

AGENDA 3/8/2021

Meeting Via Zoom <https://us04web.zoom.us/j/8570369609>

Password: Tigers

GENERAL PUBLIC COMMENT

OLD BUSINESS

Parking Regulations – draft Local Law No. 1 of 2021 Amendments to Code Chapter 201: “Vehicles and Traffic”

Parking Lot – behind downtown businesses on east side of downtown. (Schedule Workshop)

Animal Control

Restore NY Grant – Authorize the Mayor to execute and deliver the Grant Disbursement Agreement and to execute the necessary documentation associated with the grant and reviewed by Special Council.

NEW BUSINESS

Minutes of the regular meeting and public hearing of 2/8/2021 to be approved as read as submitted.

Hudson Falls Police Department Reform and Reinvention Collaborative.

Public Employer Health Emergency Plan

Authorize a Public Comment period at a Special Meeting on March 24, 2020 at 6:00 p.m.

Lease Agreement for Courthouse restaurant – authorize the Mayor to sign.

Refurbishing larger homes into Boarding Houses.

Schedule a Public Hearing for the Budget on 4/12/2021 at 6:00 p.m.

Monthly Reports
Vouchers

MAYOR’S COMMENT

BOARD COMMENT

GENERAL PUBLIC COMMENT

Executive Session if necessary

Next Meeting: Village Board Meeting – April 12, 2021 at 6 pm

Public Employer Health Emergency Plan for the **Village of Hudson Falls**

DRAFT

date of approved plan

This plan has been developed in accordance with NYS legislation S8617B/A10832



Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO & Hudson Falls Police Benevolent Association, Inc., as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Village of Hudson Falls , I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: name of signatory

Signature: _____

Title: title of signatory

Record of Changes

Date of Change	Description of Change	Implemented by

DRAFT

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Village of Hudson Falls. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Mayor of Village of Hudson Falls, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of Village of Hudson Falls shall be notified by written notice, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Citizens of the Village of Hudson Falls will be notified of pertinent operational changes by way of Post Star and Washington County Department of Public Safety as well as the Village's social media outlets and website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of Village of Hudson Falls, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of Village of Hudson Falls, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Village of Hudson Falls is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Village of Hudson Falls

The Village of Hudson Falls has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Village of Hudson Falls have been identified as:

Essential Function	Description	Priority
Police	Law enforcement; crime prevention; provide support services; maintain public order; provide public safety; respond to and investigate accidents, maintain safety and quality of life for residents.	
Fire	Fire emergencies, assist at traffic accidents, assist during weather related events, public safety, maintain safety and quality of life for residents.	
DPW & Water Dept	Snow plowing; maintenance of village streets; maintenance of village owner property; water main maintenance, conduct weather related cleanup from flooding, wind, power outages, snow/ice; maintenance of water plant to provide potable water to residents, maintain safety and quality of life for residents.	

Code	Inspect structural and electrical damage; inspect building damage; fire emergencies, state require bldg. inspections, maintain safety and quality of life for residents.	
Office Staff	Provides communications to village residents, payroll, receives payments of taxes and water bills, etc.; budget preparation, support staff for Police, Fire, DPW and Code.	
Mayor	Supervise Village Employees, conduct necessary Village business, ensure the safety, health, comfort and general welfare of Village residents.	

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/ Titles	Justification for Each
Police	<ul style="list-style-type: none"> Chief, Captain, Detective Sergeants Patrolman 	Public Safety Public Safety Public Safety Public Safety
Fire	<ul style="list-style-type: none"> Chief Assistant Chief Firefighters Fire Police 	Public Safety Public Safety Public Safety Public Safety
DPW & Water Dept	<ul style="list-style-type: none"> Superintendent MEO Laborer Water Maintenance 	Public Safety – provide vital services. Maintain safety and quality of life for residents. Maintain safety and quality of life for residents. Public Safety – provide vital services.
Code	<ul style="list-style-type: none"> Code Enforcement Officer 	Maintain safety and quality of life for residents.
Office Staff	<ul style="list-style-type: none"> Clerk/Treasurer Deputy Clerk Deputy Treasurer 	Support Public Safety, sustain quality operations . Support Public Safety, sustain quality operations. Support Public Safety, sustain quality operations.
Village Board	<ul style="list-style-type: none"> Mayor 	Supervise Village Employees, conduct necessary Village business, ensure the safety, health, comfort and general welfare of Village residents, sustain quality operations.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Village of Hudson Falls will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered.
2. Approval and assignment of changed work hours.
3. Approval of Department Head.

