SENECA COUNTY

SHERIFF

2015 ANNUAL REPORT

Sheriff W. Timothy Luce

Dear Chairman Westfall,

On behalf of the dedicated men and women of the Seneca County Sheriff's Office, I am pleased to submit the 2015 Annual Report of the Seneca County Sheriff's Office to you, The County Manager, Members of the Seneca County Board of Supervisors and to the Citizens of Seneca County.

It is with great pride that I share with each of you the results of the tireless efforts of the men and women of the Office of Seneca County Sheriff in helping to make Seneca County a safe place to live and work.

The Office successfully complied with over 460 NYS Accreditation best practice standards in the Law Enforcement, Corrections, Court Security and Civil Divisions and maintained a fully-accredited Sheriff's Office, one of only a few Sheriff's Offices in New York State to hold that distinction.

We take seriously our Oath to protect and serve the Citizens of Seneca County along with our responsibility to expend public funds in a fiscally responsible manner. Each day, we remind ourselves that job-one we are here to protect and serve, a philosophy shared by all members of our Office. Equally important is the fact that as custodians of public funds, it is our responsibility to ensure those funds are expended in a fiscally prudent manner. Each and every day, we explore new ways of how we can deliver services the public expects while at the same time holding the line on costs. Our inmate boarding program is just one example of how we offset costs in the jail.

I would like to take this opportunity to Thank you and the Board of Supervisors for your continued support of the Seneca County Sheriff's Office and for providing us with the funding necessary to accomplish our mission. Last, but certainly not least, to the Citizens of Seneca County for their support and well wishes for our successes over the past year.

This report details the foundation set by Sheriff Jack Stenberg and Undersheriff Gary Sullivan who achieved Accreditation for all divisions of the Sheriff's Office. I look forward to submitting our 2016 annual report at the close of this year where we will show how we have built upon that foundation.

Respectfully,

W. Timothy Luce
Seneca County Sheriff

2015 Seneca County Sheriff's Office

ANNUAL REPORT

IN 2015 130 POLICE OFFICERS IN OUR COUNTRY DIED IN THE LINE OF DUTY. THIS REPORT IS DEDICATED TO THE MEMORY OF OUR BROTHER AND SISTER OFFICERS WHO GAVE THEIR LIVES IN THE SERVICE OF US ALL.

ACHIEVEMENTS

- Generated $490,196.67 by in-boarding Federal and out of County inmates into the Correctional Facility during 2015.

- Since in-boarding of Federal and out of County inmates into the Correctional Facility began in April 2009, we have generated almost 4 million dollars in revenue which has been deposited directly into the County General Operating Fund to help offset taxes.

- We gave out seven lifesaving awards to our personnel in 2015. To earn a lifesaving award investigation must show that a victim would not have survived if not for the officer's actions

- Successfully complied with annual NYS Accreditation certification requirements covering over 460 best practice standards in the Law Enforcement, Corrections, Civil and Court Security Divisions.

- Hosted two NYS Division of Criminal Justice Services (DCJS) in-service training courses which brought attendees to Seneca County and the LEC from all across New York State.

- Implemented the "Project Lifesaver" program.

- Implemented a new, integrated Incident Management System.

- Implemented a new Computer Management System for the Civil Division.

GOALS and OBJECTIVES REPORT for 2015

GOAL ONE:

Continue to enhance specialized units by:

- Road Patrol Division
    - Continue transition for patrol rifle mounting to interior of marked units Goal Met.
    - Explore feasibility to transition to .45 caliber pistols Explored and discarded—cost prohibitive.
    - Explore feasibility for flashlight mounting to service weapons Explored—in progress.
- Criminal Investigations Division
    - Specialized training in homicide investigations Not Met—postponed until 2016
    - Increase specialized training in child abuse/neglect cases Not Met—postponed until 2016

- Specialized training in internet/social media investigations Goal Met.
- Specialized training in fingerprint analysis /SAFIS Goal Not Met.

