

# **PUBLIC SAFETY COMMITTEE AGENDA**

## **SHERIFF'S OFFICE**

**JANUARY 7, 2025**

**2:30 PM**

- **APPROVAL OF MINUTES — December 3, 2024**
- **FINANCIAL**
  - **December YTD Report**
- **OLD BUSINESS**
  - **Electric installed in new garage building**
- **NEW BUSINESS**
  - **Jail camera project**
  - **Vesta Next Gen 911 planning**
  - **LPR**
  - **Camera and door monitors, E911 Dispatch Center**
- **PERSONNEL**
  - **Update on Vacancies**
- **RESOLUTIONS**
  - **Amend Employee Handbook: Add New Policy To New Section XIV Entitled Access To Public Records.**
  - **Approve Sole Source Contract And Maintenance Agreement With Black Creek Integrated Systems For The Sallyport Inmate Management System Sheriff's Office.**
  - **Approve Sole Source Contract And Maintenance Agreement With Black Creek Integrated Systems For The Level 1 Service Plan For The Sheriff's Office.**
  - **Approve Agreement With Trinity Services Group For Jail Food Supply Services Sheriff's Office.**
- **ADJOURNMENT**

# PUBLIC SAFETY MEETING

**December 3, 2024**

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 3, 2024 at 2:30 PM.

## Present:

Keith Flesher	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Brian Cain	Director, Probation
Sheriff Gary Howard	Sheriff's Office
Corinne Cornelius	Director, Emergency Services
Bob Williams	Assistant Fire Coordinator

## Guest:

Cathy Haskell	Legislative Clerk
Jackson Bailey	County Administrator
Peter DeWind	County Attorney

## Absent:

## APPROVAL OF MINUTES:

### **Approval of October 8, 2024 and November 5, 2024 minutes:**

Legislator Standinger made the motion, seconded by Legislator Roberts to approve the October 8, 2024 and the November 5, 2024 Public Safety minutes, as written. Motion carried.

## PROBATION – Brian Cain:

## FINANCIAL:

- 79 % of budget. On Track.

## OLD BUSINESS:

- Training: Working with NYS Police Major Crimes Unit on testifying training. Surrounding counties are moving forward with creating their own probation Regional Academy for the souther tier, it has been encouraged by NYS. Three people are interested in becoming trainers.
- New Durango should be arriving today.
- Juvenile Delinquency Services: One received for month of November.
- One Youth currently in juvenile sex offender treatment and two youth completing evaluations.
- Electronic Monitoring: Cycling people through. Currently there are five individuals being monitored.
- WWP: Currently suspended pending further court orders.

- Pre-Trial Release: there are 34 people being supervised.
- Court Ordered Investigations: 36 active cases opened.
- Supervising: 175 people currently.

**NEW BUSINESS:**

- Evidence based Atlas Digital Platform: Resolution to be submitted.
- Strategic Plan Goals: Survey will be distributed to staff early in 2025 to give input.

**PERSONNEL:**

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

**RESOLUTIONS:**

- None.

**OFFICE of EMERGENCY MANAGEMENT – Corinne Cornelius:**

**FINANCIAL:**

- Budget still within parameters.

**OLD BUSINESS:**

- Radio Project: Permitting packages have been delivered to the towns. There are some questions. New system will address all the needs where there are current coverage issues. Carmichael and Popple towers failed the structural assessments. Popple tower needs more structural integrity. Motorola is accessing what will need to be done to bring them in to compliance. Highway Department is assisting in creating an RFP for work that needs to be done at the Prospect Tower site. Committee formed to talk about talk groups and subscriber needs. kickoff meeting was held November 25, 2024.
- CAD Project: Working well. Other EMS agencies are joining.
- EMS: No Changes. Spring EMT class schedule running January 27 – May 19, 2025.
- Emergency Management: Corinne and Will attended the Regional Fire Administrators Conference in Montour Falls. Will completed the ICS400 Course.
- Threat Assessment Team: held a meeting to work through policies and procedures with the consultant from Squad9.
- Fire: Burn ban has been lifted as of November 29, 2024. Departments have been extremely busy. Fires have been suspicious in nature across the county.