The Mayor will provide guidance based on information for the State and County Public Health and Safety Officials.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Gloves
- Hand Sanitizer & other necessary cleaning products.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least eight weeks.
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Each Dept. Head to establish suppliers (list suppliers, contract numbers, contact information, etc.), and ensure backup suppliers. Each Dept. assign the task of monitoring and maintaining eight weeks of stock and determine where it will be stored. All in need of the supplies should have immediate access.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/ public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Direct Supervisors – Superintendent of Public Works, Chief of Police, Fire Chief, Clerk/ Treasurer and Mayor must be notified and are responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.

- b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. Direct Supervisors – Superintendent of Public Works, Chief of Police, Fire Chief, Clerk/Treasurer and Mayor must be notified and are responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. Village of Hudson Falls will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. Direct Supervisors – Superintendent of Public Works, Chief of Police, Fire Chief, Clerk/Treasurer and Mayor must be notified and are responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.

- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
- 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Direction Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. Direct Supervisors – Superintendent of Public Works, Chief of Police, Fire Chief, Clerk/Treasurer and Mayor must be notified and are responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected as necessary.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which Village of Hudson Falls is committed to reducing the burden on our employees. The Governor's NYS Paid COVID Leave order provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

Pursuant to the Governor's Executive Order employees of the Village of Hudson Falls will be provided with up to two weeks (80 hours 8 hr. staff and 84 hours 12 hr. staff) of paid sick leave at the employee's regular rate of pay for a period which the employee is subject to mandator or precautionary quarantine or isolation order or

documentation from a licensed medical provider stating the employee is subject to Mandatory Isolation or Mandatory Quarantine.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Village of Hudson Falls, and as such are not provided with paid leave time by Village of Hudson Falls, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Village of Hudson Falls to support contact tracing within the organization and may be shared with local public health officials.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Village of Hudson Falls' essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Village of Hudson Falls will coordinate with the Washington County Public Safety to help identify and arrange for these housing needs. The Mayor, and key Department Heads upon consulting with State and County Officials will coordinate these efforts.

Hudson Falls Police Department

Chief Scott J. Gillis

218 Main Street

Hudson Falls, NY 12839

hfchief@villageofhf.com

(518)747-6734



New York State

Police Reform and Reinvention Collaborative



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Acknowledgement

The Village of Hudson Falls would like to thank the following members of the Police Reform and Reinvention Committee that have dedicated their time, talents and knowledge.

Scott J. Gillis – Hudson Falls Police Department, Chief

John Kibling - Hudson Falls Police Department, Captain

Jeff Gaulin - Hudson Falls Police Department, Detective

John Barton – Village of Hudson Falls, Mayor

Robert Cook – Village of Hudson Falls, Deputy Mayor

Tony Jordan – Washington County District Attorney

Mike Mercure – Washington County Public Defender

Dan Boucher – Washington County Probation

Ben Bishop – Hudson Falls School District, Board President

Jabes Prado – Executive Director LAVA

Paul Dietrich – Carlton Funeral Home, Owner

Doug Mackenzie – Village Resident

Andrea Deepe – Warren/Washington Assn. for Mental Health, CEO

Paul Mead – Gospel Lighthouse Church, Pastor

Carrie Wright – Office of Community Services Warren/Washington Cty.

The Village would also like to thank the community members that participated in this process.

A large, semi-transparent watermark of the Hudson Falls Police Department badge is centered in the background. The badge is shield-shaped with a yellow border and the words "HUDSON FALLS" in yellow at the top. The center features a circular emblem with a landscape scene.

Police Department Mission

This department constitutes an organization whose very existence is justified on the basis of community service. Although department regulations provide a working pattern, our official activity must not be confined within the limited boundary described by them.

The Mission of this department is to serve and protect the persons and property within the Village of Hudson Falls and to enforce all State and local laws in a professional manner with fairness and courtesy.

Actually, that portion of police service dealing with criminal behavior is only a small part of our overall responsibility. The greater percentage of our time and energy is expended on non-criminal service functions and in dealing with law abiding citizens of the Village of Hudson Falls.

We should consider it our duty and privilege, not only to protect our citizens from unlawful behavior, but also to protect and defend the rights guaranteed under our structure of government.

It may be said that matters of civil law are not basic police responsibility and within reasonable limits, we should attempt to avoid becoming entangled in them. However, many situations can best be served only when we assist in such matters.

Our broad philosophy must embrace a wholehearted determination to protect and support individual rights while at all

times providing for the security of persons and property in the community. In meeting this objective, it is our duty to operate as a public service organization.

Department Overview

The Village of Hudson Falls is located on the western border of Washington County. Washington County is a long narrow county located in the northeastern section of New York State and borders Essex County, Saratoga County, Rensselaer County and the State of Vermont. The population of the Village was 7,174 (per the 2017 census) which makes it the largest village located within Washington County. The Town of Fort Edward, which houses the county seat, borders the Village of Hudson Falls to the south. Warren County and Saratoga County border the village to the west. The City of Glens Falls is approximately 3 miles to the northwest of the village.



