

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation  
January 7, 2025  
2:30 PM

- **Approval of minutes** from December 3, 2024 Public Safety Committee meeting
- **Financial**
  1. Expended 90% of 2024 budget.
- **Old business**
  1. Staffing
  2. Training
  3. Probation fleet upgrade
  4. Atlas digital platform
  5. Staff survey – Strategic Plan Goal
- **New business**
  1. Staffing
  2. Training
  3. Probation fleet upgrade
  4. Atlas digital platform
  5. Community outreach
  6. Highlights of 2024
  7. Goals for 2025
  8. Review of Probation's Strategic Plan goals
- **Personnel**
  1. One vacant Probation Officer I position
  2. One unfunded Probation Officer 1 position
- **Resolutions (1)**
  - Resolution to enter into three year contract with The Change Company to provide Atlas Evidence Based Interactive Journaling services for adults and juveniles
- **Proclamations**
  1. None
- **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 southern 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 into 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 Standinger.

**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/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A	General	Fund					
<b>A3140 Probation</b>							
A3140 415600	Adoption Investiga	0	-600	-300.00	.00	-300.00	50.0%*
A3140 415800	Restitution Surcha	0	-2,000	-4,641.55	.00	2,641.55	232.1%
A3140 415810	Probation - DWI Su	0	-16,000	-9,250.00	.00	-6,750.00	57.8%*
A3140 415811	DWI-Probation Sala	0	-5,000	-5,000.00	.00	0.00	100.0%
A3140 433100	State Aid-Probatio	0	-105,205	-78,904.01	.00	-26,300.99	75.0%*
A3140 433100	CPS01 State Aid-Pro	-120,000	-120,000	-120,000.00	.00	0.00	100.0%
A3140 433160	State Aid-Enhanced	0	-18,566	-13,924.24	.00	-4,641.76	75.0%*
A3140 433170	Ignition Interlock	0	-3,678	-3,618.00	.00	-60.00	98.4%*
A3140 433180	State Aid- ST53P	0	-7,000	-6,010.06	.00	-989.94	85.9%*
A3140 433182	RTA State Aid -Ra	0	-16,920	-1,367.64	.00	-15,552.36	8.1%*
A3140 510010	Full Time	0	811,803	718,795.31	.00	93,007.25	88.5%
A3140 510020	Part Time/Temporar	0	25,000	19,928.73	.00	5,071.27	79.7%
A3140 510030	Overtime Pay Only	0	5,000	4,987.54	.00	12.46	99.8%
A3140 510040	Workers Compensati	0	0	141.91	.00	-141.91	100.0%*
A3140 510050	All Other(On Call,	0	0	1,430.23	.00	-1,430.23	100.0%*
A3140 520060	CPS01 Car/Truck-	45,000	45,000	39,927.80	.00	5,072.20	88.7%
A3140 520070	Chairs	400	400	623.56	.00	301.44	67.4%
A3140 520090	CPS01 Computer-CPS	23,525	23,525	22,269.00	.00	922.87	96.0%
A3140 520200	Office Equipment	1,800	1,800	1,596.95	.00	203.05	88.7%
A3140 520215	Personal Protectiv	-164	4,336	2,252.98	.00	2,082.93	52.0%
A3140 540070	Car Maintenance	-340	1,260	771.75	.00	488.25	61.3%
A3140 540080	Clinic Supplies	4,250	4,250	1,563.93	.00	2,686.07	36.8%
A3140 540140	CPS01 Contracting S	0	5,400	1,140.25	.00	4,259.75	21.1%
A3140 540180	Dues	1,300	1,090	1,090.00	.00	0.00	100.0%
A3140 540220	Automobile Fuel	2,200	2,800	2,436.58	.00	363.42	87.0%
A3140 540220	CPS01 Automobile Fu	0	600	92.69	.00	2,073.24	4.3%
A3140 540220	RTA Automobile Fuel	1,000	2,166	2,166.00	.00	1,000.00	0%
A3140 540320	Leased/Service Equ	2,800	2,800	2,153.60	.00	646.40	76.9%
A3140 540340	Literature	1,000	1,000	899.58	.00	100.42	90.0%
A3140 540360	Meals/Food	500	500	498.00	.00	2.00	99.6%
A3140 540390	Mileage Expense	100	514	263.32	.00	250.68	51.2%
A3140 540480	Postage	1,000	1,600	1,336.64	.00	263.36	83.5%
A3140 540487	CPS01 Program Expen	19,506	34,506	34,506.00	.00	0.00	0%
A3140 540487	FH01 Program Expen	6,621	6,060	2,201.57	.00	34,505.77	36.3%
A3140 540590	Services Rendered	265	533	485.00	.00	48.00	100.0%
A3140 540620	Software Expense	9,710	9,710	9,709.33	.00	67.67	100.0%
A3140 540630	Stationery Supplie	6,000	7,682	6,248.40	.00	1,433.60	81.3%
A3140 540660	Telephone	2,052	2,699	1,329.46	.00	1,369.54	49.3%
A3140 540660	CPS01 Telephone (Se	0	28,985	3,409.30	.00	25,575.76	11.8%
A3140 540660	RTA Telephone-RTA	1,440	1,440	227.94	.00	1,212.42	15.8%



