OFFICE OF SHERIFF

SENECA COUNTY

Annual Report
2011

July 20, 2012

Robert W. Hayssen
Chairman
Seneca County Board of Supervisors
Seneca County Office Building
One DiPronio Drive
Waterloo, New York

Dear Chairman Hayssen:

Please accept the Seneca County Sheriff's Office Annual Report for the year 2011. On behalf of the men and women of the Seneca County Sheriff's Office, we would like to thank not only you, but the entire Seneca County Board of Supervisors for the support shown to the members of this Office and to the Office of Seneca County Sheriff.

As you know, this is our third annual report to the Seneca County Board of Supervisors and the Citizens of Seneca County, New York. Throughout 2011 we continued to build upon the successes achieved since 2008. Most notably was achieving New York State Accreditation status for the two remaining Sheriff's Divisions; Law Enforcement and Civil Divisions.

In January 2011, three veteran law enforcement accreditation assessors from the New York State Division of Criminal Justice Services spent three days at the Sheriff's Office reviewing compliance with over 130 best practice standards for the law enforcement division and in February 2011, three veteran civil division accreditation assessors spent three days reviewing over 120 best practice standards for the operation of the civil division. We are happy to report that in March 2012, the Seneca County Sheriff's Office was awarded NYS Accreditation Status for both the Law Enforcement and Civil Division, becoming only the third Sheriff's Office in New York State to be a fully NYS accredited Law Enforcement Agency and Correctional Facility.

This most honorable professional distinction could not have been possible without the hard work and dedication of the men and women of the Seneca County Sheriff's Office who demonstrated compliance with over 450 best practice standards and the support from both the Seneca County Board of Supervisors and the Citizens of Seneca County.

As a custodian of public funds, it is incumbent on us each and every day to continually review our operations and deliver those services in the most efficient manner.

In closing, I again thank you and the Board of Supervisors for the support you have shown not only me, but, the members of the Office of Seneca County Sheriff.

Sincerely,

Jack S. Stenberg
Seneca County Sheriff

2011 ACHIEVEMENTS

Awarded New York State Accreditation Honors in the following Divisions:

- Law Enforcement
- Civil

Generated $ 777,778.07 in revenue from in-boarding prisoners into the Correctional Facility.

Established Seneca County Sheriff's Public Safety Underwater Search & Recovery Team

Established Seneca County Sheriff's Emergency Response Team

Placed into service – Crime Scene Response Unit

Established "Yellow Dot" – life saving public outreach program

Deployed "Less Lethal" Tasers to Uniform Road Patrol members

Completed annual NYS accreditation annual compliance requirements for:

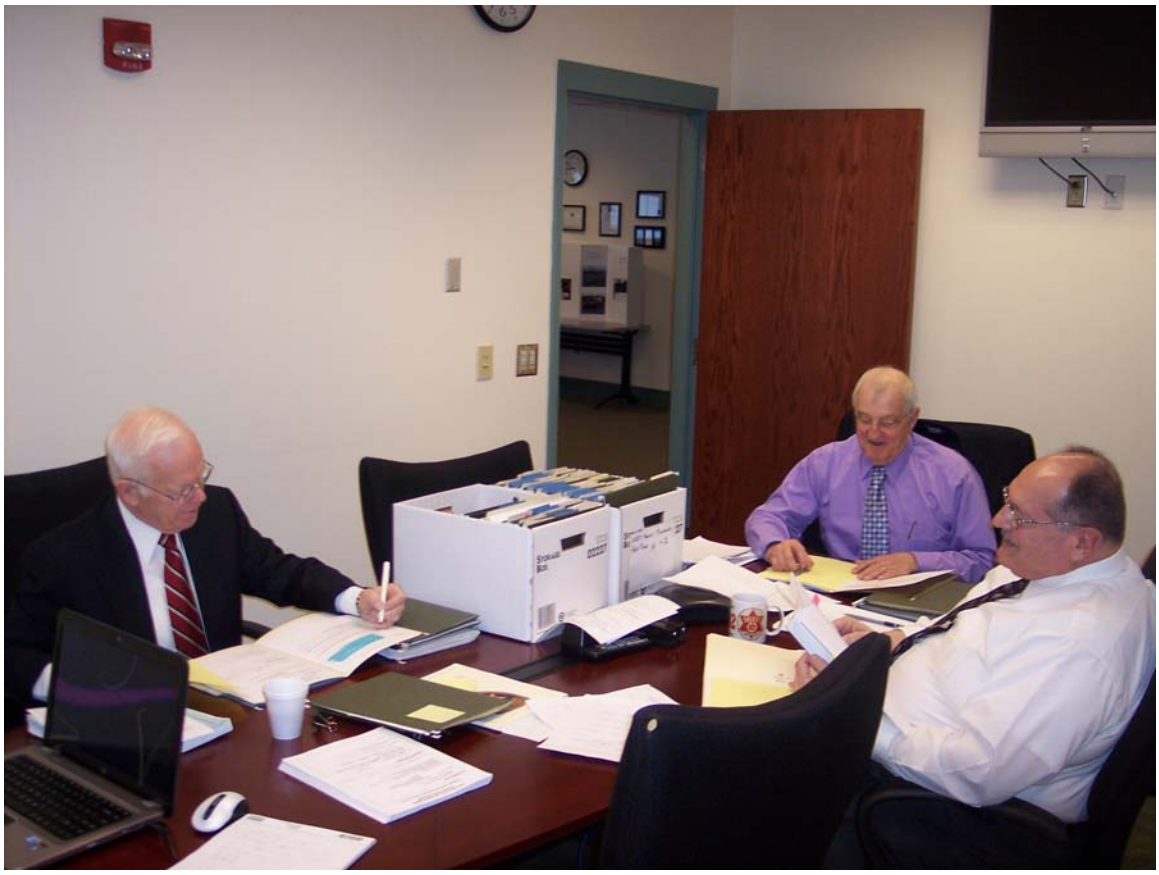
- Corrections Division
- Court Security Division.

Enhanced Seneca County Sheriff's website for user initiated secure transactions to:

- Post bail
- Post deposits into inmate commissary accounts
- Pay civil assessments
- Obtain motor vehicle accident reports
- Obtain necessary forms to obtain pistol license
- Obtain necessary forms to conduct pistol transactions

Continued aggressive in-service training program for all Divisions.

