



Essex County Sheriff's Office



After the flooding occurred during Hurricane Irene in 2011, the Essex County Sheriff's Office was able to acquire a HUMVEE from the Defense Utilization Project. This enables state and local government agencies to obtain military surplus items at no cost. The HUMVEE still belongs to the Department of Defense, however we are free to repaint or modify in a manner deemed appropriate by the agency.

The HUMVEE we acquired is in great shape mechanically. Some minor mechanical work was needed, which was done by the students at the CV-TEC located in Mineville. The paint was done by the Essex County Department of Public Works. All the mechanical and body work was paid for by the Essex County Forfeiture Fund.

2012 Annual Report



Office of the Essex County Sheriff
702 Stowersville Road, PO Box 68, New York 12950
Phone: (518) 873-6321
Richard C. Cutting, Sheriff
Michael D. Badger, Undersheriff
<http://www.co.essex.ny.us/sheriffs/index.htm>

A Message from the Sheriff:

Another year has come to a conclusion and this document presents to you, the citizens of Essex County, the activities and operations of your Sheriff's Office.

As you can see, we are continuing with our policy of boarding in inmates from other jurisdictions which generates desperately needed revenue for Essex County. As of the end of 2012, we have brought in over \$5.5 million dollars from these transient inmates since our opening of the new facility.

As with any organization, we are only as good as our people. The Essex County Sheriff's Office runs our own academy to train officers in the law, their legal obligations, operations and management of the patrol functions and running of the jail. Their professionalism and attention to detail can be best shown by many day to day operations, two of which follow here:

Inmates have the ability to file grievances for perceived injustices while incarcerated. These are then investigated and a response is provided. If not acceptable, the grievance goes to the State Commission of Correction for a formal appeal. In 2012, inmates filed 244 grievances against our operations. Of these, 198 were resolved in-house informally to the inmate's satisfaction. Of the remaining 46, the state upheld our resolution and operations 100%.

Another issue with corrections is the mandatory reporting of serious incidents within the facility. During 2012, we had 2 such incidents. One of which was an inmate in a mental health crisis whose attempt at self-harm was thwarted by our officers and the other was a situation where chemical agents had to be used to control a combative inmate. With an average daily inmate population of 81 inmates spending 29,646 days incarcerated here, this is a true testament to the professionalism and commitment of our officers.

This reminds me of a story I heard. September 14, 1944 in France, German Lt General Ramcke told American Brigadier General Canham "I am to surrender to you. I want to see your credentials". General Canham pointed to the eager G.I.s crowding around with their M1 rifles and said "These are my credentials". This blunt phrase put the German in his place and paid dramatic tribute to the real power behind the American Army – the G.I.

In the same light, I hold the men and women officers of the Sheriff's Office as our credentials – they are the agency and the reason for our success.

Thank you for your support of both the Sheriff's Office and myself during 2012 and I look forward to meeting the challenges and serving you in 2013.

Sincerely,

Richard C. Cutting, Sheriff

▪Major David Reynolds, Chief Deputy ▪Major Thomas W. Murphy II, Jail Administrator
▪Deputy Shawn LaPier, Civil Officer ▪Captain Peter Feeley, Assistant Jail Administrator

Civil Office 518-873-6907

Patrol 518-873-6915
Emergency 911

Shift Supervisor 518-873-6950



**Essex County Sheriff's Office
Members as of
December 31, 2012**

Sheriff Richard Cutting* Serving Since 1976	Undersheriff Michael Badger Serving Since 1987	Major David Reynolds Serving Since 1999
Major Thomas Murphy Serving Since 2000	Captain Peter Feeley* Serving Since 2003	Lieutenant Thomas Cross Serving Since 1985
Lieutenant Scott Gowdy Serving Since 2005	Sergeant Albert Leon Serving Since 2001	Sergeant Christopher Thwaites Serving Since 2001
Sergeant Douglas Gonyo Serving Since 2002	Sergeant Stephen Duso Serving Since 2006	Sergeant James Bigalow Serving Since 2007
Deputy Paul Benway Serving Since 1988	Deputy Scott Bridge* Serving Since 1992	Deputy William Allen Serving Since 1999
Deputy Shawn Lydamore Serving Since 1999	Officer Michele Hommes Serving Since 2000	Officer Lloyd LaMotte Serving Since 2001
Deputy Jessica O'Connor Serving Since 2002	Deputy Robert Rice* Serving Since 2003	Officer Daniel Harris Serving Since 2003
Officer Corey Cole* Serving Since 2005	Deputy Shawn LaPier* Serving Since 2005	Officer Nicholas Denton Serving Since 2006
Officer Christopher Bikowitz Serving Since 2006	Officer Terry Collins Serving Since 2006	Officer Jamie Crandall* Serving Since 2006
Officer Thomas Dorsett* Serving Since 2006	Officer Robert Defelice* Serving Since 2006	Officer Mark Lashway Serving Since 2006
Officer Michael McKown Serving Since 2006	Officer Margaret Porter Serving Since 2006	Officer Cora Sheldon Serving Since 2006
Officer Scott Sumell Serving Since 2006	Officer Henry Trombley Serving Since 2006	Officer Jamie Velsini Serving Since 2006
Officer Jeffrey Wallace Serving Since 2006	Deputy Kyle Young Serving Since 2006	Officer Tara Bobbie Serving Since 2007
Deputy Robert Budwick** Serving Since 2007	Officer Amie Pike Serving Since 2007	Officer Steven Pike Serving Since 2007
Deputy William Rohrer* Serving Since 2007	Officer Erin Woods Serving Since 2007	Deputy Justin Bobbie* Serving Since 2008
Officer Randie Woods* Serving Since 2008	Officer Samuel Berrick Serving Since 2009	Officer Richard Carpenter Serving Since 2009
Officer William Forbes Serving Since 2009	Officer William Orr Serving Since 2009	Officer John Stone* Serving Since 2009
Officer Jason Larmore Serving Since 2009	Officer Justin Bridge Serving Since 2009	Officer Karl Brooks Serving Since 2009
Officer Ricki Hammond Serving Since 2009	Officer Damon Trybendis Serving Since 2009	Officer Kenneth Rider* Serving Since 2009

*Veteran

**Active Military Reserve or National Guard

**Essex County Sheriff's Office
Members as of
December 31, 2012**

Officer Paul White
Serving Since 2009

Deputy Erin MacDougal
Serving Since 2010

Officer Mark Bruce**
Serving Since 2011

Deputy Heather Genier
Serving Since 2011

Officer Joshua Genier
Serving Since 2011

Officer Robert DiBartolomeo
Serving Since 2012

Officer Robert Thompson
Serving Since 2012

Officer Donald Barber
Serving Since 2012

Officer Christine Prue
Serving Since 2012

Officer Jessica Ahfeld
Serving Since 2012

Officer Dayne Hamel
Serving Since 2012

Nancy Crowningshield
Confidential Sectary

Michelle Baker
Civil Clerk

Daniel Egglefield
Jail Nurse

Patrick Putnam
Head Cook

Laura Carter
Cook

Renee Cusprine
Cook

Devin Drummond
Cook

Brooke Leon
Cook

*Veteran

**Active Military Reserve or National Guard

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Code of Ethics for Sheriff

As a Constitutionally elected Sheriff, I recognize that I am given a special trust and confidence by the citizens and employees whom I have been elected to serve, represent and manage.

