ADDISON VILLAGE POLICE DEPARTMENT

JANUARY 2021

New York State Police Reform and Reinvention Collaborative Plan

Table of Contents:

SECTION		PAGE NUMBERS
I.	**Introduction**	**Pages 2 – 3**
	A. Department Profile	Page 2
	B. Municipality Demographics	Page 3
	C. Agency Demographics	Page 3
II.	**Reform & Reinvention Collaboration Process**	**Pages 3 – 5**
	A. Collaborative Approach	Page 3
	B. Opt-in Partners	Page 4
	C. Team Leadership	Page 4
	D. Process Implementation Approach & Timeline	Page 5
III.	**Public Participation & Feedback Channels**	**Page 5 - 7**
	A. Community Stakeholder Groups	Page 6
	B. Listening Sessions	Page 6
	C. Surveys	Pages 6-7
IV.	**Addison Village Reform Plan**	**Pages 8 - 19**
	A. New York State Mandates	Pages 8-11
	B. APD Reforms	Pages 12-19
V.	**Appendix**	**Page 20**

Executive Order No. 203

New York State Police Reform and Reinvention Collaborative Plan

January 2021

I. INTRODUCTION:

On June 12, 2020, Governor A. Cuomo issued an executive order directing municipalities that employ police officers to actively engage stakeholders in the local community and develop locally approved plans for the strategies, policies and procedures of local police agencies. In accordance with this order, the Steuben County Sheriff's Office in conjunction with the Cities of Corning and Hornell, Villages of Addison, Bath, Canisteo, Hammondsport, Painted Post and Wayland, and the Town of Cohocton, entered a collaborative effort to move through a county-wide process to enact police reform plans.

A. Department Profile:

Municipality: Village of Addison
Law Enforcement Agency: Addison Police Department
Village of Addison's Executive Officer: Ray Walch, Mayor
Police Dept Officer In Charge: OIC Steve Sellard

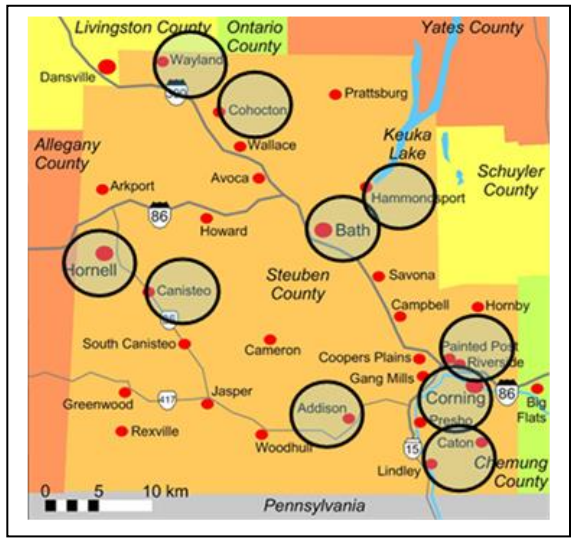
B. Municipality Demographics:

The Village of Addison is located in the Town of Addison. The Addison Police Department is the local police agency and provides assistance to the full and part-time police agencies within the surrounding area. The 2019 estimated Census data indicates that the Village population is 1,823 with 96.2% white, 1.9% Hispanic, 1.1% Black and .6% unknown. The Median age is 33.9 years for every 100 people. The Median income for a household within the Village is $53,594. A total of 12% of the households are below the poverty level.

C. Agency Demographics:

The Addison Village Police Department consists of 6 total employees. The department consists of 1 Officer In Charge, 2 Full-Time Patrolman, 3 Part-Time Patrolman. Of the employees within the department all 6 are white males.

II. REFORM & REINVENTION COLLABORATION PROCESS



A. Collaborative Opt-in Approach:

The Village of Addison partnered with other villages, towns, and cities in Steuben County as a collaborative effort. Corning Incorporated, which is headquartered in Steuben County provided a resource to assist with program management and change management expertise.