NYS LAW ENFORCEMENT ON-SITE ACCREDITATION ASSESSMENT
January 11-13, 2011



January 11-13, 2011 - DCJS Law Enforcement Assessment Team on site at Sheriff's Office conducting three – day law enforcement accreditation assessment.

Static displays of Sheriff's operations during on site accreditation assessment.

Undersheriff Sullivan demonstrates to assessors where blood and bio-hazard evidence is secured under refrigerated conditions.

DCJS Law Enforcement Accreditation Assessment Team:

(L-R) Undersheriff Gary Sullivan; Francis Broski, Chief of Police (ret.); Merino Ciccone Jr., Chief of Police (ret.); William Peverly, Chief Deputy (ret.); Sheriff Jack Stenberg.

January 13, 2011 - LAW ENFORCEMENT ACCREDIATION ASSESSMENT EXIT ASSEMBLY. Pictured with Sheriff Stenberg, Undersheriff Sullivan and DCJS Assessors are Seneca County Board of Supervisor members: Robert Hayssen, Cindy Garlick-Lorenzetti, Stephen Churchill, Ron Serven and Lee Davidson

March 1, 2012 – (Albany, NY) Undersheriff Gary Sullivan, Accreditation Program Manager; Sheriff Jack Stenberg; Chairman, Council on Law Enforcement Accreditation, Lloyd Perkins; NYS DCJS Acting Deputy Superintendent Tony Perez, present NYS Law Enforcement Accreditation to Sheriff and Undersheriff.

March 8, 2012 - Sheriff Stenberg officially presents NYS Law Enforcement Accreditation Award to Seneca County Board of Supervisors.

CIVIL DIVISION ON-SITE ACCREDITATION ASSESSMENT
February 8-9, 2011

February 8, 2011 Civil Division Deputy Sheriff David Smith undergoes Civil Division Accreditation interview with three NYS Civil Division assessors.

March 8, 2011 – New York State Sheriff's Association, Executive Director Peter Kehoe addresses the Seneca County Board of Supervisors and confers Civil Division Accreditation status on the Sheriff's Office.

March 8, 2011 – (L-R) Undersheriff Gay Sullivan, Accreditation Program Manager, Sheriff Jack Stenberg, Peter Kehoe, Executive Director, New York State Sheriff's Association present NYS Civil Division Accreditation to Sheriff and Undersheriff.

Seneca County Sheriff's Office

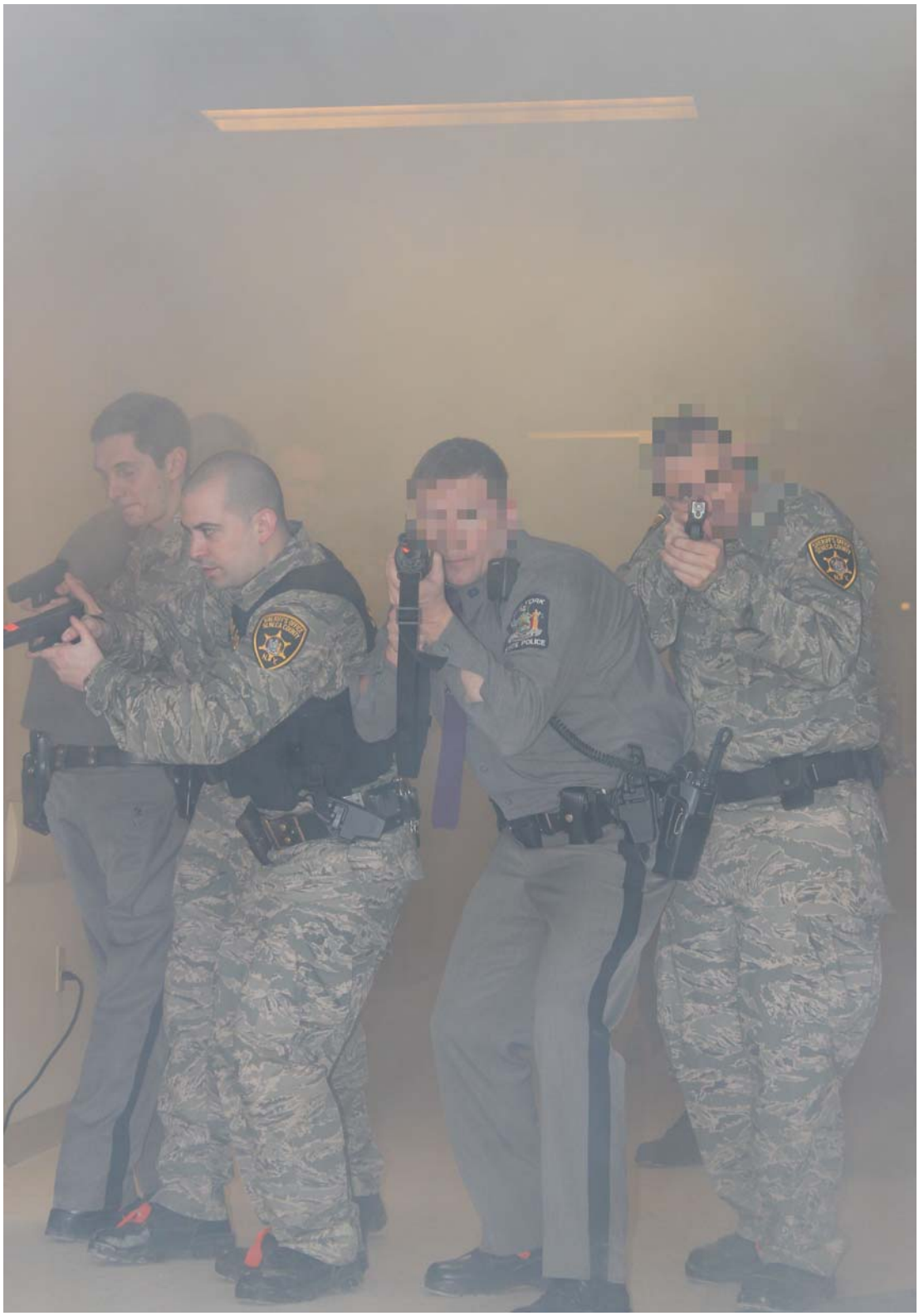
A Totally NYS Accredited Law Enforcement Agency and Correctional Facility.