# 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							
A3140 540731 Training/State Req	30,095	-5,014	25,081	15,390.83	.00	9,690.17	61.4%
A3140 581088 State Retirement F	18,362	80,712	99,074	99,221.53	.00	-147.79	100.1%*
A3140 583088 Social Security Fr	58,164	-11,108	47,055	54,996.11	.00	-7,940.86	116.9%*
A3140 584088 Workers Compensati	0	16,474	16,474	18,388.97	.00	-1,915.36	111.6%*
A3140 585588 Disability Insuran	0	858	858	977.77	.00	-120.27	114.0%*
A3140 586088 Health Insurance F	40,115	175,928	216,043	234,130.82	.00	-18,087.99	108.4%*
A3140 588988 Eap Fringe	0	217	217	243.99	.00	-27.42	112.7%*
<b>TOTAL Probation</b>	<b>881,313</b>	<b>261,570</b>	<b>1,142,883</b>	<b>1,028,145.87</b>	<b>.00</b>	<b>114,736.69</b>	<b>90.0%</b>
<b>A3142 Alternatives To Incarceration</b>							
A3142 415150 Alternatives To In	-100	0	-100	-65.00	.00	-35.00	65.0%*
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	-12,639.88	.00	495.37	104.1%
A3142 510010 Full Time	21,525	0	21,525	13,286.72	.00	8,238.28	61.7%
A3142 510040 Workers Compensati	0	0	0	30.78	.00	-30.78	100.0%*
A3142 540140 Contracting Servic	3,500	2,000	5,500	3,923.00	.00	1,577.00	71.3%
A3142 540140 HPCC Contracting Se	0	2,000	2,000	508.25	.00	1,491.75	25.4%
A3142 581088 State Retirement F	950	1,812	2,762	2,192.34	.00	-380.78	121.0%*
A3142 583088 Social Security Fr	0	-115	-115	1,014.42	.00	-179.53	121.5%*
A3142 584088 Workers Compensati	0	339	339	368.37	.00	-29.85	108.8%*
A3142 585588 Disability Insuran	0	18	18	21.00	.00	-3.03	116.9%*
A3142 586088 Health Insurance F	0	3,054	3,054	3,721.43	.00	-667.23	121.8%*
A3142 588988 Eap Fringe	0	5	5	4.95	.00	-.44	109.8%*
<b>TOTAL Alternatives To Incarceration</b>	<b>13,730</b>	<b>9,112</b>	<b>22,842</b>	<b>12,366.38</b>	<b>.00</b>	<b>10,475.76</b>	<b>54.1%</b>
<b>A3146 Sex Offender Program</b>							
A3146 540140 Contracting Servic	123,840	0	123,840	123,840.00	.00	.00	100.0%
<b>TOTAL Sex Offender Program</b>	<b>123,840</b>	<b>0</b>	<b>123,840</b>	<b>123,840.00</b>	<b>.00</b>	<b>.00</b>	<b>100.0%</b>
<b>TOTAL General Fund</b>	<b>1,018,883</b>	<b>270,681</b>	<b>1,289,565</b>	<b>1,164,352.25</b>	<b>.00</b>	<b>125,212.45</b>	<b>90.3%</b>
<b>TOTAL REVENUES</b>	<b>-187,214</b>	<b>-120,000</b>	<b>-307,214</b>	<b>-255,720.38</b>	<b>.00</b>	<b>-51,493.13</b>	
<b>TOTAL EXPENSES</b>	<b>1,206,097</b>	<b>390,681</b>	<b>1,596,778</b>	<b>1,420,072.63</b>	<b>.00</b>	<b>176,705.58</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024\_12

