CRIMINAL JUSTICE, PUBLIC SAFETY AND EMERGENCY COMMUNICATIONS

Committee Meeting

June 20, 2019

Supervisors Large Conference Room

9:00 a.m. Call to order
Approval of minutes of May 23, 2019 meeting

9:05 a.m. District Attorney
A. Other Matters:
   1. Trauma Informed Victim Response Training Standards

9:10 a.m. Probation:
A. Resolutions:
   1. Authorizing the Renewal of an Agreement with the NYS Division of Criminal Justice Services
   2. Authorizing the Chairman to Enter into an Agreement with Public Safety Psychology, PLLC

9:20 a.m. Emergency Management
A. Resolutions:
   1. Appointing Madison County Fire Advisory Board Replacement Member for 2019
   2. Authorizing the Modification of the 2019 Adopted County Budget
B. Other Matters:
   1. 911 Study Recommendations
   2. EMS Chute Times

9:35 a.m. Sheriff:
A. Resolutions:
   1. Authorizing Chairman to Establish Office Hours for Civil Office
   2. Authorizing Chairman to Apply for Grant - FY2018 Explosive Detection Canine
   3. Authorizing Attendance at Out-Of-State Conference - MDT Grant - Chesapeake, VA-Kirin Quonce - Mental Health Staff Social Worker
   4. Authorizing Attendance at Out-Of-State Conference - MDT Grant - Tempe, AZ-Samantha Walker - DSS Caseworker
B. Other Matters:
   1. Deputy Sheriff Staffing
   2. E-911 Center Merge

9:50 a.m. Other Committee Business:
A. Preferred Agenda

Next Meeting: July 18, 2019 @ 9:00 a.m.

Adjournment
Criminal Justice, Public Safety and Emergency Communications Committee

Meeting Minutes
May 23, 2019

PRESENT: Chairman Pete Walrod
Vice Chairman Roger Bradstreet
Supervisor Loren Corbin

ALSO: Board Chairman John Becker
County Administrator Mark Scimone
Chief Assistant District Attorney Robert Mascari
First Assistant County Attorney Jeff Aumell
County Attorney Intern Joseph Mellek
Emergency Management Director Ted Halpin
Probation Director Joanne Miller
Sheriff Todd Hood
Public Information Officer Samantha Field
Supervisor Cliff Moses

ABSENT: Supervisor Dan Degear
Supervisor Tom Boylan

The meeting was called to order by Chairman Pete Walrod at 9:02 a.m. in the Supervisors Large Conference Room.

Minutes:
The minutes of the April 18, 2019 meeting were unanimously approved on the motion of Chairman Pete Walrod and second of Supervisor Loren Corbin.

District Attorney:
Chief Assistant District Attorney Robert Mascari informed the Committee about the new discovery law that will take effect in January 2020. Mascari states that the new discovery law would completely change the timing and amount of disclosure required. The problem will be in the timing and the effect it has on our ability to announce ready for trial. The new law will change a fundamental rule of practice as to when and how they are ready for trial. Mascari stated that it would be difficult to assemble all of the discovery in the new time frame. Mascari believes that we are well positioned to comply and with a lower cost impact than some counties. The focus will be on the flow of paperwork from law enforcement to the D.A. First Assistant County Attorney Jeff Aumell asked Mascari how they would get information from local law enforcement, and Mascari replied electronically. Mascari reported that he would be attending a Chief's meeting to talk about how they would deal with the new law locally.

Chairman Pete Walrod suggested a meeting to update Supervisor's on this subject. Mascari agreed and suggested the meeting take place after Labor Day.

Mascari also shared and discussed a handout with the Committee on Discovery and Speedy Trial Reforms.
Probation:
Probation Director Joanne Miller presented the following resolutions to the Committee:

**Authorizing an Agreement with the NYS Division of Criminal Justice Services**
The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

**Authorizing the Chairman to Renew an Agreement with Automon, LLC**
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Emergency Management:
Emergency Management Director Ted Halpin presented the following resolutions to the Committee:

**Authorizing the Chairman to Apply for New York State Division of Homeland Security and Emergency Services (DHSES) 2019 State Homeland Security Program Grants**
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

**Authorizing the Modification of the 2019 Adopted County Budget**
The Committee unanimously approved the resolution on the motion of Corbin and second of Walrod.

