500 sq. ft @ \$2,190/month.
- CAD Project: The State Police IT and Communications groups have been working to get the system installed in the State Police cars. Waiting on parts; modems, GPS, antennas are all on backorder.
- The position of Assistant Fire Coordinator/EMS - has been posted
- Spring EMT classes are scheduled. Enrollment so far has been good, and we expect to have enough students to conduct classes.

NEW BUSINESS:

- Citizens Preparedness class will be held at the Spencer Van-Etten High School on January 14, 2023 1:00pm.
- The Threat Assessment Management Plan is complete and has been submitted to the State.
- FIRE: Emergency Services and Fire Chiefs are working together to develop a Tanker/Tender Task Force Plan to create pre-established groups of Fire Department Tankers who can respond together when needed to supply water for firefighting.

PERSONNEL:

- Hiring Corinne Cornelius to fill the position of Deputy Director of Emergency Services, start date 1/3/2023.

RESOLUTIONS:

- Authorize Lease Agreement for Storage of Radio Equipment
- Modify 2023 Budget and Appropriation of Funds
- Authorize Lease with Motorola Solutions to Fund Equipment P25 Radio System Project

SHERIFF – Gary Howard:**FINANCIAL:**

- Revenues are at \$898,446 which is 139% of the budget. Inmate boarders are at \$492,112 which is 328% of the budget.
- Expenditures are at \$ \$11,003,765 which is 99% of the budget.

OLD BUSINESS:

- I Touch Implementation with Black Creek: Installation completed – testing is still ongoing.

NEW BUSINESS:

- New carpet in jail pods: Carpet has been installed, two have been completed
- CID recording system replacement project awaiting installation J
- Jail camera project: Tower replacement completed

PERSONNEL:

- 1. Civil Office**
 - a) There is currently (1) open part-time Civil Deputy position.
- 2. Corrections Division**
 - a) There are currently (7) open Corrections Officer positions.
 - b) There are currently (2) open part-time Cook positions.
- 3. Road Patrol**
 - a) There are no Deputies currently on light duty.
 - b) We have (1) Deputy attending the Southern Tier Law Enforcement Academy.
 - c) There is currently (1) open Deputy position and (2) unfunded Deputy positions.
- 4. E911 Emergency Communications Center**
 - a) There is currently (1) open full-time position.
- 5. Records**
 - a) All positions are filled.
- 6. Administration**
 - a) All positions are filled.

RESOLUTIONS: None

PROBATION – *Brian Cain*:**FINANCIAL:****Budget Status:**

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.

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.
3. Probation is working to establish an MOU 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.
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 with standards of state
- 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:

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.

- **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

- One Probation Officer 1 position remains unfunded.

ADJOURNED:

Meeting was adjourned at 4:11 PM.