Juckett Park

The Hudson Falls Police Department is a full-time, 24/7 Law Enforcement Agency that has maintained New York State Accreditation since 1994 and is the largest Police Department in Washington County. The department is comprised of 19 police officers, 13 full-time and 6 part-time. Our agency has a minimum staffing of at least two officers per shift (1 Sergeant and 1 Patrolman). Two 12-hour (7A-7P & 7P-7A) shifts are scheduled daily as well as one patrol officer scheduled 3P-3A as a third officer. Fully marked patrol cars are driven by patrol officers. The Chief, Captain and Detective work 40-hours a week Monday thru Friday and the Detective is on call continuously. The Chief and Captain handle administrative duties while the Detective handles all major cases. For the fiscal year 2020-2021 the police department budget is \$1,074,300.00. This budget pays for officer salaries, patrol cars, equipment upgrades, new equipment, operating costs, training, etc. Our agency works closely with surrounding agencies and supplies backup with manpower and equipment as needed.



St. Mary's / St. Paul's Church


Introduction

The Village's reform and reinvention committee met several times beginning in November 2020. During the initial meeting, the committee was given a departmental overview explaining what tasks the police department currently is involved in as well as yearly statistics. Since the initial meeting, the committee did get together to discuss many different police and societal topics.

Social Media, Hudson Falls Village and Police Department websites as well as public surveys and police reform committee input were used to ascertain the thought's and needs of the village residents as it pertains to village policing moving into the future.

Public Involvement

Per the Governor's orders found in the Police Reform and Reinvention Collaborative guide dated August 2020 the Hudson Falls Police Department has sent out letters to the public explaining the functions that the police department performs for the community. The Committee decided that it would be best to send out letters to the community looking for responses of how the residents would like to see their community policing moving forward. These letters were labeled "Outline for Community Discussions on Reimaging Policing in the Village of Hudson Falls" This Letter is attached as Exhibit 1. The Village Clerk supplied this agency with the mailing addresses of village residents through the water bill address directory. These letters were sent out to the community with a requested return date of January 20th, 2021. This letter could also be utilized as it was placed on the village police department's website and the Village of Hudson Falls website. Upon return receipt of the letters and the committee input we decided that the following topics were considered to be the most important for the village residents and this agency moving forward.

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- A large, semi-transparent watermark of the Hudson Falls Police Department badge is centered in the background. The badge is shield-shaped with a yellow border and features the text "HUDSON FALLS" at the top and "NEW YORK" at the bottom. In the center is a circular emblem depicting two figures holding a shield.
1. Mental Health
 2. LEAD Programs
 3. Departmental Transparency/Complaint Policy
 4. Education/Training of Officers
 5. Recruiting/Retention

Upon the committee discussing these topics as well as public input, a master plan has been created and will be addressed in the following pages.

Mental Health/Drug Addiction

The conversation in reference to village residents with Mental Health and Drug Addiction problems was far reaching and of great concern to the committee. At this point the police department alone is only able to bring subjects to the hospital to seek mental health evaluations by professionals. Members of the police department are in need of further education on how to handle many of these calls in a safe manner for all parties involved. The following Committee members have spoken at great length with the committee and were very helpful with their suggestions and will continue to be an asset to the Hudson Falls Police Department moving forward.

Andrea Deepe – Warren/Washington Assn. for Mental Health, CEO

Carrie Wright – Office of Community Services Warren/Washington Cty.

The following Plan will be utilized moving forward:

- Advised by Carrie Wright of a Mobile Crisis Team that can respond to Mental Health calls if necessary. (Day/nighttime hour requests

can factor response as well as Response team distance from our jurisdiction.)

- A mobile Recovery Unit will be utilized by this office. This Unit will focus on providing substance abuse counseling and additional referrals to those community members struggling with drug use and abuse. This service is unique in that it offers in-person as well as telephone and virtual appointments for clients. Upon client request this service will visit clients in their home to eliminate barriers that are commonly faced by those in need, such as transportation costs.