- County Office Building Security Unit
  - Install addition monitor at security station dedicated to video surveillance of COB Goal Met.

- Narcotics Unit
  - Continue aggressive enforcement of the sale of narcotic drugs in Seneca County Goal Met.
  - Continue procurement of specialized/technical equipment for Narco unit Goal Met.
  - Continue the team work and partnerships with local, County, State and Federal law enforcement agencies Goal Met.
  - Continue the partnership with District Attorney's Office which has led to successful prosecutions of offenders Goal Met.

- Administration Division
  - Enhance and revamp prospective employee background investigation protocols Goal Met.
  - Continue cost-saving measures in all Divisions of the Sheriff's Office Goal Met.

GOAL TWO:

Establish new community outreach programs:

- Deploy "Project Lifesaver" program for children with Autism, Downs Syndrome or other cognitive disorders who have a tendency to wander. Goal Met.
- Expand "Project Lifesaver" to Adults with Alzheimer's disease, Dementia or other cognitive disorders who have a tendency to wander. Goal Met.

- Establish and deploy "Combat Auto Theft" Program Goal Not Met.

GOAL THREE:

Improve Operational efficiency by:

- Be an active participant in transition to Spillman Records Management System with scheduled deployment/rollout in October 2015 Goal Met.

- Establish SCSO liaison to work on transition to new Law Enforcement Radio System with scheduled deployment/rollout in Fall of 2015 Goal Met.

- Purchase and install new Civil Division records management software system Goal Met.

- Transfer all active Civil Division electronic files into new Civil RMS system Goal Not Met—incorporated in 2016 Goals..

GOAL FOUR:

- **Continue to deliver cost effective mandatory in-service training for all members of the Law Enforcement Division.** Goal Met.

GOAL FIVE:

Continue annual compliance requirements for all New York State Accreditation Programs currently held by Sheriff's Office Divisions.

- Prepare/participate in Court Security Division re-accreditation process scheduled for April 2015 Goal Met.

- Prepare/participate in Corrections Division re-accreditation process scheduled for August 2015 Goal Met.

GOALS and OBJECTIVES for 2016

GOAL ONE:

Continue to enhance specialized units:

- **Road Patrol Division:**

- Continue transition for patrol rifle mounting to interior of marked units.
  - Purchase three new rifle mounts with three new patrol vehicles in 2016.

- Further exploration into transition to .45 caliber pistols.
  - Obtain pricing.
  - Search for funding.

- Further exploration into feasibility for flashlight mounting to service weapons.
  - Obtain pricing.

- Search for funding.

- Feasibility of school resource officer in Romulus & South Seneca Schools.
  - Start dialog with Superintendent.
  - Explore avenues for funding.
  - Select a Deputy.
  - Train Deputy.

- **Criminal Investigations Division:**

- Specialized training in homicide investigations.
  - Gain admittance to the NYS Police Homicide Investigation Seminar.
  - Send one Investigator to training.

- Specialized training in fingerprint analysis.
  - Find available school.
  - Send one Investigator to training.

- Specialized training in internet/social media investigations.
  - Find available school.
  - Send one Investigator to training.

GOAL TWO:

Continue established programs, and explore new community outreach programs:

- Establish and deploy "Combat Auto Theft" Program.
  - Assign program manager.
  - Advertise program.
  - Deploy program.

GOAL THREE:

- Transfer all active Civil Division electronic files into new Civil RMS system.
    - Assign Civil Clerk to achieve goal
    - Make time available to achieve goal.
- Transfer all paper pistol permit files into new electronic Pistol permit system.
    - Assign Records Clerks to achieve goal.
    - Make time available to achieve goal

GOAL FOUR:

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

GOAL FIVE:

Correction Division:

- Feasibility of deploying Tasers to Sergeants and Transport Officers.
    - Establish a policy.
    - Obtain pricing.
    - Train Correction Sergeants, and Transport Officers.
    - Deploy Tasers in Correctional Facility.
- Feasibility of changing to soft duty shirt (Absent Metal) for Corrections Division.
    - Establish policy.
    - Obtain pricing.
    - Deploy soft duty shirt in Correctional Facility.