This trust and confidence is my bond to ensure that I shall behave and act according to the highest personal and professional standards. In furtherance of this pledge, I will abide by the following Code of Ethics.

I Shall Ensure that I and my employees, in the performance of our duties, will enforce and administer the law according to the standards of the US Constitution and applicable State Constitutions and statutes so that equal protection of the law is guaranteed to everyone. To that end I shall not permit personal opinion, party affiliations or other consideration of the status of others to alter or lessen this standard treatment of others.

I Shall Establish, Promulgate and Enforce a set of standards of behavior for my employees which will govern the overall management and operation of my law enforcement function, court related activities and corrections operations of my agency.

I shall not Tolerate nor Condone brutal or inhumane treatment of others by my employees nor shall I permit or condone inhumane or brutal treatment of inmates in my care and custody.

I Strictly Adhere to standards of fairness and integrity in the conduct of campaigns for election, and I shall conform to all applicable statutory standards of election financing and reporting so that the Office of Sheriff is not harmed by the actions of myself or others.

I Shall Follow the accepted principles of efficient and effective administrative and management as the principle criteria for my judgments and decisions in the allocation of resources and services in law enforcement, court related and corrections functions in my office.

I Shall Hire and Promote only those employees or others who are the very best candidates for a position according to accepted standards of objectivity and merit. I shall not permit other factors to influence hiring or promotion practices.

I Shall Ensure that during my tenure as Sheriff, I shall not use the Office of the Sheriff for private gain.

I Accept and Will Adhere to this Code of Ethics. In so doing, I also accept the responsibility for others in my profession to abide by this code.

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History of the Essex County Sheriff's Office

The Office of Sheriff is one of the oldest public offices in government, having its roots in Dutch and English history. The Office came to New York with the Dutch colonists in 1609, the office being then known as the "Schout." When New York became an English colony in 1664, the Duke of York declared that the officer of the Schout would be continued, but the name would be anglicized to "Sheriff," which was the English equivalent of the Schout. By then, the Office of Sheriff was already an ancient public office in England and the 1000th anniversary of the Office was celebrated throughout England in 1992.

The Office of Sheriff was so strong in England and in the colonies that the King and his Governor in the new world restricted the Sheriff to a one year term, so that he could not gain enough power to challenge the King. That precaution notwithstanding, one of the first acts of defiance by the colonists against the King and his hated "Stamp Acts" was carried out by the Sheriff of Kent County, Rhode Island, who led a raid on the King's ship Gaspee and burned it to the waterline. Soon after, when the Declaration of Independence was read publicly for the first time, on July 8, 1776, it was read by the Sheriff of the City of Philadelphia.

The first Constitution of the State of New York, adopted in 1777, continued the Office of Sheriff as an appointed office with a one year term, and with all the duties and powers of the colonial Sheriff. In the second State Constitution adopted in 1821, the Office of Sheriff became an elective office with a three year term, and so with the successive constitutions of 1846 and 1894. The Office of Sheriff remains as a Constitutional office in our current Constitution adopted in 1938, and the provisions relating to the Office may be found in the New York State Constitution, Article 13, Section 13. One notable Sheriff of New York State is President Grover Cleveland. President Cleveland served as Sheriff of Erie County from 1870 until 1873, before moving on to becoming Mayor of Buffalo and Governor of New York.

Since 1799, fifty (50) men have held the position of Sheriff for Essex County. With Sheriff Thomas Stower being the first recorded Sheriff of Essex County to the current Sheriff Richard Cutting.



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Essex County Sheriff's Office

Correctional Facility

The Essex County Correctional Facility is staffed with fifty-five (55) officers and six (6) shift supervisors. These sixty-one (61) sworn officers have been certified by the Division of



Criminal Justice Services, as Correction Officers or Deputy Sheriff's. These individuals work a schedule that must cover a set amount of positions twenty-four hours (24) a day, seven (7) days a week. This includes holidays; our staff is required to work these days to maintain the safety of Essex County. Overseeing the jail shift supervisors is the Assistant Jail Administrator and the Jail Administrator. These men and women supervise a daily average inmate population of 81, with a high inmate population count of 100

and a low of 62. **For a total of 29,646 inmate days.** The new Essex County Correctional Facility opened in October of 2007. 2008 was the first full year of operation. In 2008 our average daily local inmate population was twenty-one (21) inmates. The daily average of local inmates has increased to forty-five (45) for 2012. A local inmate is defined as an inmate who has been committed or held for trial by an Essex County Judge or Magistrate.

In 2012, the Essex County Jail processed 781 inmates. Of these inmates, 310 were housed for other jurisdictions, to include: US Marshall's Service, both New York and Vermont Districts, Department of Homeland Security, Franklin County Sheriff's Office, Jefferson County Sheriff's Office, NYS Parole, as well as various for profit prisoner transport services. **Housing inmates for these jurisdictions has generated housing revenue of \$1,212,858.00.** The remainder of 471 inmates were local inmates, remanded to the custody of the Sheriff by Local Criminal Courts and Superior Courts.



The Essex County Correctional Facility prepares meals for all inmates incarcerated in the jail. Minimum standards require three meals per day and one of them must be a hot meal. **In 2012, 89,287 meals were prepared at a cost of \$2.29 per meal.**

Included in the contract for housing inmates for the US Marshall's Service is transporting inmates to and from Federal District Court in Albany and Plattsburgh. We will also transport to and from FCI Raybrook. This is reimbursable to the county; **in 2012 the US**

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Marshalls Service paid the Essex County Sheriff's Office \$9,463.88, in transportation costs.

The Essex County Sheriff's Office is also responsible for transporting local inmates to court appearances in town and county courts, medical appointments, etc. **In 2012 the Essex County Sheriff's Office safely accomplished 590 inmate transports.** Many of these transports had more than one inmate, and most of the transports also require two transport officers.

As a county jail, we are legally responsible to hold sentenced and un-sentenced inmates. In 2012, eighty-eight (88) males and fifteen (15) females for a total of 103 inmates sentenced to the Essex County Correctional Facility. The remaining 396 inmates were held awaiting trial or further court action. These inmates are from the local criminal courts, county court and



family court. As part of the court orders, bail is set by judges. This bail is to ensure that the defendant re-appears in court, not as a punishment. The Essex County Jail took in and processed **\$255,155.00** in cash bail for 2012. The Essex County Correctional Facility contracts with a company to provide the ability to use a credit or debit card to bail out of jail. Through this service we were able to process over **\$128,318.00** in bail.