**Authorizing the Chairman to Enter into an Agreement with Upstate Emergency Medicine, Inc. for Emergency Medical Services Physician Medical Director Services**
The Committee unanimously approved the resolution on the motion of Walrod and second of Bradstreet.

Emergency Management Director Ted Halpin informed the Committee that the public presentation of the 911 study would take place on June 27th at 6:30 p.m. at the Chittenango High School. Halpin stated he would send the summary of the 911 study to the Committee when it is released on June 11th.

Halpin advised the Committee that there would be a tabletop exercise for members of the Courthouse Committee to cover the event of any possible severe storms during the Courthouse Celebration on Saturday May 25th.

Chairman Pete Walrod asked Mr. Halpin to have EMS Coordinator John Barattini discuss EMS chute times with the Committee at the next meeting.

Halpin shared a handout with the Committee on New York State Association of Counties (NYSAC) Countywide Support for EMS Systems regarding a webinar. The handout explains how local EMS organizations are having a harder time staying operational, especially in rural parts of the state.

Halpin also shared a handout from the NYS Canal Corporation on the current conditions of Madison County reservoirs.

Sheriff's Office:
Sheriff Todd Hood presented the following resolutions to the Committee:

**Authorizing Chairman to Renew an Agreement with Dietician**
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.
Authorizing Chairman to Renew an Agreement with Psychiatry Faculty Practice
The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Authorizing Chairman to Enter into Agreement with Linstar – Door Access
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Enter into Agreement with Linstar – Datacard Printer
The Committee unanimously approved the resolution on the motion of Bradstreet.

Authorizing Chairman to Apply for Grant – FY2019 SLETTP
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Apply for Bulletproof Vest Partnership Program
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – Project Lifesaver
The Committee unanimously approved the resolution on the motion of Walrod and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – FY2016 SLETTP
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing Chairman to Enter into a MOU with Utica PD
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Corbin.

Authorizing the Modification of the 2019 Adopted County Budget – Vehicle Expense
The Committee unanimously approved the resolution on the motion of Bradstreet and second of Walrod.

Sheriff Hood stated they needed to hire a nursing supervisor as they didn’t have anyone in charge. This will bring the nursing office up to speed.

Hood also reported to the Committee that the Mayor of Chittenango was looking at options of coming on board with the Madison County Sheriffs, but reported that it was not going anywhere at this time.

Hood invited the Committee to the awards ceremony for the Sheriff’s Office at the Hampton Inn in Cazenovia on June 21st at 11:00 a.m.

Sheriff Hood shared a handout with the Committee on how many shifts had been missed by his employees in the Criminal Division since he has taken over in office. Hood wanted to give the Committee a heads up that there may be a need to hire more staff in the near future as the division is short staffed.
Other Committee Business:
Chairman Pete Walrod presented the following resolutions to the Committee:

Appointing Members to the Madison County Traffic Safety Board
The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Re-Appointing a Member to the Madison County Traffic Safety Board
The Committee unanimously approved the resolution on the motion of Corbin and second of Bradstreet.

Preferred Agenda:
The Committee unanimously approved including all resolutions in the Committee’s Preferred Agenda with the exception of, Authorizing the Modification of the 2019 Adopted County Budget – Vehicle Expense (Sheriff’s Office). This will go before Health & Human Services Committee, Highway, Buildings & Grounds Committee and Finance, Ways & Means Committee on a motion of Walrod and second of Bradstreet.

Adjournment:
The Committee adjourned at 10:33 a.m. on the motion of Vice Chairman Bradstreet and second of Supervisor Corbin.

Next Meeting Date:
Thursday, June 20, 2019 at 9:00 a.m.

Respectfully submitted by Tricia Wiley on behalf of Chairman Paul H. Walrod.
Sexual Offense Trauma-Informed Victim Response Training Standards

Established pursuant to NY Executive Law §838-a Section 3(a)

NYS Executive Law §838-a Section 3(a) requires each police agency, prosecutorial agency, and other law enforcement agency within New York State to designate at least one person, who is trained in trauma and victim response that meets the minimum trainings standards outlined in this document.