Respectfully Submitted,

Debora J. Stubecki

Office Specialist III

Tioga County Office of Emergency Services



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT JANUARY 2023

FOR 2023 01

ACCOUNTS FOR: A	General Fund	ORIGINAL	TRANSFRS/ ADJUSTMTS	REVISED	YTD ACTUAL	ENC/REQ	AVAILABLE	PCT
		APPROP		BUDGET			BUDGET	USE/COL
A3140 Probation								
A3140	415600	Adpt Inv	-600	-600	-300.00	.00	-300.00	50.0%
A3140	415800	Rst Surch	-2,000	-2,000	-35.23	.00	-1,964.77	1.8%
A3140	415810	Dwi Supfee	-16,000	-16,000	-640.00	.00	-15,360.00	4.0%
A3140	415811	Dwi Prob	-10,000	-10,000	.00	.00	-10,000.00	.0%
A3140	433100	Sa Prob	-105,205	-105,205	.00	.00	-105,205.00	.0%
A3140	433160	Sa Probsup	-18,566	-18,566	.00	.00	-18,566.00	.0%
A3140	433170	Ign Intr1k	-3,678	-3,678	.00	.00	-3,678.00	.0%
A3140	433180	STSP	-7,000	-7,000	.00	.00	-7,000.00	.0%
A3140	433182	RTA ST-RTA	-16,920	-16,920	.00	.00	-16,920.00	.0%
A3140	510010	Salary Ft	786,371	786,371	28,509.79	.00	757,861.21	3.6%
A3140	510020	Salary Pt	29,817	29,817	1,022.26	.00	28,794.74	3.4%
A3140	510030	Salary Ot	5,000	5,000	.00	.00	5,000.00	.0%
A3140	510050	Salary Oth	0	0	1,033.39	.00	-1,033.39	100.0%
A3140	520060	CPS01 Car/Truck	0	40,000	.00	.00	40,000.00	.0%
A3140	520070	Chairs	400	400	.00	.00	400.00	.0%
A3140	520200	Office Eq	2,500	2,500	.00	.00	2,500.00	.0%
A3140	520215	Pers Pro E	4,500	4,500	.00	.00	4,500.00	.0%
A3140	540070	Car Maint	2,000	2,000	.00	.00	2,000.00	.0%
A3140	540080	Clinic Sup	4,250	4,250	.00	.00	4,250.00	.0%
A3140	540180	Dues	900	900	750.00	.00	150.00	83.3%
A3140	540220	Auto Fuel	2,200	2,200	.00	.00	2,200.00	.0%
A3140	540320	RTA auto Fuel-	1,000	1,000	.00	.00	1,000.00	.0%
A3140	540320	Leased Eq	3,300	3,300	.00	.00	3,300.00	.0%
A3140	540340	Literature	1,500	1,500	150.00	.00	1,350.00	10.0%
A3140	540360	MeatS./Food	1,000	1,000	.00	.00	1,000.00	.0%
A3140	540390	Milage	1,100	1,100	.00	.00	1,100.00	.0%
A3140	540480	Postage	1,500	1,500	.00	.00	1,500.00	.0%
A3140	540487	CPS01 PE-CPS01	0	20,000	.00	.00	19,985.00	.1%
A3140	540487	FH01 PE-FHF	0	6,621	.00	.00	6,620.51	.1%
A3140	540590	Serv Rnd	1,265	1,265	.00	.00	1,265.00	.0%
A3140	540620	Software	9,710	9,710	.00	.00	9,710.00	.0%
A3140	540630	Stat Sup	6,000	6,000	-57.75	.00	5,966.54	.6%
A3140	540660	Telephone	2,052	2,052	.00	.00	2,052.00	.0%
A3140	540660	RTA Telephone	1,440	1,440	.00	.00	1,440.36	.0%
A3140	540731	Train st	12,067	12,067	.00	.00	12,067.00	.0%
A3140	581088	St Ret	102,678	102,678	6,713.62	.00	95,963.96	6.5%
A3140	583088	Social Sec	58,164	58,164	4,177.83	.00	53,985.72	7.2%
A3140	584088	Work Comp	19,198	19,198	1,537.27	.00	17,660.38	8.0%
A3140	585588	Disab Ins	1,064	1,064	76.71	.00	987.33	7.2%
A3140	586088	Health Ins	301,471	301,471	19,796.36	.00	281,674.30	6.6%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT JANUARY 2023