REPORTS FROM DIVISIONS

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 command 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. Seneca County Sheriff Tim Luce is currently serving in his first year of his first term of office.

The Seneca County Sheriff's Office provides around the clock service, therefore, at all times, is under the command 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 Seneca County Sheriff's Office and serves at the pleasure of the Sheriff. The Undersheriff is responsible for direct command oversight of all Sheriff's Divisions.

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

The current Undersheriff in 2016 is John Cleere. The current Chief Deputy is Kipp Goodman.

In 2015 the administration was composed of Sheriff Jack Stenberg, Undersheriff Gary Sullivan and Chief Deputy John Cleere. The current administration would like to extend their gratitude and respect to now retired Sheriff Stenberg and Undersheriff Sullivan. Their eight years of

hard work and dedication gave us a Sheriff's Office to be proud of!

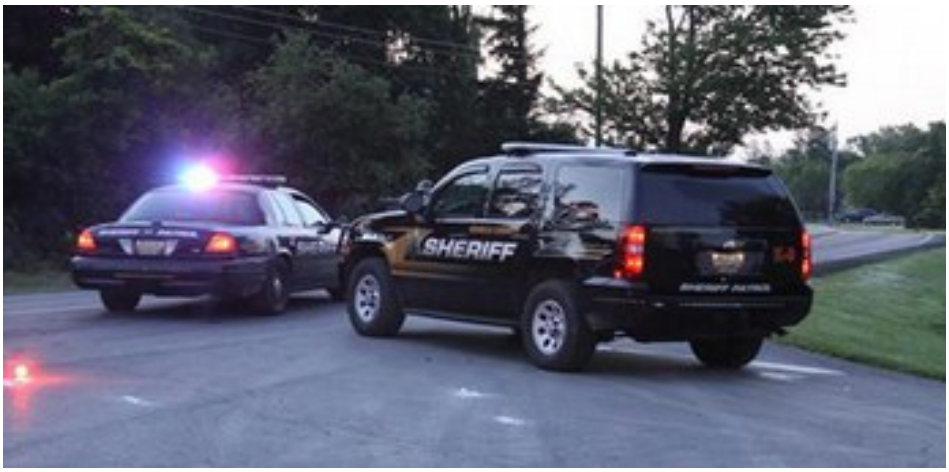
The Sheriff's uniform road patrol is the most visible of all Sheriff's Divisions and is responsible for providing police services to the residents of Seneca County, twenty four hours a day, seven days a week. The Road Patrol is comprised of fourteen full time and seven part-time uniformed deputy Sheriff's, who are supervised by five (5) Sergeants and one Lieutenant, through a chain of command directly to the Sheriff. The uniform Road Patrol Division patrols approximately 330 square miles of roadways in 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) ranging from a simple disabled vehicle or hazardous road condition to a serious motor vehicle accident or even a homicide. Members assigned to the uniform road patrol division also staff specialized units such as accident reconstruction, emergency response team, underwater search and recovery, narcotics and explosive detector canine teams, DARE instructors, drug recognition experts, child safety seat and operation safe child technicians, commercial vehicle enforcement and navigation.

Every tour of duty for the uniform road patrol begins with a roll call briefing conducted by the duty supervisor wherein critical information is exchanged between Sheriff's components such as the criminal investigations division or from other outside law enforcement agencies and State fusion and counter-terrorism centers. Uniform road patrol members are kept abreast of up to date crime trends in their respective patrol zones and officer safety alerts. These roll call sessions provide the uniform road patrol deputy with up to date information which allows them to make Seneca County a safer place to live and work. At the conclusion of the roll call briefing, deputies travel to their respective patrol zones and patrol proactively. Deputies respond to any calls for service within their respective patrol zone and those of adjoining patrol zones where they conduct criminal investigations and enforce vehicle and traffic laws.