In addition to the standards discussed below, the Municipal Police Training Council has developed a best practices Sexual Offense Evidence Kit Model Policy to provide guidance to law enforcement agencies in developing victim-focused written procedures for the collection, submission, notification, and disposal of Sexual Offense Evidence Kits.

DCJS with the endorsement of the MPTC sets forth the following training standards in compliance with the Executive Law requirements. All training for law enforcement personnel designated to be trained on trauma-informed response must include but not be limited to: a definition of trauma and its effects on the brain; and application of victim centered trauma informed principles during an investigation and interview. The topics and standards are discussed in more detail below.

**Training Standards**

I. Definition of Trauma
   a. An event that combines fear, horror, or terror with actual or perceived lack of control and represents a fundamental threat to one's physical integrity or survival. Results from event, series of events or set of circumstances.
   b. Trauma physically changes an individual's brain, triggers the release of chemicals that influence memory, perception, reaction, and distorts time or distance.
   c. Common signs and symptoms of trauma

II. Neurobiology of the Brain
   a. Brain function – automatic responses to trauma/sexual assault
      Survival Reflexes to trauma
      i. Dissociation – coping mechanism that disconnects victim from incident – victim non-responsive, doesn’t experience pain of assault
      ii. Tonic Immobility – being unable to move or speak – victim "present" for assault
      iii. Collapsed Immobility – decreased heart rate and blood pressure – causes passing out/faintness – victim not understanding what occurred
   b. Trauma, Attention and Memory
      i. Brain "focuses" on details that allow the victim to survive and cope with the threat when trauma occurs
Sexual Offense Trauma-Informed Victim Response Training Standards

Established pursuant to NY Executive Law §838-a Section 3(a)

ii. Failure to remember specific details about assault
iii. Details not associated with survival likely not to encode into memory, i.e. time, distance, perception and reaction

III. Application of Trauma Informed Principles
   a. Interaction/Interview with Victim
      i. Supporting immediate and long-term recovery of victim through empathy, patience and respectfulness
      ii. Identifying an interview location taking into consideration physical space and surroundings (NYS Executive Law §642)
      iii. Victim option to have victim advocate or others present, considerations and potential discovery implications when utilizing a Victim Advocate or other is present during an interview and identifying others to be present (NYS Executive Law §642)
      iv. Establishing rapport – establish common language, avoid leading questions, use open ended questions, avoid blaming language and tone
      v. Encouraging victim to give statement in their own words uninterrupted.
      vi. Seeking additional details using trauma informed questions after uninterrupted narrative
   b. Trauma Informed Questions
      i. Focusing on sensory information (sight, smell, etc.)
      ii. Painting the picture (i.e., What are you able to tell me about your experience? Help me understand your thoughts when..., Tell me more about...)
      iii. Explaining questions to eliminate misconceptions
   c. Areas of caution during the interview which could affect victim’s account of the event:
      i. Interruption
      ii. Leading/Assumptive questions
      iii. Why questions
      iv. Confrontational questions
      v. Yes/no questions, choice questions
      vi. Compound questions
      vii. Paraphrasing, rephrasing or repeating
      viii. Sequencing
      ix. Minimizing
      x. Sharing personal information, advice or opinions
   d. Closing the interview
Sexual Offense Trauma-Informed Victim Response Training Standards

Established pursuant to NY Executive Law §838-a Section 3(a)

i. Address concerns and questions
ii. Inform victim it is normal to recall additional information and to contact interviewer when this occurs
iii. Explore potential barriers for future engagement
iv. Importance of keeping the victim updated
RESOLUTION NO. PR 1

AUTHORIZING THE RENEWAL OF AN AGREEMENT
WITH THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES

WHEREAS, Madison County has been awarded state aid of $2,729 for its Pretrial Services Program for the period from July 1, 2019 to June 30, 2020 and;

WHEREAS, the Criminal Justice, Public Safety and Telecommunications Committee has reviewed and approved such contract;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to execute a contract for receipt of the state aid with the State of New York, Division of Criminal Justice Services, Office of Probation and Correctional Alternatives, a copy of which is on file with the Clerk of the Board.