B. Opt-in Agency Partners:

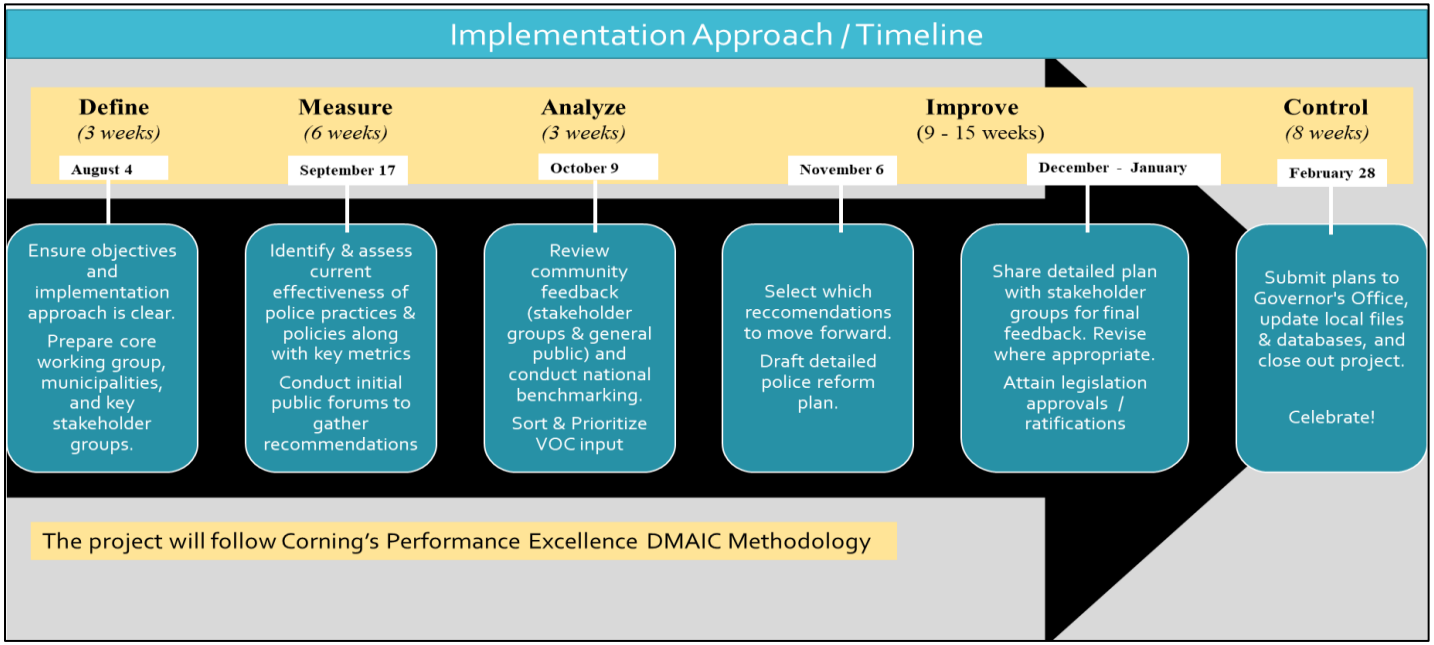
- Steuben County Sheriff's Office (32 towns)
- Village of Addison
- Village of Bath
- Village of Canisteo
- Town of Cohocton
- City of Corning

- Village of Hammondsport
- City of Hornell
- Village of Painted-Post
- Village of Wayland

C. Team Leadership:

- Jim Allard, Steuben County Sheriff
- Kyle Amidon, Canisteo Police Chief
- Brooks Baker, Steuben County District Attorney
- Mark Barnhart, Cohocton & Wayland Officer in Charge,
- Bill Boland, Corning Mayor
- Shawn Copp, Painted Post Officer in Charge
- Jason Dininny, Hammondsport Officer in Charge
- Chad Mullen, Bath Police Chief
- Ted Murray, Hornell Police Chief
- Mark Ryckman, Corning City Manager
- Steve Sellard, Addison Officer in Charge
- Jeff Spaulding, Corning Police Chief
- Jack K. Wheeler, Steuben County Manager
- Dawn White, Corning Incorporated Program Manager

