

PROPOSAL  
PROVISION OF POLICE SERVICES  
WITHIN THE TOWN OF OSSINING UNINCORPORATED AREA

By: Richard A. Leins  
**Richard A. Leins**  
**Village Manager**

TOWN OF OSSINING  
WESTCHESTER COUNTY, NEW YORK

QUESTIONNAIRE

Please complete the questions below and enclose with your Proposal.

1. How long has your police department been in operation? *120 years*
2. Please list current municipal contracts held by your organization along with contact names, titles and phone numbers.

*The Village of Ossining and Ossining Police Department have Agreements with Westchester County for Mutual Aid and Prisoner Transports, as well as various contracts grants with Westchester County and New York State (such as for snow and ice removal, and energy performance loans). The Village also has numerous, long-running intermunicipal agreements with the Town of Ossining, as follows: Village Clerk, Town Comptroller/Finance, Fire Protection, Recreation, Water, Justice Court (Parking Violations Bureau, Village Prosecutor, Overnight Hardship Parking Exemption), Engineering and Related Services, Street Lighting, Gasoline/Diesel Fuel, Village Sewers, Parker Bale Lift Station, Veteran's Park, and GO-TV. The Village of Ossining also provides Gasoline/Diesel Fuel to the Ossining Union Free School District. For additional information on any of these contracts, please contact Richard A. Leins, Village Manager, at (914) 941-3554.*

3. Please provide any previous names under which your organization may have done business or been contracted: *Village of Sing Sing, Village of Sing Sing Police Department*
4. List any municipalities that, during the last five years, terminated a contract with your company prior to the contract's expiration date or elected to not exercise a renewal option contained in a contract with you: *None*
5. Describe the levels of Supervision on all shifts, and please expound upon how to plan to staff the three shifts spelled out on Page 4. (Attach separately)

*Currently the Village of Ossining runs a squad system based on two squads per hour, the hours are as follows:*

*Day tours 0740 hrs - 1540 hrs  
Evening tours 1500 hrs - 2300 hrs  
Midnight tours 2220 hrs - 0820 hrs*

*There is currently a 40 minute overlap on all tour changes providing for seamless coverage on the road.*

The day tours and evening tours work a 4 days on and 2 days off schedule, "overlapping" every third day. These 'heavy days' are used for a variety of discretionary details including the following:

- Training
- Specific vehicle and traffic details responding to input from the public
- Mountain bike patrol
- Marine patrol
- Motorcycle patrol

The following represent the minimum mandatory staffing on our separate three tours:

<u>Midnight tour</u>	<u>Day tour</u>	<u>Evening tour</u>
Tour Supervisor	Tour Supervisor	Tour Supervisor
Desk officer	Desk officer	Desk officer
3 Posts	3 Posts	4 Posts

To meet the requirements of the Unincorporated Town Outside Villages Area (hereinafter "Town Sector") we would add to the minimum mandatory staffing on all three tours resulting in the following:

<u>Midnight tour</u>	<u>Day tour</u>	<u>Evening tour</u>
Tour Supervisor	Tour Supervisor	Tour Supervisor
Desk officer	Desk officer	Desk officer
3 Posts	3 Posts	4 Posts
1 Town Post	2 Town Posts	2 Town Posts

The above facilitates the following:

- Enables us to hire Town of Ossining residents for the next available and subsequent police academy classes.
- The Village car could patrol Louis Engel Park allowing the Town Sector Car to remain in the Town Outside.
- One of the two Town cars could be assigned to the Town Court when in session allowing savings on the court attendants, the remaining Town Car could operate safely because there are two immediately adjacent Village sectors to support it.
- "Double" days could be used to address specific quality of life complaints within the Town Sector.
- We would provide animal control at no extra cost.

6. Has your organization ever initiated/maintained the following programs?

"Your Cop"

Dark House Monitoring

Homeowner's Association Liaison

Monitoring of False Alarm/Data Recording and Reporting

Community Education/Outreach Programs

If so, please attach explanations of said programs, and evidence of reporting and outcomes.

