

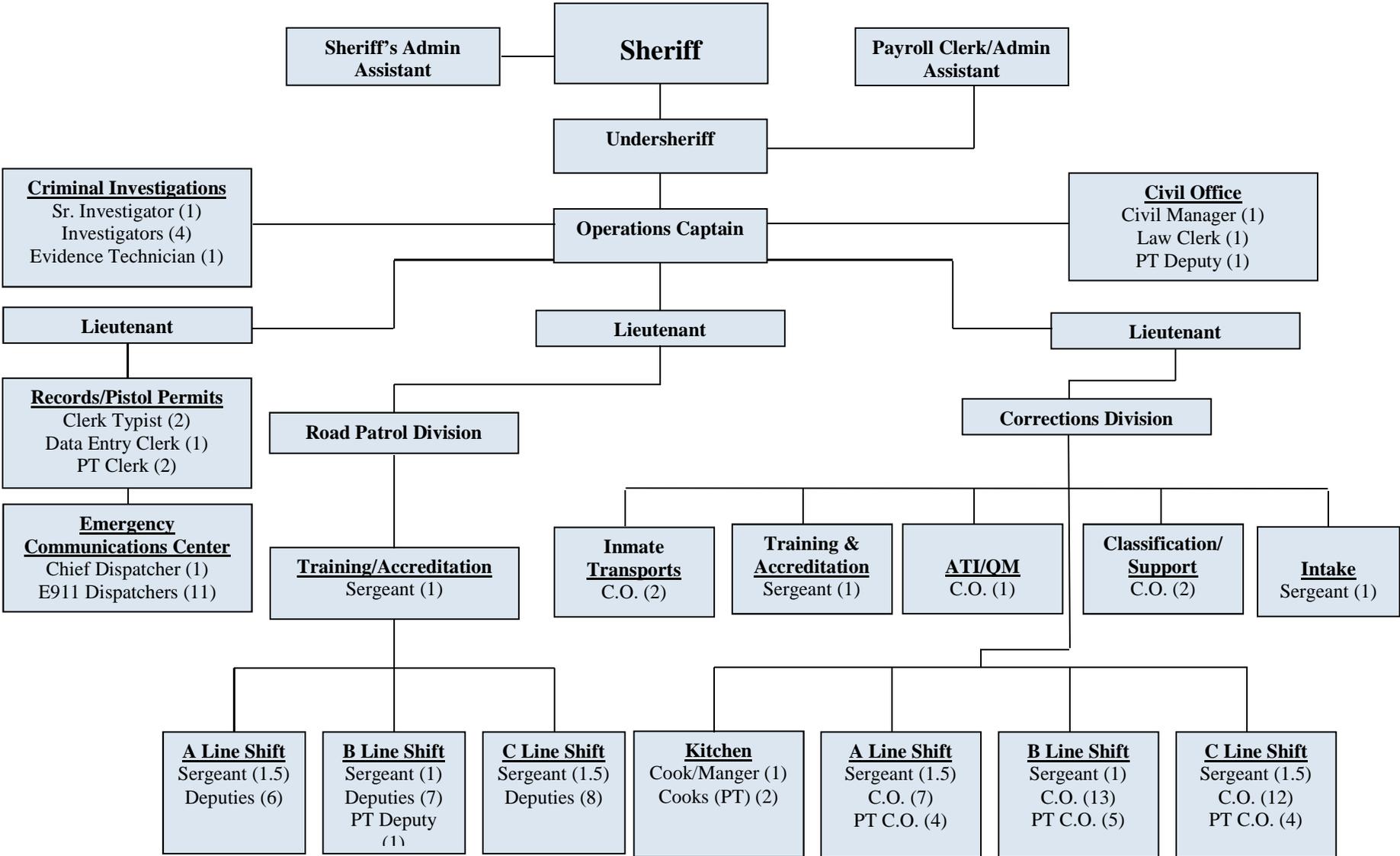


2013
Annual Report

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Tioga County Sheriff's Office



Remarks

Sheriff Gary W. Howard



As you review this report, you'll find a summary of statistics detailing the type and volume of work being performed by each Division of the Sheriff's Office, as well as a glimpse into the special programs created and provided for the public to use.

I hope that you will take notice of the volume of work being performed by my dedicated and professional staff. The trend of increasing workloads and unfunded mandates continue, in spite of shrinking budgets and personnel. But, as I've previously stated, I believe that we are capable and talented enough to meet these challenges.

As always, I want to encourage all citizens to be proactive in crime prevention and in helping to keep our communities safe.

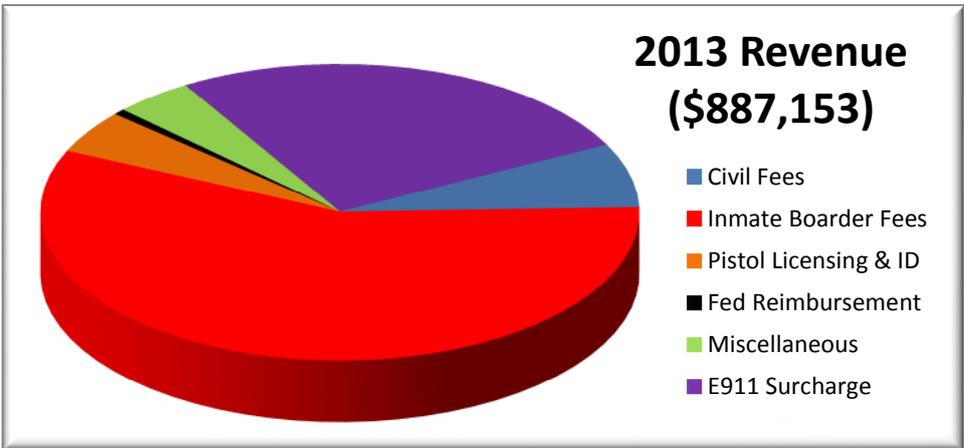
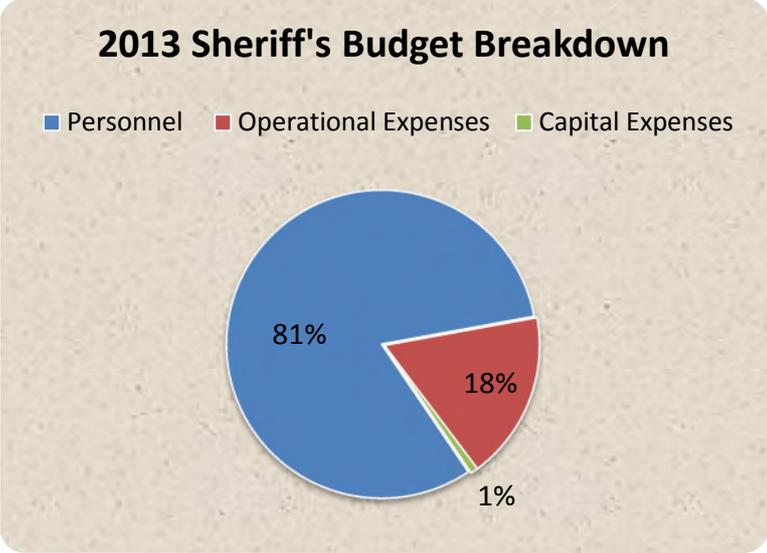
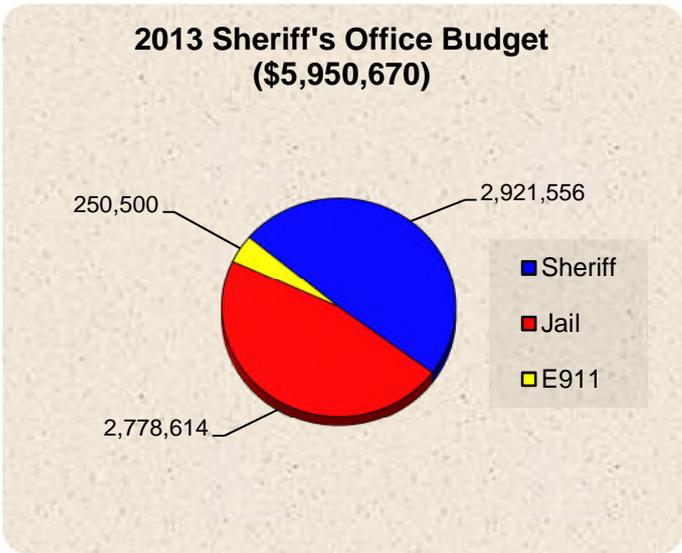
I am proud to serve as your Sheriff, and will continue to work hard in leading a professional and effective Sheriffs' Office.

ADMINISTRATION

Budget

Three component budgets create the overall Sheriff's Office Operation Budget; Sheriff's Operations, Jail Operations and E911 Operations

The 2013 budget decreased 3.3% from the previous year and Revenue decreased 12%.



Sheriff's Office Revenue
(comparison by year)



Grants

State and Federal grant funding continues to be a priority and is an important objective in meeting our goal of providing cost effective services.

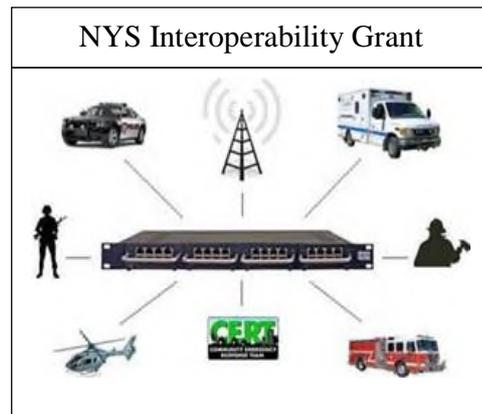
Federal and NYS Homeland Security Grant monies continue to provide for essential equipment and information technology upgrades for emergency services and public safety. STOPDWI Funding provides for Special DWI Patrols, as well as equipment in support of DWI enforcement.



\$28,000



\$32,050



\$28,000

Public Service Programs



The Sheriff's Office continues to be an active partner with the NYS Child Passenger Safety Program. Tioga County residents can make a reservation to have their child safety seat inspected as well as instructed on the proper method for installing a child safety seat. During these inspections, seats which are deemed unsafe or appear on a factory recall list will be replaced free of charge.

Deputy Josh Delmage serves as the Sheriff's Office coordinator for the program. In 2013 Deputy Delmage inspected and installed 20 new seats.



Using equipment that contains the latest digital fingerprinting technology and high resolution photography, the Tioga County Sheriff's Office provides SAFE CHILD cards for parents and guardians. In the event a child is lost or reported missing, these cards would serve as critical identification for law enforcement. The program is staffed by Corrections Officers who travel to schools and special events throughout the county during the year to process these specialized identification cards for children ages 3 through 15 years of age.

In 2013, 138 children were processed at 8 different events for their ID cards.



TiogaCountysheriff.com

The official website for the Sheriff's Office provides visitors with an array of information about operations and special programs. Press releases and special advisories are made available to the public, as well as useful links to other public safety related websites and organizations.