**NEW BUSINESS:**

- Plans are continuing for Open House, with a tentative date of May 17<sup>th</sup>, 2025.

**PERSONNEL:**

- Will is learning and doing great as the new Deputy Director.

**RESOLUTIONS:**

- Amend Reso No. 395-24; Authorize Acceptance of 2024 Homeland Security Grant (SHSP24) and Appropriation of Funds
- Memorandum of Understanding (MOU) with Broome County Radio Communications

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

**SHERIFF – Gary Howard:**

**FINANCIAL:**

- Revenues are \$488,250.25 which is 89% of the budget. Expenditures are at \$10,989,418.85 which is 88% of the budget. Inmate Boarders are \$167,439.07 which is 112% of the budget.

**OLD BUSINESS:**

- TCLEA Contract is being finalized.
- Daily inmate population was 48.
- New building/garage project: Electric has been put in.

**NEW BUSINESS:**

- New LPR has been ordered; not yet delivered.
- Jail Camera replacement project is still ongoing.

**PERSONNEL:**

- Update of Vacancies.
  - Civil – One Vacant part-time Civil Deputy position.
  - Corrections – Three Vacant Corrections Officer positions; One Vacant Part-Time Cook position.
    - No Corrections Officers on Light Duty.
    - One on Military Deployment.
  - Road Patrol – Three Vacant Deputy positions.
    - No Deputies on Light Duty.
  - E911 – Three Vacant E911 Dispatcher Trainee Positions.
  - Records – all positions are filled.
  - Administration – all positions are filled.

**RESOLUTIONS:**

- Authorize Position Reclassification Sheriff's Office

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

**EXECUTIVE SESSION**

Legislator Standinger made a motion, seconded by Legislator Roberts, to go into executive session at 3:11 PM to discuss Personnel Issues. In attendance was Legislators Flesher, Roberts & Standinger, Legislature Clerk Cathy Haskell; Legislator Chair Sauerbrey; and County Administrator Jackson Bailey.

Legislator Roberts motioned to adjourn Executive Session at 3:34 PM, seconded by Legislator Standing.

**ADJOURNED:**

Meeting was adjourned at 3:34 PM.

Respectfully Submitted,

***Donna Gilligan***

Donna Gilligan

Accounting Associate III – Payroll Tioga County Sheriff's Office

12/03/24

DRAFT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A</b> General Fund							
<b>A3020 Public Safety Communication E</b>							
A3020 411400	-185,000	0	-185,000	-135,103.55	.00	-49,896.45	73.0%*
A3020 433310	0	0	0	.00	.00	.00	.0%
A3020 510010	607,647	-43,749	563,898	508,232.42	.00	55,665.11	90.1%
A3020 510020	6,800	0	6,800	1,231.94	.00	5,568.06	18.1%
A3020 510030	44,084	43,749	87,833	84,496.56	.00	3,336.43	96.2%
A3020 510050	21,812	0	21,812	15,054.31	.00	6,757.89	69.0%
A3020 520090	500	0	500	297.90	.00	202.10	59.6%
A3020 520130	450	0	450	234.98	.00	215.02	52.2%
A3020 540000	0	0	0	.00	.00	.00	.0%
A3020 540350	300	340	640	561.71	.00	78.29	87.8%
A3020 540510	0	0	0	.00	.00	.00	.0%
A3020 540620	5,300	-4,740	560	.00	.00	560.00	.0%
A3020 540660	39,821	4,400	44,221	41,871.55	.00	2,349.45	94.7%
A3020 581088	21,249	57,592	78,841	78,841.41	.00	.00	100.0%
A3020 583088	0	46,390	46,390	46,390.12	.00	.00	100.0%
A3020 584088	0	13,650	13,650	13,650.12	.00	.00	100.0%
A3020 584588	0	0	0	.00	.00	.00	.0%
A3020 585088	0	0	0	.00	.00	.00	.0%
A3020 585588	0	741	741	741.24	.00	.00	100.0%
A3020 586088	23,303	116,945	140,248	140,247.98	.00	.00	100.0%
A3020 588988	0	181	181	181.17	.00	.00	100.0%