FOR 2023 01

ACCOUNTS FOR: General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
A3140 588988 Eap	228	0	228	19.14	.00	209.16	8.4%
TOTAL Probation	1,181,705	66,621	1,248,326	62,753.39	106.21	1,185,466.05	5.0%
A3142 Alternatives To Incarceration							
A3142 415150 Alt To Inc	-100	0	-100	.00	.00	-100.00	.0%
A3142 433120 Sa Alt Inc	-12,145	0	-12,145	.00	.00	-12,144.51	.0%
A3142 510010 Salary Ft	13,705	0	13,705	474.39	.00	13,230.61	3.5%
A3142 540140 Cont Svs	3,500	0	3,500	.00	.00	3,500.00	.0%
A3142 581088 St Ret	2,428	0	2,428	161.26	.00	2,266.68	6.6%
A3142 583088 Social Sec	950	0	950	71.17	.00	878.80	7.5%
A3142 584088 Work Comp	392	0	392	29.77	.00	362.02	7.6%
A3142 585588 Disab Ins	22	0	22	1.59	.00	20.13	7.3%
A3142 586088 Health Ins	3,541	0	3,541	264.86	.00	3,276.46	7.5%
A3142 588988 Eap	5	0	5	.38	.00	4.28	8.2%
TOTAL Alternatives To Incarceration	12,298	0	12,298	1,003.42	.00	11,294.47	8.2%
A3146 Sex Offender Program							
A3146 540140 Cont Svs	123,840	0	123,840	.00	.00	123,840.00	.0%
TOTAL Sex Offender Program	123,840	0	123,840	.00	.00	123,840.00	.0%
TOTAL General Fund	1,317,843	66,621	1,384,464	63,756.81	106.21	1,320,600.52	4.6%
TOTAL REVENUES	-192,214	0	-192,214	-975.23	.00	-191,238.28	
TOTAL EXPENSES	1,510,057	66,621	1,576,677	64,732.04	106.21	1,511,838.80	



TIOGA COUNTY, NEW YORK

Tioga County

YEAR-TO-DATE BUDGET REPORT JANUARY 2023

FOR 2023 01

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,317,843	66,621	1,384,464	63,756.81	106.21	1,320,600.52	4.6%

** END OF REPORT - Generated by Zito, Angela **

Public Safety Committee Meeting

Probation Department Report

February 7, 2023

Budget Status:

2023 Revenue Budget:

- \$1,110 of DWI Supervision fee collected in January. \$1,110 collected to date in 2023
- \$730 in restitution and surcharge collected in January. \$730 collected to date in 2023

Current Business:

1. Staffing – Probation Officer Toby Foster unexpectedly resigned effective January 23, 2023. This leaves Probation with two unfilled Probation Officer I positions and no valid Civil Service list. The position has been advertised and the sole applicant will be interviewed on February 14, 2023. It is the intention to hire candidates provisionally until the next Civil Service test is given.
2. Training – It appears that training will be a more significant cost than anticipated in 2023. With the unexpected resignation of Officer Foster and the need to fill yet another Probation Officer I position, the previously anticipated cost for training in 2023 will most likely double. Given the new training requirements which took effect January 1, 2023, requiring nine weeks of training instead of the traditional four weeks, Probation may have to seek additional funding for training in 2023 if virtual training options cannot be located.
3. As an enhancement to sex offender supervision in 2023, Probation is still 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.
4. The Probation Administrative Team continues to meticulously review and finalize all Policies and Procedures. The target date to complete this project is March 30, 2023 as Part Time Supervisor Joy Bennett is retiring at the end of March 2023. It is also anticipated that the updated Policies and Procedures will be available electronically and not just in a paper version. This will be of particular use to newly hired Probation Officers who are required to take a copy of their department's Policies and Procedures to fundamentals training.
5. Changes in the structure and responsibilities within the Probation Department are underway given the recent staffing changes and the goals of the Department for 2023.
6. Unemployed probationers have been identified to participate in the Job Readiness/Employment classes have been scheduled for February of 2023 in conjunction with the Tioga County Employment Center. Unemployed but employable

probationers will benefit from these classes scheduled for February 13, 2023, February 15, 2023, February 22, 2023, and February 27, 2023.

7. Another focus of Probation in 2023 is to provide Officers with up to date technology available to assist them in their duties. To that end, Probation is exploring the purchasing of Ipads for all officers to enable them to access Caseload Explorer (Probation's case management tool), as well as forms, case notes, and other information necessary to effectively supervise probationers when not at their desktop. Probation has had initial discussions with IT Director Loveland regarding this. It appears it may be possible within the constraints of the current Probation budget.
8. Probation currently purchases interactive journaling booklets from The Change Companies to work with juvenile delinquents referred to Probation. The booklets are an Evidence Based modality to address the various issues which the youth are struggling with when being referred to Probation. Probation is now exploring the option of purchasing The Change Companies' digital platform instead of the paper booklets. The advantage is the variety of modules available (for juveniles and adults) and the fact that this resource may be shared with the Department of Social Services if they believe it would be helpful when working with their Person In Need of Supervision (PINS) population. It also appears the expense may qualify for Supervision and Treatment Services for Juveniles Program (STSJP) funding which may reduce cost for enhanced services. Probation will be having additional discussions with IT, DSS, and The Change Companies in the near future regarding this possibility.