A confidential Tip Line has provided hundreds of valuable leads which have resulted in the successful investigation of Drug dealers and other criminal activity.



A free on-line service which provides citizens with the information needed to protect your loved ones. The service allows you to view known registered offenders and predators in your area. Knowing who these people are and what they've done provides you with your best defense to protect your family - awareness. The service also allows for instant e-mail notifications which alert you if a registered sex offender moves within proximity of your home.

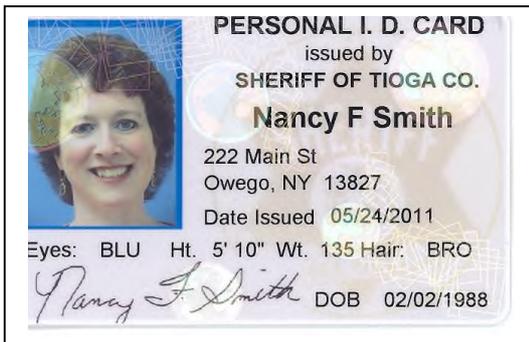
Online Accident Reports

In partnership with PoliceReports.us, citizens involved in a motor vehicle accident which was investigated by the Sheriffs' Office can now access the official report on-line. Regardless of where you reside or happen to be, if you have access to the internet you're able to retrieve a copy of your accident report for filing with your insurance company or for your personal records.

A service fee of \$5.00 is charged for accessing the report which is available to customers 24 hours a day 7 days a week.



In partnership with the NYS Sheriffs' Association, citizens can access the NYS VINELink which is an online resource that allows you to search for information regarding an offender incarcerated in State Prison or the 60 County Correctional facilities throughout NYS. This service is provided to assist Victims of Crime who have a right to know about their offender's custody status and when they are being released from incarceration. If you want to be notified of any offender's release, you can register to be notified by phone call or E-mail.



Tioga County residents can obtain a Sheriffs' Personal I.D. Card. Utilizing state of the art digital equipment, Sheriffs' personnel can produce a high grade personal identification card embedded with an embossed hologram. This type of identification card is permitted for use in boarding commercial aircraft as well as other security identification purposes. This service is available during business hours, Monday-Friday, for a fee of \$15 for children and adults. \$10 for Senior Citizens.

Law Enforcement Operations



Road Patrol Division

The Road Patrol Division is the primary law enforcement component of the Sheriff's Office. It is staffed by 27 officers.

Their jurisdiction includes all of Tioga County, which covers 524 sq miles with 1,089 miles of highway.

Primary Mission

- Traffic Enforcement
- Criminal Investigation and Apprehension
- Keeper of the Peace
- Accident Investigation
- Prisoner transports
- Service of Civil Processes

Criminal Investigation Division

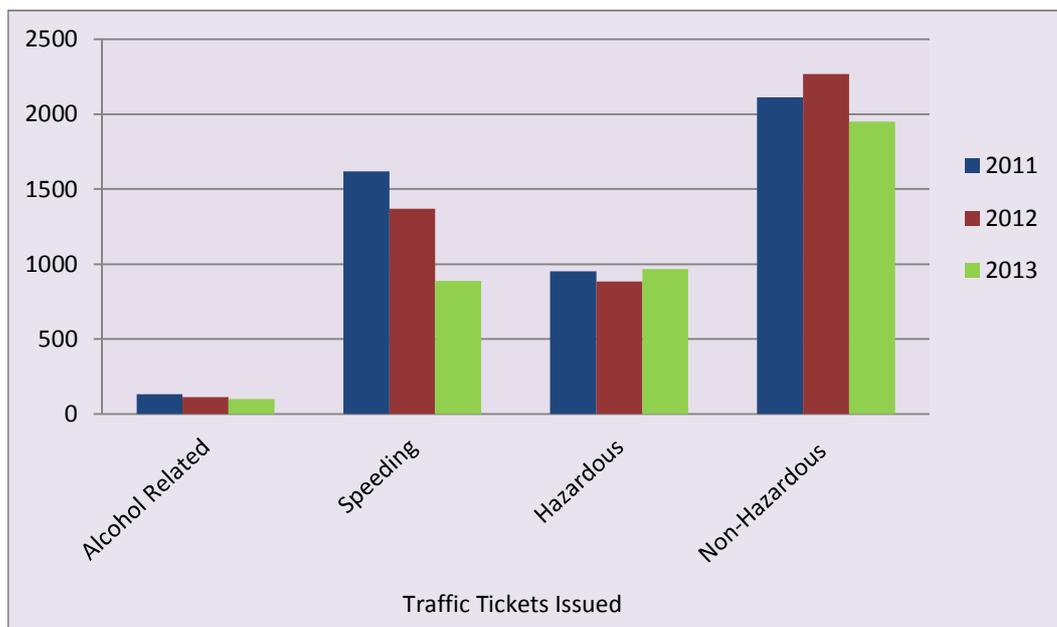
The Criminal Investigation Division (CID) is staffed by 6 Investigators. Each investigator has extensive law enforcement experience and has received specialized training for conducting criminal investigations of serious crimes.

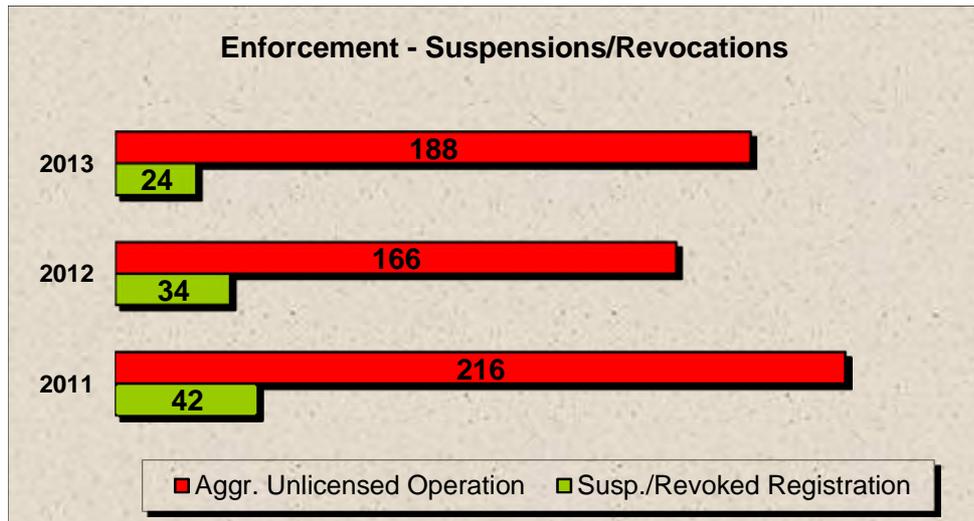
Primary Mission

- Investigation of all serious crimes and death scenes
- Identification, apprehension, and prosecution of criminals
- Crime scene ID and management
- Evidence and recovered Property management
- Conduct background investigations
- Manage Sex Offender Registration program.

2013 Road Patrol Vehicle & Traffic Enforcement Statistics

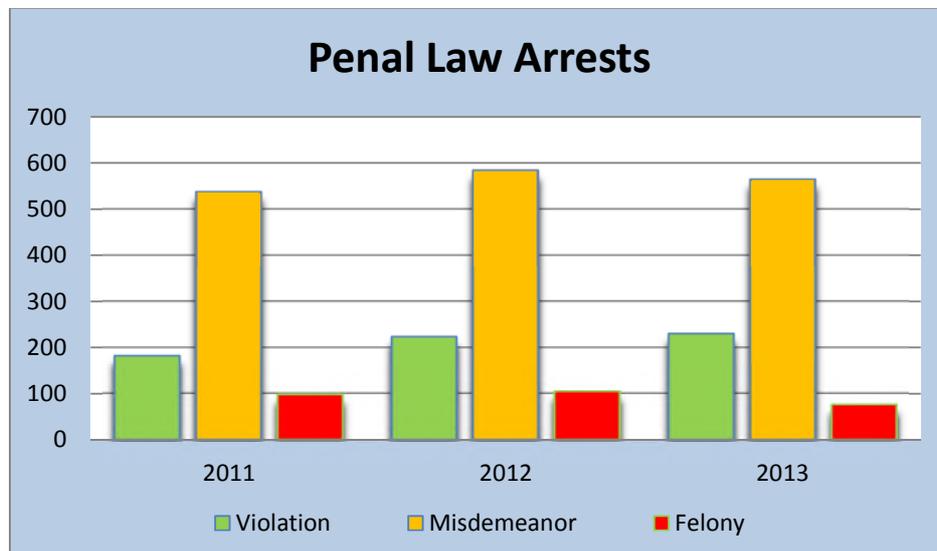
Vehicle and Traffic Law Arrests					
Court	2011	2012	2013	3 Yr Avg	% of Total
Town of Barton	396	313	245	318	7%
Town of Berkshire	59	37	44	47	1%
Town of Candor	538	513	419	490	11%
Town of Newark Valley	509	492	377	459	11%
Town of Nichols	215	176	160	184	4%
Town of Owego	1934	1699	1550	1,728	40%
Town of Richford	137	119	116	124	3%
Town of Spencer	133	117	121	124	3%
Town of Tioga	344	445	364	384	9%
Village of Candor	146	142	101	130	3%
Village of Owego	233	277	324	278	6%
Village of Spencer	41	30	25	32	1%
Village of Waverly	69	38	58	55	1%
Yearly Totals	4,754	4,398	3,904	4,352	100%





DWI Related Charge	2011	2012	2013
Driving While Intoxicated	63	54	45
Driving w/More than .08 BAC	33	23	17
Aggravated DWI - More than .18 BAC	18	16	10
Driving While Ability Impaired - Alcohol)	0	0	0
Driving While Ability Impaired - (Drugs)	8	1	6
Under 21 Driving after Consumption	0	0	0
Failure to Submit to Breath Test	9	12	10
Totals	131	106	88