The Essex County Correctional Facility has a set of rules and regulations that the inmates must follow. Failure to follow these rules can result in in-house disciplinary charges; punishment can be lost of privileges, loss of good time, keeplock, etc. Additional criminal charges can also be filed. In-house charges are handled by a shift supervisor and a panel of correction officers. If found guilty, a \$25.00 surcharge can be placed on the inmate. In 2012, forty-two (42) inmates had in-house charges filed on them. Periodic searches are conducted within the correctional facility to prevent contraband. These searches usually include random searches of the inmate's cell, dayroom area or common areas. A couple times a year we enlist the help of police K9s to help search.

Inmates have the right to file grievances for anything they feel is an injustice. In 2012, 244 grievances had been filed and 198 of the grievances filed were handled in-house by facility staff. The other forty-six (46) were sent to the Commission's Citizen Review Board in Albany and all grievances were denied by this review board.

Reportable Incidents

The Essex County Correctional Facility has established a formal reportable incident system to ensure that all reportable incidents required by regulation are reported in a consistent systematic manner to the Commission of Correction. These reportable incidents include major or minor incidents, attempted suicides, individual inmate disturbances, assaults, fires, etc. **In 2012 the Essex County Correctional Facility had two (2) reportable incidents.** One of these incidents was a suicide attempt by an inmate and the other was use of chemical agents to restraint a combative inmate.

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Inmate Programs

Inmates housed at the Essex County Correctional Facility are allowed to have two one-hour visits per week. These visits are on a first come first serve basis on scheduled hours on Saturday and Sunday. In 2012, 3,685 visitors came to visit inmates. This does not include professional visits for inmates. Professional visitors are: clergy, attorneys, counselors, etc.

Civilian staff and volunteers provide other services for inmates, to include, but not limited to: medical services, GED, substance abuse counseling, anger management, literacy volunteers, etc.

The Essex County Sheriff's Office was awarded a grant to bring a video conference system into the correctional facility. Video visiting is available for a fee to friends and family. Professional visitors such as Attorneys can utilize the system for a fee as well, but will save considerable time over coming to the facility for a face-to-face visit. With this system in place, we also encourage professional service providers such as the Veteran's Administration in Albany to use this service for incarcerated Veterans free of charge.

GED

The Education Program at the Essex County Correctional Facility is administered by the Elizabethtown - Lewis Central School District. They contract the services out to a provider, David Johnston, with over twenty years experience in correctional education. The purpose of contracting the services is to provide all required programs and to meet state mandates in a cost effective manner. The program is funded by federal and state programs designed specifically for incarcerated youths. There is no direct cost either to Essex County or to Elizabethtown-Lewis CSD. Inmates housed from other counties or the federal system increase revenues with no additional expense. Supplemental materials and equipment are purchased using funds from the inmate commissary account.



Any inmate under the age of twenty-one who does not have a high school diploma is required to attend school. Inmates over twenty-one are permitted to attend if they choose to do so. This exceeds the state mandate which only requires that they have the opportunity to attend school. This decision was made because of the fact that most of these inmates reside in Essex County and obtaining a high school diploma is an important first step in becoming a productive citizen. Inmates also receive instruction in personal finances, post-secondary education and training, civics, parenting, and entrepreneurship. Every student meets with a representative from One Work Source to insure that transition and support services are

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provided upon release. An inmate who is a currently enrolled student at an area school district continues his schoolwork while incarcerated. The program instructor obtains assignments and materials from the home school district and then returns completed assignments. The Essex County Correctional Facility has implemented a family literacy program as part of Parenting Skills. This allows inmates to develop important parenting skills and maintain healthy relationships with their children while incarcerated.

The education program serves 5-10 students daily and 30-50 students per school year. When funds are made available, a summer session is held. Elizabethtown-Lewis CSD has applied to be a GED Testing Center so that inmates can take their GED test while incarcerated. Currently, working with One Work Source, inmates are scheduled to take their examination at area testing centers at the first available date after release.

Education is an important component of any program designed to reduce recidivism and help inmates become productive, taxpaying citizens. During the most recent school year, inmates have completed the coursework necessary to obtain their high school diploma, many have received their GED, one completed their GED and enrolled at community college, and most have returned to the work force. Every inmate with the need has been provided the opportunity to advance themselves.

In 2012, the Essex County Sheriff's Office was certified as a testing center for GED testing. Also in 2012, nine inmates earned their GEDs.

St. Joseph's

St. Joseph's Addiction Treatment and Recovery Center provides a program at the Essex County Jail. This program had 178 referrals in 2012. In 2012, 1133 service sessions were provided to the inmates of Essex County.

Brief Screening:	155
Evaluations:	17
Individual:	442
Group:	691
Other:	64



Treatment services were delivered with one (1) weekly men's group for each of the two male housing units with available individual sessions available. 2012 saw an increase in the female inmate population, creating an increased interest in the program.

Essex County Mental Health also provides services to the inmates. A case worker comes to the jail to be meet with numerous inmates twice a week. We also utilize the Mental Health On-Call services for inmate mental health crisis.

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VINE



The Essex County Jail participates in a program sponsored by the New York State Sheriff's Association called VINE, which stands for Victim Information and Notification Everyday. Victims of crime can call a toll-free number or visit the website for information on the incarceration status of their perpetrator. Here, the victim can register to be notified once an inmate is released or their custody status changes. The victim will be notified by telephone or email. This has also become a useful tool for different agencies to locate inmates throughout the state and to be notified of their release. **In 2012, 381 victims or other agencies registered to be notified about a release of an inmate. VINE made 80 notifications by telephone and 413 notifications by email.** This number does not include the lookup of inmates. The website allows people to lookup information about the inmate, without having to register. The contact information for VINE can be accessed through the Essex County Sheriff's Office website. Statewide VINE, received 83,590 calls to determine the custody status of inmates. Web searches through www.vinelink.com and www.vinewatch.com generated 1,505,305 searches for incarcerated inmates.

DNA Databank

In 1996, New York State created legislation to collect and establish a DNA databank. This law has been expanded in recent years to include all persons convicted of any NYS Penal Law felony and certain misdemeanors to submit a DNA sample to the databank. This is done using a mouth swab. The Sheriff's Office serves as one of the collection agencies in the county. **In 2012, forty-four (44) DNA samples were collected** and sent to the Division of Criminal Justice Services in Albany to be processed and placed on file. There is pending legislation to require a DNA sample taken from all people convicted of any crime.