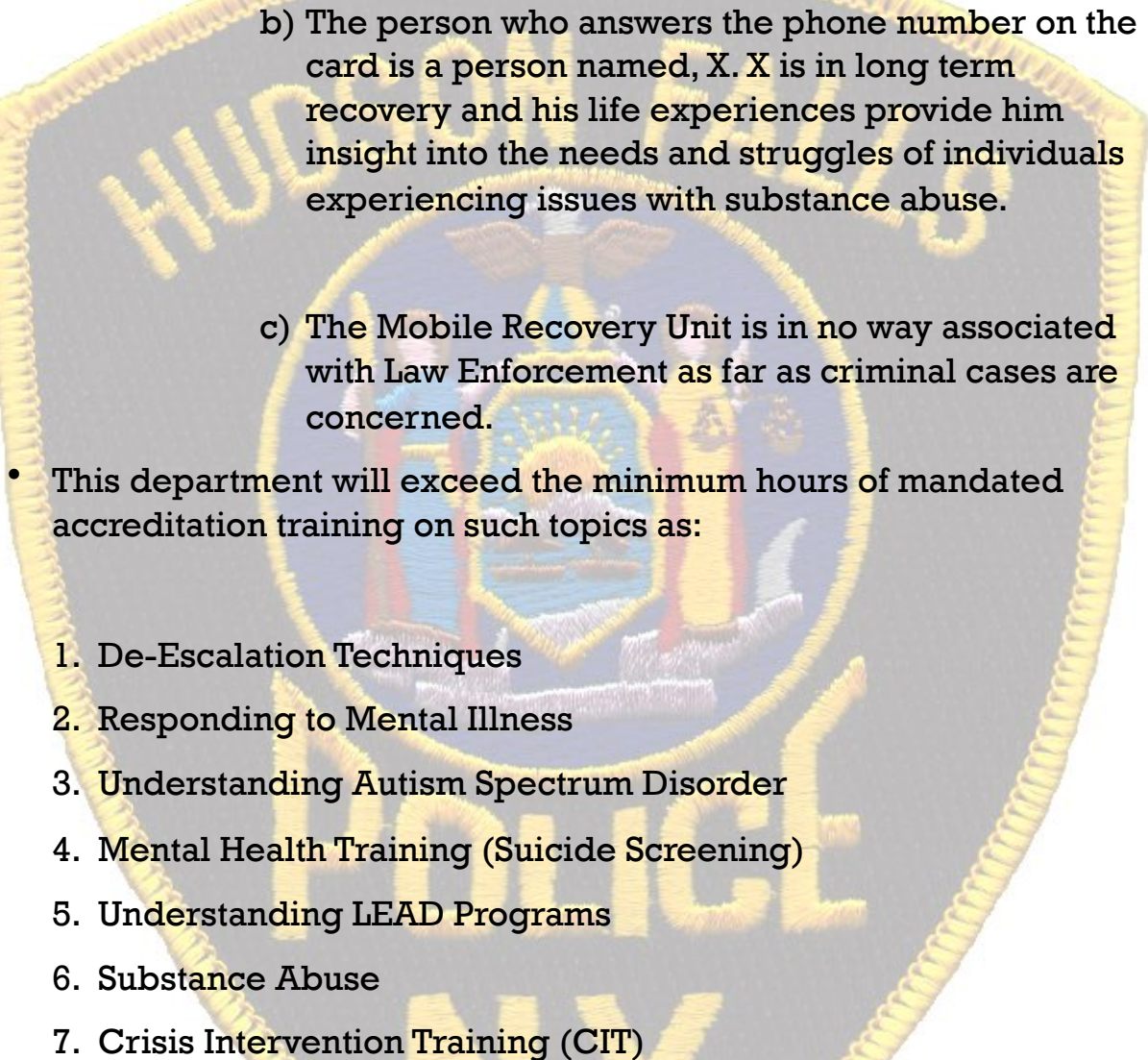
1. Officers will be instructed to provide the Mobile Recovery Unit business card to the following subjects:

- a) Subjects experiencing an overdose.
- b) Subjects arrested for drug related offenses.
- c) Subjects seeking substance abuse treatment or demonstrating the potential need to benefit from the services.
- d) Parents or others who are requesting information to assist a friend or family member.

2. Often times, services are accepted or declined based on how the offer is presented to an individual. Officer will be required to mention the following two points when providing information to members of the community.

- a) The Mobile Recovery Unit means that the service provider will come to your home or location of your choosing to discuss ways they can assist you. They

can also discuss their services on the telephone or a web meeting.