2013 Road Patrol Penal Law Arrests & Calls for Service

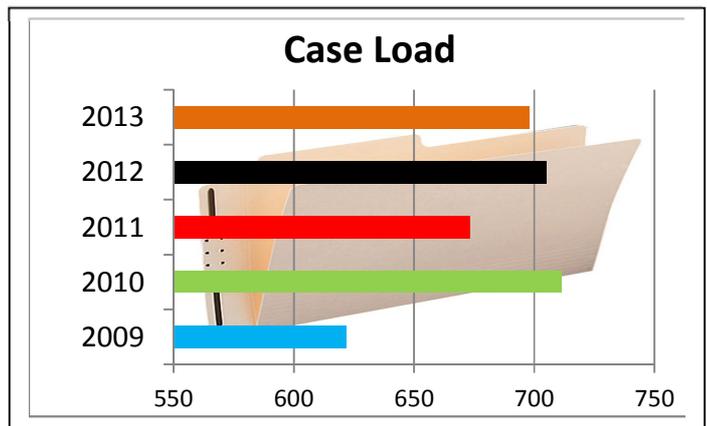
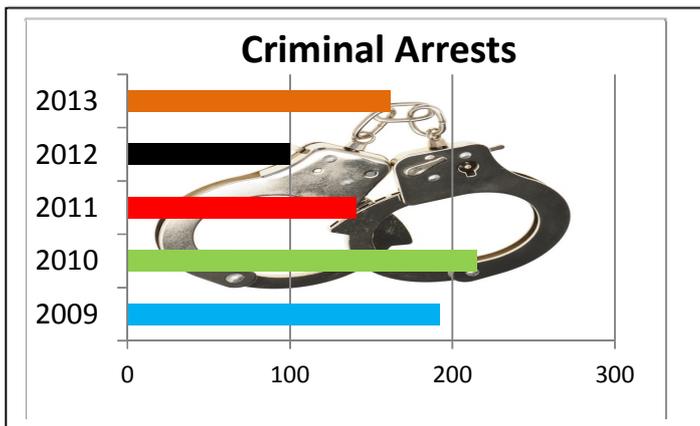


Calls for Service

Abandoned Vehicle	11	Ignition Interlock Violation	9
ABC Law	14	Illegal Parking	14
Accident Investigation	3	Issuing a Bad Check	16
Accidental Shooting	3	Juvenile Transport	20
AED Call	19	Labor Law Investigation	0
Aggravated Harassment	233	Landlord/Tenant Dispute	30
Animal Complaints	326	Larceny	289
Assault	35	Lecture	13
Assist Other Agencies	101	Loud Party-Noise comp.	66
Assist Other Police Agency	253	Making a False Written Ins.	1
Assistance	709	Menacing	13
Attempted Burglary	2	Mental Health Arrest	12
Attempted Suicide	1	Mental Subject	107
Background Investigations	252	Mental Transport	20
Bomb Threats	0	Miscellaneous Complaint	2,082
Burglary	116	Missing Persons	24
County Threat Investigation	1	Motorist Assist	6
Check 911 Hang up/Open Call	2,386	MVA-Fatal	1
Check Bank Alarm	8	MVA-PI	142
Check Burglary Alarm	517	MVA-PD	560
Check Dangerous Condition	256	Neighborhood Dispute	19
Check Disabled Vehicle	166	Nuisance Weapon Check	34
Custodial Interference	1	Obstructing Gov. Admin	6
Check on Intoxicated Individual	28	Open Door/Window	86
Check Other Alarm	50	Open Fire Investigation	31

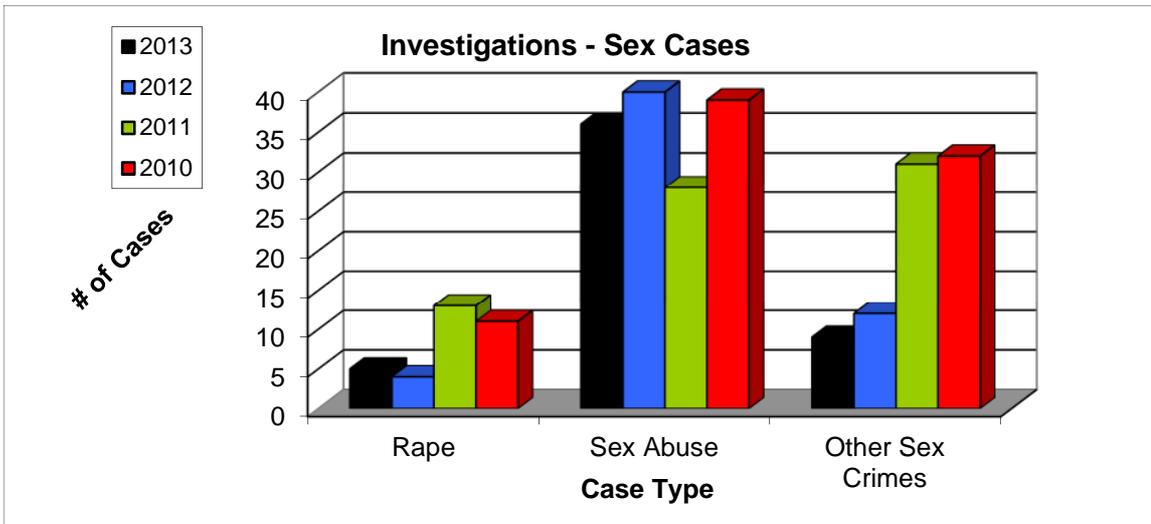
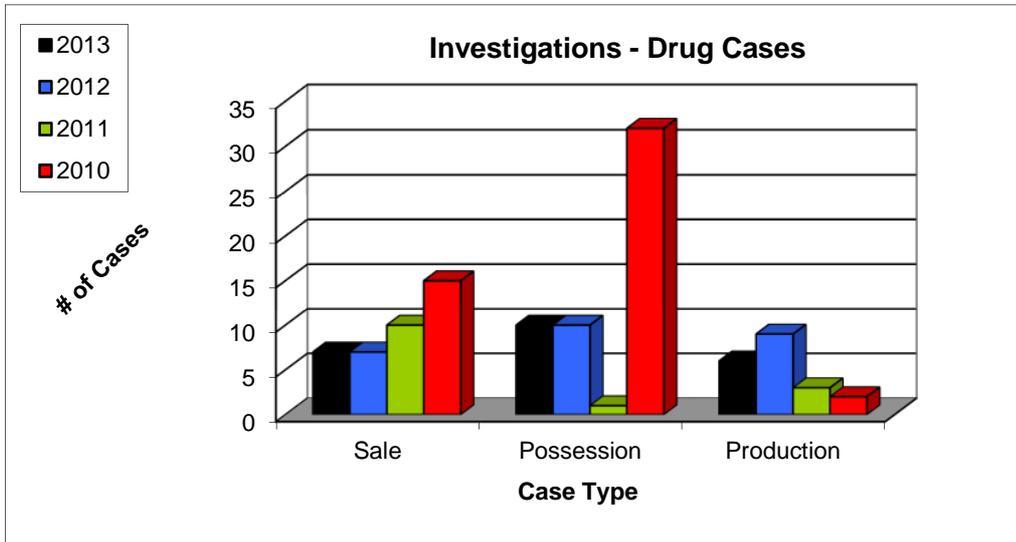
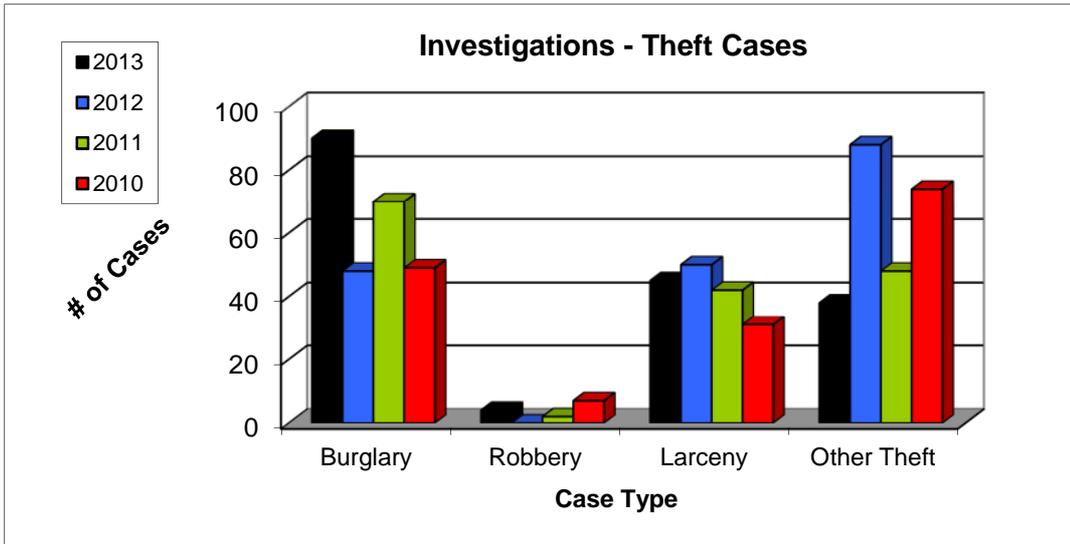
Check Welfare	529	Pistol Permit Investigation	269
Child Abuse	5	Pistol Permit Revocation	4
Civil Evictions	16	Poss. Of Stolen Property	14
Civil Matters	154	Prisoner Transport	1,000
Civil Services	572	Property Check	55
Confidential Informant	4	Property Complaint	39
Confidential Investigation	2	Promo Obscene Sex Perf.	1
Counterfeit Investigation	4	Promo Contraband	1
Criminal Contempt	19	Public Lewdness	3
Criminal Nuisance	0	Rabid/Sick Animal Comp	19
Criminal Impersonation	3	RADAR Trailer	0
Criminal Mischief	197	Railroad Complaints	8
Criminal Trespass	13	Rape	5
CPCS	20	Reckless Endangerment	12
Criminal Possessing a Hypodermic	7	Recovered Stolen Property	3
Criminal Possession of Marijuana	71	Resisting Arrest	9
CPCS-Synthetic Narcotic	2	Runaway Child	37
Criminal Possession of a Weapon	7	Scheme to Defraud	0
CSCS	2	School Threat Investigation	1
CSCS-Marihuana	5	Search Warrant	13
Criminal Sexual Act	2	Sex Offender Registration	231
Disorderly Conduct	11	SORA Violation	10
Disturbance	185	Sex Abuse	29
Disseminating Indecent Material	0	Sexual Misconduct	10
Drug Investigation	3	Stalking	5
Domestic Violence	315	Strangulation	18
DWI Investigations	43	Stress Test Evaluation	22
Endangering Welfare of a Child	64	Subpoena Service	42
Environmental Conservation Inv.	26	Suicide	3
Escorts	161	Suspicious Condition	460
Evidence Destruction	4	Theft of Services	5
Falsely Reporting an Incident	3	Traffic Problem	5
Family Court Matter	130	Trespass	86
Filing a False Instrument	1	Unattended Death	26
Fire Investigation	4	Unauthorized Use of MV	7
Forcible Touching	1	Unlawful Imprisonment	3
Forgery	6	Unlawful use of a Credit Card	4
Found/Lost Property	110	Unlawful Dealing with a Child	0
Fraud	91	Unlawful Dealing with Fireworks	22
Fugitive from Justice	8	Unlaw. Fleeing Police	0
Grand Larceny	20	Unlawfully Growing Marijuana	4
Gun Shot Investigation	58	Vehicle Traffic Stops	4,054
Harassment	226	Vehicle Fire	8
Identity Theft	11	Violate Order of Protection	34
Ignition Interlock Monitoring	91	Warrants	164
Overdose	5	Warrant Arrest	140
Parking Violations	19	Weapons Storage	2
Persons Annoying	18	Welfare Fraud	1