### A3110 Sheriff

A3110 412703	-20,000	0	-20,000	-18,000.00	.00	-2,000.00	90.0%*
A3110 413100	-80,000	0	-80,000	-67,358.10	.00	-12,641.90	84.2%*
A3110 425450	-35,000	0	-35,000	-19,909.00	.00	-15,091.00	56.9%*
A3110 425950	-1,000	0	-1,000	-820.00	.00	-180.00	82.0%*
A3110 426250	0	-40,933	-40,933	-40,932.93	.00	.00	100.0%
A3110 426260	0	-5,666	-5,666	-5,665.66	.00	.00	100.0%
A3110 426650	0	0	0	-1,074.00	.00	1,074.00	100.0%
A3110 427010	0	0	0	-24,147.96	.00	24,147.96	100.0%
A3110 427050	0	0	0	-50.00	.00	50.00	100.0%
A3110 427700	0	0	0	.00	.00	.00	.0%
A3110 433190	0	0	0	-1,304.24	.00	1,304.24	100.0%
A3110 433470	0	0	0	.00	.00	.00	.0%
A3110 433480	0	0	0	.00	.00	.00	.0%
A3110 433890	0	0	0	.00	.00	.00	.0%
A3110 433890	0	0	0	.00	.00	.00	.0%
A3110 433890	0	0	0	.00	.00	.00	.0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A	General Fund						
A3110 433900	0	0	0	-11,270.72	.00	11,270.72	100.0%
A3110 433950	0	0	0	.00	.00	.00	.0%
A3110 433952	0	0	0	.00	.00	.00	.0%
A3110 433960	0	0	0	.00	.00	.00	.0%
A3110 443190	0	0	0	-3,497.72	.00	3,497.72	100.0%
A3110 445890	0	-25,740	-25,740	.00	.00	-25,740.00	.0%*
A3110 510010	3,239,304	-143,603	3,095,701	2,940,281.03	.00	155,419.58	95.0%
A3110 510020	60,000	-37,309	22,691	23,870.66	.00	-1,179.20	105.2%*
A3110 510030	150,095	189,251	339,346	324,318.63	.00	15,027.74	95.6%
A3110 510040	0	9,622	9,622	4,410.43	.00	5,211.97	45.8%
A3110 510050	75,000	15,573	90,573	83,648.46	.00	6,924.38	92.4%
A3110 520130	10,000	0	10,000	6,456.41	668.77	2,874.82	71.3%
A3110 520130	0	15,043	15,043	15,043.29	.00	.00	100.0%
A3110 520191	5,000	0	5,000	4,213.46	.00	786.54	84.3%
A3110 530100	0	0	0	.00	.00	.00	.0%
A3110 530300	0	0	0	.00	.00	.00	.0%
A3110 530330	0	0	0	.00	.00	.00	.0%
A3110 540000	0	0	0	.00	.00	.00	.0%
A3110 540020	14,000	300	14,300	14,189.69	24.10	86.21	99.4%
A3110 540070	49,540	0	49,540	42,665.72	6,407.40	466.88	99.1%
A3110 540090	30,200	0	30,200	26,126.44	3,921.57	151.99	99.5%
A3110 540093	14,666	0	14,666	12,338.62	297.17	2,029.83	86.2%
A3110 540220	120,000	-7,900	112,100	86,882.76	19,455.93	5,761.31	94.9%
A3110 540280	11,084	2,600	13,684	12,884.04	203.90	596.34	95.6%
A3110 540330	7,500	0	7,500	1,079.00	.00	6,421.00	14.4%
A3110 540335	0	40,933	40,933	.00	.00	40,932.93	.0%
A3110 540336	0	5,666	5,666	.00	.00	5,665.66	.0%
A3110 540350	1,600	0	1,600	697.48	685.52	217.00	86.4%
A3110 540420	16,000	0	16,000	12,681.57	614.09	2,704.34	83.1%
A3110 540440	26,000	0	26,000	20,667.00	.00	5,333.00	79.5%
A3110 540470	12,000	0	12,000	6,204.00	3,300.00	2,496.00	79.2%
A3110 540480	10,000	0	10,000	8,666.31	236.32	1,097.37	89.0%
A3110 540485	9,000	0	9,000	5,431.89	50.55	3,517.56	60.9%
A3110 540510	0	0	0	.00	.00	.00	.0%
A3110 540560	2,000	0	2,000	450.00	785.00	765.00	61.8%
A3110 540620	37,904	1,600	39,504	38,875.22	600.00	29.27	99.9%
A3110 540640	3,000	0	3,000	3,994.97	269.89	1,735.14	42.2%
A3110 540640	1,250	0	1,250	160.68	.00	1,089.32	12.9%
A3110 540660	12,500	0	12,500	8,116.54	1,922.42	2,461.04	80.3%
A3110 540680	11,924	3,400	15,324	15,307.27	.00	16.73	99.9%
A3110 540731	5,000	200	5,200	5,200.00	.00	.00	100.0%
A3110 540733	15,000	-200	14,800	13,881.88	.00	918.12	93.8%
A3110 581088	460,090	255,646	715,736	715,736.34	.00	.00	100.0%
A3110 583088	212,822	43,662	256,483	256,483.40	.00	.00	100.0%





# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A3110 584088 Workers Compensati	0	50,970	50,970	50,969.64	.00	.00	100.0%
A3110 584588 Life Insurance Fri	920	0	920	806.10	113.90	.00	100.0%
A3110 585088 Unemployment Insur	0	0	0	.00	.00	.00	100.0%
A3110 585588 Disability Insuran	0	598	598	597.69	.00	.00	100.0%
A3110 586088 Health Insurance F	157,242	732,472	889,714	889,713.88	.00	.00	100.0%
A3110 588988 Eap Fringe	0	676	676	676.49	.00	.00	100.0%
<b>A3150 Jail</b>							
A3150 422640 Jail - For Other G	-150,000	0	-150,000	-174,823.30	.00	24,823.30	116.5%
A3150 422650 Jail - Inmate Forf	-1,000	0	-1,000	-577.46	.00	-422.54	57.7%*
A3150 427010 Refunds Of Prior Y	0	0	0	.00	.00	.00	.0%
A3150 42720 Misc Jail Revenue	-5,000	0	-5,000	-1,295.00	.00	-3,705.00	25.9%*
A3150 433920 State Aid-Jail/Bre	0	0	0	.00	.00	.00	.0%
A3150 443920 Federal Aid-Jail/B	0	0	0	.00	.00	.00	.0%
A3150 510010 Full Time	2,879,095	-329,173	2,549,922	2,440,185.36	.00	109,736.17	95.7%
A3150 510020 Part Time/Temporar	18,000	-18,000	0	.00	.00	.00	.0%
A3150 510030 Overtime Pay Only	140,000	327,865	467,865	493,386.62	.00	-25,521.44	105.5%*
A3150 510040 Workers Compensati	0	1,851	1,851	1,73.47	.00	1,677.31	9.4%
A3150 510050 All Other(On Call,	20,375	17,458	37,833	44,961.69	.00	-7,129.18	118.8%*
A3150 520191 Emergency Equipmen	500	0	500	340.98	.00	159.02	68.2%
A3150 540000 Contract Expense	0	0	0	.00	.00	.00	.0%
A3150 540040 Books	0	0	0	.00	.00	.00	.0%
A3150 540090 Clothing	8,000	-92	7,908	4,664.36	721.96	2,521.73	68.1%
A3150 540091 Bedding	1,000	92	1,092	1,091.93	.00	.00	100.0%
A3150 540093 Building Maint & R	21,000	0	21,000	8,975.33	8,411.46	3,613.21	82.8%
A3150 540140 Contracting Servic	1,100	1,000	2,100	1,214.89	.00	885.11	57.9%
A3150 540140 HPC Contracting Se	0	18,600	18,600	5,500.00	.00	13,100.00	29.6%
A3150 540210 Garbage Disposal	5,500	0	5,500	4,926.86	573.14	.00	100.0%
A3150 540350 Office Equip Maint	0	0	0	.00	.00	.00	.0%
A3150 540360 Meals/Food	200,864	-1,000	199,864	164,613.45	29,489.79	5,760.76	97.1%
A3150 540370 Medical Expense	921,936	0	921,936	755,194.09	91,485.63	75,256.48	91.8%
A3150 540370 HPC Medical Expens	0	6,000	6,000	3,705.24	.00	2,294.76	61.8%
A3150 540620 Software Expense	74,080	0	74,080	66,115.76	5,435.27	2,528.97	96.6%
A3150 540640 Supplies (Not Offi	26,000	0	26,000	21,996.30	516.11	3,487.59	86.6%
A3150 540640 COVID Supplies (Not	0	0	0	.00	.00	.00	.0%
A3150 581088 State Retirement F	462,857	-38,329	424,528	424,528.48	.00	.00	100.0%
A3150 583088 Social Security Fr	182,142	41,770	223,912	223,911.62	.00	.00	100.0%
A3150 584088 Workers Compensati	2,546	50,758	53,304	53,303.73	.00	.00	100.0%
A3150 584588 Life Insurance Fri	2,100	0	2,100	1,418.20	306.80	375.00	82.1%
A3150 585088 Unemployment Insur	0	26,208	26,208	26,208.00	.00	.00	100.0%
A3150 585588 Disability Insuran	0	0	0	.00	.00	.00	.0%
A3150 586088 Health Insurance F	112,630	720,161	832,791	832,790.74	.00	.00	100.0%





# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A3150 586089 Health Insurance C	0	0	0	.00	.00	.00	.0%
A3150 588988 Eap Fringe	32	675	707	707.43	.00	.00	100.0%
<b>A3151 Jail - Alternatives Program</b>							
A3151 510010 Full Time	41,639	0	41,639	41,542.92	.00	96.08	99.8%
A3151 510030 Overtime Pay Only	0	0	0	.00	.00	.00	.0%
A3151 510050 All Other(On Call,	0	0	0	240.00	.00	-240.00	100.0%*
A3151 581088 State Retirement F	0	6,973	6,973	6,972.91	.00	.00	100.0%
A3151 583088 Social Security Fr	0	3,422	3,422	3,421.74	.00	.00	100.0%
A3151 584088 Workers Compensati	0	653	653	653.31	.00	.00	100.0%
A3151 584588 Life Insurance F	0	0	0	.00	.00	.00	.0%
A3151 585088 Unemployment Insur	0	0	0	.00	.00	.00	.0%
A3151 585588 Disability Insuran	0	0	0	.00	.00	.00	.0%
A3151 586088 Health Insurance F	0	17,171	17,171	17,170.96	.00	.00	100.0%
A3151 588988 Eap Fringe	0	9	9	8.71	.00	.00	100.0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H Capital Fund							
<b>H3110 Sheriff</b>							
H3110 433952 NYS Legislative Gr	0	0	0	.00	.00	.00	.0%
H3110 520130 Equipment (Not Car	0	0	0	.00	.00	.00	.0%
H3110 520620 Software Expense	0	0	0	.00	.00	.00	.0%
H3110 521060 Car/Truck	165,830	0	165,830	165,820.00	.00	10.00	100.0%
<b>H3150 Jail</b>							
H3150 520130 Equipment (Not Car	0	0	0	.00	.00	.00	.0%
H3150 520255 Security Equipment	50,000	0	50,000	.00	.00	50,000.00	.0%
H3150 520620 Software Expense	0	0	0	.00	.00	.00	.0%
H3150 521000 Not Assigned	0	0	0	.00	.00	.00	.0%
H3150 521060 Car/Truck	0	0	0	.00	.00	.00	.0%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,412,133	2,196,432	12,608,565	11,892,675.86	176,496.69	539,392.84	95.7%