Training

In order to maintain a professional, safe place to work, the employees of the Sheriff's Office, sworn and non-sworn, go through training. This training consists of, but is not limited to, updates in policy and procedures, NYS Penal Law Article 35 training, defensive tactics, and PESH/OSHA requirements. On-line training is being developed to help reduce the amount of classroom time required, by using on-line courses. These on-line courses allow the staff to take classes while working their regular shifts. The Sheriff's Office also has ten instructors that have been certified by the Division of Criminal Justice Services. Having these instructors enables us to conduct our own Basic Corrections Courses, saving travel costs to other jurisdictions to receive this training. The Federal government has a grant program called State Criminal Alien Assistance Program. This program allows county jails to be reimbursed for some of the costs of housing undocumented criminal aliens who have committed crimes in the United States. This money is used to help supplement the training of staff. **In 2012, the Essex County Sheriff's Office received \$4,901.00**

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Technology

The Essex County Sheriff's Office maintains its own website. The main purpose was to keep the public informed about the functions of the Sheriff's Office. This website is updated on a regular basis, keeping an outstanding warrant list updated, press releases for arrests made by Sheriff's Deputies, monthly reports and contact information for the different offices. **In the 2012, we received over 42,905 web hits.** Also in 2012 we launched a facebook page to help get the public informed. In 2012, the first year we used facebook, we reached over 16,932 people.

Patrol Division

The Essex County Sheriff's Office has sworn police officers who serve Civil Processes and enforce the laws of Essex County and the State of New York. **In 2012, the Essex County Sheriff's Office made 225 arrests including 11 driving while intoxicated arrests, issued 774 uniform traffic tickets for NYS Vehicle and Traffic Law violations and served 465 civil processes.**



The Essex County Sheriff's Office responded to 529 complaints. These complaints range from incidents of bad checks, domestic violence calls, animal complaints, burglary, etc.

The Essex County Sheriff's Office also received funding from the Department of Homeland Security to participate in Operation Spring Clean Up. This funding allowed us to work with the US Border Patrol at the check point in North Hudson.

The Essex County Sheriff's Office also has deputies certified to participate with the Essex County Hazmat team. These deputies attend the regular training with the hazmat team and are prepared to respond to a hazmat situation.



Through the cooperation of the New York State Department of Parks and Recreation, the Essex County Sheriff's Office was able to obtain a second patrol boat. Three deputy sheriff's attended the marine patrol school in Lake George. This school along with the hours of boat patrol were reimbursed partially by the Department of Parks and Recreation.

The Sheriff's Office also assists area communities with town parades, traffic control for events, etc. In 2012, the Sheriff's Office assisted with the Lake Placid Ironman competition.

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Sex Offender Compliance Checks

In 2012, with the assistance of the US Marshall's Service, Lake Placid, Moriah and Ticonderoga Police Departments, the Essex County Sheriff's Office conducted checks of all Sex Offenders residing in Essex County. **Of the 136 registered sex offenders checked, five (5) sex offenders were found not in compliance and arrested.** This is also an on-going process, where compliance checks are made regularly at random intervals.

Prescription Medication Turn In

The Essex County Sheriff's Office participated once again in the Drug Enforcement Administration's prescription medication turn in program. This was a no questions asked program. Sheriff's Deputies were in the Public Safety Building lobby and other locations throughout the county for people to turn in any medication they wanted to dispose of, prescription and/or over the counter drugs.

D.A.R.E.



The Essex County Sheriff's Office also has one D.A.R.E. Officer who visits the schools within the county and teaches to the fifth grade students. At the end of the course, students have a graduation ceremony. **In 2012, our D.A.R.E. officer conducted seven (7) classes, reaching over 200 kids.**

Child Safety Seats



In cooperation with the Governor's Traffic Safety Committee, the Essex County Sheriff's Office has two child safety seat technicians who inspect and properly install safety seats in cars. The technicians also teach the parents how to properly install the seats. In 2012, the Sheriff's Office held and

sponsored fifteen child safety seat events. **The technicians inspected nineteen (19) seats of which, only two (2) had been installed correctly. Deputies gave away fifteen (15) new seats.**

Operation Safe Child

The Essex County Sheriff's Office participates in the Division of Criminal Justice Services program Operation Safe Child. This program provides two identification cards, one for the child to carry on them, and one for the parents to carry. DCJS also maintains a database, which can be used to help locate missing children. **In 2012, the Essex County Sheriff's Office submitted over 1500 files to DCJS.**

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Essex County Drug Task Force

The Essex County Sheriff's Office is a member of the Essex County Drug Task Force, along with the Lake Placid, Ticonderoga and Saranac Lake Police Departments, New York State Police, Vermont National Guard, DEA and the US Border Patrol. The Essex County Drug Task Force works in conjunction with the Franklin, Clinton, Warren and Washington County Drug Task Forces, in addition to the Albany Police Department, NYS Bureau of Controlled Substances and Cnet Albany. The task force opened forty-six (46) new cases in 2012. Seventeen (17) of these cases were closed by arrest and twenty-one (21) were closed with no defendant. 546 marijuana plants were seized during the investigations.

Civil Division

By state laws, the Essex County Sheriff's Office is required to have a Civil Office. Its purpose and function is to serve and execute the various legal processes issued not only by and for the several non-criminal courts of the state and its subdivisions, but also for the legal community and the general public. Departmental and divisional policies and procedures are consistent with New York State and court case law.

Deputy Sheriffs are public officers entrusted to perform specific duties that contribute to the administration of justice. The purpose of service of civil process is to give notice to a defendant of the commencement of a legal action or a proceeding. Although any private citizen over 18 years of age can serve processes if they are not party to the action, Sheriff's Offices are asked to serve processes because of their traditionally good record keeping practices and professional service. **In 2012, the Civil Office handled \$785,568.35. This money includes bail fees processed, wage garnishments and fees for civil processes. Of this money, \$57,694.72 was revenue for 2012.**

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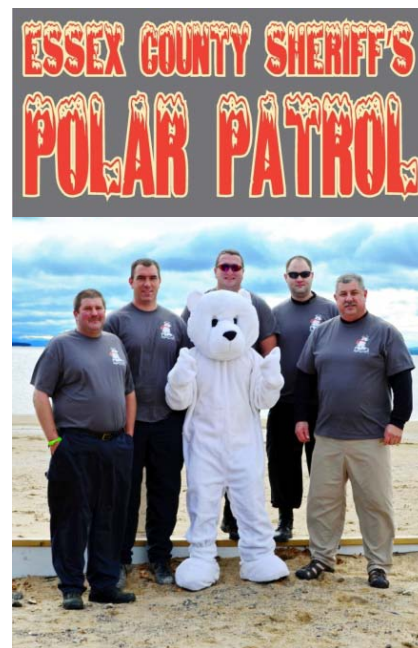
Community Involvement

The Essex County Sheriff's Office has created a Benevolent Association. This association is made up of both Correction Officers and Deputy Sheriffs. The original creation was for a scholarship to be given to students at Essex County schools who are interested in pursuing a higher education in Criminal Justice.

The school officials recommend a student from their school to receive this award.