2013 - Criminal Investigation Statistics

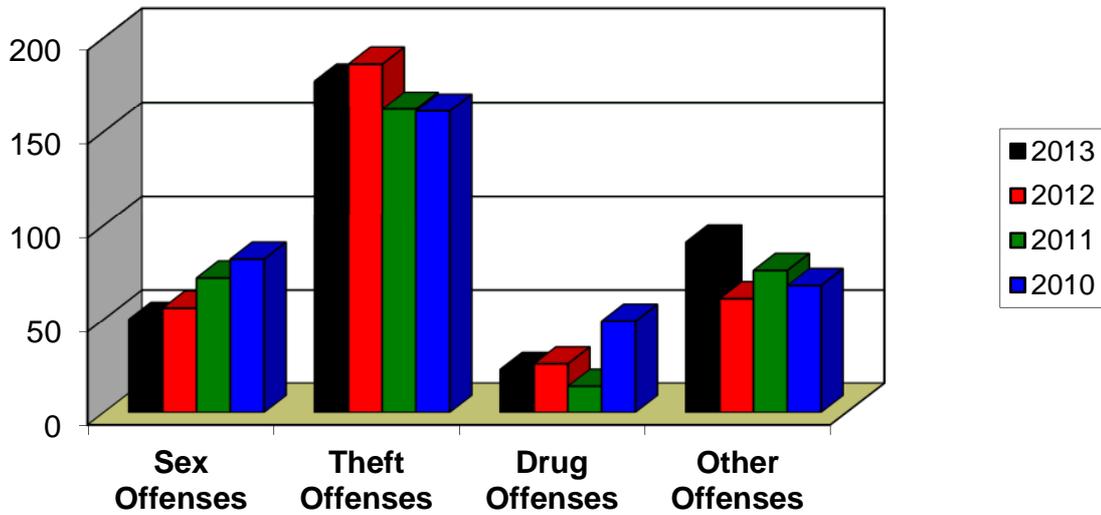


2013 Case Breakdown

Case Type		Case Type	
Accidental Shooting	1	Identity Theft	3
Aggravated Harassment	2	Larceny	14
Arson	1	Lecture	1
Assault	6	Lost Property	1
Assistance	6	Meth Lab Investigation	4
Attempted Suicide	1	Missing Persons	1
Background Investigation	15	Murder	1
Bad Checks	13	Nuisance Weapon Investigation	30
Burglary	90	Obstructing Gov't Admin	4
Child Porn	1	Pistol Permit Revocation	6
Computer Fraud	1	Promoting Prison Contraband	2
Confidential Informant	4	Public Lewdness	1
Crim. Contempt	9	Rape	5
Crim. Mischief	35	Reckless Endangerment	5
Crim. Poss. Forged Instrument	5	Rec. Stolen Property	4
Crim. Poss. Controlled Substance	5	Robbery	4
Crim. Poss. Marihuana	1	Scheme to Defraud	1
Crim. Poss. Stolen Property	5	Search Warrant	12
Crim. Poss. Weapon	3	Sexual Abuse	36
Crim. Sale Controlled Substance	7	Sexual Misconduct	6
Crim. Sexual Act	1	SORA	233
Endangering Welfare	10	Stalking	1
Evidence Tampering	1	Suicide	3
False Written Statement	1	Suspicious Condition	6
Fire Investigation	5	Unattended Death	7
Forcible Touch	1	Unlawfully Growing Marihuana	2
Forgery	2	Unlawful Poss. Marihuana	4
Fraud	8	Voice Stress Analysis	22
Grand Larceny	31		

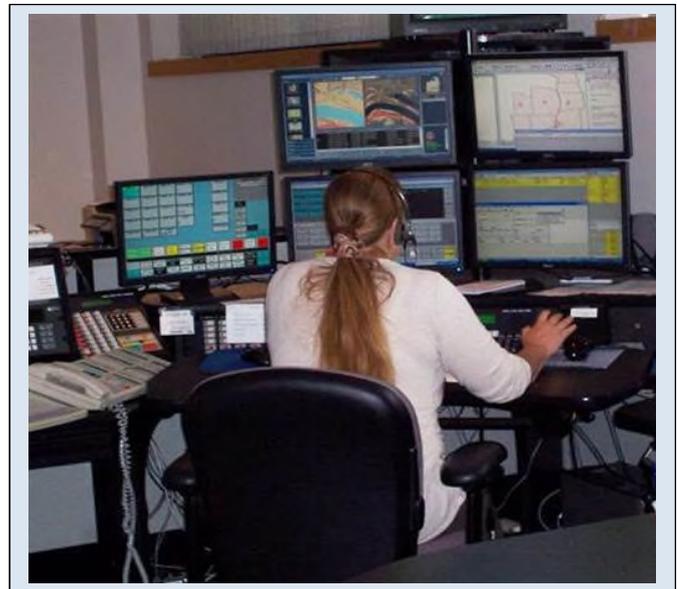


Criminal Investigations (4-yr Comparison)



The Sheriff's Law Enforcement Division (Road Patrol and Criminal Investigations) has been awarded re-certification from the NYS Sheriffs' Association – Law Enforcement Accreditation Program. The program is designed to establish and promote standards which are widely considered to be prudent and effective for operating a Law Enforcement Agency. It provides formal recognition that the law enforcement component meets or exceeds all 132 of the accreditation quality standards. The Law Enforcement Division has been accredited since 1998.

E911 Emergency Communications Center



The E911 Emergency Communications Center is the sole PSAP (Public Safety Answering Point) for all of Tioga County and serves as the communications hub for all emergency services.

The center is staffed with 13-E911 Dispatchers and operates around the clock each day of the year.

Primary Mission

- E911 PSAP (Primary Answering Point) -
- Public Safety emergency response dispatching -
- Law Enforcement call taking and dispatching -
- Information retrieval from public safety data banks and DMV -
 - Law Enforcement database inputs -
- Public Health and Mental Hygiene On-Call notifications -
- Tioga County Fire and EMS Dispatching -

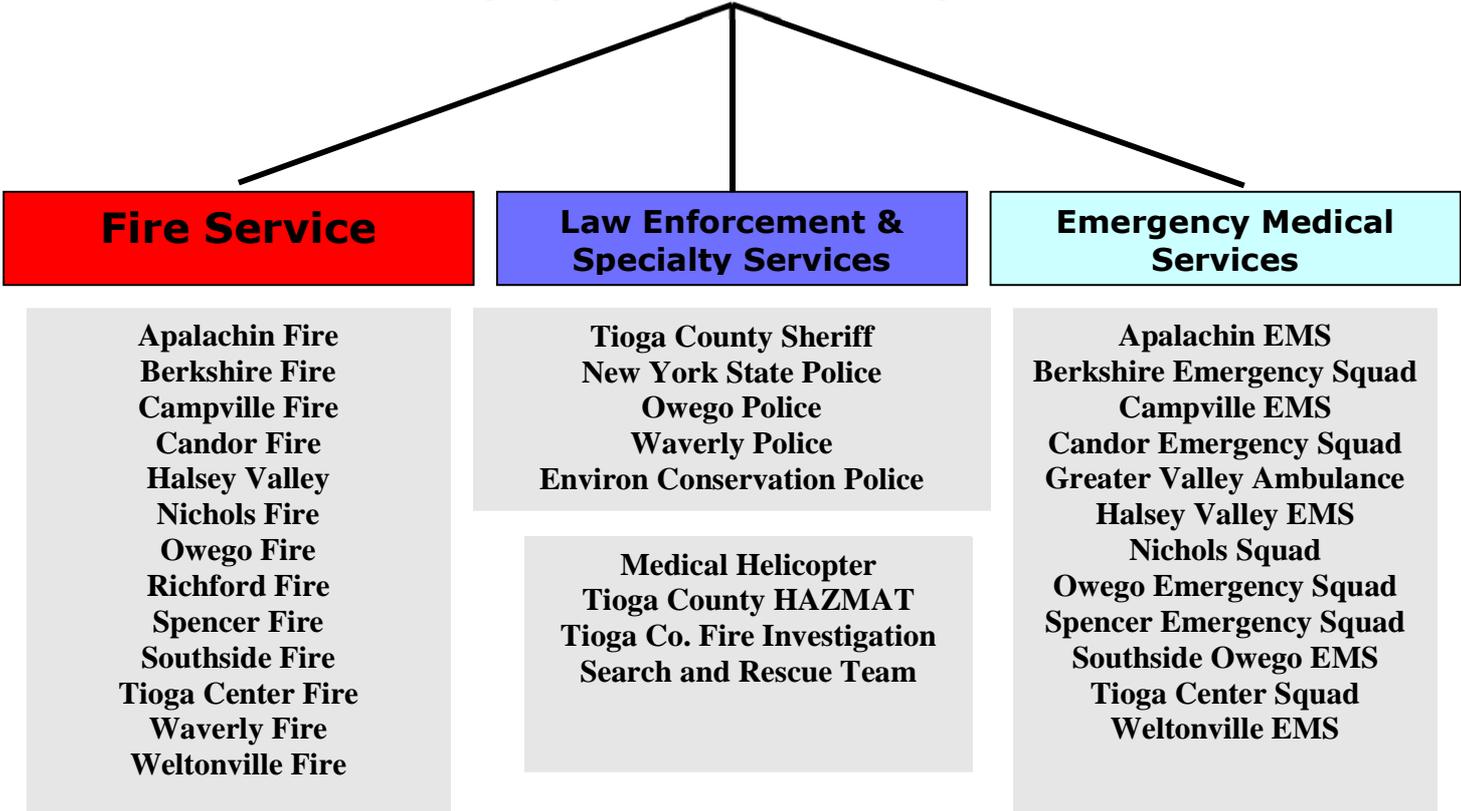
2013 Center Statistics

Dispatched Police Calls for Service					
Agency	2011	2012	2013	3 Yr Avg	% of Total
Sheriff	34,962	33,215	34,040	34,072	75.0%
Owego PD	4,814	4,956	5,534	5,101	11.2%
Waverly PD	4,745	4,395	4,140	4,427	9.7%
NYSP	1,878	1,649	1,610	1,712	3.8%
Town Police	191	126	80	132	0.3%
EnCon Police	17	11	13	14	0.0%
Total Calls	46,607	44,352	45,417	45,459	100.0%

Dispatched Emergency Calls (Fire/EMS)					
Agency	2011	2012	2013	3 Yr Avg	% of Total
Apalachin Fire	804	734	749	762	9.0%
Berkshire Fire	209	197	182	196	2.3%
Berkshire EMS	655	661	548	621	7.3%
Campville Fire/EMS	719	560	697	659	7.7%
Candor Fire	159	110	132	134	1.6%
Candor EMS	654	593	584	610	7.2%
Halsey Valley Fire/EMS	55	65	41	54	0.6%
Newark Valley Fire	193	132	142	156	1.8%
Nichols Fire/EMS	355	264	264	294	3.5%
Owego Fire/EMS	2,264	1,916	2,010	2,063	24.2%
Richford Fire	70	63	65	66	0.8%
Southside Fire/EMS	84	72	91	82	1.0%
Spencer Fire/EMS	396	311	290	332	3.9%
Spencer EMS	345	305	286	312	3.7%
Tioga Center Fire/EMS	517	309	313	380	4.5%
Waverly Fire	221	172	213	202	2.4%
Weltonville Fire/EMS	94	85	102	94	1.1%
Lockwood Fire/EMS	88	84	84	85	1.0%
Greater Valley EMS	1,458	1,335	1,245	1,346	15.8%
S.M.E. Helicopter	26	19	11	19	0.2%
Search & Rescue	1	2	3	2	0.0%
Fire Investigation Team	44	25	43	37	0.4%
HazMat Team	7	4	6	6	0.1%
Total Calls	9,418	8,018	8,101	8,512	100%

Phone Calls Received	80,417
Calls for Service	53,518
E911 Calls	14,579
Radio Transmissions	304,628
Warrants Processed	189

**Sheriff's E911
Emergency Communications Center
(Dispatch Responsibilities)**



The E911 Emergency Communications Center was awarded re-certification from the NYS Sheriffs' Association – Public Safety Answering Point Accreditation Program. The program is designed to establish and promote standards which are widely considered to be prudent and effective for operating an Emergency Communications Center. It provides formal recognition that an organization meets or exceeds all 71 of these quality standards, which cover four major areas of the organization: Administration, Training, Technology and Operations. The center has been accredited since 2008.