- a. *"Your Cop": While our department does not maintain a specific program to connect residents with a particular police officer, our community policing model provides a system where police officers are organically engaged with our residents. We encourage each and every member of our department to form meaningful long-term relationships in the community. If the town community requested a "Your Cop" type program we could implement it.*
- b. *Dark House Monitoring: Yes.*
- c. *Homeowner's Association Liaison: Yes, we are currently working under a neighborhood watch model, overseen by a Lieutenant, who has organized several neighborhood watches in condominium complexes as well as traditional neighborhoods. In addition we have a dedicated community policing officer, who is segregated from patrol. This uniform officer provides additional programs and outreach to youth groups, business owners, community associates and faith based organizations etc.*
- d. *Monitoring of False Alarms/Data Recording and Reporting: Yes, we submit bills but collections are effected through the Treasurer's office.*
- e. *Community Education/Outreach Programs:*
  - i. *DARE Program*
  - ii. *Work with the schools/dedicated Youth Division*
    - 1. *Uniform premise checks daily*
    - 2. *Meeting with staff and faculty annually*
    - 3. *Presence and support at athletic events*
    - 4. *Heroes program*
    - 5. *Assisting with lock down/lock out drills*
    - 6. *Uniform presence at Day Care Facilities in the community*
  - iii. *Child safety seat belt program*
  - iv. *Presence at community events (including community fundraising)*
  - v. *Crime prevention surveys*
  - vi. *Strong NIXLE program*
  - vii. *Social Media presence*
  - viii. *Toys for Tots*
  - ix. *"Movies in the Park"*
  - x. *Biking/kayaking programs with Ossining summer camps*
  - xi. *Local food/clothing/blood drives*
  - xii. *Partnership with the Communities That Care Coalition allowing us to:*

1. *Conduct underage drinking compliance checks*
2. *Provide alcohol EDU as diversionary consequence for youth when appropriate*
- xiii. *Tours of the Police Department for the Ossining School District, scouting groups, youth groups*
- xiv. *"Open Eye" program for seniors*
- xv. *Volunteer coaches in the Ossining School District*

Provider must supply dedicated detective services to the Unincorporated Area of the Town for a minimum of 40 hours per week and on-call at other times.

*There will be a detective dedicated to the Unincorporated Town of Ossining (Town Sector).*

Provider must supply both first-line and second line supervision on all shifts (may be shared)

*There is a dedicated first line supervisor in the Town of Ossining and never more than 3 miles from any location within the Unincorporated Town area (Town Sector) at any time.*

*There is always a second line supervisor on duty or within a 20 minute call-up guaranteed and a second line supervisor on duty Monday through Friday day tours and evening tours.*

Provider must be accredited under the Law Enforcement Assessment Program of the Division of Criminal Justice Services

*The Village of Ossining Police Department is an accredited Police Department.*

Provider must supply 911 dispatching services (Police, Fire and Ambulance)

*The Village of Ossining Police Department dispatches police and is the primary dispatch for the Ossining Volunteer Ambulance Corps and the Ossining Fire Department.*

Provider shall maintain a dedicated internal affairs unit

*The Village of Ossining Police Department dedicates its Detective Sergeant to all internal affairs investigations and his investigations within the Village are overseen by a Civilian Police Complaint Review Board.*

# **Proposal for the Provision of Police Services Within The Town of Ossining Unincorporated Area**

## **Village of Ossining**

**William R. Hanauer, Mayor**

### **Trustees:**

**John Codman III**

**Robert R. Daraio**

**Victoria Gearity**

**Manuel R. Quezada**

**Joseph Burton  
Chief of Police**

**Scott Craven  
Captain**

**June 30, 2014**

## **Introduction**

In response to the Town of Ossining's request for Provision of Police Services within the Unincorporated Area of the Town of Ossining January 2015-December 2018, the following is the plan to meet their stated criteria.