\*\* END OF REPORT - Generated by Rockwell, Diane \*\*

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23 AMEND EMPLOYEE HANDBOOK:  
ADD NEW POLICY TO NEW SECTION XIV  
ENTITLED ACCESS TO PUBLIC RECORDS

WHEREAS: Tioga County follows New York's Freedom of Information Law (FOIL) which is the state version of the federal Freedom of Information Act, commonly referred to as FOIA; and

WHEREAS: New York State has amended FOIL to require that Agencies subject to the law must develop a policy regarding providing a notification to public employees in the event that the employee's disciplinary records are requested; and

WHEREAS: Tioga County does not have its own Access to Public Records policy; and

WHEREAS: The County Attorney's Office and the Tioga County Sheriff's Office have written and proposed a new policy entitled Access to Public Records; and

RESOLVED: That the Tioga County Legislature authorizes adoption and implementation of the Access to Public Records Policy for Tioga County; and be it further

RESOLVED: That the Employee Handbook is hereby amended to add a new policy to new Section XIV entitled Access to Public Records.

# Access to Public Records

## Introduction

The Freedom of Information Law (FOIL) provides a right of access to "records" of "Agencies." The law defines "agency" to include all units of state and local government, including state agencies, public corporations and authorities, as well as any other governmental entities performing a governmental function for the state or for one or more units of local government in the state.

## Definitions

**FOIL** - The Freedom of Information Law (FOIL) gives the public the right to access, with certain exceptions, documents and information about the functions, procedures, policies, decisions and operations of government department and agencies.

**Record** - Any information kept, held, filed, produced, or reproduced by, with, or for an official County agency, board, or committee, and/or for the County Legislature, in any physical form whatsoever. Under the law, all records are accessible, except records or portions of records that fall within one of defined categories of deniable records as stated in §87(2) of the Public Officer's Law. Access refers to existing records, and therefore no record need be created in response to a request.

**Records Access Officer** - The County designee to receive FOIL requests, determine how to respond, and ensure timely responses.

**Appeals Officer** — The County designee to receive, determine action, and respond to appeals for denial of access to records.

**Subject Matter List** - A reasonably detailed, current list, organized by subject matter, of all records in County possession, and whether or not records are available to the public.

## Designation of records officer

Tioga County has two designated Records Access Officers, The County Attorney is responsible for insuring compliance with the regulations herein and can designate a new Records Access Officer when it is necessary.

## Records Access Officers

Kevin Humes (All Except Sheriff's Records) FOIL Officer 56 Main Street, Owego, NY 13827 607.687.8253 foil@tiogacountyny.gov	- AND -	Lt. Adam Bessey (Sheriff's Records) Tioga County Sheriff's Office 103 Corporate Drive, Owego, NY 13827 607.687.1010
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The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records

access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so. The records access officer shall insure that County Personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
  - (a) Make records available for inspection; or
  - (b) Deny access to the records in whole or in part and explain in writing the reasons therefor.
- (5) Upon request for copies of records:
  - (a) Make a copy available upon payment
  - (b) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
  - (a) Tioga County is not the custodian for such records; or
  - (b) The records of which Tioga County is a custodian cannot be found after diligent search.

#### **Hours and Locations for Public access to records**

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. The Sheriff's Office Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Record Officers are located at the County Office Building at 56 Main Street Owego, NY, and at the Tioga County Sheriff's Office at 103 Corporate Drive, Owego, NY 13827.