In 2012, the Essex County Sheriff's Office Benevolent Association awarded six (6) scholarships:

Kailyn Walker-Law, Saranac Lake Central School
Michael Badger, Moriah Central School
Serene-Lee Holland, Willsboro Central School
Dennis Towne, Ticonderoga Central School
Nathan Rock, Westport Central School
Daniel Papa, AuSable Valley Central School



The Benevolent Association is run by Sergeant Chris Thwaites, President; Officer Lloyd LaMotte, Vice President; Sergeant Stephen Duso, Treasurer. These three people donate time and effort to setup fundraisers, such as basketball, softball and golf tournaments to keep the scholarship fund going. In 2012 the Benevolent Association members participated in the third annual Polar Plunge for Special Olympics, this the entire event raised over \$40,000 for the Special Olympics of New York. The Benevolent Association also collected

toys for Christmas and donated them to organizations so that less fortunate kids could have a good Christmas. Also in 2012, the Benevolent Association worked with the United States Marine Corps, Toys for Tots and held an event they called Milk and Cookies with Santa. At this event over 100 children came to see Santa Claus and they received a present.

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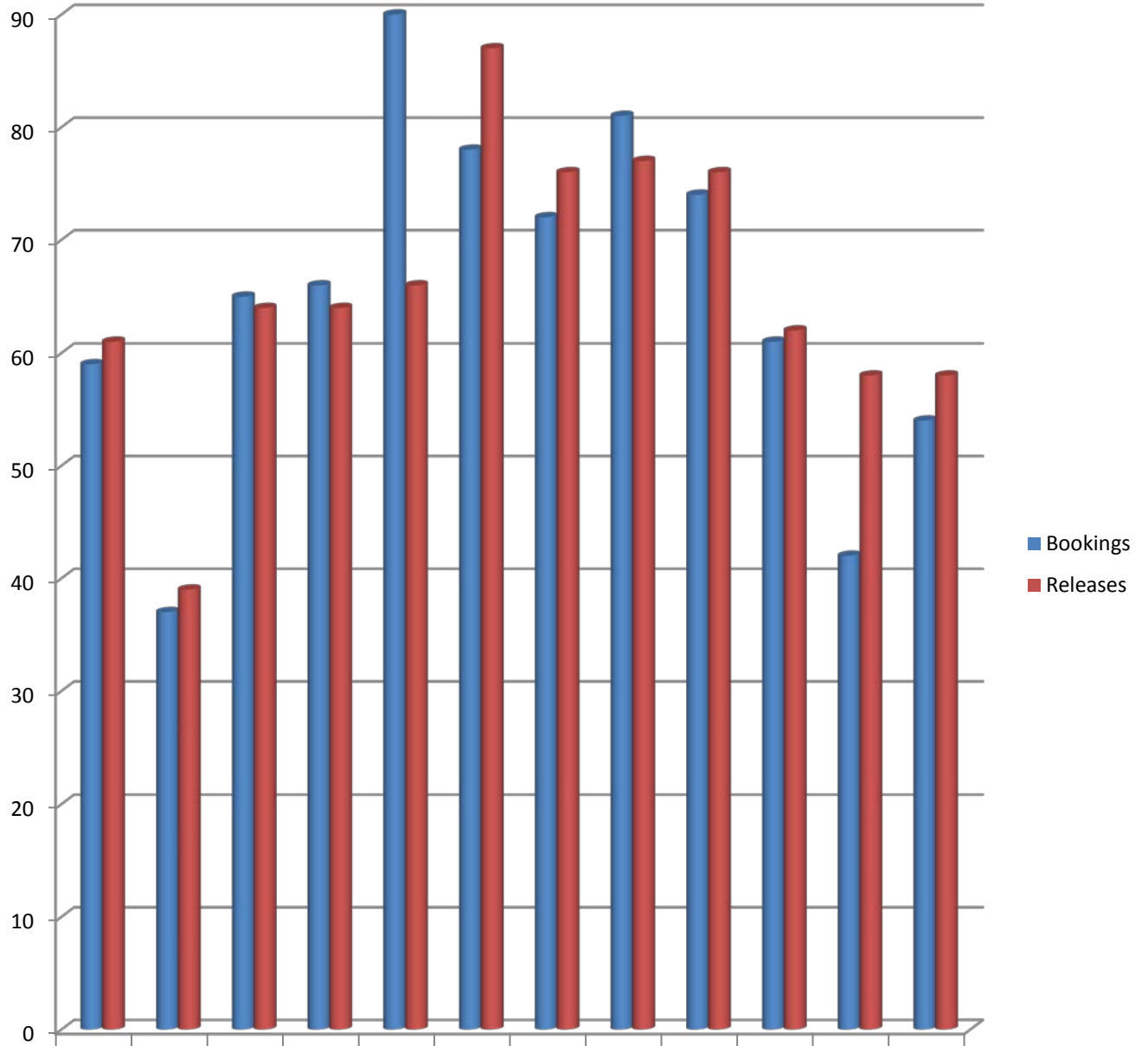
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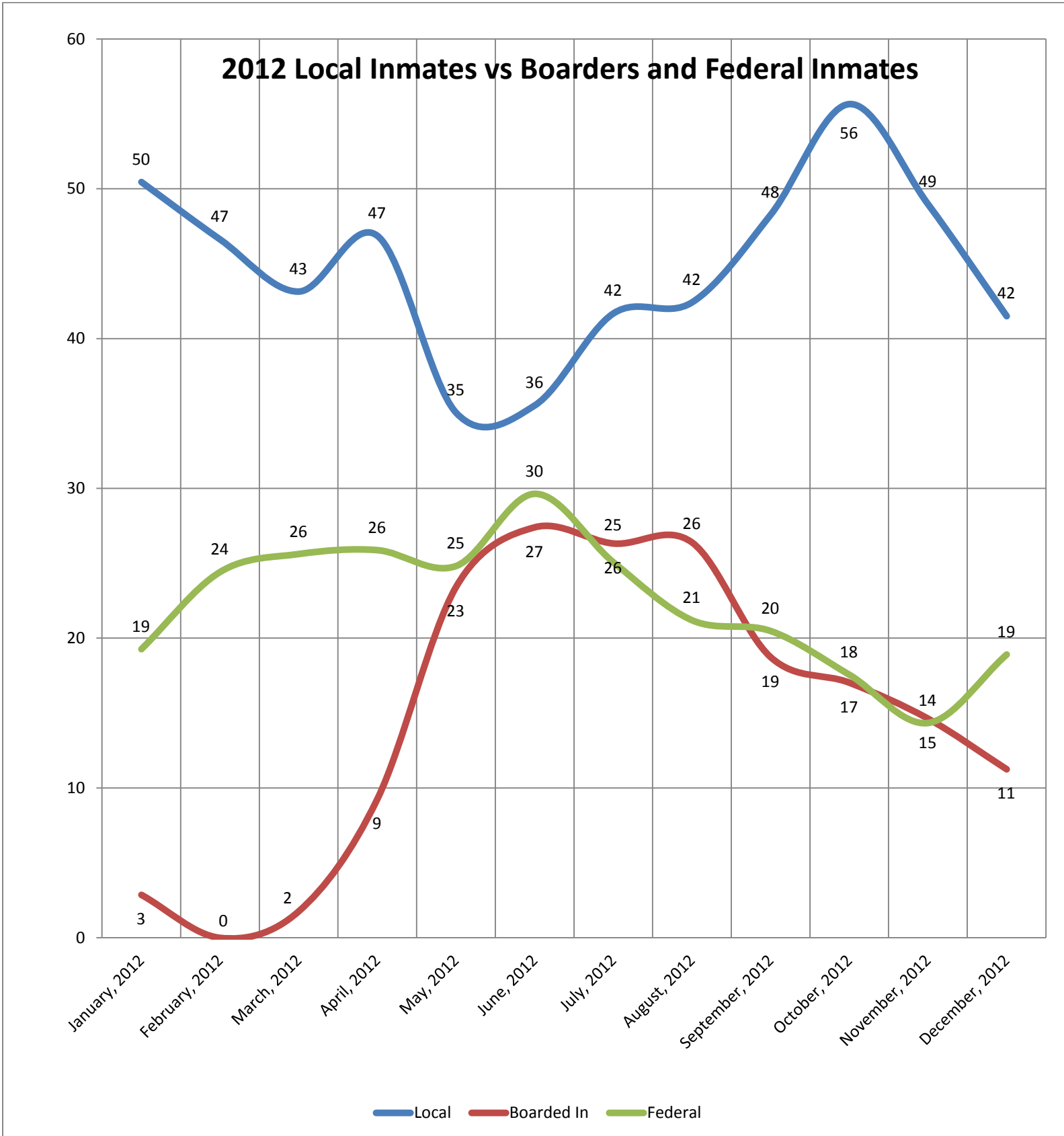
2012 Booking and Releases