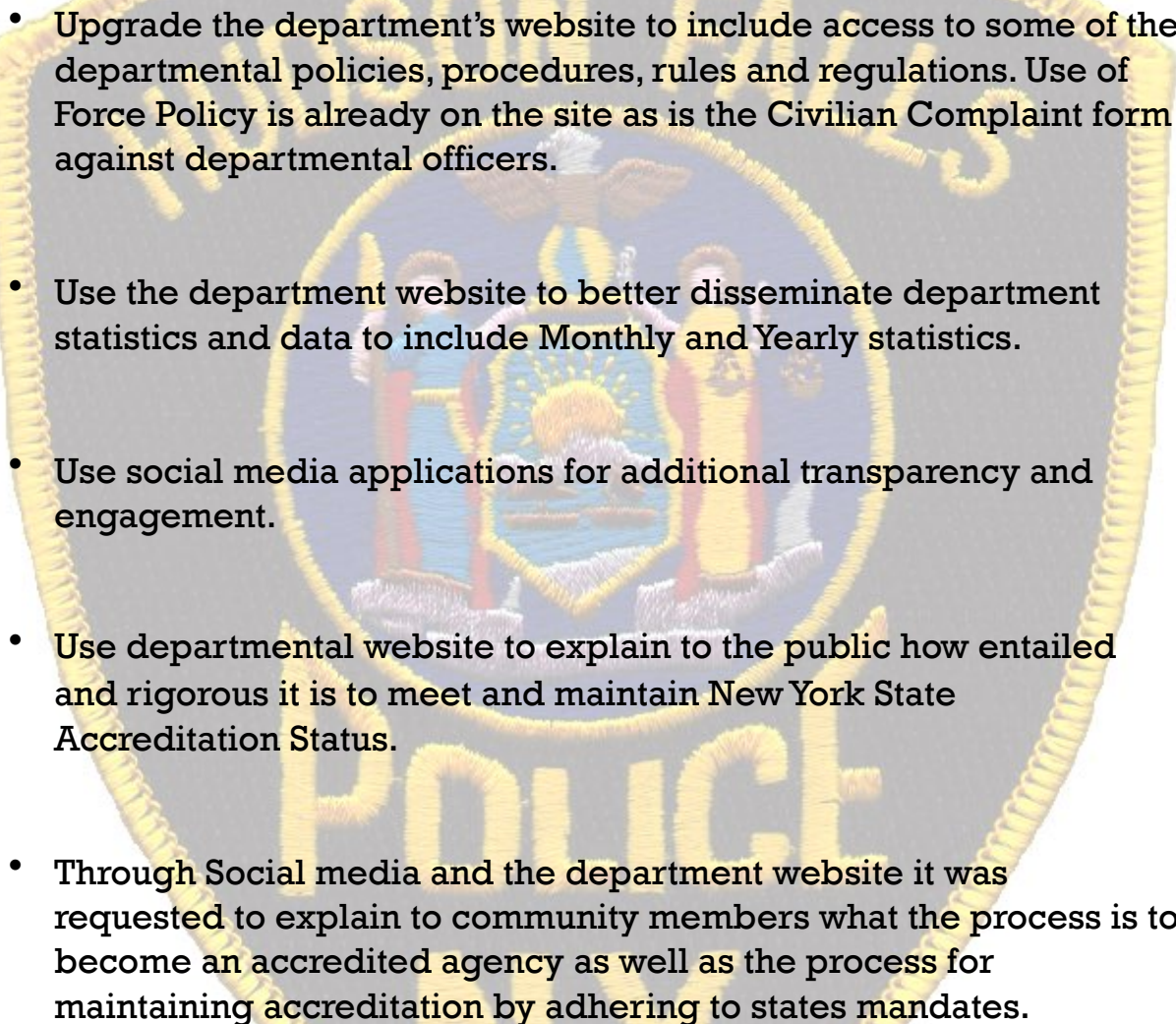
- 
- b) The person who answers the phone number on the card is a person named, X. X is in long term recovery and his life experiences provide him insight into the needs and struggles of individuals experiencing issues with substance abuse.
 - c) The Mobile Recovery Unit is in no way associated with Law Enforcement as far as criminal cases are concerned.
 - This department will exceed the minimum hours of mandated accreditation training on such topics as:
 1. De-Escalation Techniques
 2. Responding to Mental Illness
 3. Understanding Autism Spectrum Disorder
 4. Mental Health Training (Suicide Screening)
 5. Understanding LEAD Programs
 6. Substance Abuse
 7. Crisis Intervention Training (CIT)