## **Background**

The Village of Sing Sing established a uniformed police department, consisting of a Chief and three patrolmen, on April 1, 1894 and for 120 years has continuously served the Ossining Community. In that 120 years the Police Department has moved three times, changed from a traditional community policing model to a modern community policing department and lost two officers in the line of duty. (Appendix A)

Currently The Village of Ossining Police Department is budgeted for 56 sworn officers and eight civilians. Housed at 88 Spring St. with the Town court facility the 18,000 foot square facility was completed in June of 2000, with a total cost to the local taxpayers of 3.3 million dollars.

## **Legal Considerations:**

Pursuant to article 5-G of the General Municipal Law, a Village is authorized to provide contracted police services to the surrounding Town under terms of an inter-municipal agreement (IMA). Currently, The Village of Rye Brook provides police services to the unincorporated section of the Town of Rye. Other examples also exist of police IMAs in New York State.

## **The Village of Ossining Police Department is:**

### A Local Police Department:

- Every member of the Village Department's primary responsibility has always been, and will remain, municipal (community) policing.
- Fifty percent of the Village officers live in the Ossining School district.
- More than sixty percent are graduates of Ossining High School.
- Of the 56 officers, at least 14 officers are bilingual and nine different languages are spoken.
- In the last year, officers from the Village of Ossining Police have locally coached or assisted; Ossining High School Girls Basketball, Ossining High School Varsity Football, Ossining Little League baseball (several teams), St Ann's Boys 7<sup>th</sup> and 8<sup>th</sup> grade basketball, and Ossining High School Boys Varsity Basketball, and Ossining Little League Football, Jesse Collyer Youth Baseball and The Make a Wish Foundation.



- Village of Ossining PBA and the Ossining Police Athletic League have supported numerous local causes including: Ossining Matters, Columbus Lodge, DARE, AYSO, Ossining Little League Baseball, OHS Safe Driver Program, OHS Girls Basketball Tournament, Westchester County Youth Police Academy, Ossining Historical Society, Autism Awareness Day, Toys for Tots, and "Movies in the Park".

In addition, members of the Village of Ossining PBA partnered with MSG's Garden of Dreams program and responded to Rockaway during the post-Sandy recovery and provided hot food to residents.

- A strong social media presence in the community including a robust NIXLE program (over 1,900 subscribers currently) as well as a Facebook page dedicated to this community.

#### A Well Trained Police Department

- Last year (2013), The Village averaged 82 hours of training per officer, 61 hours above the number of 21 hours recommended as a minimum by DCJS.
- Last year's training included, but was not limited to: Firearms, CPR/First Aid, marine training, School Shooting Rapid Response conducted in local facilities, AED, TASER, legal updates with ADA Borrelli, defensive tactics, Article 35, use of force, SWAT training, less lethal systems.
- Many Officers in the Village of Ossining Police Department hold college degrees, some of the fields of study have included; Criminal Justice, Earth Science, Marketing, Human Relations, Math, Computer Science, Education, Speech Communications, and Literature. Members of the department also hold Master's degrees in Human Resource Management and American History and one member is currently attending Pace Law School.
- Currently, three supervisors in the Village are graduates of the Federal Bureau of Investigation's National Police Academy held in conjunction with the University of Virginia at Quantico Va. Two administrative level supervisors have graduated from the FBI-LEDA executive management training at Princeton University. Two supervisors have graduated from the three-week IACP leadership and police organization course.
- In the last year, instructors from the Village of Ossining Police Department have instructed at the Westchester County Police Academy in the following subjects: Survival House Building Searches, Firearms, EVOC, Crime Prevention, and Crime against the Elderly and Rapid Response.



- Officers from the Village of Ossining participated as mentors in the Westchester County Youth Police Academy.
- Our agency maintains a popular internship program which hosts students from several local high schools and college criminal justice programs.