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bookings	59	37	65	66	90	78	72	81	74	61	42	54
Releases	61	39	64	64	66	87	76	77	76	62	58	58

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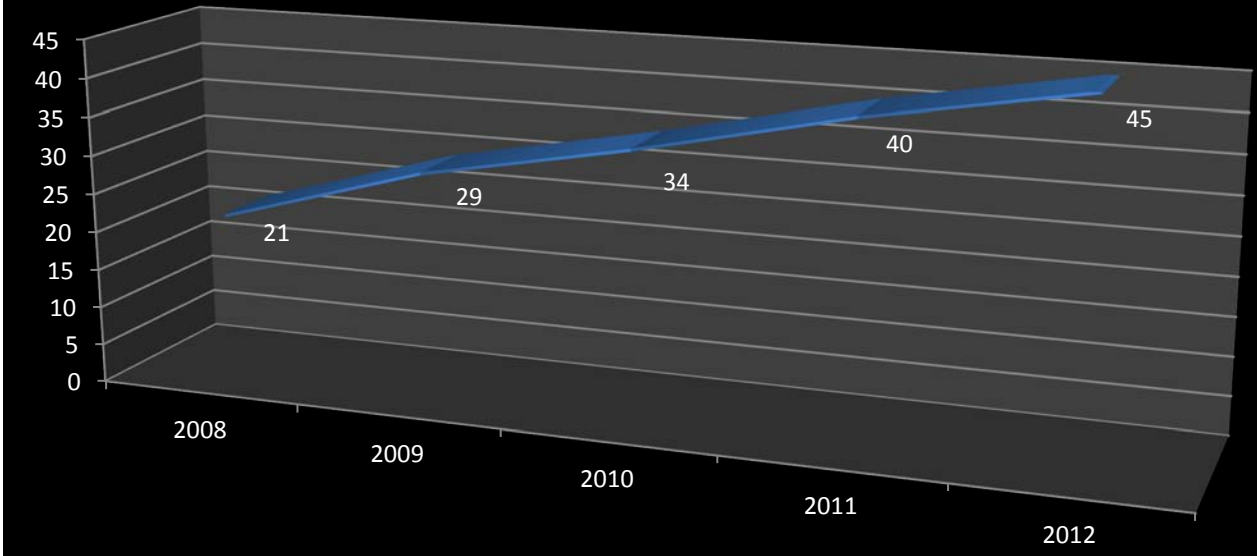
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**Average Daily Local Inmate Population
since 2008**



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Road Patrol Incidents handled by Town

Town	Number of Incidents
Chesterfield	21
Crown Point	29
Elizabethtown	111
Essex	9
Jay	11
Keene	9
Lewis	74
Minerva	0
Moriah	151
Newcomb	0
North Elba	15
North Hudson	18
Schroon Lake	3
St Armand	1
Ticonderoga	21
Westport	26
Willsboro	22
Wilmington	8
Total	529

2012 Jail Budget Breakdown

Average Daily Population (ADP)				
	Local	Boarded In	Federal	Total
	45	14	22	81
Total Days	16470	5124	8052	29646

Total Costs	
2012 Jail Budget	\$5,464,330.90
2012 Revenue	\$1,222,321.88
2012 Budget - Revenue	\$4,242,009.02
Projected 2012 Budget without Boarders	\$5,358,550.44
Total cost per local inmate per day without boarding	\$325.35
Total Cost per Inmate	\$143.09

Average Length of Stay (Days)	
Total Local Length of Stay	29
Total Local Inmates Booked	575
Total Average Length of Stay	38
Total Inmates Booked	781

Food Costs	
2012 Kitchen Budget	\$204,851.18
Meals Served	89,287
Cost Per Meal	\$2.29
Cost per Day per Inmate	\$6.88

Supply Costs (paper, cleaning, etc)	
2012 Supply Budget	\$25,096.45
Total Inmate Days	29,646
Cost per Day per Inmate	\$0.85

Inmate Issued (uniforms, hygiene, linen, etc)	
2012 Issue Budget	\$8,859.11
Total Inmate Days	29,646
Cost per Day per Inmate	\$0.30

Total Cost/Inmate regardless of classification	
	\$8.03
<i>This does not include building maintenance, payroll for staff, etc. This has to be provided regardless of inmate population.</i>	

Addition Cost by Housing Inmates for other Jurisdictions	
Additional Cost created by Boarders	\$41,136.84
Addition Cost created by Federal	\$64,643.61
Total	\$105,780.46
Revenue less Additional Costs	\$1,116,541.42

2012 Medical Budgets	
ECH Doctor and Nurse Coverage	\$174,682.56
Medical Test, Emergency Room visits, Hospital Stays, dentist, etc	\$57,077.27
Prescription Medication	\$73,554.41
Total Medical Costs	\$305,314.24
Local Inmate Days	16470
Costs per Inmate per Day	\$18.54



Essex County Sheriff's Office
 Lewis, New York 12950
Sheriff's Annual Report of Year 2012

I. Inmates in Custody End of Last Year Midnight 01/01/2012

	MALE		FEMALE		TOTAL	
1. County Census ----->>	██████	47	██████	3	██████	50
2. Housed In ----->>	██████	16	██████	9	██████	25
3. Total Census ----->>	██████	63	██████	12	██████	75
4. Housed Out ----->>	0	██████	0	██████	0	██████
5. Out Count ----->>	1	██████	0	██████	1	██████
6. Total Count ----->>	1	1	0	0	1	1
7. Count ----->>	██████	62	██████	12	██████	74