Law Enforcement and Diversion

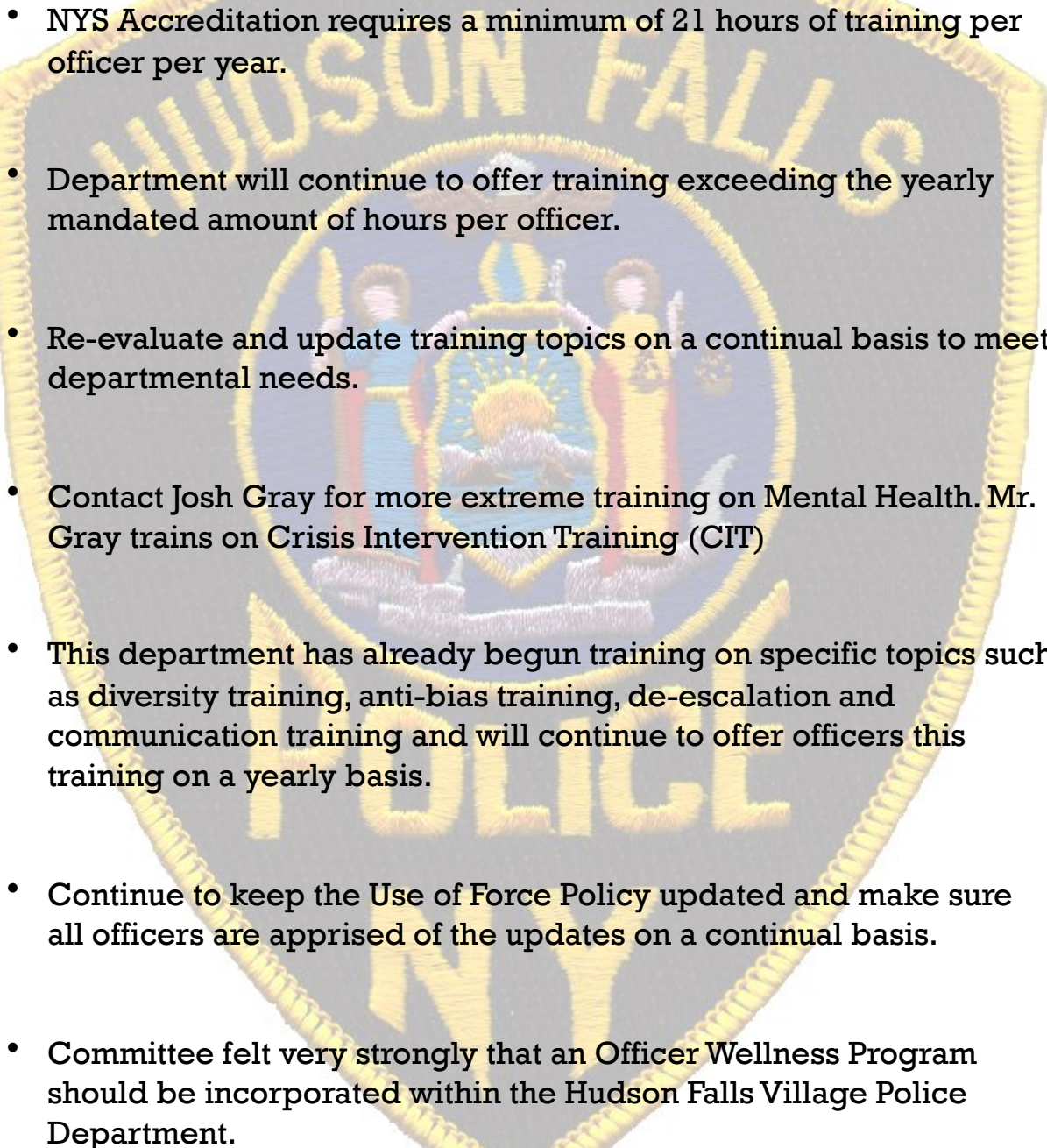
(LEAD) Programs

- LEAD (Law Enforcement Assisted Diversion) Program has been in discussion for quite some time. LEAD is a program that can offer suspects of low-level criminal offenses resulting from mental health problems or substance abuse an opportunity to remove themselves from the criminal justice system by utilizing help that is offered to them from substance abuse and mental health professionals. The District Attorney has been involved in these talks and we will continue moving forward to incorporate this program.
- If Pre-Arrest the alleged subject may be turned over to alternative sentencing rather than being thrust into the Criminal Justice System.
- Work with the Washington County Probation Department in reference to potentially establishing a youth LEAD Program.

Departmental Transparency/ Complaint Policy

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- Upgrade the department's website to include access to some of the departmental policies, procedures, rules and regulations. Use of Force Policy is already on the site as is the Civilian Complaint form against departmental officers.
 - Use the department website to better disseminate department statistics and data to include Monthly and Yearly statistics.
 - Use social media applications for additional transparency and engagement.
 - Use departmental website to explain to the public how entailed and rigorous it is to meet and maintain New York State Accreditation Status.
 - Through Social media and the department website it was requested to explain to community members what the process is to become an accredited agency as well as the process for maintaining accreditation by adhering to states mandates.

Education/Training of Officers

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- A large, semi-transparent badge of the Hudson Falls Village Police Department is centered in the background. The badge is shield-shaped with a yellow border. The words "HUDSON FALLS" are arched across the top, and "POLICE" is arched across the bottom. In the center is a circular seal featuring a sun rising over mountains, with a figure holding a staff and another figure holding a shield. The seal is surrounded by a wreath.
- NYS Accreditation requires a minimum of 21 hours of training per officer per year.
 - Department will continue to offer training exceeding the yearly mandated amount of hours per officer.
 - Re-evaluate and update training topics on a continual basis to meet departmental needs.
 - Contact Josh Gray for more extreme training on Mental Health. Mr. Gray trains on Crisis Intervention Training (CIT)
 - This department has already begun training on specific topics such as diversity training, anti-bias training, de-escalation and communication training and will continue to offer officers this training on a yearly basis.
 - Continue to keep the Use of Force Policy updated and make sure all officers are apprised of the updates on a continual basis.
 - Committee felt very strongly that an Officer Wellness Program should be incorporated within the Hudson Falls Village Police Department.