Corrections Division (Jail)



The Corrections Division is the largest component of the Sheriff's Office, consisting of 45 full time and 15 part time staff members. Operations are continuous throughout the year.

The jail is a maximum security facility authorized to hold 104 inmates. Sentenced and non-sentenced male and female prisoners age 16 or older are permitted to be confined in the facility. In addition to housing local prisoners the Jail is authorized and frequently houses inmates from other counties as well as Federal Inmates, Illegal Aliens, NYS Parole Violators, Military Prisoners, and Civil Confinement prisoners.

The facility operates within the statutory guidelines of the NYS Commission of Corrections and the NYS Corrections Law.

Primary Mission

- Provide Security for inmates & staff
- Arrest/Inmate Processing
- Provide for everyday needs of inmates
- Coordinate & supervise Weekend Work Program
- Court appearance transports

A total of 586 inmates were processed into the facility in 2013. This represents a 16% decrease from 2012.

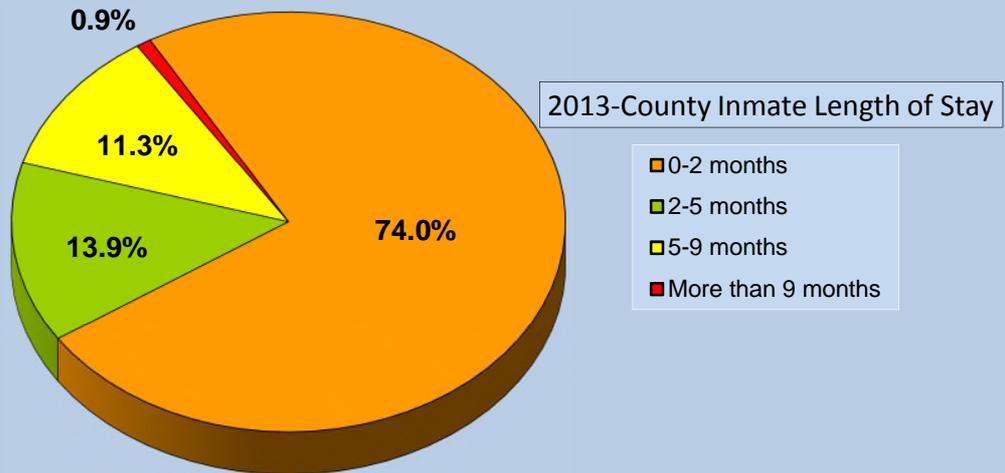
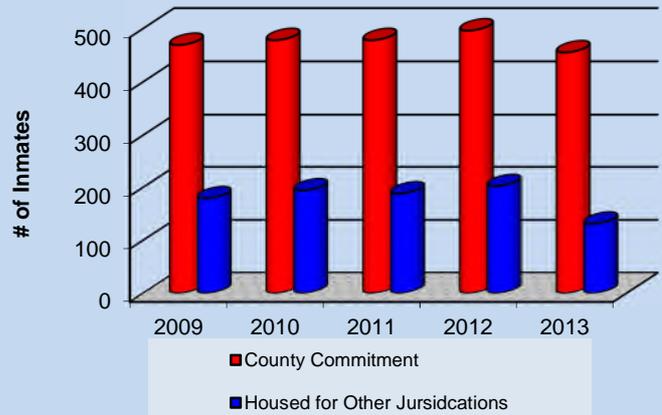
Of the 586 inmates processed, 455 were remanded by courts within Tioga County, accounting for 77.5% of the jail's population. This represents a 6.5% Increase from 2012.

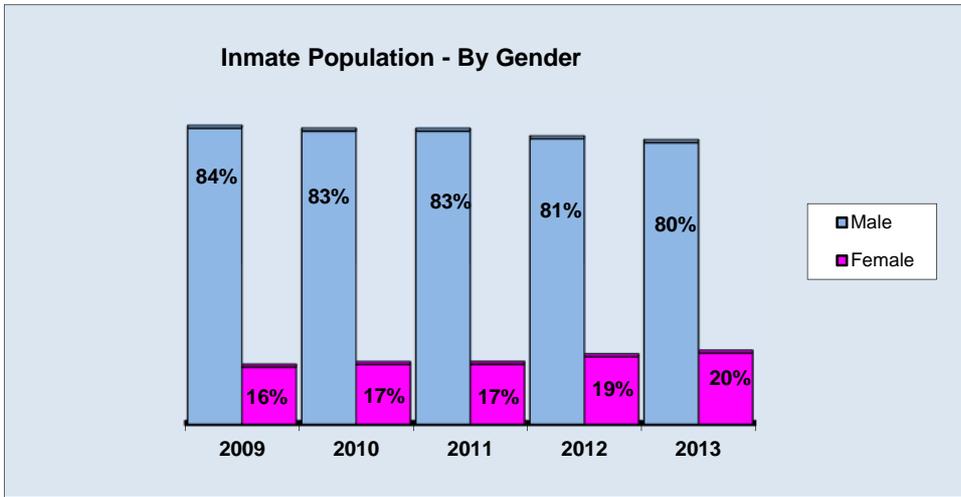
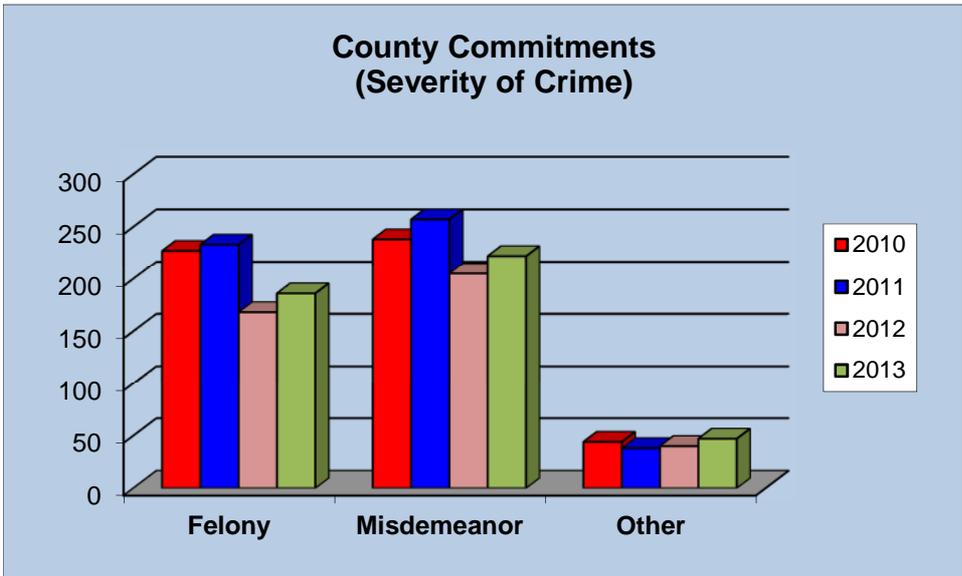
The average daily jail population was 86 inmates.

2013 Inmate Population – Daily Average

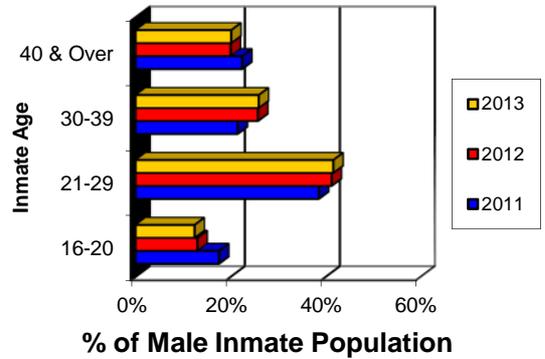
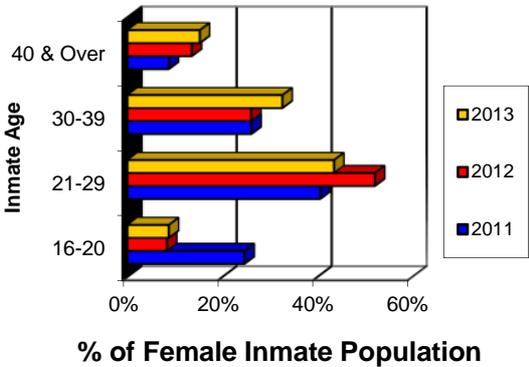
Total Inmates	Federal Inmates	Boarder Inmates	Weekend Inmates	County Inmates
86	16	2	(9)	68