II. Inmates Received from Courts of this County this Year (Co. Adm)

A. Sentenced to this facility (initial entry)	MALE	FEMALE	TOTAL
1. Convicted of Felony ----->>	10	3	13
2. Convicted of a Misdemeanor ----->>	43	5	48
3. Convicted of Other Offenses ----->>	13	1	14
4. Subtotal ----->>	66	9	75

B. Sentenced to this facility (Status Changed - unsentenced - sentenced)	MALE	FEMALE	TOTAL
1. Convicted of Felony ----->>	2	0	2
2. Convicted of a Misdemeanor ----->>	16	4	20
3. Convicted of Other Offenses ----->>	4	2	6
4. Subtotal ----->>	22	6	28

C. Total <u>Sentenced to this Facility</u>	MALE	FEMALE	TOTAL
1. Add A(4) + B(4) from above ----->>	88	15	103

D. Remanded to <u>this</u> Facility (by securing order)	MALE	FEMALE	TOTAL
1. Held for Felony ----->>	171	22	193
2. Held for Misdemeanor ----->>	117	25	142
3. Held for Other Offenses ----->>	49	12	61
4. Total Remanded to this Facility ----->>	337	59	396

E. Total County Inmate Admissions this	MALE	FEMALE	TOTAL
1. Add A(4) + D(4) from above ----->>	403	68	471

III. Inmates Admitted and Housed for Other Jurisdictions This Year (Housed In)

	MALE	FEMALE	TOTAL
1. Other County's Inmated (SJO) ----->>	0	154	154
2. State Inmates ----->>	13	2	15
3. Federal Inmates ----->>	122	19	141
4. Other ----->>	0	0	0
5. Total - Housed for Other Jurisdictions ----->>	135	175	310

IV. Total Inmates Recieved in this Facility from all Sources

	MALE	FEMALE	TOTAL
1. Add Item II (E) and Item III (5) ----->>	538	243	781

V. Inmates Discharged from this Facility this Year

A. County Inmates

- 1. Expiration of Sentence ----->>
- 2. Released/Transferred by order of Court ----->>
- 3. Transferred to DOCS (States Readies) ----->>
- 4. Other (Death/Escape) ----->>
- 5. Total - County Inmates Discharged ----->>

MALE	FEMALE	TOTAL
86	15	101
288	49	337
37	3	40
0	0	0
411	67	478

B. Other than County Inmates

- 1. Boarders Discharged (SJO) ----->>
- 2. Parole Violators (Returned to DOCS) ----->>
- 3. Parole Violators (Releases from detainer) ----->>
- 4. Federal ----->>
- 5. Other (Death/Escape/Transits/etc) ----->>
- 6. Total - Other than County Inmates Discharged ----->>

MALE	FEMALE	TOTAL
22	158	180
13	1	14
0	2	2
100	13	113
0	0	0
135	174	309

C. Total Inmates Discharged from This Facility

- 1. Add Item A(5) and Item B(6) ----->>

MALE	FEMALE	TOTAL
546	241	787

VI. Inmates Temporarily Housed Out To other Jurisdictions this Year

A. Housed Out to:

- 1. Other Counties (SJO) ----->>
- 2. Mental Health Facility ----->>
- 3. Admitted to Medical Hospital ----->>
- 4. Other ----->>
- 5. Total Housed Out ----->>

MALE	FEMALE	TOTAL
3	1	4
4	0	4
1	0	1
6	1	7
14	2	16

B. Returned From:

- 1. Other Counties (SJO) ----->>
- 2. Mental Health Facility ----->>
- 3. Admitted to Medical Hospital ----->>
- 4. Other ----->>
- 5. Total Returned ----->>

MALE	FEMALE	TOTAL
14	2	16
0	0	0
0	0	0
0	0	0
14	2	16

VII. Inmates in Custody End of This Year Midnight

12/31/2012

- 1. County Census ----->>
- 2. Housed In ----->>
- 3. Total Census ----->>
- 4. Housed Out ----->>
- 5. Out Count ----->>
- 6. Total Count ----->>
- 7. Count ----->>

	MALE		FEMALE		TOTAL	
1. County Census	██████	39	██████	4	██████	43
2. Housed In	██████	16	██████	10	██████	26
3. Total Census	██████	55	██████	14	██████	69
4. Housed Out	0	██████	0	██████	0	██████
5. Out Count	2	██████	0	██████	2	██████
6. Total Count	2	2	0	0	2	2
7. Count	██████	53	██████	14	██████	67

Table 1

Length of Sentence To This Facility
County Inmates

DAYS	MALE	FEMALE	TOTALS
1-3	0	0	0
4-6	3	2	5
7-9	7	1	8
10-12	2	0	2
13-15	7	1	8
16-18	0	0	0
19-21	1	0	1
22-24	0	0	0
25-27	0	0	0
28-30	3	1	4
31-33	1	0	1
34-36	1	0	1
37-39	0	0	0
40-42	0	0	0
43-45	1	3	4
46-48	0	0	0
49-51	0	0	0
52-54	2	0	2
55-57	0	0	0
58-60	10	1	11
61-63	2	0	2
64-66	0	0	0
67-69	0	0	0
70-72	0	0	0
73-75	0	0	0
76-78	1	0	1
79-81	1	0	1
82-84	1	0	1
85-87	0	0	0
88-90	8	1	9
91-93	0	0	0
94-96	0	0	0
97-99	0	0	0
100-102	0	0	0
103-105	0	0	0
106-108	0	0	0
109-111	0	0	0
112-114	0	0	0
115-117	0	0	0
118-120	6	0	6
121-123	0	0	0
124-126	0	0	0
127-129	0	0	0
130-132	0	0	0
133-135	0	0	0
136-138	0	0	0
139-141	0	0	0
142-144	0	0	0
145-147	0	0	0
148-150	0	1	1
151-153	2	1	3
154-156	0	0	0
157-159	0	0	0
160-162	0	0	0
163-165	0	0	0
166-168	0	0	0
169-171	0	0	0
172-174	0	0	0
175-177	0	0	0
178-180	9	2	11
181-183	9	1	10
Sub. Tot	77	15	92