Recruiting/Retention of Officers

- Send Police Officers to speak at the Hudson Falls High School when they have their annual “Career Days” program.
- Contact the Hudson Falls School District Administration in reference to engaging in a ride-a-long program for Juniors and Seniors in the school district that are interested in Law Enforcement.
- Contact SUNY Adirondack Criminal Justice Administration in reference to engaging in a ride-a-long program for college students that are interested in Law Enforcement.
- Assign an officer to begin a recruitment program and become a liaison between the Hudson Falls School District and local colleges to include SUNY Adirondack.
- Create recruitment material and information and supply to the Hudson Falls Central School District and SUNY Adirondack.
- Village Board agreeing to continue moving forward with fair and fiscally responsible contracts for village police officers that will help recruit and retain police officers for longer periods of time.

Exhibit 1.

OUTLINE FOR COMMUNITY DISCUSSIONS ON REIMAGINING POLICING IN THE VILLAGE OF HUDSON FALLS

The Hudson Falls Police Department serves the law enforcement needs of all the citizens of the Village of Hudson Falls, and strives to do so in a professional manner, respecting the rights of all our citizens without regard to race, color, nationality, creed, gender or sexual orientation. Our policies and procedures are developed and carried out with that goal in mind, and our officers are selected, trained and supervised with that same goal in mind.

We use our knowledge, experience and professional judgment, combined with available information, data, analysis and research to develop our Police Department policing strategies, policies and procedures. Some of the relevant strategies, policies and procedures and related issues are set forth below for community discussion and comment.

1. **Deployment:** Here is how/where our officers are currently deployed:

- Prior to each shift our officers engage in shift briefings to familiarize themselves with locations of higher crime rate or where civilian complaints have come in.

Policing Strategy: Our reason for deploying our resources where and how we do so is:

- By reviewing previous shift synopsis and calls for service.
- Department uses a NYS Certified Crime Analyst to create data sheets from our reporting system for our use in locating and directing patrols.

Question: Do you see this deployment practice or policing strategy as demonstrating any racial bias?

Question: Do you feel that this deployment practice or policing strategy results in unfair, disproportionate policing of communities of color?

Question: Do you see any other problem with this deployment practice?

2. **Use of Force.** Our policy on use of force:

- Has recently been overhauled due to newly enacted laws. And it follows MPTC policy. Use of Force Policy can be found on the front page of the departments website: www.hudsonfallspd.com.

Question: Do you have questions/suggestions about our use of force policy?

3. **Procedural Justice:** Our policies that promote procedural justice are:

Departmental policies requiring courtesy, respect, responsiveness, equal treatment irrespective of race, gender, sexual orientation, etc., transparency, citizen and community engagement.

Question: Are there additional steps you can suggest that would help give people confidence that we treat all citizens equally and fairly?

4. **Bias:** Our anti-bias policies and implicit bias training are:

- Newly enacted laws have created updated policies and training specifically addressing bias and discrimination. Our departmental policies follow MPTC model policy and training standards. As stated in the Procedural Justice Section we again have policies to promote courtesy, respect, etc.

Question: Are there additional steps we could take to assure citizens that our agency is free of bias in our actions? Are you aware of any studies that would support such additional steps?

5. **De-escalation:** Our de-escalation training and practice are:

Newly enacted laws have created updated requirements specifically addressing De-escalation and discrimination. Our department has begun this training and this training is also required on a yearly basis. Our Use of Force Policy has been updated to include de-escalation tactics.

Question: Do you have questions/suggestions on our de-escalation policy?

6. **Law Enforcement Assisted Diversion Programs:** We do the following things, in an appropriate case, to divert persons out of the normal criminal justice system in the early stages and into needed services and programs:

- Last year myself and Capt. Kibling began attending LEAD meetings and we are in the process of potentially adopting this program.
- Washington County Probation Department handles a large number of arrest cases that are made by members of the Hudson Falls Police Department.

Question: Do you have suggestions on additional programs and services to which our agency could divert individuals in an appropriate case?

7. **Restorative Justice:** “Restorative Justice” is a response to crime that involves organizing a meeting between an offender and the victim, so they share their experience of what happened, discuss who was harmed and how, and to create a consensus for what the offender can do to repair the harm.

Question: Do you think such a program should be run by a law enforcement agency such as your police department, or would it be more appropriately run by probation or a non-governmental agency?