	ORIGINAL APPROP	TRANSFRS/ADJSTNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,018,883	270,681	1,289,565	1,164,352.25	.00	125,212.45	90.3%

\*\* END OF REPORT - Generated by Cain, Brian \*\*



Public Safety Committee Meeting  
Probation Department Report  
January 7, 2025

**Budget Status:**

2024 Revenue Budget:

- \$1,150 of DWI Supervision fee collected in December. \$10,245 collected in 2024
- \$695.24 in restitution and surcharge collected in December. \$97,842.88 collected in 2024

2024 Budget: Probation expended 90% of its 2024 budget. This equals **a savings to the County for 2024 of \$125,212.45.**

**Current Business:**

1. Staffing – One open Probation Officer position remains unfilled. At this time there have been no applications submitted to Personnel for review.
2. Training – All Probation Officers completed their 21 hours of mandated training in 2024. In addition, our most recent Probation Officer hired in 2024 is currently attending his Basic Course for Peace Officer Training at the Academy in Binghamton.
3. In December, Probation's new 2023 Dodge Durango was delivered. The Durango was purchased with Pretrial Release money awarded by the State to all Probation Departments in New York. Tioga County received \$60,000. The remainder of the \$60,000 is designated to be used to pay for Evidence Based Interactive Journaling materials for individuals released to the Pretrial Release program in addition to Electronic Monitoring units and gasoline so Officers can travel to the justice courts in Tioga County to assist them with Pretrial Release services.
4. Atlas Digital Platform – Probation is bringing forth a resolution to enter into a three-year contract with The Change Company to access their Evidence Based digital programs for use with both the Adult and Juvenile populations in Tioga County. The aggregate cost of the contract is slightly more than \$12,000 and will be funded with Pretrial Release Award money as well as Floyd Hooker Foundation money. Probation intends to include a percentage of the cost of the contract in the 2025-2026 Raise the Age Plan which would reimburse Tioga County 100% for the RTA juveniles who utilize the modules.
5. On December 17, 2024, members of Probation worked with Veteran's Services and the Rotary at a Veteran's Grocery Giveaway at Catholic Charities in Nichols, NY. More than 50 veterans and their families benefited from the giveaway.
6. Highlights of 2024:
  - Initiated the use of IPPC Technologies to monitor sex offenders' use of technology
  - Interagency Collaboration (Veterans, Schools, DSS, Employment, Law Enforcement, District Attorney, Trinity-CASA, ACBC, & TCADS/TCMH)
  - Probation fleet overhaul (now includes two new 2023 Dodge Durangos)
  - Staffing/training (onboarding new probation officers and scheduling their expanded training, new Probation Supervisor)
  - Enlarged Pre-Trial Release options (AlcoTag/Change Company)
  - Increased community presence

- Embedded Probation Officers in Justice Courts
- Shredding of old records to comply with Records Retention Schedule
- Upgraded the Buddi Electronic monitoring contract to include AlcoTag and insurance
- Outfitted all Officers with iPads allowing them access to the Probation Data system while in the Courts and in the field
- Updated Probation Officer training manual
- Participated in the implementation of the Tioga County TAM team
- Accomplished all goals outlined in the Tioga County Strategic Plan
- Upgraded entry doors and remote monitor
- Began presenting Decisions Points in the schools
- Provided an Officer as a second to assist TCSO with extradition of probation violators

## 7. Goals and Changes for 2025

- Fully staff Probation with one Officer writing investigations 75% of the time
- Conduct trainings for Tioga County Law Enforcement Agencies, Tioga County Department of Social Services and Tioga County Justices regarding Probation and the services we provide
- Expand Decision Points curriculum in Tioga County School Districts
- Continue with plans to arm Probation Officers with non-lethal capabilities
- Complete Probation Pamphlet and enhance presentation for community outreach
- Succession Planning
- Complete cross training of Officers so there is a Secondary Officer for each specialty caseload
- Train three Officers to participate as instructors in the Southern Tier Training Academy
- Explore reinstating the Intensive Supervision Program (day reporting) at the Probation Department
- Look at ways to expand the Waverly Satellite Office
- Transition Office Specialist I to work at least 14 hours per week specifically with the Juvenile Justice team