DAYS	MALE	FEMALE	TOTALS
184-186	2	0	2
187-189	0	0	0
190-192	0	0	0
193-195	0	0	0
196-198	1	0	1
199-201	0	0	0
202-204	0	0	0
205-207	0	0	0
208-210	1	0	1
211-213	0	0	0
214-216	0	0	0
217-219	1	0	1
220-222	0	0	0
223-225	0	0	0
226-228	0	0	0
229-231	0	0	0
232-234	0	0	0
235-237	0	0	0
238-240	0	0	0
241-243	0	0	0
244-246	0	0	0
247-249	0	0	0
250-252	0	0	0
253-255	0	0	0
256-258	0	0	0
259-261	0	0	0
262-264	0	0	0
265-267	0	0	0
268-270	0	0	0
271-273	0	0	0
274-276	0	0	0
277-279	0	0	0
280-282	0	0	0
283-285	0	0	0
286-288	0	0	0
289-291	0	0	0
292-294	0	0	0
295-297	0	0	0
298-300	0	0	0
301-303	0	0	0
304-306	0	0	0
307-309	0	0	0
310-312	0	0	0
313-315	0	0	0
316-318	0	0	0
319-321	0	0	0
322-324	0	0	0
325-327	0	0	0
328-330	0	0	0
331-333	0	0	0
334-336	1	0	1
337-339	0	0	0
340-342	0	0	0
343-345	0	0	0
346-348	0	0	0
349-351	0	0	0
352-354	0	0	0
355-357	0	0	0
358-360	0	0	0
361-363	0	0	0
364-366	4	0	4
Sub. Tot	10	0	10

# of Intermittent Sentences	
MALE	FEMALE
12	2

Column 1 Sub. Tot.	MALE	FEMALE	TOTALS
TOTAL	87	15	102

TOTALS MUST BE EQUAL TO ITEM II - C, ON PAGE 1

Table 2

Length of Stay To This Facility

County Inmates

DAYS	MALE	FEMALE	TOTALS
1-3	158	30	188
4-6	46	10	56
7-9	27	3	30
10-12	16	4	20
13-15	17	1	18
16-18	5	0	5
19-21	9	0	9
22-24	5	0	5
25-27	6	2	8
28-30	3	4	7
31-33	8	2	10
34-36	8	1	9
37-39	11	0	11
40-42	2	0	2
43-45	2	0	2
46-48	2	0	2
49-51	1	1	2
52-54	0	0	0
55-57	4	2	6
58-60	7	1	8
61-63	3	0	3
64-66	3	1	4
67-69	2	1	3
70-72	1	0	1
73-75	0	0	0
76-78	6	0	6
79-81	2	0	2
82-84	0	0	0
85-87	2	0	2
88-90	1	0	1
91-93	1	0	1
94-96	1	0	1
97-99	3	1	4
100-102	1	0	1
103-105	2	0	2
106-108	1	0	1
109-111	1	0	1
112-114	3	1	4
115-117	3	0	3
118-120	11	2	13
121-123	1	0	1
124-126	0	0	0
127-129	2	0	2
130-132	0	0	0
133-135	2	0	2
136-138	1	0	1
139-141	0	0	0
142-144	0	0	0
145-147	0	0	0
148-150	1	0	1
151-153	1	0	1
154-156	2	0	2
157-159	0	0	0
160-162	1	0	1
163-165	0	0	0
166-168	1	0	1
169-171	0	0	0
172-174	0	0	0
175-177	1	0	1
178-180	0	0	0
181-183	2	0	2
Sub. Tot	399	67	466

DAYS	MALE	FEMALE	TOTALS
184-186	0	0	0
187-189	0	0	0
190-192	0	0	0
193-195	1	0	1
196-198	0	0	0
199-201	0	0	0
202-204	0	0	0
205-207	0	0	0
208-210	1	0	1
211-213	0	0	0
214-216	0	0	0
217-219	0	0	0
220-222	1	0	1
223-225	0	0	0
226-228	0	0	0
229-231	0	0	0
232-234	0	0	0
235-237	0	0	0
238-240	2	0	2
241-243	2	0	2
244-246	0	0	0
247-249	1	0	1
250-252	0	0	0
253-255	0	0	0
256-258	0	0	0
259-261	0	0	0
262-264	0	0	0
265-267	0	0	0
268-270	0	0	0
271-273	0	0	0
274-276	1	0	1
277-279	0	0	0
280-282	0	0	0
283-285	0	0	0
286-288	0	0	0
289-291	0	0	0
292-294	0	0	0
295-297	0	0	0
298-300	0	0	0
301-303	0	0	0
304-306	0	0	0
307-309	0	0	0
310-312	0	0	0
313-315	0	0	0
316-318	0	0	0
319-321	0	0	0
322-324	1	0	1
325-327	0	0	0
328-330	0	0	0
331-333	0	0	0
334-336	0	0	0
337-339	0	0	0
340-342	0	0	0
343-345	0	0	0
346-348	0	0	0
349-351	0	0	0
352-354	0	0	0
355-357	0	0	0
358-360	1	0	1
361-363	0	0	0
364-366	0	0	0
367+	1	0	1
Sub. Tot	12	0	12

TOTALS MUST BE EQUAL TO ITEM V-A, ON PAGE 2

Column 1 Sub. Tot.	399	67	466
TOTAL	411	67	478

County Inmates
Age When Admitted

Table 3

AGE	MALE	FEMALE	TOTALS	AGE	MALE	FEMALE	TOTALS
< 16	0	0	0	37	5	1	6
16	15	0	15	38	6	2	8
17	11	0	11	39	13	0	13
18	10	2	12	40	12	1	13
19	13	1	14	41	9	0	9
20	18	3	21	42	2	2	4
21	22	4	26	43	7	0	7
22	19	5	24	44	2	0	2
23	14	4	18	45	5	1	6
24	13	1	14	46	4	1	5
25	13	7	20	47	10	1	11
26	11	1	12	48	12	2	14
27	17	4	21	49	3	0	3
28	15	2	17	50	5	0	5
29	14	2	16	51	7	0	7
30	11	2	13	52	6	1	7
31	11	9	20	53	4	1	5
32	8	1	9	54	5	0	5
33	10	0	10	55	2	0	2
34	6	0	6	56	2	0	2
35	4	1	5	57	2	1	3
36	7	3	10	58>	18	2	20
Sub. Tot	262	52	314	Sub. Tot	141	16	157
				Column 1 Sub. Tot.	262	52	314
				TOTAL	403	68	471

Table 4
RACE

RACE	MALE	FEMALE	TOTALS
White	357	61	418
Black	29	5	34
Am. Ind.	0	0	0
Asian	2	0	2
Other	15	2	17
Totals	403	68	471

Table 5

ETHNIC ORIGIN			
ETHNIC ORIGIN	MALE	FEMALE	TOTALS
Hispanic	28	6	34
Non-Hispanic	375	62	437
Totals	403	68	471

AGE, LITERACY, RACE, & ETHNIC ORIGIN TOTALS MUST EQUAL ITEM II - E, ON PAGE 1.

OF TIMES COMMITTED TO THIS FACILITY

Table 6

	MALE		FEMALE		TOTALS	
	Sen.	Unsen.	Sen.	Unsen.	Sen.	Unsen.
1st	84	290	15	53	99	343
2nd	4	39	0	6	4	45
3rd	0	6	0	0	0	6
4th	0	2	0	0	0	2
5th	0	0	0	0	0	0
6th	0	0	0	0	0	0
7th	0	0	0	0	0	0
8th	0	0	0	0	0	0
9th	0	0	0	0	0	0
10+	0	0	0	0	0	0
Total	88	337	15	59	103	396