



# Law Enforcement Agency Accreditation Council

**Meeting 113**  
**December 7, 2017**  
**10:00 am**

Division of Criminal Justice Services  
Alfred E. Smith State Office Building  
80 South Swan Street, Albany, NY 12210  
Room 118, Crime Stat Room

## **AGENDA**

- 1. Call to Order, Pledge of Allegiance** *Chief Marvin Fischer, Chairman*
  
- 2. Roll Call** *Chief Fischer*
  
- 3. Introductions** *Chief Fischer*

## **ACTION ITEMS**

- 4. Approval of September 2017 Meeting Minutes** *Chief Fischer*
  
- 5. Certificates of Initial Accreditation for Approval** *Chief Fischer*  
*Deputy Commissioner Michael Wood*  
East Greenbush Town Police Department  
Gloversville City Police Department  
Wayne County Sheriff's Office
  
- 6. Certificates of Reaccreditation for Approval** *Chief Fischer*  
*Deputy Commissioner Wood*  
Harriman Village Police Department  
Livingston County Sheriff's Office  
Middletown City Police Department  
North Greenbush Town Police Department  
SUNY Police – Buffalo University  
Syracuse City Police Department  
Ulster County Sheriff's Office  
Westchester County Department of Public Safety

**7. Approval of Annual Compliance Surveys**

*Accreditation Unit Staff*

Albany City Police Department; Brockport Village Police Department; Canton Village Police Department; Cattaraugus County Sheriff's Office; Chenango County Sheriff's Office; Colonie Town Police Department; Cortland City Police Department; Elmira City Police Department; Endicott Village Police Department; Evans Town Police Department; Fairport Village Police Department; Geddes Town Police Department; Genesee County Sheriff's Office; Irondequoit Town Police Department; Kingston City Police Department; North Castle Town Police Department; Oneida County Sheriff's Office Oneonta City Police Department; Orange County Sheriff's Office; Rome City Police Department Rotterdam Town Police Department; Saratoga County Sheriff's Office; Saugerties Town Police Department; Suffern Village Police Department; SUNY Police Stony Brook; Tonawanda City Police Department; Troy City Police Department; Vestal Town Police Department Watertown City Police Department; Yates County Sheriff's Office

**8. Approval of New Assessor**

*Hilary McGrath*

Chief E. Bryan DalPorto, Niagara Falls Police Department  
Chief Christopher Mears, Ogden Town Police Department  
Officer Maureen Buckland (Retired), Syracuse Police Department

**9. Approval of 2018 Meeting Dates**

*Chief Fischer*

March 8, 2018  
June 7, 2018  
September 6, 2018  
December 13, 2018

**INFORMATIONAL ITEMS**

**10. Program Updates**

*Accreditation Unit Staff*

- Withdrawal of the Dutchess County Sheriff's Office
- Council Members – Update
- Program Manager Training
- 2018 Program Goals

**NEW BUSINESS**

**MOTION TO ADJOURN**



# Law Enforcement Agency Accreditation Council

**Minutes of the 112<sup>th</sup> Meeting held on September 7<sup>th</sup>, 2017  
Alfred E. Smith Office Building, Room 118  
80 South Swan Street, Albany, NY 12210**

## **1. Call to Order, Pledge of Allegiance**

Chief Marvin Fischer called the 112<sup>th</sup> meeting of the council to order at 10:00 a.m. on September 7<sup>th</sup>, 2017. After the Pledge of Allegiance, Chief Fischer asked for a moment of silence to honor the members of law enforcement who have died since the June meeting, as well as those struggling through the hurricanes and our troops stationed throughout the world.

## **2. Roll Call**

### **COUNCIL MEMBERS PRESENT:**

**Chief Marvin Fischer** – SUNY Police Farmingdale  
**Chief Gregory Austin** - Rye Brook Village Police Department  
**Sergeant Louis Dini** – Suffolk County Police Department, PCNY  
**Chief Mark Henderson** – Brighton Town Police Department  
**Sheriff Philip Povero (via video conference)** - Ontario County Sheriff's Office  
**Sheriff Robert Maciol** – Oneida County Sheriff's Office  
**Mayor Robert Palmieri** - City of Utica  
**Supervisor Edmond Theobald** – Town of Manlius  
**Mr. Richard Wells** – Police Conference New York

### **COUNCIL MEMBERS ABSENT:**

**Superintendent George P. Beach, II** – New York State Police  
**Commissioner James O'Neill** - New York City Police Department  
**Chief Charles Koenig** – Ballston Spa Village Police Department  
**Deputy Thomas Marano** – Orleans County Sheriff's Office  
**Robert E. Worden, Ph.D.** – University at Albany