## 8. Review of Probation's Strategic Plan Goals

### 9. Juvenile Delinquency Services:

December of 2024- There were three Juvenile Delinquency Appearance Tickets (JDAT) received for the month of December. The JDATs alleged the respondents committed acts which if committed by an adult would constitute the crimes of Unauthorized Use of a Vehicle, a Class A Misdemeanor, Assault in the Third Degree, a Class A Misdemeanor and Making Terroristic Threats, a Class D Felony.

YTD: 37 JDATs received to date.

- E- Connect: To date, Thirty-five (35) youth have been screened in 2024. As a result of the E-Connect screenings, twenty-five (25) youth were found to be below threshold and not in need of an immediate mental health referral. One (1) youth was found to be a level II and was referred for a mental health evaluation. Seven (7) youth were found to be a level III and agreed to schedule an appointment at TCDMH. Two (2) youth were also determined to be a level I which required immediate mental health intervention.

- There are currently two youth participating in juvenile sex offender treatment and one youth in the process of being evaluated.

There were 17 JDATs processed in 2023. The 37 processed in 2024 represents **a more than 100% increase in JDATs processed by the Tioga County Probation Department.**

#### **ATI Programs:**

- Electronic Monitoring – There are currently four individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service – WWP is currently suspended. When more orders for community service on the WWP are received, operation of the WWP will resume.
- Pre-Trial Release – There are 37 people being supervised via the Pre-Trial Release program

**Court Ordered Investigations:** 51 active investigations for Tioga County courts (Criminal, Family and Surrogate)

**Supervision:** 176 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

**Violation of Probation petitions:** 17 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)

- Enter into three-year contract with The Change Company to provide Atlas Evidence Based interactive journaling services for adults and juveniles

## **GOALS for 2025**

Goal 1: Tioga County Probation will facilitate the training of three Probation Officers to become certified as instructors in the future Southern Tier Training Academy.

1. Identify Officers to be trained
2. Schedule the Officers for training which is anticipated to take place in Tompkins County
3. Officers will complete instructor training and identify an area of concentration for further training

Goal 2: Probation will cross-train Officers to develop a “secondary officer” for each specialty caseload.

1. Administrative staff will identify Officers to be trained as a “secondary officer” for each specialty caseload.
2. Identified Officers will begin shadowing of the “primary officer” no later than March of 2025
3. After three to six months of shadowing, the “secondary officer” will be assigned a small percentage of the cases in their specialty area.

Goal 3: Probation will develop a Succession Plan to assure functionality and efficiency of the Department upon the Director position becoming vacant.

1. Administrative staff will identify individuals who appear suitable and motivated for advancement within the Department.
2. Identified staff will be encouraged to enroll in the next Institute for Advancement.
3. Identified staff will spend approximately 5% of their work week shadowing senior staff.

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25

RESOLUTION TO APPROVE A  
CONTRACT BETWEEN THE TIOGA COUNTY  
PROBATION DEPARTMENT &  
THE CHANGE COMPANIES, INC.

WHEREAS: The Legislature approved a contract between Tioga County Probation Department and The Change Companies, Inc. for the provision of an evidence based interactive journaling curriculum for adults and juveniles called Atlas; and

WHEREAS: The contract with The Change Companies, Inc. and Tioga County Probation will have The Change Companies, Inc. provide 25 interactive journaling seats via the Atlas Digital Platform for a cost of \$4,125.00 annually with the approximate total of the three-year contract being \$12,375.00; and

WHEREAS: The Change Companies, Inc. submitted their yearly subscription Agreement to Tioga County Probation which consists of \$4,125.00 yearly for a three-year subscription for a contract period of 1/1/2025 to 12/31/2027 not to exceed \$12,375.00; therefore be it

RESOLVED: That the Probation Director is approved to contract with The Change Companies, Inc. at a cost not to exceed \$12,375.00 for the period of 1/1/2025 to 12/31/2027 upon review by the County Attorney.