Persons Committed to Jail in 2013

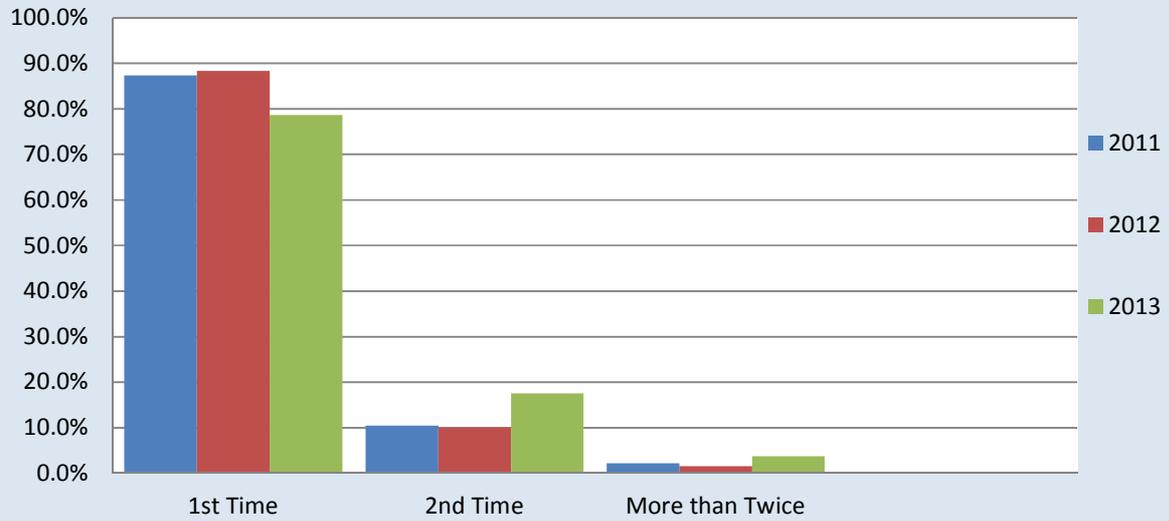




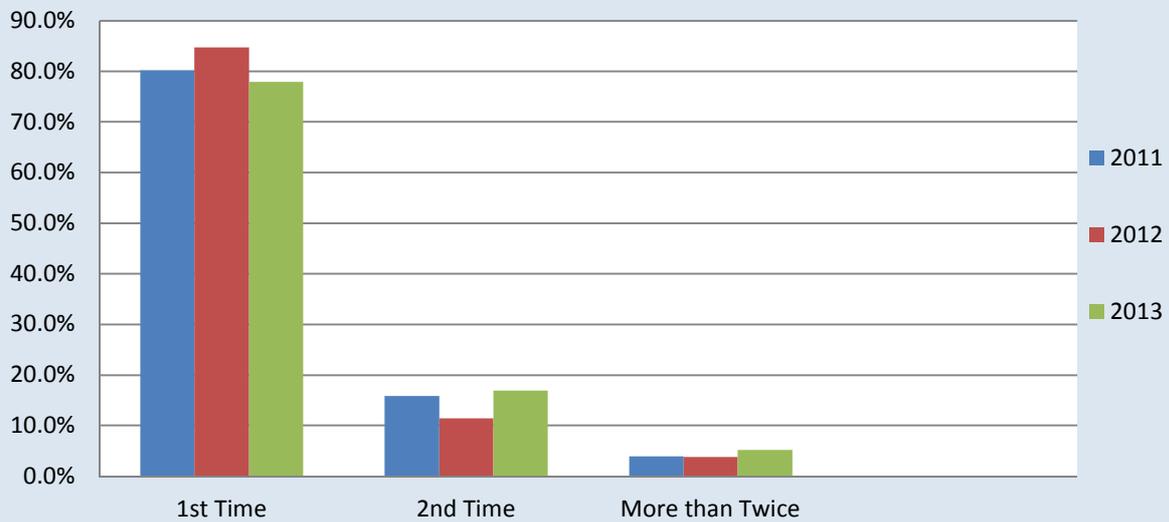
County Inmate Population Age Comparison



Male Inmate Recidivism



Female Inmate Recidivism

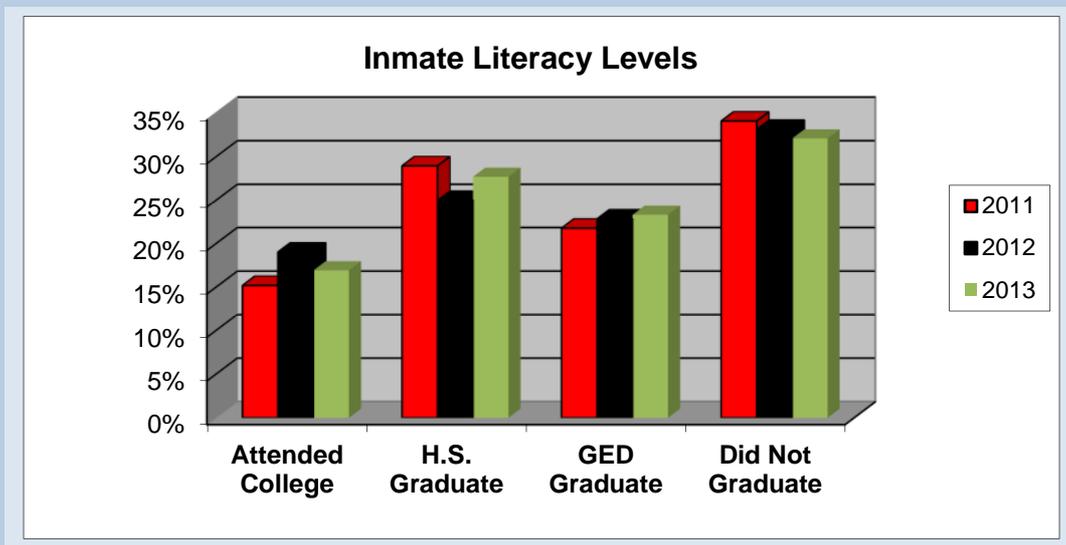


Inmate Educational Services

In partnership with the Owego-Apalachin Central School District (OACSD), the education program at the Jail continued to provide General Equivalency Diploma instruction for both juveniles and adults. The program is directed by Jim Hamlin, of the OACSD and is funded by New York State and Federal Department of Education through the OASD Incarcerated Youth Program.

During 2013, a total of 37 inmates took advantage of the education program offered to them at the Tioga County Jail. Of these inmates, 23 remained in the facility long enough to actually take the GED exam (62%) with 15 of them passing and 8 of them failing the exam. This represents a 65% pass rate, which is 9% greater than the state average.

	Total Tested	Total Passing	Total Failing	% Passing
Overall	13	13	0	100
Juveniles	7	7	0	100
Adults	6	6	0	100



Inmate Educational Services (Con't)

Work has begun to establish a literacy volunteer program for certain members of the adult jail population who may benefit from this service. Volunteers work with pre-screened adults in basic reading, writing and math skills as well as practice their GED skills when appropriate.

This program only began in September of this year, so much more will be learned as to the effectiveness of the program at the end of 2013.

Mr. Hamlin was successful in obtaining a grant extension from the Finger Lakes Library Association. Over 100 new books have been added to the Jail's library, along with 3 national news magazine subscriptions.

In addition to offering GED instruction, the program routinely provides the following classes to our inmate population:

- **Life Skills**
- **Healthy Relationships**
- **Christian Counseling**
- **Drug and Alcohol Counseling**
- **Batters Intervention for Females**
- **STD/HIV Awareness**
- **Job Interviews**
- **Media Influences**
- **Teen Parenting**
- **Anger Management**
- **Narcotics Anonymous**
- **Alcoholics Anonymous**
- **Transition into Society**

Instruction is provided by a variety of service organizations and the facility medical staff.



Religious Services

Religious services are provided by a variety of clergy and private citizens who are involved in their respective ministries. Religious preferences vary widely, and if the inmates' preference is a legitimately recognized faith, arrangements are normally made to provide those services.

Local churches and institutional ministries, such as the Golden Key Ministries visit the facility regularly to minister and counsel those inmates who show an interest in attending.

These services and counseling sessions are provided once a week. In 2012 the following ministries provided spiritual counseling and services to the inmate population:

- **Gideon's**
- **St. Patrick's Parish**
- **1st Baptist Church-Owego**
- **First Assembly of God**
- **Zion Fellowship**
- **Golden Key Ministry**

Inmate Commissary

Jails and Prisons in New York State are permitted to operate an Inmate Commissary, in which inmates may purchase hygiene products, snack foods, soup, coffee, and candy. Pricing for these items are fixed by the facility and allow for the facility to earn a modest profit. Currently, the Sheriff's Office contracts with Swanson, Inc., a Commissary Company to provide goods and services. Once a week inmates who have money in their jail account are allowed to order from a list of items. These items are ordered electronically and delivered weekly.

In 2013 the program generated \$7,509 in revenue and expended \$8,175. The money spent out of this fund helps to defray operating costs directly related to the inmates such as: recreational equipment; Law Library updates; Education supplies; hygiene products, and; various office expenses.

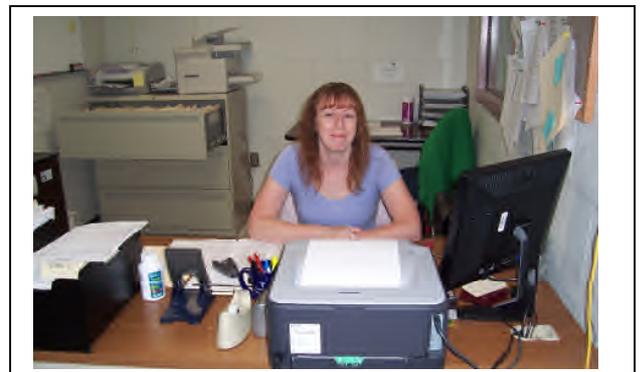


Inmate Medical

Inmate medical services are managed by a private Contractor. Correctional Medical Care, Inc. provides “In-house” medical care, including dental and mental Health services. These services are provided to inmates by onsite staff. In cooperation with Tioga Opportunities, inmates are screened and may be treated for sexually transmitted and contagious diseases as well as participating in the adult hepatitis vaccination program in order to protect the public upon the inmate's release. Medical staff also coordinates all discharge planning for inmates to have a successful reentry back into the community. This involves collaborating with community agencies to provide educational opportunities such as life skills and self-help to become productive members of society.

CMC staff utilize the Jail’s medical examination room, and a full dental suite. A full time certified RN, HSA provides daily sick call and care to the inmate population and a full time Mental Health Counselor is on staff to provide counseling and make treatment referrals. The supervising physician is always on call, and visits the facility twice a week to provide treatment. The facility also provides in-house radiology services.

Total operating costs for medical services in 2013 was \$444,623. A 16% increase from 2012.



Melissa Gordon, RN, HSA

	TOTAL
POPULATION AVERAGE	87
1 Hospital Admissions	8
a. Number of Days	34
2. Outside Consultations	5
3. Emergency Room Visits	16
4. Off-Site Dialysis Treatments	0
5. Off-Site Radiology	0
6. In-house X-Rays	12
7. In-house EKG's	1
8. Inmates Seen By Physician	208
9. Inmates Seen By Physician Assistant	262
10. Inmates Seen By Dentist	107
a. # of extractions	22
b. # of fillings	7
c. # of refusals	1
d. # of Dental Exams	53
11. Inmates Seen by Psychiatrist	99
a. Full Evaluations	30
b. Follow-up evaluations	69
12. Inmates Seen by LMSW	166
13. Inmates Seen by CW	163
14. Inmates Attended Classes	39
15. Inmates on Psychotropic Medications	146
16. Inmates on Constant Watches	12
17. Inmate MH Intake Screenings	123
18. Discharge Plans Completed	27
19. Inmates Seen by Staff	86.5
a. Intake Screenings	34
b. Nurse's Sick Call	53
20. Number of Positive PPD's	0
a. Number in Treatment	0
b. Number of Active Cases	0
21. Inmates Seen by STD Clinic	37
a. Number of Treated STD's	10
22. Number HIV Tests Performed	8
a. Number of + HIV	1
b. Number Treated	1
23. Pregnancies	5
24. Chronic Care Clinics	1.5
a. Pulmonary	9
b. Diabetes	7
c. HIV	1
d. Cardiovascular	27
e. General Medicine	11
f. Neurology	3
25. Grievances	8

Weekend Work Detail (ATI)

(Alternatives to Incarceration)

The Alternatives to Incarceration (ATI) Program has been operating in Tioga County since 1986 and provides the criminal courts with a sentencing alternative through the use of community service.