- One of only three Sheriff's Office in NYS to hold such designation
- Complied with over 450 best practice standards
- Policies, procedures and protocols reviewed by over a dozen outside experts in the field of law enforcement, corrections, civil and court security.
- Eleven intense days of on-site accreditation assessment reviews.

WE ARE PROUD OF THE MEN AND WOMEN OF THE SENECA COUNTY SHERIFF'S OFFICE WHO CONTRIBUTED TO THIS MOST IMPORTANT PROJECT FOR WITHOUT THEIR EFFORTS IT WOULD NOT HAVE BEEN ACCOMPLISHED.

MORE 2011 HIGHLIGHTS

Re-constituted the Seneca County Sheriff's Office Underwater Search and Recovery Team funded entirely by a NYS Homeland Security Grant who have the most up to date training and operate under strict policies and procedures.



Established the Seneca County Sheriff's Office Emergency Response Team funded entirely by NYS Homeland Security Grant and who can be deployed into any active shooter/hostage situation.

Established the "Yellow Dot Program" a program designed to save lives. In this photo Inv. Kip Goodman explains "Yellow Dot" Program to Matt Millis during 2011 ITT/Gould Pumps safety fair

Deployed Less-Lethal "Tasers" to Road Patrol Division. In this photo, Sheriff's Deputies undergo training by certified Sheriff's instructors.

Instituted a number of electronic services in 2011 on Sheriff's interactive website

https://sheriff.co.seneca.ny.us

Enables drivers and insurance companies to obtain copies of accident reports on line 24 hours a day, 7 days a week – saves processing time by staff and gets accident reports in the hands of insurance carriers sooner to settle claims.

Benefits to the Corrections Division:

- Enables families of inmates to make deposits directly into inmate commissary accounts;
- Allows persons to post bail and pay fines on line.

Benefits to the Civil Division:

- Allows persons to pay civil judgements and other civil related transactions online.

All firearms related forms, applications, amendments and instructions now online on Sheriff's website. Users can complete firearms related transaction forms in the comfort of their home and bring them to Sheriff's Office for processing – saving both time and unnecessary trips to the Sheriff's Office. In 2011, we instituted a new plastic pistol permit card replacing the decades old "paper style" pistol permits. This new electronic database allows immediate searches of pistol permit data statewide, which had never been available in the past.

Our goals for 2012 for the Law Enforcement Division include the following:

GOAL ONE:
Maintain compliance with all New York State Accreditation Certifications currently held by Sheriff's Office by:

- Maintaining individual accreditation files in accordance with established program protocols and requirements.
- Revise as required by law or statute existing policies and/or procedures to ensure legal compliance.
- Develop, review and disseminate new policies and procedures to comply with new laws or statutes.
- Review and update existing policies and procedures to ensure maintenance of best practice procedures.
- Submit as required, annual compliance certifications as required by accrediting body requirements.

GOAL TWO:
Enhance specialized units by:

- Enhance capabilities of Narcotics Division by:
    - Reclassification of vacant CID Sergeant position to Investigator status
    - Assigning full time deputy to Narcotics Division to assist with field duties.
    - Assigning DARE Officers to temporary duty in Narcotics Division during DARE six month school semesters.
    - Procuring and enhancing technical equipment used in narcotics investigations.

- Enhance capabilities of Criminal Investigation Division by:
    - Procuring and enhancing technical equipment used by investigators
    - Securing attendance for CID investigators in specialized training

- Increase Navigation Division capabilities by:
    - Acquisition of additional marked patrol boat through partnership with New York State Parks and Recreation at no cost to County
    - Utilization of existing Federal and State grant money to acquire additional navigation enforcement equipment.
    - Deploy two marked patrol boats during boating season on Seneca County waterways.
    - Enter into contractual funding agreement with NYS Thruway Authority and Canal Corporation to provide navigation enforcement on NYS Canal system.
    - Petition NYS Senate and Assembly for addition of Seneca County Marine Patrol Officer (MPO) as Peace Officers pursuant to CPLR 2.10.

- Provide peace officer training to MPO's to reduce navigational operational costs.

Enhance Uniform Road Patrol capabilities by:

- Continue roll-out development program of "wireless" communication technology in all marked patrol vehicles utilizing existing State and Federal grants.
- Secure private funding for the purchase of "AED'S" for all marked SCSO vehicles.
- Establish 501(c)(3) - Seneca County Sheriff's Office Foundation as repository for public donations towards acquisition of new K-9 Narco-detector canine to replace existing K-9 "ATO" upon retirement in 2012.
- Begin public outreach program to acquire private funding sources for acquisition of new K-9 narco-detector canine.

GOAL THREE:
Establish new Community outreach programs

- Establish "Project Lifesaver" program for vulnerable residents of Seneca County
- Explore feasibility and deployment of Citizens Police Academy

Continue to deliver existing Community outreach programs.

- DARE
- FAIR
- Boater Safety
- Operation Safe Child
- McGruff
- CSI
- Yellow Dot Program

GOAL FOUR:
Continue to deliver cost effective mandatory in-service training for all members in the Law Enforcement Division.

GOAL FIVE:
Improve operational efficiency by:

- Instituting new records management storage and retention systems.
- Transition existing pistol permit records into new electronic pistol permit database

GOAL SIX:
Continue efforts to relocate SCSO Civil Division to the LEC.

REPORTS OF DIVISIONS

Administration Division

The Sheriff's Administration Division is comprised of the Office of Sheriff, Undersheriff, Chief Deputy, Fiscal Services, Payroll, Records, Training and Administrative Support Staff.

The Sheriff as Chief Executive Officer is responsible for the overall management and control of the Seneca County Sheriff's Office. The Sheriff is duly elected by the registered voters in Seneca County and serves a term of four years.

The Seneca County Sheriff's Office provides round-the-clock service, therefore, shall at all times be under the direction of the highest ranking command officer on duty.