8. **Community Based Outreach and Conflict Resolution:** The concept of community-based outreach works best in cities and smaller municipalities, where an officer can be regularly

assigned to the same neighborhood. With larger geographic jurisdictions, it is more difficult. However, we do foster community-based outreach and non-arrest conflict resolution by:

- Security Checks (Business, School, House), Church Crossings, Eddie Eagle Gun Safe Program (Pre K – 3rd grade - school), Coffee with a Cop – community, Stranger Safety (Pre K – 2nd grade – school) 911 Awareness (Pre K – 1st grade – school), Cyber Awareness/ Cyber Bullying (5th grade – 6th grade – school), Drug Awareness (4th grade– 6th grade – school)

Question: Are there ways we can expand community outreach without requiring additional resources. Are there additional community outreach programs that would justify expending additional village resources?

9. **Problem Oriented Policing and Hot Spot Policing:** Problem oriented policing and hot spot policing are similar concepts, involving identifying and analyzing specific crime problems and locations and targeting resources toward solving those problems. We employ those concepts, in effect, when we:

- As stated earlier, prior to each shift our officers engage in shift briefings to familiarize themselves with locations of higher crime rate or where civilian complaints have come in. Officers also reviewing previous shift synopsis and calls for service.

Question: Are there additional ways we can identify and target high crime areas, serious crime trends, etc.?

10. **Focused Deterrence:** “Focused Deterrence” is a crime reduction strategy which aims to deter crime by increasing the swiftness, severity and certainty of punishment, usually directed at a specific crime problem such as gun violence. Law enforcement can play a role in focused deterrence, but the swiftness, severity and certainty of punishment are primarily determined by actions of the prosecution and the courts.

- Traffic Safety Grants provide funding for officers to perform Road Checks and Traffic Safety Issues. (Seat Belt Enforcement)

Question: Is there a particular crime problem in our village that you think could be best addressed by devoting police resources and effort toward focused deterrence of that crime, and what steps would be taken to effectuate that?

11. **Crime Prevention Through Environmental Design:** Attention to environmental design can help to increase the probability that an offender will be caught. Studies show that increased probability of capture tends to deter the commission of crime. Examples of crime prevention through environmental design would be better lighting in crime-prone areas, conspicuous placement of security cameras with attendant conspicuous signage, elimination of shrubbery where it could serve as a hiding place for an attacker, etc. Environmental design is not usually a function of law enforcement, but law enforcement can play a role by identifying possible improvements in the built environment which could help deter criminal activity in the area.

Question: Who should have primary responsibility for identifying and addressing crime-detering environmental design issues

12. **Violence Prevention and Reduction interventions:** Violence prevention refers to the reduction in the frequency of new cases of violent victimization or perpetration through direct efforts to remove or reduce the underlying causes and risk factors, such as alcohol abuse, drug abuse, gang activity, illegal weapons possession, domestic conflicts, etc.

- Our agency has an Officer assigned as a NYS Field Intelligence Officer
- Detective is assigned to monthly MDT meetings (Multi-Disciplinary Team for Abused Children)
- Detective is assigned to the local Drug Task Force
- Officer is assigned to Sex Offender Management
- Capt. Assigned to Domestic Violence Task Force
- Department involved with school safety committee

Question: Do you have suggestions on violence reduction strategies that could be implemented by the Police Department or by other entities?

13. **Model Policies Promulgated by the Municipal Police Training Council:** The State MPTC from time to time develops a model policy on one or another aspect of police operations, which it offers to police agencies for consideration for adoption. Other organizations also develop model policies. Not every model policy is suited to adoption by every agency. Many agencies develop their policies and procedures by studying model policies from many sources, and by studying actual policies being successfully used by other law enforcement agencies around the country.

- Our Police Department has adopted many model policies developed by MPTC, as being well suited to our agency. (ex. Use of Force, Suspect Identification, and more)

14. **The New York State Law Enforcement Agency Accreditation Standards:** The Law Enforcement Agency Accreditation Council establishes a set of standards with which a law enforcement agency seeking accreditation must comply. Law enforcement accreditation is not mandatory for police agencies in New York State, and not every agency is able to attain accreditation from the Council.

- The Hudson Falls Police Department meets all the standards established by the LEAAC and has been an accredited agency since 1994. We were most recently re-accredited March 7th, 2019. Re-Accreditation is performed every five years.

Upon reviewing this document, you may respond with any suggestions that you, as a Hudson Falls Village resident, may have. Please feel free to respond without fear of being punished for your thoughts or suggestions. This is your chance to let us know what services you are hoping to gain from your local police department. All responses **MUST** contain the address and name of the village resident as this document is intended for village residents **ONLY**. We will gladly accept positive responses about the Hudson Falls Police Department as well. As this reform moves forward committee meeting discussions will be posted for your review and response at www.hudsonfallspd.com. Thank you for your cooperation and I look forward to hearing from you. Chief Scott J. Gillis

All responses must be received by January 20th, 2021.

Responses can be dropped off in person, emailed or mailed via U.S. Postal Service:

Chief Gillis – Hudson Falls Police
218 Main Street
Hudson Falls, NY 12839

hfchief@villageofhf.com