## Requests for Public Access to Records

1. A written request is required for both offices
2. If records are maintained on the Internet, the requester shall be informed that the records are accessible via the Internet and in printed form either on paper or other information storage medium.
3. A response shall be given within five business days of receipt of a request by:
  - a. Informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
  - b. Granting or denying access to records in whole or in part;
  - c. Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than 20 business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within 20 business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request, when the request will be granted in whole or in part; or
  - d. If the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within 20 business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within 20 business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.



### **Subject matter list**

1. The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

### **Denial of access to records**

In the event that your FOIL request is denied, you have the right to appeal. Appeals are handled by the Tioga County Legislature and must be in writing. A review of the denial will be conducted by the Legislature at their next meeting, which is open to the public.

To submit an appeal, write to:

Tioga County Legislature  
Attn: Legislative Chairperson  
56 Main Street  
Owego, NY 13827

Questions about the appeals process may be directed to the Office of the County Attorney at 607.687.8253.

Any person denied access to records may appeal within thirty days of a denial. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- the date and location of requests for records;
- a description, to the extent possible, of the records that were denied; and
- the name and return address of the person denied access.

A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231

The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal.

### **Fees**

1. There shall be no fee charged for:
  - a. Inspections of records;
  - b. Searches for records; or
  - c. Any certification pursuant to this part.
  
2. Fees for copies may be charged, provided that:
  - a. The fee for copying records shall not exceed \$0.25 per copy for photocopies not exceeding nine inches by 14 inches and \$5 for a provided CD\DVD.
  - b. For Processing of Body worn camera footage, the Sheriff's Office will charge an hourly rate equal to the lowest rate of an employee qualified to process said footage. Fees will be charged beginning at hour three.

### **Public notice**

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen, or copies shall be posted in a conspicuous location wherever records are kept and published on our website.

### **Notice to Employees Regarding Disclosure of Disciplinary Records**

#### Purpose

Pursuant to Article 6 of the Freedom of Information Law (FOIL), Chapter 302 of the Laws of 2024, all government agencies must develop a policy to notify public employees if their disciplinary records are being released in response to a FOIL request. This policy shall ensure the proper notification requirements, contents of the notification, delivery of the notification and define the records to be released.

### Notification Requirement

Tioga County will provide notice to current if their employment records are subject to a FOIL request. Notification shall occur when the request for their disciplinary is received.

### Content of the Notification

The notification will include a statement informing the employee that their employment records have been released. While there is no requirement to provide a copy of the FOIL request or the released records, the County will provide any records released to the employee. As well as a description of the records requested, the identity of the requester, if known and the expected date of disclosure, if applicable.

### Delivery of Notification

The notice should be delivered in writing, either via regular mail or employee's County email address or, where there is no active County email address, to the last known contact information on file. Such notification efforts shall be the responsibility of the County Records Access Officers.

### Disciplinary Records

Tioga County will use the definition of "disciplinary records" under Public Officers Law (POL) §86(6) for law enforcement, applying it to non-law enforcement employees.

### **Severability**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25

APPROVE SOLE SOURCE CONTRACT AND  
MAINTENANCE AGREEMENT WITH BLACK  
CREEK INTEGRATED SYSTEMS FOR THE  
SALLYPORT INMATE MANAGEMENT SYSTEM  
SHERIFF'S OFFICE

WHEREAS: The Tioga County Legislature has approved contracts between the Tioga County Sheriff's Office and Black Creek Integrated Systems since 2007; and

WHEREAS: Black Creek Integrated Systems is a sole source provider of the software and hardware of the Inmate Management System; and

WHEREAS: Black Creek Integrated Systems has submitted their annual maintenance agreement, for the SallyPort Inmate Management System, in the amount of \$28,390 which will be paid from account A3150.540620; and

WHEREAS: The County Attorney has reviewed and approved said contract; therefore be it

RESOLVED: That the Tioga County Sheriff's Office is authorized to enter into contract with Black Creek Integrated Systems, as a sole source provider, for the annual maintenance of the SallyPort Inmate Management System, in the amount of \$28,390.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25