9. Juvenile Delinquency Services:

January of 2023- There was one Juvenile Delinquency Appearance Tickets (JDATs) received for the month of January. The youth was issued a Juvenile Delinquency Appearance Ticket for Criminal Mischief in the Fourth Degree, a Class A Misdemeanor. At intake, the youth exhibited significant mental health issues and was immediately referred to the crisis worker at Tioga County Department of Mental Hygiene. Given the apparent need for services, the matter was referred to the County Attorney's Office for possible petition to Family Court.

YTD: 1 JDAT received to date.

- E- Connect: There were no youth screen in January. Given the emergent mental health needs of the youth, she was immediately referred to the crisis worker at the 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.
- There are no youth currently in juvenile sex offender treatment.

ATI Programs:

- **Electronic Monitoring** – There are currently two 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 9 people being supervised via the Pre-Trial Release program

Court Ordered Investigations: 30 active investigations for Tioga County courts (Criminal, Family and Surrogate)

Supervision: 173 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

Violation of Probation petitions: 16 defendants/respondents have violation petitions pending against them in criminal & family court.

Personnel:

Two Vacant Probation Officer I positions
One unfunded Probation Officer position

Resolutions: Two Resolutions

1. Resolution to approve ATI Board appointments
2. Resolution to approve a maintenance contract with Catalis

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -23

APPOINT MEMBERS ALTERNATIVES TO
INCARCERATION ADVISORY BOARD

RESOLVED: That the following members be appointed to the Alternatives to Incarceration Advisory Board for the following terms:

	TERM
Ex-Offender	4/1/23-3/31/24
Crime Victim	4/1/23-3/31/24
State Certified Provider of Alcohol and/or Substance Abuse Treatment	4/1/23-3/31/24

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -23

RESOLUTION TO APPROVE A SOLE SOURCE
CONTRACT AND MAINTENANCE
AGREEMENT BETWEEN THE TIOGA COUNTY
PROBATION DEPARTMENT AND CATALIS
COURTS & LAND RECORDS, LLC
f/k/a AUTOMON LLC TO PROVIDE
SOFTWARE AND MAINTENANCE OF THE
CASELOAD EXPLORER PRODUCT

WHEREAS: The Tioga County Legislature has approved contracts between Tioga County Probation Department and Catalis Court & Land Records, LLC f/k/a AutoMon LLC since 2008; and

WHEREAS: Catalis Court & Land Records, LLC f/k/a AutoMon LLC has changed their contract status with New York State, therefore the Tioga County Legislature is approving that the Probation Department can contract with Catalis Courts & Land Records, LLC f/k/a AutoMon LLC as a sole source provider of Caseload Explorer, a software program that meets the qualifications of 9 NYCRR 345, which mandates Probation Departments to use a software program that automatically sends Presentence Investigation completed in the software program to the DCJS PSI Repository in Albany, NY. Caseload Explorer software is the only software in New York State that meets this criteria; and

WHEREAS: Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC has submitted their yearly Maintenance Agreement to Tioga County Probation which consists of the base charge of \$5,298.34, plus a fee of \$259.47 per user. Probation has 17 registered users of the software, so the total cost for basic software maintenance for contract period of 3/25/2023 to 3/24/2024 is \$9,709.33; therefore be it

RESOLVED: That the Probation Director is approved to contract with Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC as a sole source provider for software and maintenance costs in 2023 for Caseload Explorer and Ce Assessments in the amount of \$9,709.33.