An important part of the ATI is the Weekend Work Program which is administered jointly by the Probation Department and the Sheriff's Office. Eligible offenders are identified by the Probation Department and are recommended to the Courts. The Courts sentence the offender to the program for a predetermined amount of time. Once in the program, the offenders report to the Sheriff's Office each Saturday and Sunday to perform community service work.

Corrections Officer Roy Schriener oversees all work projects and supervises the details. All work performed is for non-profit organizations, local government, and community based volunteer organizations. The work sites and jobs are planned and approved by Sheriff's Office staff.

2013 Work Accomplishments

In 2013 the Weekend Work Detail provided 3,090 Man-hours of work to a variety of government and non-profit organizations.

The amount of money saved by utilizing these work crews amount to approximately \$24,720 in labor costs, plus additional cost savings by providing an alternate sentencing option aside from a jail commitment.





The Tioga County Jail is currently Accredited through the NYS Sheriffs' Association – Correctional Accreditation Program. The program is designed to establish and promote standards which are widely considered to be prudent and effective for operating a Correctional facility. It provides formal recognition that the Jail meets or exceeds all 166 of these quality standards, which cover four major areas of the organization: Administration, Training, Technology and Operations.

Civil Office

Under the NYS Constitution, each Sheriff's Office must operate a Civil Office. The Sheriff is a designated enforcement officer of the Supreme Court of New York and is responsible for enforcing lower court mandates.

The Civil Office is responsible for receiving, docketing, and serving civil processes issued by courts within and outside of New York and executing appropriate proofs of service. Their responsibility includes executing court orders, including warrants of eviction, writs of assistance, civil arrest warrants, and orders of seizure, orders of attachment, and orders directing the conveyance of real property.

The Civil Office enforces judgments through enforcement of Income and Property Executions; directing the garnishment of wages; Delivery of real property and the sale of real property at public Sheriff's sales. The proceeds of these enforcement procedures are collected and disbursed to the judgment creditors on a monthly basis. Sheriff's fees received for the service and enforcement of civil process and mandates are collected pursuant to law and remitted to the County Treasurer.

The office is staffed by a Civil Manager and a Law Clerk and is in operation during the daytime hours, Monday through Friday. One part-time Deputy Sheriff is assigned to provide personal service of processes.

Civil Office – Statistical Comparison			
Year	Processes	Receipts	Revenue
2009	1,145	\$595,663	\$65,328
2010	1,161	\$670,156	\$63,926
2011	1,110	\$779,521	\$67,616
2012	1,037	\$772,715	\$61,270
2013	923	\$767,998	\$62,206

Tioga County Sheriffs' Office
2013 CIVIL DIVISION ANNUAL REPORT

Civil Funds

Monies Received	\$578,108.73	
Monies Disbursed	\$578,108.73	
Total Poundage		\$27,807.20
Total Fees		\$34,399.25
2013 Revenue Total		\$62,206.45

Bail Funds

Bail Monies Received	\$189,890.00	
Bail Monies Disbursed	\$189,890.00	
Total Bails		\$188,685.00
Total Fines		\$1,205.00
2013 Total Bails/Fines		\$189,890.00

Monies - Method Received

Total Checks	\$434,932.13	
Total Cash	\$188,381.81	
Total Money Order	\$44,746.68	
Total Transfers	\$99,938.11	
Total Other	\$0.00	

Total	
Receipts/Disbursements	\$767,998.73

Miscellaneous

Bank Fees	\$30.00	
Unclaimed Funds to Treasurer	\$92.59	
Total Escrow	\$0.00	
Total Overpayments	\$3,210.63	
Miscellaneous	\$0.00	

2013 Unclaimed Funds

The following funds were turned over to the Tioga County Treasurer:
(Account A1510)

Date	Amount
	\$92.50
Total	\$92.50

2013 Processes

Summons Papers Received		470
Served	400	
Unserved	70	
Warrants		
Eviction		
Processed	80	
Enforced	8	
Arrest	1	
Order of Seizure	2	
Executions Received		453
Income Executions		
1st Stage	319	
2nd Stage	127	
Property Executions	7	
Bank	2	
Demand	4	
Vehicle levy	0	
Rent	1	
Real Property	0	
Property Sales	0	
Total	Processes	923

CIVIL DIVISION ANNUAL REPORT
2013

MONTH	AMT. REC'D	REMITTED TO ATTY.	REMITTED TO TREAS.	OVERPAY	REFUNDS	MONEY ON HOLD
January	\$47,891.86	\$42,152.71	\$5,128.41	\$610.74		
February	\$42,963.51	\$38,365.37	\$4,383.33	\$214.81		
March	\$46,241.22	\$40,573.54	\$5,039.91	\$627.77		
April	\$52,770.35	\$46,704.90	\$5,421.14	\$644.31		
May	\$50,579.93	\$43,815.78	\$6,634.95	\$129.74		
June	\$53,802.26	\$47,983.47	\$5,599.05	\$219.74		
July	\$46,157.13	\$41,000.27	\$4,898.39	\$258.47		
August	\$42,413.35	\$37,366.23	\$5,018.75	\$ 28.37		
September	\$45,712.27	\$40,530.52	\$5,054.54	\$127.21		
October	\$46,575.28	\$40,469.89	\$5,849.75	\$255.64		
November	\$47,970.96	\$43,503.42	\$4,467.54	\$ 0.00		
December	\$55,030.61	\$50,225.55	\$4,710.69	\$ 94.37		
TOTAL	\$578,108.73	\$512,691.65	\$62,206.45	\$3,210.63	(\$ 0)	\$ 0
Bails/Fines	\$189,890.00					
TOTAL MONIES RECEIVED	\$767,998.73					

CIVIL DIVISION 2013
UNCLAIMED FUNDS

THE FOLLOWING FUNDS WERE TURNED OVER TO THE TIOGA COUNTY
TREASURER (Account A1510):

<u>Date</u>	<u>Amount</u>
042513	\$ 2.46
071913	35.26
071913	54.87
	=====
Total	\$ 92.59

THE FOLLOWING FUNDS WERE REISSUED TO THE PAYEE PER THEIR
REQUEST:

<u>Date</u>	<u>Amount</u>
081613	\$848.60
	=====
Total	\$848.60

See documentation in Civil Office (Outdated Remittance Checks) for details on the
above stated disbursements.

Statistical Analysis Report 01/01/2013 - 12/31/2013

Summons Papers Served

Description of Paper Served	Served	Not Served
10 Day Notice to Quit	2	0
3 Day Notice to Tenant	18	0
30 Day Notice	2	0
30 Day Notice of Termination of Tenancy	4	0
Alias Summons and Complaint	1	0
Board of Health Order	1	2
Citation	12	2
Complaint/Notice to Defend	2	1
Execution with Notice to Garnishee	6	0
Information Subpoena	5	1
Judicial Subpoena	8	0
Judicial Subpoena Duces Tecum	1	0
Letter	1	0
Letter/Quick Claim Deed/Check	1	0
Notice of Entry/Judgment of Divorce	1	0
Notice of Hearing and Order/PFA/Petition	4	0
Notice of Motion/Affidavit	1	0
Notice of Petition/Petition	25	0
Notice to Appear in Court/Summons & Petition	1	0
Notice to Defendant/Small Claims Court	1	0
Order of Protection	4	0
Order of Seizure	2	0
Order to Show Cause	3	1
Order to Show Cause / Petition	7	0
Order to Show Cause/Affidavit in Support of Motion for contempt/Order and Decision	1	0
Order to show Cause/Application on Contempt Proceeding/Default Judgement/Information Subpoena	1	0
Order to Show Cause/Appoint a Guardian	2	0
Order to show cause/Contempt of Court/Breach of divorce agreement	2	0
Order to Show Cause/Petition for Modification of Child Support	1	0
Order to Show Cause/Petition/Appoint a Guardian	1	0
Order/Petition for Modification of Order of Custody	1	0
Probate Citation/Will and Testament	1	0

Statistical Analysis Report 01/01/2013 - 12/31/2013

Summons Papers Served

Description of Paper Served	Served	Not Served
Rescheduling Notice	1	0
Subpoena	7	0
Subpoena Duces Tecum	12	0
Subpoena to Testify	3	0
Summons and Complaint	19	4
Summons and Complaint-Action for a Divorce	1	0
Summons and Complaint/Consumer Credit	4	0
Summons and Endorsed Complaint	5	1
Summons and Notice	1	0
Summons and Petition	4	0
Summons and Petition to Establish Child Support and Payment of Retroactive Support	1	0
Summons and Petition-Termination of Parental Rights	1	0
Summons and Petition/ Violation of Support Order	8	9
Summons and Petition/Appointment of Guardian and Conservator	1	0
Summons and Petition/Custody	1	3
Summons and Petition/Custody/Appointment of Attorney/Order to Produce	1	0
Summons and Petition/Family Offense/TOP	1	1
Summons and Petition/Modification of Order	1	0
Summons and Petition/Modification of Support Order	2	2
Summons and Petition/Neglect	1	0
Summons and Petition/Order Appointing Law Guardian/Order to Show Cause	2	0
Summons and Petition/Paternity	6	0
Summons and Petition/Paternity/Financial Disclosure Affidavit	3	0
Summons and Petition/Permanent Neglect	1	0
Summons and Petition/Support	11	4
Summons and Petition/Support & Paternity	6	1

Statistical Analysis Report 01/01/2013 - 12/31/2013

Summons Papers Served

Description of Paper Served	Served	Not Served
Summons and Petition/Support/Financial Disclosure Affidavit	18	14
Summons and Petition/Support/Medical Support	2	3
Summons and Petition/Violation of Court Order/Financial Disclosure Affidavit	4	2
Summons and Petition/Violation of Support Order	5	3
Summons and Petition/Violation of Support Order/Financial Disclosure Affidavit	8	4
Summons and Verified Complaint	19	9
Summons and Verified Complaint/Consumer Credit	5	2
Summons and Verified Complaint/Corporate Verification	1	0
Summons and Verified Complaint/Notice of Automatic Orders and Health Care Coverage	2	0
Summons with Notice	1	0
Summons with Notice	5	1
Summons with Notice/Complaint	3	0
Summons with Notice/Complaint/DRL 236/Order to Show Cause/Memorandum	1	0
Summons with Notice/Consumer Credit	2	0
Summons with Notice/DRL 236 Notice/Health Care Cov Notice	2	0
Summons with Notice/DRL 236/Complaint for Divorce	2	0
Summons with Notice/Letter/DRL 236/DRL 177	1	0
Summons with Notice/Letter/Verified Complaint/DRL 236/DRL255(L)/Separation Property Agreement	1	0
Summons with Notice/Notice of Automatic Orders/DRL 255/Removal of Barriers	1	0
Summons with Notice/Verified Complaint	4	0
Summons with Notice/Verified Complaint/Order to Show cause/Net worth	1	0
Temp Order of Protection/Notice to Appear in Court/Petition	1	0
Temporary Order of Protection	2	0
Temporary Order of Protection/Summons/Petition	1	0
Warrant of Arrest	1	0

Statistical Analysis Report 01/01/2013 - 12/31/2013

Summons Papers Served

Description of Paper Served	Served	Not Served
Warrant of Eviction - 30 Day Notice	9	0
Warrant of Eviction - 72 Hour Notice	71	0



In October of 2011, the Sheriff's Civil Office was inspected and approved for Accreditation by the NYS Sheriffs' Association – Civil Office Accreditation Program. The program is designed to establish and promote standards which are widely considered to be prudent and effective for operating a Civil Office within New York State. It provides formal recognition that the Civil Office component meets or exceeds all 121 of the accreditation quality standards. The NYS Sheriffs' Association formally awarded Accreditation during a ceremony held in January of 2012.