Assisting and empowered to act in the Sheriff's absence is the Sheriff's appointee, the Undersheriff. The Undersheriff is second in command of the Office and serves at the pleasure of the Sheriff. The Undersheriff is responsible for direct command oversight of the Corrections and Records Division and serves as program manager of all New York State Accreditation programs currently held by the Sheriff's Office.

The next ranking member of the Administration Division is the Chief Deputy, who occupies a competitive civil service position and is authorized to act in the absence of both the Sheriff and Undersheriff.

The Chief Deputy is responsible for command oversight of the law enforcement division which includes the Road Patrol, Criminal Investigation, Narcotics, Juvenile Aid, Navigation, Court Security and Civil Divisions.

The Sheriff's Administration has been diligent in the budgeting and expenditure of public funds entrusted to their care for Sheriff's operations.

UNIFORM ROAD PATROL

The uniformed Sheriff's Road Patrol is the most visible of all Seneca County Sheriff's Office Divisions providing police services to the community. The Road Patrol is comprised of eleven (11) patrol deputies who are supervised by five (5) Sergeants and one Lieutenant and through the chain of command to the Sheriff. The Road Patrol Division patrols approximately 330 square miles of Seneca County throughout the year.

Sheriff's deputies respond to a multitude of assignments which are called into the Seneca County Emergency Communications Center (E-911) from simple disabled vehicles to serious motor vehicle accidents and homicides. Members assigned to the Division also fill specialized units such as the Navigation, Canine, Accident Reconstruction, Firearms Instructors & Armorer's, DARE Instructors, Drug Recognition Experts, Underwater Search & Recovery Divers, Emergency Response Team, Operation Safe Child Identification and Child Safety Seat Technicians.

Each and every tour of duty commences with a roll call briefing conducted by the on duty uniformed supervisor. Critical information is exchanged between Sheriff's Office components such as the Criminal Investigation Division providing uniformed officers with the most up to date crime trends in their patrol zones along with information relating to Officer safety. These roll call sessions provide the uniformed road patrol with information which allows them to make Seneca County a safer place to live and work. At the conclusion of the roll call briefings, deputies travel to their patrol zone posts and patrol proactively. Deputies respond to any call for service within their patrol zone and adjoining patrol zones where they conduct criminal investigations and enforce vehicle and traffic laws.

During 2011, the uniformed road patrol division responded to 6,665 calls for service, investigated over 635 motor vehicle accidents, conducted 2,861 traffic stops, issued 1,644 uniform traffic tickets and logged 552 criminal arrests.

The canine unit is comprised to two specially trained dogs and handlers. K-9 "Ato" and his handler, Deputy Frank Eldredge is a certified narcotics detector canine, while K-9 "Izak" and his handler, Deputy John Fowler is a certified bomb detector canine. Both canines are cross trained in patrol and tracking. During 2011, the canine unit responded to sixty-seven (67) requests for service from both within the Sheriff's Office and from outside agencies. The K-9 unit also conducted several public outreach demonstrations during 2011 and participated in monthly training sessions with area law enforcement agencies.

In 2011, we completed deployment of tactical patrol rifles to all uniformed members of the Road Patrol. Together with the necessary requisite training and policy development for responding to active shooter events, our uniform road patrol now possess not only the equipment but also the protocols and training to effectively intervene and manage an active shooter event.

Also in 2011, we completed deployment of "less lethal" devices, commonly known as "Tasers" to all uniformed road patrol members. All uniformed deputies underwent intensive training coupled with the implementation of sound policies and procedures to support their use. Today, our deputies now have this additional tool to protect not only themselves but the public as well.

2012 Goals for the Uniformed Road Patrol Division include the roll out of wireless communications and reporting technology for all marked Sheriff's vehicles paid entirely for by Federal and State grants; explore private funding sources for deployment of automatic electronic defibulators (AED'S) for all marked patrol vehicles; continuation of record setting training hours to keep Deputies abreast of new and innovative techniques in modern policing and the acquisition of a narcotics detector canine and training of a handler to replace the anticipated retirement of K9-"ATO"

Criminal Investigation Division

The Criminal Investigations Division (CID) is comprised of four specially trained investigators supervised by a Lieutenant. The Division conducts background investigations of proposed new employees along with conducting in-depth criminal investigations which enables uniformed road patrol deputies to devote their time responding to calls for service from the community.

The Criminal Investigations Division was particularly busy in 2011 opening 458 criminal investigation cases which resulted in eighty persons being charged with committing over 180 criminal charges and recovering over $25,000.00 in stolen property which was returned to their rightful owners. The Division is also responsible for the management of registered Sex Offenders who live outside of the incorporated Village of Waterloo and Town of Seneca Falls. Specially trained investigators are responsible for verifying addresses of Registered Sex Offenders to ensure they are complying with requirements of New York State Law and pay unannounced visits to Sex Offenders to monitor compliance.

In September 2011, a full time narcotics investigator was assigned to the division with the mission of identifying and arresting drug dealers and user's operating in Seneca County, and to combine investigative and operational resources with our law enforcement partners her in Seneca County. In the few short months of being operational, the narcotics division has initiated 39 new cases, closed 17 by the arrest eleven persons and executed five criminal search warrants. Some of the drugs being illegally sold or possessed in Seneca County include the following: Crack cocaine; Ecstacy; Heroin; Marihuana; Methamphetamine; Morphine; Opana (aka oxymorphone); Risparidone; Tramadol and Vicodin.

We anticipate that 2012 will be a record year in the number of narcotics investigations being initiated.

Also during 2011, the Division put into service a crime scene response unit. Utilizing a decommissioned Sheriff's van, this vehicle was retrofitted to allow for all crime scene equipment to be stored and transported to a crime scene under one roof, saving valuable time and manpower. All funding needed for this project came directly from funds seized from drug dealers by Sheriff's deputies and at no cost to taxpayers.

The Juvenile Aid Bureau (JAB) is a component of the Criminal Investigation Division and is responsible for all youth related investigations and activities. During 2011, the JAB was directly responsible for teaching the Drug Abuse Resistance Education (DARE) program in all Seneca County Schools. The Seneca Falls Savings Bank recognizing the need for such a program in Seneca County partnered with and made a generous donation to the Seneca County Sheriff's Office DARE program to help offset program costs. In 2011, members of the JAB had personal contact with over 10,400 children from throughout Seneca County and the area.