In 2015 the Uniform Road Patrol handled 12,195 calls for service. Arrests for all units including Criminal Investigations totaled: 270 Criminal charges. An additional 60 juveniles—(under age 18), were charged and/or taken into custody under the Family Court Act.

In 2015 the enforcement units issued over 500 traffic violations.



CANINE UNIT

Within the uniform road patrol division is the canine unit. This unit is comprised of a uniform sergeant and deputy as certified canine handlers and two German Shepherds, both are certified in patrol tactics and searches, and each has one particular area of expertise, such as, narcotics "AKEN" or explosive detection "IZAK". Both the handler and canine are utilized for routine patrol work and each answers calls for service during their scheduled tours of duty. Both canine teams are available 24 hours a day/7 days a week for call out response to any law enforcement agency is Seneca or surrounding Counties who requests their service.

UNDERWATER SEARCH AND RECOVERY UNIT (USRT)

The USRT is comprised of members of the Road Patrol and Corrections Divisions. These Officers volunteer for this extra duty and must attend regular trainings in underwater operations.

EMERGENCY RESPONSE TEAM (ERT)

The Sheriff's ERT unit assisted with the execution of several narcotics search warrant details throughout Seneca County during 2015. The ERT also took part in pre-planning exercises at several high profile targets located in Seneca County.

ACCIDENT RECONSTRUCTION UNIT (ARU)

The accident reconstruction unit comprised of specially trained members of the road patrol and criminal investigations divisions. A new state of the art laser total station purchased with funding from a Homeland Security Grant was put into service which replaced a decades old Nikon total station. All members of the ARU underwent extensive training on the deployment and use of this new technology.

NAVIGATION UNIT

The Sheriff's Navigation Unit utilizes two power boats that patrol the lakes and canal system during peak days and hours during the boating season including holidays and special events. The patrol boats handle complaints, accidents and engage in educational activities on the Seneca County Waterways. Also in 2015 the Sheriff's Office sponsored and delivered four (4) Boater Safety classes at the LEC which provided State certification to operate boats and Jet Ski's to over 90 students. The operating budget for the Navigation Division is off-set by up to a 50% matching funds from the NYS Office of Parks, Recreation and Historic Preservation. .

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 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. Throughout 2015, members of the Criminal Investigation Division conducted unannounced spot checks on Sex Offenders living in Seneca County to ensure their compliance with applicable laws.

Narcotics Unit

1n 2015, the Narcotics Unit continued to build on its success from its inception in 2012 and has become the primary drug enforcement unit in Seneca County. One full time investigator supervised by the CID Lieutenant receives and develops drug information from a variety of sources. Uniform Deputies are assigned to assist when feasible.

In 2015, the Narcotics Unit opened 105 criminal narcotics investigation cases. The Unit arrested 42 persons on 52 felonies, 48 misdemeanors, 6 violations and 8 warrants.

2015 saw a continuation of heroin possession and sale cases investigated by the unit. Heroin, crack cocaine and prescription pill cases are the main focus of the Narcotics Unit. The Unit enjoys a cohesive working relationship with the New York State Community Narcotics Enforcement Team (CNET), the US Drug Enforcement Agency (DEA), and the Waterloo and Seneca Falls Police Departments. Members of the Unit meet regularly with our law enforcement partners to review intelligence reports and conduct investigations.

Juvenile Aid Bureau

The Juvenile Aid Bureau (JAB) is a unit within the Criminal Investigations Division and is responsible for the investigation of all juvenile related crimes. The JAB is also tasked with developing and presenting the majority of public service programs, including the successful DARE program administered by the Sheriff's Office.

Welfare Fraud Unit

The Welfare Fraud Unit is comprised of one part time investigator assigned to the Seneca County Department of Social Services. During 2015, the unit opened 295 cases and made 29 arrests representing $90,287.44 in recovered benefits. Total cost avoidance for 2015 was $120,695.54.

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, Medical and Mental Health units which complement and support the overall mission of the Corrections Division.