D. Process Implementation Approach & Timeline



III. PUBLIC PARTICIPATION & FEEDBACK CHANNELS

A. Community Team Members: (106 key stakeholder participants across 60 organizations; See Appendix 1-1)

- Steuben County Law Officials
- Steuben County Elected & Appointed Officials
- Representatives from Steuben County Nonprofit Organizations, Healthcare Organizations, Educational Institutions, and Businesses
- Citizens who represent marginalized populations

B. Listening Sessions:

- Conducted 9/9- 9/17 via Zoom and were advertised via the local news channels, newspapers, websites, and social media with an estimated 300+ participants

- 3 Public Listening Sessions were open to all Steuben County citizens
- 10 Private listening sessions were held with these special audiences:
    - Community Stakeholder Participant groups, Substance Use Disorders, Corning Community College students, Corning Black Employee Network, SPECTRA LGBTQ group, Global Latino Community, Friendship Baptist Church, Face to Faith Ministries, Steuben Greens, LGBTQ+ Community

C. Surveys: (anonymous participation for all)

- **Stakeholder Group Participant Survey:**
    - 15 survey questions and 4 demographic data questions sent out via email
    - Target audience of 103 stakeholders; **83 participants for an 81% response rate**
    - Meeting held with participants to review the results

- **General Public Survey:**
    - 15 survey questions and 4 demographic data questions; Notifications shared via news channels, newspapers, websites, and social media from 8/12 – 8/22
    - Printed copies dropped off at various locations and collected by city & law enforcement personnel for manual entry
    - Target audience of 95,000 county residents; **1,766 participants for a 1.8% response rate**
    - Results posted for public viewing

- **Police Officer Survey:**
    - 6 survey questions, and 1 demographic question to identify their police department disseminated via email and printed copies
    - Target audience of 100 police officers; **52 participants for a 52% response rate**
    - Results posted for public viewing

- **Arrested Persons Questionnaire**
  - 3 survey questions and 3 demographic data questions asked during booking about the professionalism of the arresting officer(s). Agencies in Steuben County participated during September 2020.
  - **55 participants**

IV. ADDISON POLICE DEPARTMENT REFORM PLAN

The reform plan, in accordance with public feedback and the executive order requirements, consists of six primary themes: NYS Mandated Changes, Equality and Social Justice, Transparency and Accountability, Community Relations, Operational Policy & Procedures and Training.

A. NEW YORK STATE MANDATES:

The reform items found in this section are derived directly from the Executive Order No. 203

NY State Mandated Changes	Reform Item	Description	APD Action	Status
NYS Mandate - 1	NYSM – 1. **Civil Penalties for Filing False Reports on Member of a Protected Class**	Establishes civil penalties for falsely Summoning a Police Officer when there is no reason to believe a crime, offense or threat has been committed involving a member of a protected class. *(Effective June 13, 2020)*	Conducted in-service training	**Complete**
NYS Mandate - 2	NYSM – 2. **Require Police Officers to Report the Discharge of Weapons**	Requires a police officer or peace officer (whether on or off duty) who discharges his or her weapon under circumstances where a person could be struck by a bullet to verbally report the incident within six hours, and file a written report	Amended Firearms policy	**Complete**