#### A Highly Respected Police Department

- On September 2, 2004, The Village of Ossining became accredited by the New York State Law Enforcement Accreditation Council.
- Upon reaccreditation on September 3<sup>rd</sup> 2009, Chief Ciccone, of the accreditation evaluation team, made the following comment;

**“The Ossining Police Department was almost like a story book. In all my years, in all my visits across the country to various agencies I cannot say I have observed a more harmonious, or professional department. The Chief (Chief Burton) was a pleasure to talk with and the Lt. (Lt. Montague) and the Sgt. (Sgt. Apostolico) were great. My best compliment to them is that they should be used as an agency role model.”**

- Ossining was named in the top 100 of safest Cities in America (with populations of 25K) by Neighborhoodscout.com, a crime analysis published annually

#### The Proposal

As requested, the Village of Ossining will dedicate to the Unincorporated Town two officers during the day tour, two officers during the evening tour and one officer on the Midnight tour.

These staffing levels are the minimum staffing. Currently the Village Police Department is working a six squad, 4-2 schedule on the Day and Night tours. This schedule results in “doubling” our squads every three days. These “doubled up” days are used for training and special details.

In addition to the minimum staffing of the Unincorporated Town, contracting police services from the Village Police would allow us to accomplish the following:

- To create a patrol force with Invaluable local knowledge in dispatch and response.
- To allow the municipality to hire exclusively from the Town of Ossining.
- To have a Detective Sergeant dedicated to internal affairs, overseen by a Det. Lieutenant and reviewed by a civilian complaint board.

- To have a homeowner's association liaison; currently we are working under the neighborhood watch model, overseen by a Lieutenant, who has organized several neighborhood watches in condominium complexes as well as traditional neighborhoods. In addition, we have a dedicated community policing officer, segregated from patrol, this uniform officer provides additional programs and outreach to youth groups, business owners, community associations, and faith based groups.
- To have the ability to monitor and track alarms, we do not collect funds.
- Although we do not maintain a specific program ("Your Cop") to connect residents with a particular officer, our community policing model provides a system where police officers are organically engaged with our residents. We encourage our officers to form long term meaningful relationships within the community. If the Town community requested a "Your Cop" type program we could implement it.
- To monitor "dark houses"
- To assign a Village post to monitor Louis Engel Park not requiring a unit assigned to the Unincorporated Town from leaving their assigned sector.
- To allow for seamless coordination of law enforcement throughout the community.
- To have a detective dedicated to the Unincorporated Town.
- To have one of the two Town Cars be assigned to the Town Court when in session allowing savings on court attendants. The remaining Town Post could operate safely and efficiently as there are two immediately adjacent village units to support it.
- In partnership with "Communities that Care" we are able to;
  - Conduct underage drinking compliance checks
  - Provide alcohol EDU as a diversionary consequence for youth when appropriate.
- To have one police department for the school system allowing the following in all the schools;
  - Local physical knowledge of school facilities
  - Local rapid response drills
  - Continuity in youth services (by including AMD)
  - The kind find program
  - Access to the School system's in-house radio communication
  - Heroes program
  - Annual staff and faculty meetings

- Daily uniform presence in the schools
- One police department to work with the Parks Department
- One police department to work with OFD/OVAC
- Existing local community policing effort including;
  - Bicycle patrol
  - Motorcycle Patrol
  - Foot Patrol
  - Marine Patrol
  - “Open Eye” program for seniors
  - Bike/kayak programs with the summer camps
  - Crime Prevention Survey
- Local, on-scene, patrol supervision. We dedicate a first line supervisor to the community which would mean they would never be more than three miles from any location within the Town of Ossining. A second line supervisor is always within the municipality or within a 20 minute call in.
- Immediate, proximal back-up.
- A robust auxiliary police program dedicated to this jurisdiction.
- Free animal control.
- Locally trained specialized units such as SWAT, Accident Investigation, Hostage Negotiations and Marine unit.
- Experience in handling local large scale events and emergencies as part of an existing OEM, creating seamless town-wide emergency preparation. Possible with intimate local knowledge of infrastructure, flood zones, and topography.
- Direct 911 dispatch of Police Fire and Ambulance

**Financial Proposal:**

**2015      \$1,992,399**

**2016      \$1,700,014**

**2017      \$1,824,400**

**2018      \$1,975,429**

## Appendix A

### Village of Ossining Police History

The Village of Sing Sing established a uniform police department consisting of a Chief and three patrolmen on April 1, 1894. The first headquarters was located under the old Senate Fire Department.