2012 Goals for the Criminal Investigation Division include:

- Creating a two person Narcotics Investigation Unit
- Enhancing the Accident Reconstruction Unit

Corrections Division

The Corrections Division is comprised of forty three (43) Corrections Officers supervised by Eight (8) Sergeants, One (1) Lieutenant and One (1) Chief Administrative Officer. The Corrections Division is responsible for housing all inmates committed by the Courts to the Custody of the Sheriff. Within the Division are the Food Services and Medical components which compliment the overall operation of the Corrections Division.

During 2011, 814 persons were committed to the Correctional Facility by the Courts and Corrections staff logged over 1028 transport missions. The Food Services unit served over 84,000 meals while the Corrections Medical Unit conducted 557 medical assessments of inmates.

In our first full year of in-boarding inmates, Seneca County realized a revenue gain of $686,400.74. Since in-boarding of inmates began in February of 2009, the Seneca County Sheriff's Office has realized a total in-boarding revenue of $1,060,597.24 through December 31, 2011 which has been deposited directly into the County General Fund.

Inmate programs are offered to sentenced and un-sentenced inmates. Some of these programs are:

GED
Christian religious services
Non-denominational religious services
Addictions Counseling
Mental Health Services
Anger Management
Parenting Classes
Workforce development
Alcoholic Anonymous

During 2011, the Corrections Division with support from other SCSO components hosted and delivered a mandatory seven (7) week New York State Basic Correction Officer Academy. Our certified trainers graduated a total of 11 students, five Officers from the Seneca County Sheriff's Office and two each from the Ontario, Yates and Wayne County Sheriff's Office. By hosting and delivering this training locally we have saved the County thousands of dollars in course registration, overtime and related expenses. Equally important is the fact that the Seneca County Sheriff's Office is being recognized by outside agencies as an agency that delivers highly effective training. This is the fifth Basic Corrections Officer Training Academy the Seneca County Sheriff's Office has sponsored and delivered during Sheriff Stenberg's term of Office.

We continued utilizing modern electronic technology to better serve the public in our Correctional Facility. During 2011 we instituted two new electronic services; posting bail online and allowing for the deposits of funds into an inmate commissary account. These two new features have saved countless manpower hours processing both bail and inmate commissary accounts. We are exploring even more ways to utilize technology in the operation of our correctional facility.

2012 Goals for the Corrections Division are:

GOAL ONE:

Provide a learning environment where Correctional Staff can maintain and develop the skills needed for success by:

- Delivering mandated and supplemental training to Correctional Staff in an effective and efficient manner
- Reviewing and updating training materials to align with current best correctional practices
- Encouraging Correctional Staff participation and growth in specialized areas such as:
  - Field Training (including hosting a Field Training Officer School)
  - Corrections Emergency Response Team (CERT)
  - Instructor Development/Recertification/Enhancement (including hosting a Basic Corrections School)
  - Inmate Disciplinary Procedures
  - Inmate Grievance Procedures

GOAL TWO:

Provide for the cost-effective operation of the Correctional Facility by:

- Maintaining or further reducing costs of materials and services within the medical department by:
  - Lowering pharmaceutical costs
  - Billing Medicaid for applicable services
  - Utilizing local care providers (Dentist, etc.)
  - Researching, reviewing , and/or renewing competitive contracts for services such as:
    - Portable X-Rays Diagnostics
    - Emergency Ambulatory Transportation
- Maintaining quality, low cost Food Services operations
- Establishing a "Smart Card" system for the handling of inmate funds upon their release
- Reducing overtime expenditures by hiring and deploying part-time Correction Officers efficiently

GOAL THREE:

Use revenue generated by the Correctional Facility to enhance safety and security by:

- Procuring and installing additional video surveillance equipment throughout the facility
- Providing inmates with additional and/or supplemental programming in areas such as:
  - Gardening
  - Culinary Arts
  - Alcohol and Substance Abuse (AA / NA)
  - Parenting

  - Anger Management
- Providing inmates with recreational activities and equipment
- Providing and/or hosting supplemental Correctional Staff training in areas such as:
  - Defensive Tactics
  - Leadership Development
  - Corrections Seminars

GOAL FOUR:

Maintain Accredited Correctional Facility status by:

- Ensuring that all of the maintenance, revision, development, filing, and submission procedures used by the Corrections Division are in compliance with accreditation standards
- Conducting policy reviews and developing policies that ensure compliance with the law and other statutes

Civil Division

The Sheriff's Civil Division is located on the second floor of the Seneca County Office Building in Waterloo, New York. By law, absent a controlling local law, the Civil Division is required to be located in the County Seat.

The Seneca County Sheriff's Office Civil Division is staffed with a Deputy Sheriff who is responsible for the day to day operations of the Division. Assisting the Deputy Sheriff in charge of the Civil Division is one full time clerk/typist and two part time Deputy Sheriffs. The Civil Divisions primary responsibility is to receive civil processes and provide timely execution. Revenue is received and disbursed through several sources, such as service fees, mileage and poundage (a percentage of income and property execution proceeds). All revenue collected by the Civil Division is forwarded to the Seneca County Treasurers' Office.

In 2011, the Civil Division set an historic record of collecting revenues of $460,090.43. From this the Sheriff's Civil Division turned over revenue of $60,313.56 to the County Treasurer.

During 2011, the Civil Division served 646 Summons, 314 new income executions and 125 wage garnishments. A total of $400,776.87 was received and disbursed by the Civil Division during 2011.

For the most part, most transactions conducted by the Division are done through the U.S. Mail or by telephone. In 2011, we expanded our electronic services to the public who may now pay civil judgments and assessments on line through a secure portal, alleviating the need to visit our Civil Office to conduct a transaction.

In 2012, one of our main goals will be educating the public as to the importance of passing a pubic referendum allowing for the Civil Division to be moved into the Law Enforcement Center Campus in Romulus, along with all other Sheriff's Divisions. Increasingly, each year, the Sheriff's Civil Division is responsible for processing more and more funds, this year over a quarter of a million dollars. To provide the proper fiscal oversight it is imperative that the Civil Office be relocated to the main Sheriff's Office campus, where daily interaction between our Civil Division Officers and Fiscal Management Unit can take place. Moreover, the Deputy in charge of the Civil Division can share an expanded duty of daily operational oversight of our Records and Pistol Permit Units.