		within forty-eight hours. (Effective September 13, 2020)		
NY State Mandated Changes	**Reform Item**	**Description**	**APD Action**	**Status**
NYS Mandate - 3	NYSM – 3. **Require the Reporting of Police Acts or Omissions Resulting in a Person's Death to the Office of Special Investigation**	Establishes an Office of Special Investigation within the Office of Attorney General which will have investigative authority and criminal jurisdiction for any incident involving the death of a person caused by an act or omission by a police officer or a peace officer employed as a correction officer or contracted by an education, public health, social service, parks or housing agency. Where an investigation concludes that the death or matters relating to the death or investigation of the death involved criminal conduct, the Office will be empowered to prosecute any such alleged offenses. (Effective April 2021)	Will conduct in-service training and establish communication method with the Attorney General's office.	**Pending on needed actions of NYS**
NYS Mandate - 4	NYSM – 4. **Ban Choke Holds**	The Eric Garner Anti Choke Hold Act creates the crime of aggravated strangulation (making it a Class C felony) and establishes criminal penalties for a police officer or peace officer who uses a chokehold that causes serious physical injury or death. (Effective June 12, 2020)	Conducted in-service training and updated Use of Force and related Policies to prohibit use of Choke Holds	**Complete**

NYS Mandate - 5	NYSM – 5. **Require Medical Response for Arrestees**	Affirms an individual's right to medical and mental health attention while under arrest or otherwise in custody of a police officer or peace officer. Failure to provide reasonable and good faith medical assistance could result in a cause of action against the officer, representative and/or entity. (June 15, 2020)	Conducted in-service training	**Complete**
NY State Mandated Changes	**Reform Item**	**Description**	**APD Action**	**Status**
NYS Mandate - 6	NYSM – 6. **Require Policing Statistics to be Reported to the Division of Criminal Justice Services**	Requires courts to compile and publish data concerning arrests and court proceedings involving low-level offenses such as violations and traffic offenses. Such report will include aggregate and anonymized demographic information such as race, ethnicity and sex. This bill requires police departments to submit annual reports on arrest-related deaths to the Department of Criminal Justice Services, as well as the Governor and the State Legislature. *(Effective December 12, 2020)*	Will provide data to Office of Court Administration and Division of Criminal Justice Services	**Q1 - 2021**
NYS Mandate - 7	NYSM – 7. **Recording of Law Enforcement Activity**	Provides that a person not under arrest or in the custody of a law enforcement official has the right to record police activity and to maintain custody and control of that recording and of any property or instruments used by that person to record such activities. A person in custody or under arrest does not, by	No actions needed, already in compliance	**Complete**

		that status alone, forfeit such right to record. (Effective July 13, 2020)		
NY State Mandated Changes	**Reform Item**	**Description**	**APD Action**	**Status**
NYS Mandate - 8	NYSM – 8. **Provide the Public Access to Personnel Records of Officers**	Repeal of Civil Rights Law 50-a, which had made all personnel records used to evaluate the performance toward continued employment or promotion of police officers, firefighters, paramedics, correction officers or peace officers confidential and not subject to inspection or review without the individual's express written consent or a court order. This legislation also amends the New York State Freedom of Information Law (FOIL), subjecting any record created in furtherance of a law enforcement disciplinary proceeding to disclosure under FOIL. The new FOIL provisions require specific sensitive personal information, including medical history, to be redacted from such records prior to being disclosed. (Effective June 13, 2020)	Notified the clerk for compliance.	**Complete**

B. ADDISON POLICE DEPARTMENT REFORMS

Items found in this section were identified based on the feedback collected from the listening sessions and surveys.

Category	Reform Item	Description	APD Actions	Completion Timeline
Equality & Social Justice	ESJ-1. **Diversify & Increase Candidate Recruitment Pools**	Take proactive steps to increase diversity of the candidate pools so newly hired officers better reflect community demographics. Encourage potential candidates to take advantage of preparatory law enforcement training. (non-weapon portions of the police academy curriculum)	1. **Conduct outreach with faith-based groups** to increase interaction with youth and potential employees 2. **Increase Social Media Advertisement** to attract diverse candidates and raise awareness of: a) Available positions b) Civil service requirements c) Availability of pre-employment police academies 3. **Partner with the Steuben County Sheriff's Office Protocol**	Q1 - 2021 Q4 – 2021 Q1-2021