In-boarding of inmates from all sources during 2015 generated $490,196.67 which was deposited directly into the County General Fund.

The inmate garden program started in 2012 to give inmates an opportunity to perform a worthwhile project while incarcerated continued in 2015. Inmates under the supervision of Corrections staff planted, maintained and harvested produce throughout the summer in an effort to reduce food costs in the correctional facility while at the same time providing inmates with a healthy alternative rather than "sitting doing time."

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

- Educational programs
- Christian religious services
- Non-denominational religious services
- Addictions Counseling
- Mental Health Services
- Anger Management
- Parenting Classes
- Workforce development
- Alcoholic Anonymous
- Inmate Garden Project
- Transitions program sponsored by BOCES to assist inmates with life after jail
- Narcotics Anonymous
- Inmate work program

During 2015, 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 instruct Corrections Recruits from all over the Finger Lakes area as well as our own Recruits. By hosting and delivering this training locally we have saved the County thousands of dollars in course registration, overtime and related expenses. The Seneca County Sheriff's Office continues to be the premier training agency for Corrections Officers starting their careers in the Corrections Divisions of their respective Sheriff's Office.

The Mental Health Unit in the Jail had over 2900 contacts with inmates that includes: screenings, exams, medication checks Psychiatric sessions and evaluations.

The Inmate population varies almost daily. In 2015 the daily average population was 67 inmates.

The Seneca County Sheriff's Office Civil Division is staffed with a Uniform Sergeant who is responsible for the day to day operations of the Division. Assisting the Sergeant in charge of the Civil Division is one full time clerk/typist and two part time Deputy Sheriffs. 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.

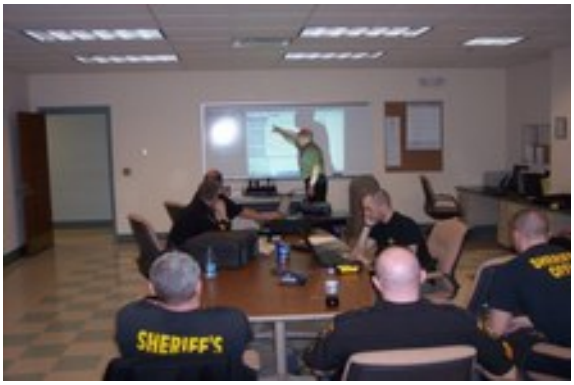
In 2015 the Civil Division handled 635 summonses, 261 Income Executions and 60 Evictions. Total money handled by the Division was $421,727.05

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.

The Court Security Division provides all security related functions at the Seneca County Court House in Waterloo, New York. During 2015, Court Security personnel provided security services for all 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 2015, Court Security personnel confiscated an assortment of 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.

The County Office Building (COB) Security Unit was established in 2011. The Unit is staffed with one full time Deputy Sheriff and part-time Officers. The COB security unit provides security services throughout the Seneca County Office Building and staffs a security checkpoint at the main visitor entrance. The COB security unit provides services through the use of random foot patrols throughout the COB on a daily basis in addition to the main visitor screening checkpoint.

Over a hundred thousand persons pass through the main security checkpoint during the year. The checkpoint consists of an x-ray machine and magnetometer.



On-going in-service training is the foundation for everything we do at the Sheriff's Office. A well-trained staff enables performance to be measured with expectations while at the same time reducing liability exposure. In 2015, members of the Seneca County Sheriff's Office completed 9,272.25 hours of in-service, on-going training. Today, we are one of the most highly trained Sheriff's Office's in the State of New York.

Throughout 2015, the Seneca County Sheriff's Office upheld our responsibility to be a part of our community. We continue to teach Drug Abuse Resistance Education (D.A.R.E.) to all 5th grade classes in Seneca County schools.

We have located two drug return kiosks, one in the County Office Building, the other in the lobby of the LEC which enables residents to safely dispose of unwanted, expired, unneeded prescription medications. This helps combat prescription pill abuse and environmental contamination.