2012 Goals for the Civil Division include relocating the Civil Division to the Law Enforcement Center Campus in Romulus, New York

Records Division

The Records Division is the central repository of all records generated and received by the Seneca County Sheriff's Office. Civilian members of the Records Division respond to requests from the public for variety Sheriff's reports and documents through the New York State Freedom of Information Law, as well as being the first stop for all County issued Pistol Permits. In 2011, the Records Division processed a total of $12,334.22 in insurance and FOIL requests, employment fingerprint and pistol permit fees.

On July 5, 2011 the Division dramatically changed the way pistol permits were processed. In the past, prospective pistol permit applicants had to personally appear at the Sheriff's Office Records Division, pay a fee and obtain a pistol permit packet to complete. Once completed, the prospective pistol permit applicant had to return to the Sheriff's Office to be fingerprinted and submit their application for processing.

Utilizing the Sheriff's interactive website, all pistol permit application and transaction forms, were converted into electronic format which allows the user to complete the forms online and print them. By instituting this new process, prospective applicants can fill out the forms in the comfort of their home, print the required forms needed and arrange for a time to be fingerprinted and submit their completed application or transactions. This new procedure has eased the burden on permit holders by eliminating an extra trip to the Sheriff's Office.

During 2011 a total of 939 pistol permit transactions were handled by the Records Division.

In 2011, the procedure used to process motor vehicle accident reports was changed as well. All accident reports filed by the Seneca County Sheriff's Office are now available on line on the Sheriff's interactive website. Insurance carriers, who are our biggest clients, have had nothing but praise for this new service which allows them to process policyholder claims in a quicker fashion. It has not only saved insurance carriers a considerable amount of time and effort from the old letter request procedure, it has saved our Records Division staff countless hours in processing accident reports as well.

2012 Goals for the Records Division include:
Revamping the current records management system which has been in place since the 1980's

Navigation

During 2011, the Seneca County Sheriff's Marine One Patrol Boat logged 34 days of service on waterways in Seneca County equating to 725 hours of patrol activity. During the patrol season – May through September, the Navigation Unit responded to twenty eight (28) calls for service and issued seven (7) summonses for violations of NYS Navigation Laws. The Navigation Unit conducted forty eight (48) vessel inspections, issued fifteen (15) warnings and towed eleven (11) vessels to safe harbor. The Sheriff's Navigation Unit assisted the Road Patrol Division with one boating while intoxicated case. Navigation Division members completed thirty (30) hours of in service training during 2011.

The Navigation Division, along with other local Sheriff's Office Navigation Divisions took part in an area wide nuclear emergency drill at the Ginna Nuclear Power Plant on Lake Ontario at the request of the Wayne County Sheriff's Office and the Nuclear Regulatory Commission.

In September 2011, the Navigation Division acted as the lead law enforcement agency for "Hydro Bowl", a three day hydroplane race, held on the northern portion of Seneca Lake, which drew thousands of racers and visitors from throughout the United States and Canada. Working with race organizers, the Sheriff's Office called upon navigation units from the Finger Lakes Park Police, and the Cayuga and Yates County Sheriff's Office(s) to assist in protecting racers and boaters while on the water.

In late 2011, the Sheriff's Office was put on notice by the New York State Thruway Authority & Canal Corporation that they would be awarding grants for the 2012 boating season for navigation enforcement on the Seneca-Cayuga Canal and contiguous waterways. The Sheriff's Office fully expects to apply to the NYS Thruway Authority and Canal Corporation for up to $30,000.00 in funding for navigation enforcement services. Currently, the Sheriff's Office is reimbursed approximately 50% for the cost of Navigation enforcement from the NYS Office of Parks, Recreation & Historic Preservation.

2012 Goals for the Navigation Division

Acquire at "no cost" to Seneca County a second marked patrol boat
Expand deployment of marked patrol boats to both Seneca & Cayuga Lakes
Continue deployment of personal watercraft during boating season
Explore additional funding opportunities to offset the cost of navigation enforcement.

Court Security Division

The Court Security Division provides all security related functions at the Seneca County Court House in Waterloo, New York. During 2011, Court Security personnel provided security services for five (5) criminal trials conducted in County Court. A major function of the Division is to ensure the safety and security of not only employee's, but to all who transact business in the Seneca County Court Complex on a daily basis. During 2011, Court Security personnel confiscated an assortment of over 2,600 firearms, knives, razors, scissors and other weapons from entering the Seneca County Court Complex. All Court Security Officers have completed the mandatory basic training requirements for Court Security Officers.

MORE 2011 HIGHLIGHTS -

PROFESSIONAL CONDUCT UNIT –

The true measure of an effective law enforcement agency is the willingness to turn the public spotlight onto ourselves. The Seneca County Sheriff's Office takes seriously our obligation to fight all forms of corruption and violations of laws, as well as Sheriff's Office policies and procedures. The Professional Conduct Unit comprised of members of the Sheriff's Command Staff vigorously investigate all cases brought to its attention by the public and may initiate an investigation upon its own referral. The PCU reviews all cases other than policy and procedure matters with the Seneca County District Attorney's Office so the public can have confidence in the members of the Office. In 2010, the Seneca County Sheriff's Office implemented a new "Citizen Comment Form" available to the public at the Sheriff's Office or electronically on the Sheriff's website. Anyone can file a comment or complaint electronically for or against a Sheriff's employee twenty four hours a day, seven days a week which is routed directly to the Sheriff's Administration and acted upon immediately. The Seneca County Sheriff's Office remains committed to ensure that all complaints are actively and thoroughly investigated and when warranted the proper disciplinary or criminal sanctions are imposed.

In 2011, eighteen professional conduct investigations were either self initiated by the SCSO or based on citizen complaints. Of those, the following PCU case dispositions were recorded:

Sustained	7 *
Not Sustained	4
Unfounded	6
Resignations	1

* Referral/Review by District Attorney's Office (3)

Sustained – dispositions are those in which the PCU investigation has determined misconduct, incompetence, or a violation of a Law, Rule, Regulation, Directive, Policy, Procedure or Order has occurred.