### **OTHER MEETING PARTICIPANTS:**

**Bureau Chief James Secreto** – New York City Police Department (*Representing and voting for Commissioner O'Neill*)  
**Staff Inspector Richard Lynch** – New York State Police (*Representing Superintendent Beach*)

### 3. Introductions

#### **DIVISION OF CRIMINAL JUSTICE SERVICES STAFF:**

**Michael Wood**, Deputy Commissioner - Office of Public Safety (OPS)

**Johanna Sullivan**, Director - OPS

**Natasha Harvin, Esq.**, Counsel - Office of Legal Services

**Hilary McGrath**, Program Manager - OPS Accreditation Unit

**Joyce Corsi** – OPS Accreditation Unit

**Michael McDonough** - OPS Accreditation Unit

**Ashley Onorati** - OPS Accreditation Unit

**Albert Kolar** – Audio/Visual, ITS

#### **REPRESENTATIVES FROM APPLICANT AGENCIES**

##### **Chautauqua County Sheriff's Office**

Unable to Attend

##### **Columbia County Sheriff's Office**

Sheriff David P. Bartlett

\*Captain John DeRocha

##### **Lancaster Town Police Department**

Chief Gerald J. Gill Jr.

Detective Captain William Karn

Patrol Captain Marco Laurienzo

\*Lieutenant Jeffrey Smith

##### **Suffolk County Sheriff's Office**

Chief of Staff Anthony Papparatto

Sergeant Brian Weinfeld

Investigator William Weick

##### **Tuckahoe Village Police Department**

Chief John Costanzo

Lieutenant Lawrence Rotta

Lieutenant Andrew Zirolnik

\*Police Officer Emily Yankowski

##### **SUNY Police – Alfred**

Chief Matthew Heller

\*Lieutenant Jeffrey Wilcox

Lieutenant Kris Bianchi

\*Denotes Agency Program Manager in Attendance

## **ACTION ITEMS**

### **4. Approval of the March 2017 Meeting Minutes**

Supervisor Theobald made a motion to adopt the minutes of the June 8<sup>th</sup>, 2017 council meeting. Sergeant Louis Dini seconded the motion. *Motion carried – 10 ayes, 0 nay*

### **5. Presentation of Certificates of Accreditation**

**Lancaster Town Police Department** – Mayor Palmieri made a motion to accredit the agency and Sheriff Maciol seconded the motion. Chief Gerald Gill accepted the Certificate of Accreditation for the agency and Lieutenant Jeffrey Smith accepted the John Kimball O’Neil Certificate of Achievement as program manager. *Motion carried – 10 ayes, 0 nay*

### **6. Presentation of Certificates of Reaccreditation**

**Chautauqua County Sheriff’s Office** – Sheriff Maciol made a motion to reaccredit the agency and Supervisor Theobald seconded the motion. Members of the Chautauqua County Sheriff’s Office were unable to attend. *Motion carried – 10 ayes, 0 nay*

**Columbia County Sheriff’s Office** – Sheriff Maciol made a motion to reaccredit the agency and Chief Henderson seconded the motion. Sheriff David Bartlett accepted the Certificate of Accreditation and Captain John DeRocha was awarded the John Kimball O’Neil Certificate of Achievement as the program manager. *Motion carried – 10 ayes, 0 nay*

**Suffolk County Sheriff’s Office** – Sheriff Maciol made a motion to reaccredit the agency and Sergeant Dini seconded the motion. Chief of Staff Anthony Paparatto accepted the Certificate of Accreditation for the agency on behalf of Sheriff Vincent DeMarco and Sergeant Brian Weinfeld accepted the John Kimball O’Neil Certificate of Achievement on behalf of Captain Robert Behrle, program manager. *Motion carried – 10 ayes, 0 nay*

**Tuckahoe Village Police Department** – Chief Austin made a motion to reaccredit the agency and Sergeant Dini seconded the motion. Chief John Costanzo accepted the Certificate of Accreditation for the agency and Police Officer Emily Yankowski was awarded the John Kimball O’Neil Certificate of Achievement as the program manager. *Motion carried – 10 ayes, 0 nay*

**SUNY Police Alfred** – Mr. Wells made a motion to reaccredit the agency and Supervisor Theobald seconded the motion. Chief Matthew Heller accepted the Certificate of Accreditation for the agency and the John Kimball O’Neil Certificate of Achievement was awarded to Lieutenant Jeffrey Wilcox as the program manager. *Motion carried – 10 ayes, 0 nay*

***At 10:20 am, Chief Fischer announced that there would be a break in the meeting so visitors would have an opportunity to excuse themselves if necessary.***

***The meeting reconvened at 10:30 am.***

### **7. Approval of Annual Compliance Surveys**

The following reports were submitted for approval for the second quarter of 2017:

Beacon City Police Department; Bedford Town Police Department; Bethlehem Town Police Department; Brighton Town Police Department; Broome County Sheriff’s Office; Centre Island Village Police Department; Cornwall Town Police Department; Fulton City Police Department; Guilderland Town Police Department; Johnson City Village Police Department; Manlius Town Police Department; Mount Pleasant Town Police

Department; Niagara Falls City Police Department; Ogden Town Police Department; Onondaga County Sheriff's Office; Ossining Village Police Department; Oswego City Police Department; Oswego County Sheriff's Office; Peekskill City Police Department; Rye City Police Department; Scarsdale Village Police Department; Seneca Falls Town Police Department; Southampton Town Police Department; Southampton Village Police Department; Tonawanda Town Police Department; Utica Police Department; Warren County Sheriff's Office; Waterford Town & Village Police Department; West Seneca Town Police Department; Yonkers City Police Department; Yorktown Town Police Department.

Mayor Palmieri made a motion to accept the Annual Compliance Surveys received, and Chief Austin seconded the motion. *Motion carried – 10 ayes, 0 nay*

## 8. Approval of New Assessors

Applications were received from three individuals applying to be program assessors for the first time:

- Lieutenant Edward Hayes, New Rochelle Police Department
- Detective Sergeant Thomas Farney, Metropolitan Transportation Authority Police Department
- Officer Joseph Greco, Metropolitan Transportation Authority Police Department

Mr. Wells made a motion to accept the individuals listed as new assessors. Chief Henderson seconded the motion. *Motion carried – 10 ayes, 0 nay*

## INFORMATIONAL ITEMS

### 9. Program Updates

**Withdrawal of the Johnstown City Police Department:** Ms. McGrath informed the council that the Johnstown Police Department opted to withdraw from the program due to issues within their program. The agency plans to get back on track and apply for their initial accreditation in one year.

**Accreditation Lapel Pins:** Mrs. McGrath was approached by a member of a SUNY police agency who suggested the Council consider changing the accreditation lapel pins to allow agencies to add the number of times an agency has been reaccredited. The council talked about some logistical problems this could present, such as how the council could monitor that the agency had the correct number on their pins. They talked about wanting to maintain the uniformity of the pins and that if they allowed the change, it would have to be something all agencies would do. Then they talked about the potential cost to each agency having to get all new lapel pins every five years so the number on their pin could be changed. The discussion led the council to decide that the design of the lapel pins should not be changed. Mrs. McGrath indicated she would speak to the person who made the suggestion to inform him of the council's decision.

**Letter to Agencies regarding Electronic File Management Software through Independent Vendors:** Mrs. McGrath provided the Council with a memo she sent out to the chief law enforcement officers and program managers of accredited and applicant agencies, which addressed the use of electronic file management software systems purchased through independent vendors. The memo noted that issues have been discovered during the site visits and on-site assessments of agencies using these systems. In particular, certain companies that provide, as part of their software package, policies that are touted as compliant with accreditation standards are not always 100% compliant. Some of the policies are missing components of the standards, especially those that have several bullets included as part of the standard. The memo was sent out primarily to remind agencies that they shouldn't allow these software programs to take the "thinking" out of the management of the program. The program managers and chief law enforcement officers still need to be vigilant in ensuring that all standards are being met, that any policies provided to them fully meet the standards, and that everything in the software is up to date (such as updates to standards). She also noted that if agencies have questions about whether a policy meets the standard, they should contact DCJS accreditation unit staff and not their vendor representatives.

**Council Members – Update:** Mrs. McGrath supplied the Council Members with an updated list of members, many of whom were recently reappointed. Mrs. McGrath talked a bit about some of the problems with appointments – that appointments can take anywhere from 6-8 months (or more) to be made once the request is

submitted and that when the appointment is finally made, the term starts when the last term ended. The process leads to what seems like a constant state of council members being in holdover status. DCJS will do its part to get the process started sooner so that the term expiration dates of all council members are more current. The Council is currently waiting on appointments from the NYS Sheriff's Association, NYS Association of Counties, and the NYS Assembly. After discussion from the Council Mrs. McGrath noted she would research whether we can ask that appointment dates begin on the actual date of appointment, rather than being backdated to the date the term last expired, but she believes it's related to executive law of public officer's law and likely cannot be changed.

**2018 Tentative Meeting Dates:** Official motion to accept the 2018 Council meeting dates will occur at the December meeting. Dates for consideration and vote in December are:

March 8, 2018  
June 7, 2018  
September 6, 2018  
December 13, 2018

### **NEW BUSINESS**

None

### **ADJOURNMENT**

There being no other business, Supervisor Theobald made a motion to adjourn the meeting. Chief Secreto seconded the motion, which was passed unanimously. The meeting was adjourned at 10:45 am.

**The next meeting of the Law Enforcement Accreditation Council is on December 7, 2017 at 10:00 am in Room 118 of the Alfred E. Smith Office building.**