Equality & Social Justice	ESJ-2. **Provide Civil Service Test Training**	Provide Civil Service test training to prepare applicants for the entry-level examination. Partner with SUNY Corning & Alfred to offer this assistance.	1. **Partner with SUNY to develop & offer a tutoring course for candidates** expressing interest in applying/testing for the Civil Service exam. 2. **Partner with the Steuben County Sheriff's Office Protocol**	Q4 – 2021 Q1-2021
Equality & Social Justice	ESJ-3. **Expand Diversity and Bias Awareness Training**	Expand diversity and bias awareness training to include marginalized populations such as Low Income, Substance Use Disorders, Minority, and LGBTQ+ communities, as well as training to recognize systemic racism.	1. **Require Implicit Bias Awareness Training for all officers** 2. **Conduct Train the Trainer sessions**, to develop internal skilled presenters on implicit bias awareness training to support county-wide efforts 3. **Partner with the Steuben County Sheriff's Office for training**	Q4 - 2021 Q2 – 2022 Q1-2021
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**

Transparency & Accountability	TA-1. **Launch a Personnel Complaint Review Panel**	Launch external panel to review personnel complaints, investigations, and adjudications to ensure that best practices in personnel actions are being followed. Panel will include professionals with working knowledge of human resources, civil service, and labor relations.	1. **Benchmark best practices** of personnel complaint review panels across the country. 2. **Establish a personnel complaint review process** 3. **Partner with the Steuben County Sheriff's Office Protocol**	Q4 - 2022 Q4 – 2023 Q1-2021
Transparency & Accountability	TA-2. **Increase Transparency of Arrest Activities & Calls for service**	Ensure citizens have access to appropriate police data & arrest activities via a monthly report provided at the monthly Village Board Meeting and placed on the Village of Addison website.	1. **Publish these monthly reports:** a) Calls for service, cases and arrests, and use of force incidents b) Arrests by sex and race.	Q1 - 2021
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**

Transparency & Accountability	TA-3**. Reduce Personnel Complaints & Adopt a County-wide Reporting Method & Tracking**	Identify key behaviors & causes that may drive citizens to complain about officers and incorporate these findings into trainings. Work to align agencies county-wide to adopt a standardized personnel complaint process. Develop a county-wide tracking system of complaints.	1. **Leverage field training officers to review complaints** and determine needed focus areas & changes in trainings 2. **Establish a standardized personnel complaint process** county-wide 3. **Develop a county-wide tracking system** to assist in identifying training needs**.**	Q1 - 2021 Q1 - 2022 Q3 - 2022
Transparency & Accountability	TA-4. **Increase transparency of Use of Force Incidents & Personnel Complaints**	Ensure better and timely citizen access to use of force data and personnel complaint incidents and outcomes. Modify current APD software systems to better collect and track this data.	1. **Add annual report data fields in current system for**: a) Use of Force (type & frequency) b) Personnel Complaints and adjudications	Q2 - 2021
Transparency & Accountability	TA-5. **Publish Job Descriptions and Annual Performance Appraisal Process**	Make job descriptions and performance process more readily available to improve transparency.	1. **Post job descriptions of Addison Police personnel** (OIC and patrolman) and performance appraisal document on Village website.	Q1 - 2024
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**

Community Relations	CR-1. **Conduct Public Education on Policing Practices**	Increase the transparency of policing methods and governance by educating the public on these practices.	1. **Provide videos and brochures to share recommended actions** for citizens when interacting with police. 2. **Enhance Citizen's Police Academy with the SCSO** a) Include in-person & on-line versions b) Partner with SUNY Alfred and Corning Community College to add a Citizen's Police Academy on-line class offering .	Q1 - 2022 Q1 - 2023
Community Relations	CR-2. **Strengthen Customer Service Practices**	Reinforce need for positive communications through better customer service & professional development training. Develop a quality assurance program to identify how citizens perceive the APD customer service.	1. **Develop & conduct Professional Development training** on communications for Supervisors 2. **Develop & conduct best practice communication trainings county-wide:** a) Positive & effective customer service b) Best practices for general communications	Q1 - 2023 Q1 - 2024

Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**

Community Relations	CR-3. **Strengthen Community Safety Training Programs**	Partner with volunteer instructors to provide key safety trainings that are provided to residents or community groups and improve offerings. These trainings help enhance their safety knowledge and support better relations.	1. **Team with citizen instructors to continue conducting safety courses** for members of the community. 2. **Promote joint safety presentations** to community groups via social media web sites.	Q2 - 2021 Q1 - 2021
Community Relations	CR-4. **Establish & Promote Community Programs to Increase Law Enforcement Visibility in the Community**	Develop and execute programs that bring law enforcement officers and citizens together in forums where they talk to one another, share thoughts, and promote interactions which support the building of positive relationships. Further promote the Department of Homeland Security's CRASE training (Citizen Response to Active Shooter Event) and Stop the Bleed training (an emergency medical response training for catastrophic injuries)	1. **Continue "CRASE" & "Stop the Bleed" training** to county-wide municipalities. 2. **Create new interactive programs:** a) **"Stop and Talk"** program for officers to interact personally with citizen groups b) **"Coffee with the Chief"** monthly social hour or gatherings for faith-based groups and community action groups to interact with the APD OIC .	Q3 - 2021 Q1 - 2021 Q1 - 2021

Category	Reform Item	Description	Reform Action	Completion Timeline
Operational Policies & Procedures	OPR-1. **Improve Selection & Promotion Methods by Requiring Candidates to Meet Additional Standards**	Require candidates to meet additional criteria to help ensure a higher quality pool of candidates for new-hires, lateral transfers, and promotions.	1. **Enhance selection methods for new-hire, lateral transfers, and supervisor promotions:** a) **Require a standardized comprehensive background investigation** in accordance with LEAP standards. b) **Seek funding for a psychological exam** for all new hires & supervisor candidates. c) **Seek Funding for a polygraph exam** for all new hires	Q2 - 2021
Operational Policies & Procedures	OPR-2. **Initiate Anonymous Quality Assurance Feedback Channels**	Allow citizens & officers to submit feedback via website and social media to reduce the incidence of unsatisfactory or unlawful behavior.	1. **Establish a process for citizens and/or officers to leverage social media and the department website to anonymously notify department officials of unsatisfactory or unlawful behavior of personnel.**	Q3 - 2021

Operational Policies & Procedures	OPR-3. **Pursue NYS DCJS Law Enforcement Accreditation (LEAP)**	Assess current policy and procedures to determine areas of non-compliance in order to meet NYS DCJS Law Enforcement Accreditation standards.	1. **Conduct a comprehensive review of current APD policies against these state level standards to identify gaps and pursue NYS accreditation**.	Q4 - 2023
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**
Operational Policies & Procedures	OPR-4. **Pursue NYS DCJS SWAT Accreditation**	Expand existing SWAT team to include members from police agencies in Steuben County to meet standards for DCJS SWAT Accreditation. SWAT Team is a higher level of training and performance to specifically deal with high risk search warrants (no-knock warrants), hostage situations, barricaded subjects, etc. to reduce the possibility of injury to officers and the public.	1. **To provide assistance to the SCSO SWAT team from the Addison Police Department**	Q1 - 2021