Not Sustained – dispositions are those in which the PCU investigation has determined there was insufficient information or evidence to prove, or disprove, the accusation; or

Exonerated - The member's conduct described in the complaint was justified, lawful and proper; or

Unfounded – dispositions are those in which the PCU investigation has determined there is no basis upon which to believe any misconduct, incompetence, or violation of any Law, Rule, Regulation, Directive, Policy, Procedure or Order occurred.

Policy Failure - The member's conduct, while not desirable under the circumstances, could be justified under some interpretation of a regulation and may indicate a failure of that policy to be pertinent, current and unambiguous. In the event of this finding, the matter will be submitted through the chain of command for clarification and determination.

Training

TOTAL 2011 In-Service Training Hours -	**7,735.75 hours**
Law Enforcement Division	4,291.75 hours
Corrections Division	3,444.00 hours

PUBLIC OUTREACH PROGRAMS

During 2011, members of the Sheriff's Office were busy conducting and/or participating in a variety of public outreach programs which include the following:

DARE taught in all 5th grade Seneca County Schools
NYS Boater Safety Classes
Crime Scene Preservation Courses for local Fire Departments
Operation Safe Child
Child Safety Seat Inspections
McGruff the crime dog
Participant in Rite Aid Drug Quizzes
Neighborhood Watch programs
Career Days at local schools
Seneca County Career Day
Read Across America Program

STOP –DWI – Miss NY Presentation
Fundamentals of Alcohol Impairment Recognition
Seneca County Law Day
Seneca County Fair
Conservation Field Day – Water Safety Program
Sexting recognition program for Adults with children
Child Abuse/Crime Scene Training for Adults
Basic Volunteer Fire Police Training

AWARDS CEREMONY 2011-2012

One way an agency measures the degree of its success is in the manner it recognizes its employee's.

On February 24, 2012, the Seneca County Sheriff's Office hosted its Third Annual Awards Ceremony in the John Walters Training Room at the Seneca County Law Enforcement Center. Invited guests including Seneca County Manager Mitchell Rowe; Mr. Michael Reynolds, Chairman of the Seneca County Board of Supervisors Public Safety Committee; Mr. Lee Davidson, Co- Chairman of Public Safety Committee, and Mr. Donald Earle, Town of Seneca Falls Supervisor joined Sheriff's employees, families and friends during this most prestigious ceremony.

The following members were recognized along with a brief synopsis of their recognized activity.

LETTERS OF COMMENDATION:

Deputy Sheriff Joshua Raymond

Deputy Sheriff Christopher Felice

Corrections Officer Luke Laskoski

Deputy Sheriff John Fowler & Izak

Deputy Sheriff Frank Eldredge & Ato

Sergeant Timothy Thompson

Deputy Sheriff Michael Strohm

Deputy Sheriff Melinda Marquart

DISTINGUISHED SERVICE AWARDS:

Sergeant Michael Rhinehart - In December 2010, while off duty and in the area of a reported structure fire with a reported elderly person trapped on the second floor, you responded to scene for any assistance you could render. Being a fire officer with extensive training, you provided valuable size up of the fire scene to the local fire chief. You inquired of the local fire chief who had yet to arrive seeking his permission to commence a search and rescue for the reported trapped person. At grave risk to your own personal safety, you donned your fire gear and SCBA and searched those areas of the structure you could do so safely until other firefighters arrived to assist in the search efforts.

Your actions that day demonstrated your dedication to not only the Seneca County Sheriff's Office, the Fire Service, but to the Citizens of Seneca County as well.

Deputy Sheriff John Nesbit - On May 6, 2011, you were dispatched to the home of a suicidal male in the Town of Covert. The only available information provided from a veteran's crisis hot-line was the subject was a gulf war veteran suffering from depression and that he was stockpiling his medications. Upon your arrival, you were unable to gain entry and observed the male subject lying motionless. You took it upon your own to force entry into the residence and in doing so sustained a severe laceration which required medical intervention. You put your personal injury aside and cared for the victim until an ambulance arrived and was able to transport the subject for professional assistance.

For the professionalism and dedication to duty you displayed are awarded the Distinguished Service Award.

UNIT CITATION AWARD:

On February 14, 2011, a tragic domestic violence homicide occurred in the Town of Lodi, in which a woman was shot and killed. The investigators assigned to the Criminal Investigations Division worked throughout the night processing the crime scene with expertise and professionalism. A suspect was immediately identified and subsequently charged with Manslaughter, a crime which he ultimately pled guilty to and was sentenced to prison.

During November 2011, a series of thefts and robberies throughout Seneca County were being investigated by Sheriff's investigators working in conjunction with the Waterloo P.D. and the New York State Police. A strong-arm robbery had occurred at the Town of Seneca Falls Wal-Mart as well as an armed robbery with a knife at a Waterloo Prime Outlets. A suspect was identified and arrested after an intensive investigative effort by Sheriff's investigators. As a result of the excellent investigative efforts by members of the Criminal Investigation Division, a dangerous person was taken into custody without incident and the community spared from any future violent acts at his hands.

These cases highlight the fine work conducted by Investigators: Lt. J Cleere, Inv's J. Stevens; K. Goodman; R Lahr and J. Deal. Their professionalism and dedication to duty are a tribute to law enforcement in Seneca County.

May 2011 - Basic Correction Officer Academy graduation

Sheriff's Deputies perform Child Safety Seat Inspections and Installations and provide K9 demonstration at County Safety Fair in Waterloo.

Deputy Melinda Marquart awarded Seneca County Employee of the First Quarter in 2011. Deputy Marquart went on to be selected as "County Employee of the Year in 2011."