Records & Pistol Permit Office

The Records office is responsible for managing all legal documents generated by the Sheriff's Law Enforcement and Corrections operations. In addition to the traditional archival duties, this office interacts with the public and a variety of private and government organizations.

Dissemination of records and information are routinely performed for such agencies as: Insurance Companies; Dept. of Social Services; Dept of Health; U.S. Military; Private Attorneys; local, state and federal courts.

The office is staffed by two civilian employees and operates during regular business hours.

Pistol Permits

The Sheriff's Office is responsible for processing and managing all Tioga County Pistol Permits, Gun Dealer, and Gun Smith Licenses. The issuing authority for all permits and gun licenses is Tioga County Judge Gerald Keene.

The Sheriff's Office supports Judge Keene by performing all administrative duties and background investigations. The Sheriff has authority to issue an official recommendation for granting or denying a license or a permit. To help defray some of the operating costs in performing these duties, the Sheriff's Office is permitted to charge a predetermined fee for each type of transaction.



Pistol Permit Program – 2013 Activity Summary

Transaction	2010	2011	2012	2013	Fees Collected in 2013
Pistol Permit Application	116	137	208	267	\$30,586
Permit Amendment	471	323	384	859	\$ 2,577
Permit Transfer	37	31	38	77	\$ 763
Duplicate Permit	80	247	428	363	\$ 5,345
Dealer/Gunsmith License	1	3	3	4	\$ 457
Dealer/Gunsmith Renewal	10	6	-	4	\$ 40
Total Transactions	715	739	1,043	1,536	\$39,769

Professional Development-Training

Training

Training is a vital component of the Sheriff's Office mission. With changing trends, expectations and responsibilities, the need to teach new techniques and provide updated information is critical to the safety of the officers as well as the success of the Sheriff's Office.

During the year, Sheriff's personnel attended both "in-house" training such as Police Pistol Course Qualifications, Pepper Spray training and Policy and Procedure reviews, as well as mandated and elective training.

Minimum Basic Training (Sworn Officers)

Road Patrol Deputy (Police Officer Certification)

- 6 Month Academy
- 8 Weeks OJT

Corrections Officer (Peace Officer Certification)

- 8 Week Academy
- 6 Weeks OJT



2013 Training

Active Shooter Response Course
Sallyport Software Updates
Legal Issues
NYS Sheriffs' Conference
County Policy & SOP Review
Glock Armor School
M4-AR 15 Familiarization Course
Fire Marshall's Inspection Conference
Instructor Development Course
NYS Trainers Association Conference
Conducting Complete Vehicle Stops
Leadership Tioga
NYS Basic Corrections Academy
Firearms Qualifications Course
Advanced Roadside Impairment
Risk Management
Commercial Vehicle Awareness
Standardized Field Sobriety Testing
Prison Rape Elimination Act Training
Woodland Tactics and Operations
Aquatic Death and Homicidal Drowning
Investigations

Employee Recognition

The annual awards ceremony was held during the second week of May, to recognize the work and achievements of Sheriff's Office employees. Officers and civilian employees are selected by command staff to receive commendation for outstanding work or achievement during the preceding year. The ceremony is normally held during National Police Week which falls during the week of May 15th each year.



2013 Achievement Awards

E-911 Disp. Liz Harris	Stork Award
C.O. Tina Kidney	Employee of the Quarter
Investigator Cliff Alexander	Sheriff Commendation
Investigator Rich Hallett	Sheriff Commendation
Investigator Wayne Moulton	Sheriff Commendation
Investigator Brad Talcott	Sheriff Commendation
Investigator Shawn Nalepa	Sheriff Commendation
Deputy Brian Henry	Sheriff Commendation
Deputy Adam Bessey	Medal of Commendation
Deputy Dan Gavin	Medal of Commendation
Deputy Shawn Kemmery	Medal of Commendation
Patrol Sgt. Frank Lavore	Medal of Commendation
Deputy Tim Schmidt	Medal of Commendation

2013 Achievement Awards

Deputy Adam Bessey	Medal of Exceptional Service
Deputy Tim Schmidt	Medal of Exceptional Service
Deputy Dan Gavin	Croix De Negotiator Laurel
Deputy Shawn Kemmery	Croix De Negotiator Laurel
Deputy Adam Bessey	Gallantry Star
Patrol Sgt. Michele Bogart	Gallantry Star
Deputy Tim Schmidt	Gallantry Star
Deputy Tim Schmidt	Certificate of Appreciation (Best Overall Stats)



2013
List of Honorees

C.O. Cody Brunner	5 Yr Service Ribbon
Deputy Sheriff Mike Gunning	5 Yr Service Ribbon
Deputy Sheriff John MacBeth	5 Yr Service Ribbon
Deputy Sheriff Tim Schmidt	5 Yr Service Ribbon
C.O. Sgt. Buddy Allen	10 Yr Service Ribbon
C.O. Michele Konecny	10 Yr Service Ribbon
Deputy Sheriff Trevor Yaeger	10 Yr Service Ribbon
C.O. Donald Fedock	15 Yr Service Ribbon
Deputy Sheriff Julie Kipling	15 Yr Service Ribbon
C.O. Roy Schriener	20 Yr Service Ribbon
Patrol Sgt. Michelle Bogart	25 Yr Service Ribbon
C.O. Greg Hall	25 Yr Service Ribbon
Sr. Investigator Pat Hogan	25 Yr Service Ribbon

**TIOGA COUNTY
EMPLOYEE RECOGNITION COMMITTEE**

EMPLOYEE OF THE SECOND QUARTER 2013
ARRAH RICHARDS



Congratulations to Arrah Richards, Payroll Clerk/Administrative Assistant, Tioga County Sheriff's Office! Arrah has been selected Tioga County Employee of the 2nd Quarter of 2013.

Arrah began working for Tioga County in March of 2006, when she was hired by the Board of Elections as Deputy Commissioner. Arrah accepted petitions, kept up with State regulations such as the NVRA (National Voters Registration Act); maintained street files provided guidance to officials in the conduction of local elections and prepared for inspector training classes. Arrah was also responsible for submitting a report to the NYS Board of Elections which was entered as a "Best Practice" report.

In September of 2010, Arrah was hired at the Sheriff's Office as a Payroll Clerk/Typist. Arrah's core responsibility is to manage payroll activities for the 120 employees and extend administrative support to all, particularly the executive staff. Arrah's duties also include billing towns, counties, states and Federal Marshals for inmate board-ins and road patrol. She also works with the Personnel office in back-filing and hiring new employees.

Arrah's co-workers and supervisors agree that she is extremely dedicated and hardworking and performs duties in an exemplary fashion. Arrah continually looks for additional work and ways to improve operations. She has developed spreadsheets for use in tracking and analyzing employee benefit and overtime data. Arrah has designed forms and invoices. She is also working with another staff member to standardize the formatting and appearance of more than 150 standard operating procedures. Aside from her professional drive, Arrah is a thoughtful and generous person and a staunch advocate for her co-employees. She is mindful of her co-workers well-being and is eager to lend a hand to someone in need. She has volunteered to coordinate employee donations for the United Way.

Arrah's drive and enthusiasm are not limited to work life only. She loves the outdoors; kayaking, boating and gardening are among her many interests. She has also played the piano most of her life. But the true joy of Arrah's life is her 4 year old daughter, Emma. Arrah's plan is to share her love of travel with Emma and together eventually visit every state and hopefully travel abroad as well.

Arrah's achievements will be recognized at the legislative meeting to be held on Tuesday, August 13th at noon in the Hubbard Auditorium on 56 Main Street.

Congratulations Arrah!

Community Out Reach

NYS Sheriff's Summer Camp Iroquois

The Summer Camp Program, founded in 1977, was established by NYS Sheriffs to aid and enhance the development of the state's youth. Each year, as many as 10 children from Tioga County are selected to participate in the program, with all expenses being paid by the NYS Sheriff's Association.

The children are selected with the help and input of area school officials and youth advocates who identify eligible children who they believe will benefit most from the experience.

The program is designed to foster a stronger relationship between the children and law enforcement and to give children, who ordinarily would not have the opportunity, a chance for a summer camp experience.



Located on the shores of Keuka Lake, outdoor learning activities, with professional instruction, are the cornerstone of the camp's recreational program. Team sports are also emphasized as a vehicle to reach comradeship and discipline.

Sheriffs' Offices from across the state volunteer Deputy Sheriffs to supplement the professional staff. The deputies spend a great deal of time with the kids, with many of them conducting demonstrations in the fields of archery, boating, water safety, and police dog exercise, to mention only a few.



Many thanks to Corrections Officer Heather Krohmalney for directing the program, and for volunteering to act as a mentor to the kids while at Camp. Equal credit goes out to Mrs. Gail Hall, the head nurse at the Spencer Van Etten School District. Gail has been instrumental in helping to recruit eligible children and to complete a wide variety of prerequisite tasks in order that the children can attend the camp. Both these individuals have made our participation in the camp a success.

Corrections Union Co-Sponsors Annual Christmas Dinner

For the eighth consecutive year the Tioga County Corrections Union sponsored an Annual Christmas Dinner at the Countryside Community Center in Owego.

The event is the brain child of several Corrections Officers who wanted to donate their time and energy to spread Christmas cheer to those who were in need within the community.



Each year the event is co-sponsored by Tioga Opportunities Inc., and is held towards the middle of December.

Tioga County Corrections Officers donated, prepared, and served holiday meals with all the fixings to over 300 attendees. Santa Claus was also on hand to give out wrapped Christmas gifts to the kids.