From the period of 1900 to 1910 the force had a compliment of chief and six patrolmen, with a salary range of \$800 to \$1,000 a year. During this time the force changed yearly until 1913 when civil service was introduced. Near 1920 the police force was located at 16 Croton Ave. and this location served the department until June 2000, when it moved to Spring St. In 1916 telephones were added as a means of communication and 1919 brought about motorcycle patrols to enforce highway laws. On March 30, 1933 Police Officer Gerow Birdsall was killed on North Highland Ave. when he was struck by a car while he was investigating a motor vehicle accident. Due to the depression of the 30's police pays were cut and uniform allowance taken away but crime was very high. Also during this time two radios were installed in cars for better communication.

April 14, 1941 Police Officer James Fagan, shield #13, was shot and killed in a gun battle with three prisoners who escaped from Sing Sing. The 1950's entered with large building boom and expansion. Open fields and woods became houses, which meant more people. This time period also brought a new police radio system and police vehicles equipped with oxygen, first aid kits, fire extinguishers and crowbars.

The 60's came with three police cars and three motorcycles. What was paramount throughout this time was foot patrols and directing traffic. Foot patrols communication were call boxes placed throughout the village. In the mid 60's traffic lights were installed at major intersections. The 70's were a tumultuous time in the nation and Ossining was not left out. Ossining High School had problems that spilled out onto the streets. The era of walking the beat slowly disappeared, more patrol cars were added and mobility was introduced. The 80's were the introduction of computers that were big and very user unfriendly. More police type training was introduces, while old training was modernized.

The 90's mirror the 80's in modernization of computers, E-911 is introduced and training is still ongoing and steadily updated. Portable radios are assigned to each officer and community policing is a modern term that mirrors walking the beat of many of eras ago. Movement is started to build a new police station that is needed but is something the members of the department have heard for decades. A new millennium is introduced and the police station and courts move to the new 3.3 million dollar Birdsall/Fagan Police Court Facility.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/25/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> 1-914-696-3700 Arthur J Gallagher Risk Management Services, Inc.  2 Westchester Park Drive  White Plains, NY 10604	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>E-MAIL ADDRESS:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: PRINCETON EXCESS & SURPLUS LINES INS INSURER B: AMERICAN ALT INS CORP INSURER C: SAFETY NATL CAS CORP INSURER D: INSURER E: INSURER F:	<b>FAX (A/C, No):</b>  <b>NAIC #</b> 10786 19720 15105
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**COVERAGES** **CERTIFICATE NUMBER: 40395348** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Law Enforcement Liab. <input checked="" type="checkbox"/> Self-Insured Retention GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		64A3EX000004104	12/31/13	12/31/14	EACH OCCURRENCE \$ 11,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 11,000,000 GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Unlimited
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Self-Insured Retention		64A3EX000004104	12/31/13	12/31/14	COMBINED SINGLE LIMIT (Ea accident) \$ 11,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N1A2XW000000504	12/31/13	12/31/14	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 300,000 E.L. DISEASE - EA EMPLOYEE \$ 300,000 E.L. DISEASE - POLICY LIMIT \$ 300,000
C	<b>Excess Workers Compensat</b>		SP4050246	12/31/13	12/31/14	Medical/Indemnity Statutory

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Insurance.

<b>CERTIFICATE HOLDER</b>  Town of Ossining  Supervisor's Office 16 Croton Avenue Ossining, NY 10562  USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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