Dated: July 9, 2019

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and Emergency Communications Committee
RESOLUTION NO. PR 2

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH PUBLIC SAFETY PSYCHOLOGY, PLLC

WHEREAS, the Madison County Probation Department conducts extensive screening on candidates for peace officer positions, including pre-employment psychological examinations; and

WHEREAS, the Department has reviewed the credentials of Public Safety Psychology, PLLC, whose professional office is at 18 Corporate Woods Blvd., Suite 120, Albany, NY, and found them to be qualified to perform these psychological examinations; and

WHEREAS, Public Safety Psychology, PLLC will conduct these examinations at a rate of $300.00 per examination and these funds have been accounted for in the 2019 Probation Department budget;

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board be and is hereby authorized to enter an agreement with Public Safety Psychology, PLLC for the period July 1, 2019 through June 30, 2020.

Dated: July 9, 2019

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee
RESOLUTION NO. 1

APPOINTING MADISON COUNTY FIRE ADVISORY BOARD REPLACEMENT MEMBER FOR 2019

WHEREAS, a vacancy exists in the Town of Hamilton for representation on the Madison County Fire Advisory Board due to the required resignation of Jason Murray; and

WHEREAS, the following individual was selected and accepted to represent the interests of the Town of Hamilton on the Madison County Fire Advisory Board; and

WHEREAS, the following individual has agreed to serve without compensation as an Advisory Board Member representing the Town of Hamilton to the Board of Supervisors and the County Fire Coordinator in matters relating to fire service activities; and

NOW, THEREFORE, BE IT RESOLVED, that David G. Holcomb be appointed to the Madison County Fire Advisory Board for the remaining duration of the three year term.

DATED: July 9, 2019

Paul Walrod, Chairman
Criminal Justice, Public Safety and Emergency Communications Committee
RESOLUTION NO.  \[ \text{RESOLUTION NO.} \]

AUTHORIZING THE MODIFICATION OF THE 2019 ADOPTED COUNTY BUDGET

BE IT RESOLVED, that the 2019 Adopted County Budget be modified as follows:

Capital Projects Fund
3097 Public Safety Capital Projects

<table>
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<th>Statewide Interoperable Communications Grants</th>
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<td>H309730 542021 Consultant Expense SI 18</td>
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Control Total $1,546,327

Revenue
H309730 433976 State Aid 2017 SICG Grant $-0- $782,596
H309730 433977 State Aid 2018 SICG Grant -0- 763,731

Control Total $1,546,327

Dated: July 9, 2019

Paul Walrod, Chairman
Criminal Justice, Public Safety and
Emergency Communications Committee

John A. Reinhardt, Chairman
Finance, Ways & Means Committee
RESOLUTION NO. 501

AUTHORIZING THE CHAIRMAN TO ESTABLISH OFFICE HOURS
FOR CIVIL OFFICE OF THE SHERIFF

WHEREAS, Section 206 (2) of the County Law authorizes the Board of Supervisors to fix the hours that the offices of the County Clerk, County Treasurer, Clerk of the Board of Supervisors and Civil Office of the Sheriff be kept open for the transaction of business; and

WHEREAS, Madison County desires to fix the hours that the Civil Office of the Sheriff shall be kept open for the transaction of business and establish standardized core hours of operation;

NOW, THEREFORE, BE IT RESOLVED, the Civil Office of the Sheriff shall be kept open for the transaction of business every day, from 8:00 a.m. to 4:00 p.m., except Saturdays, Sundays and holidays. The Sheriff is authorized to approve the Civil Office, on a case-by-case basis, to close for a lunch period if minimum staffing requirements for the transaction of business cannot otherwise be met.

DATED: July 9, 2019

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and Emergency Communications Committee
RESOLUTION NO.   502

AUTHORIZING THE CHAIRMAN TO APPLY FOR A GRANT FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES – FY2018 EXPLOSIVE DETECTION CANINE TEAM GRANT PROGRAM

WHEREAS, the County of Madison has recognized the need to ensure the safety and security of its citizens; and

WHEREAS, the County of Madison is eligible to apply for a grant from the New York State Division of Homeland Security and Emergency Services for explosive detection canine teams to provide visible, proactive police presence in areas of mass gathering, transportation centers and critical infrastructure sites. In addition to this deterrence presence they provide a mobile response capability for detection and identification of potential explosive device type incidents; and

WHEREAS, the award under this program is set at $15,000.00; and

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors be and is hereby authorized to apply on behalf of the County of Madison for a grant from the New York State Division of Homeland Security and Emergency Services, in form as is on file with the Clerk of the Board.