APPROVE SOLE SOURCE CONTRACT AND  
MAINTENANCE AGREEMENT WITH BLACK  
CREEK INTEGRATED SYSTEMS FOR THE  
LEVEL 1 SERVICE PLAN FOR THE  
SHERIFF'S OFFICE

WHEREAS: The Tioga County Legislature has approved contracts between the Tioga County Sheriff's Office and Black Creek Integrated Systems since 2007; and

WHEREAS: Black Creek Integrated Systems is a sole source provider of the software and hardware of the Jail Security System; and

WHEREAS: Black Creek Integrated Systems has submitted their annual maintenance agreement, for the Level 1 Service Plan, for technical support of the Jail Security System, in the amount of \$29,076.94, which will be paid from account A3150.540620; and

WHEREAS: The County Attorney has reviewed and approved said contract; therefore be it

RESOLVED: That the Tioga County Sheriff's Office is authorized to enter into contract with Black Creek Integrated Systems, as a sole source provider, for the annual maintenance of the Jail Security System, in the amount of \$29,076.94.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25

APPROVE AGREEMENT WITH  
TRINITY SERVICES GROUP FOR  
JAIL FOOD SUPPLY SERVICES  
SHERIFF'S OFFICE

WHEREAS: Legislature approval is required for contracts exceeding \$10,000; and

WHEREAS: the Tioga County Sheriff's Office has been utilizing Trinity Services Group since 2018 and is requesting authorization to extend the agreement with Trinity Services Group for jail food supply services at the Tioga County Jail, at an estimated cost of \$208,898.00 annually, for the period December 15, 2024 through December 14, 2025; and

WHEREAS: Trinity Services Group is a single source provider and said agreement is necessary to provide food supplies to the jail division for the preparation of inmate meals; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to enter into agreement with Trinity Services Group at an estimated amount of \$208,898 for the period December 15, 2024 through December 14, 2025.

# Tioga County Sheriff's Office



DATE: January 3, 2025  
TO: Sheriff Howard  
RE: January 7, 2025 Public Safety - Reference Notes

## **Personnel Issues:**

1. **Civil Office**
  - a) There is currently (1) open part-time Civil Deputy position.
2. **Corrections Division**
  - a) There are currently (3) open Corrections Officer positions.
  - b) There is currently (1) open part-time Cook position.
  - c) There are no Corrections Officers on light duty.
  - d) There is (1) Corrections Officer on military deployment.
3. **Road Patrol**
  - a) There are (3) open Deputy positions.
  - b) There are no Deputies on light duty.
4. **E911 Emergency Communications Center**
  - a) There is (1) open E911 Dispatcher position.
5. **Records**
  - a) All positions are filled.
6. **Administration**
  - a) All positions are filled.

## **Labor Issues:**

1. T.C.L.E.A. contract language being finalized.

## **Litigation Issues:**

1. Litigation with a former employee ongoing.

## **Budget:**

1. Revenues are \$505,829.64 which is 92% of the budget. Expenditures are \$12,398,391.01 which is 96% of the budget. Inmate Boarders are \$174,823.30 which is 117% of the budget.



**Current Projects:**

1. Jail camera replacement project ongoing.
2. In the planning phase for the VESTA Next Gen 911 system.
3. New LPR has been received and installation is being planned.
4. New cameras and door monitors for the E911 dispatch center.

**Miscellaneous:**

1. The average daily inmate population for the month of December 2024 was 46. There was an average of 3 Federal inmates (93 days) and 4 board-ins (124 days) for the month.

**Resolutions:**

1. Amend Employee Handbook: Add New Policy To New Section XIV Entitled Access To Public Records.
2. Approve Sole Source Contract And Maintenance Agreement With Black Creek Integrated Systems For The Sallyport Inmate Management System Sheriff's Office.
3. Approve Sole Source Contract And Maintenance Agreement With Black Creek Integrated Systems For The Level 1 Service Plan For The Sheriff's Office.
4. Approve Agreement With Trinity Services Group For Jail Food Supply Services Sheriff's Office.