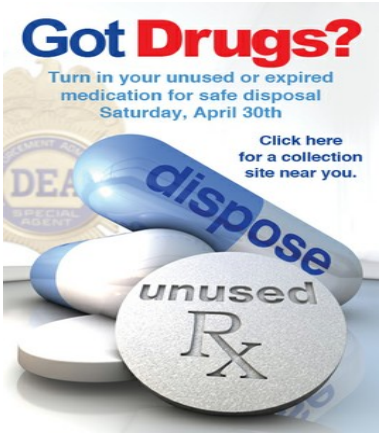
"GUN AMNESTY DAY held during 2011

May 7, 2011

"**National Drug Take Back Day**"

April 30, 2012

Over 21 pounds of prescription drugs were turned into Sheriff's Deputies for destruction by the DEA



This annual report is dedicated to the men and women of the Seneca County Sheriff's Office who day in and day out served the citizens of Seneca County during 2011.

CO Brian Alberti – Corrections
Preet Bajwa – P/T – Navigation
CO Kevin Besley – Corrections
CO Kristopher Bianchi – Corrections
CO Rocco Bilancini – Corrections
Sgt. Donald Borland – Corrections
Katie Bourne – Corrections – Kitchen
CO Michele Brewer – Corrections
CO JoAnn Brown – Corrections
CO Courtney Burgess – Corrections
CO Andre Caron – Corrections
Dep James Chechak – P/T Road Patrol
Sgt. Jamie Conkey – Road Patrol
Dep. Christopher Constable – Road Patrol
Zachary Covert P/T Navigation
Inv. Jason Deal – Criminal Investigations
Dep Stephen DiDuro – P/T – Civil
Sgt. Daniel Dressing – Corrections
Teri Durso – Records
Dep Frank Eldredge – Road Patrol
Linda Farr – P/T – Civil
CO Michael Felice – P/T Corrections
Dep. John Fowler – Road Patrol
CO John Gravina – Corrections
CO Kenneth Gaydosh – Corrections
Inv. Kip Goodman – CID
Laurie Guererri – P/T – Corrections Medical
CO David Hall – Corrections
Pam Herman – P/T – Corrections Medical
SPO Edward Hilliard – COB Security
CO David Jensen – Corrections
CO Stephanie Judson – Corrections
Sgt. Christopher King – Court Security
Rosie Knarr – Facilities
SPO Richard Langley – Court Security
CO Luke Laskoski – Corrections
Dep Timothy Luce – P/T – Adminstration
Michael Madziarz – Facilities
Dep Angela Mansell P/T Road Patrol
Kathie Mattoon – Records
Cynthia Meckley, Corrections Medical
Lt. Thomas Mulheron – Corrections
Gertrude Nicastro P/T Kitchen
Danielle O'Mara – Records
Nancy Osborne – Corrections Medical
Dep. James Altemari – Road Patrol
CO Daniel Bell – Corrections
CO Shirley Bethel – Corrections
CO Joseph Bilancini – Corrections
CO Deb Bogart – Corrections
Kathy Bourne P/T – Corrections Kitchen
Dep. John Breese – Road Patrol
CO Nicole Briggs – Corrections
Dep. Scott Buck – Road Patrol
CO Mario Campanello- Corrections
CO Brian Chambers – Corrections
Lt. John Cleere – Criminal Investigations
Adam Conley – P/T – Facilities
Vincent Corona – P/T Corrections
SPO Arthur Cowan P/T– Court Security
Sgt. Douglas Dickenson – Road Patrol
Sgt. John Dino – Corrections
CO Brian Driscoll – Corrections
Sgt. Michael Dwello – Corrections
SPO Henry Eno – P/T Court Security
Dep. Christopher Felice – Road Patrol
PA Thomas Fletcher – Corrections Medical
CO Aileen Frier-Graham – Corrections
CO Howard Gable – Corrections
CO Joshua Gilmartin – Corrections
Dep Shane Graham – P/T – Court Security
Sgt. John Halsey – Corrections
CO Abraham Hara – Corrections
Sgt. Michael Hilbert – Road Patrol
Dep Brian Hubbs – Court Security
CO Robert Jensen – Corrections
CO Joshua Kierst – Corrections
Sgt.Francis Kelley – Corrections
Inv. Robert Lahr – Criminal Investigations
Dep Jason Lanphear – Road Patrol
CO Adam Lee – Corrections
Dep Scott MacCheyne – Road Patrol
Lt. Charles Maleski – Road Patrol
Dep Melinda Marquart – Road Patrol
CO Donald McCulloch – Corrections
Dep John Morabito – Civil
Dep John Nesbit – Road Patrol
SPO Fred Noyes P/T – Court Security
Dep Timothy O'Neill – Road Patrol

Miles Pershing – P/T Navigation
CO Jeremy Peterson – Corrections
Bradley Poorman – Facilities
CO Larry Proia – Corrections
CO Deb Reed – Corrections
Wendy Reynolds, Corrections – Kitchen
Sgt. Michael Rhinehart – Road Patrol
CO Edward Rouse – Corrections
William Ryan – Fiscal – Administration
SPO Lanson Schweitz P/T – Court Security
SecurityDep David Smith – Civil
CO Donald Soda – P/T Corrections
Chief Deputy James Spike – Administration
CO Matthew Stahlnecker – Corrections
Dep Michael Strohm – Road Patrol
SPO William Struzyk P/T – Court Security
CO Edward Swart – Corrections
Inv. Timothy Thompson – Narco
Judy Toombs – Corrections Medical
CO Amy Ventura – Corrections
Capt Roger Ward – Corrections
CO Stanley Warne – Navigation
Mary Westlake – Facilities
CO Nicholas Woodard - Corrections
Eileen Peterson- P/T Kitchen
CO Stanley Podufalski – Corrections
Kevin Porter – Corrections – Kitchen
Dep Joshua Raymond – Road Patrol
Dep Richard Reed – Road Patrol
Thomas Ross P/T Kitchen
CO Martin Rotz – Corrections
CO James Rush – Corrections
Sgt. Michel Schell – Road Patrol
Dep Kevin Sholley – P/T – Court
CO Lucille Smith – Corrections
Sgt. James Soules – Corrections
CO Nicholas Spina – Corrections
Inv. Joseph Stevens – Criminal Investigations
Sgt. Shawn Struzyk – Corrections
Undersheriff Gary Sullivan – Administration
CO Linda Swick – Corrections
CO Brian Tomkins – Corrections
Tanya Tyler – Civil
Cheryl Walker – Adminstration
CO Denise Warne – Corrections
CO Stephen Webb – Corrections
CO Scott White – Corrections