DATED: July 9, 2019

Paul H. Walrod, Chairman
Criminal Justice, Public Safety and Emergency Communications Committee
RESOLUTION NO. 503

AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Sheriff)

WHEREAS, Trauma-Focused Cognitive Behavioral Therapy Training will be held July 24-25, 2019 in Chesapeake, VA; and

WHEREAS, Teisha Cook, Director of Community Mental Health, has requested that Kirin Quonce, Staff Social Worker, attend this conference; and

WHEREAS, her expenses are fully funded by the Multi-Disciplinary Team Grant received by the Sheriff’s Office; and

WHEREAS, this request has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications, Health and Human Services and the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED that Kirin Quonce be and hereby is authorized to attend said conference at no expense to the County.

Date: July 9, 2019

Daniel S. Degear, Chairman
Government Operations Committee
RESOLUTION NO. 504

AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Sheriff)

WHEREAS, Child Homicide 2019 Training will be held September 4-6, 2019, in Tempe, AZ; and

WHEREAS, Michael Fitzgerald, Commissioner of Social Services has requested that Samantha Walker, Caseworker attend this conference; and

WHEREAS, Samantha Walker had been approved to attend a similar training in Baltimore, MD but said training was overbooked canceling the reservation; and

WHEREAS, her expenses are fully funded by the Multi-Disciplinary Team Grant received by the Sheriff’s Office; and

WHEREAS, this request has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications, Health and Human Services and the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED that Samantha Walker be and hereby is authorized to attend said conference at no expense to the County.

Date: July 9, 2019

Daniel S. Degear, Chairman
Government Operations Committee
MEMO

TO: Sheriff Hood

FROM: Captain Bill Wilcox

DATE: June 6, 2019

RE: Staffing

Currently we have 3 people out on extended leave, soon to be 4, Deputy Clarke and Deputy Kruser are out on medical leave, Deputy Gabriel is on military leave and Deputy DePuy is on light duty, soon to be on maternity leave. The day shift has been hit the hardest with Deputy Clarke and Deputy Kruser being out. The shortage of personnel has left us in a position of struggling to cover shifts and special details.

Currently we are in a position of having to order personnel to stay on overtime to maintain minimum staffing on shifts, since February 11, 2019 we have had to order personnel to stay on overtime over 100 times. Most times the deputy is ordered to stay 4 hours, however, in some cases the deputy has had to stay an additional 8 hours on top of their normal 8 hour shift. We have also had Investigators covering patrol shifts and personnel coming in on their pass days to cover shifts.

The shortage of personnel is affecting many aspects of the day to day operations

- Maintaining minimum staffing- Minimum staffing is currently set at 3 patrols at all times, with 4 patrol zones this leaves one deputy to cover 2 zones.
- Covering details such as parades, traffic control for runs, County Fair, Wheel Days, Bouckville Antique fest, etc. when we are unable to cover patrol shifts we are unable to provide traffic control and security for events, with the amount of mandated overtime there is no interest in signing up for overtime to cover these details.
- Grant mandates- our grants require certain training and participation that we are unable to keep up with, such as the DWI grant, BRIDGES grant and SOU grant, not to mention the Marine and Bike patrol grants. The Marine and Bike grants requires a certain number of hours of marine and bike patrol that we will not be able to meet with current staffing levels.
- Morrisville patrol- we contract with the Village of Morrisville for Village patrols, we have a difficult time getting personnel to sign up for the patrols due to the amount of mandatory overtime.
- Assisting Village PD’s- we are often called upon to assist the Village PD’s when they are tied up on a call or they do not have a patrol on at all.
- Recently the State Police pulled every car from Madison County to assist with a “home invasion” in Deerfield NY, this left the County covered by 3 Sheriff’s cars. The State Police
will also have staffing at a minimum when the State Fair begins. The State Police Zone cars are not just assigned to Madison County, they also cover parts of Oneida County, Chenango County and Otsego County.

- Training- we have eliminated all training that is not essential, however, yearly firearms qualifications are coming up, this takes several people off the road to qualify and takes instructors off of the road for 3 weeks so they can instruct at the range.