Operational Policies & Procedures	OPR-5. **Improve Collaboration with Mental Health Agencies**	Expand Crisis Intervention Training (40 hr. instruction by NYS office of Mental Hygiene). Partner with Steuben County Mental Health to increase field use of mobile crisis unit. Partner with county medical providers for mental health transitional treatment and expanded use of tele-medicine providers in the mental health arena.	1. **Work with Steuben County Mental Health to establish protocols** for expanded use of mobile crisis unit. 2. **Collaborate with area providers for mental health tele-medicine (**Guthrie, Arnot, and University of Rochester) 3. **Collaborate with Steuben County Mental** Health to conduct crisis intervention training.	Q4 - 2021 Q1 - 2022 Q4 - 2022
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**
Operational Policies & Procedures	OPR-6. **Improve Awareness of Mental Health Challenges of Deputies & Officers**	Expand peer counseling program and create emotional survival for law enforcement program for deputies, officers, and families.	1. **Train additional peer counselors** 2. **Establish an annual family training session outlining how to recognize stress** and teach effective strategies for managing stress.	Q1 - 2024 Q1 - 2024
Operational Policies & Procedures	OPR-7. **Implement Body Camera/ In Car Camera Program**	To implement a Body Camera/In Car Camera Program for all officers and vehicles to assist with liability and evidence while performing their job duties.	1. **Seek funding to implement a Body Camera/In Car Camera Program for all officers and vehicles within the Addison Police Department.**	Q1 - 2022
Category	**Reform Item**	**Description**	**Reform Action**	**Completion Timeline**

Training	T-1. **Expand De-Escalation Training**	Review current de-escalation trainings and benchmark for additional recommendations.	1. **Conduct Train the Trainer sessions**, to develop internal skilled presenters on de-escalation techniques 2. **Offer De-escalation training to all officers**	Q4 - 2022 Q4 - 2022
Training	T-2. **Expand Use of Force Training**	Review current training by defensive tactics instructor group for training recommendations.	1. **Benchmark and gather recommendations** for improved Use of Force trainings. 2. **Provide annual defensive tactics training** to county-wide agencies.	Q4 - 2022 Q4 - 2022

V. APPENDIX

1-1

Team Members & Key Stakeholder Groups

Core Working Team:
Mark Ryckman (City Manager)
Mayor Bill Boland
Police Chief Jeff Spaulding
Sheriff Jim Allard
Dawn White (Program Manager)

106 participants across 60 organizations

Public Forums

Law Enforcement

- Chiefs of Police (Bath, Canisteo, Corning, Hornell)
- Officers in Charge (Addison, Caton, Cohocton, Hammondsport, Painted Post, Wayland)
- Sheriff's Office (covers 32 towns in Steuben county without full-time police departments)
- Police Union Officials
- CCC Peace Officers
- CCC Police Academy

Community Board Liaison #1 City of Corning

- ADAPT
- Arbor Development (Domestic Violence Shelter
- The Arts Council of the Southern Finger Lakes
- Arnot Medical Services
- CCC Diversity Office
- Corning – Painted Post School District:
- Corning Incorporated – ORESU/Corning Enterprises
- Corning Black Employee Network
- Global Latino Organization
- Corning Chamber of Commerce – Youth Professionals
- Cosmopolitan Women's Club
- Family Services Society/Youth Center
- Friendship Baptist Church
- Faith to Face Ministries
- Gaffer District
- Guthrie Hospital
- Indians Professional Network
- NAACP Elmira-Corning Chapter
- Pathways
- SPECTRA
- United Way of the Southern Tier
- Wegmans

Elected & Appointed Officials

- City & Village Mayors
- Corning City Council
- City Councils (others)
- County Legislatures
- County Manager
- District Attorney
- Public Defender
- Town Supervisors
- Town & Village Boards
- Retired Judges

Community Board Liaison #2 Steuben County

- Alstom (Hornell)
- Alfred State University
- American Legion (Hammondsport/Wayland)
- Arnot Health (Ira Davenport)
- Bath-Haverling School District
- Catholic Charities
- Casa Trinity Addiction Services
- Concern for Youth
- Corning Chinese Association
- Dresser Rand (Painted Post)
- Grace Methodist Church
- Hornell School District
- Hope Church
- Legal Assistance of Western NY (Law NY)
- Mercury Corp (Hammondsport)
- Potter's Hand
- St James (University of Rochester-Hornell)
- Steuben County Alcohol and Substance Abuse (SCASAS)
- Steuben County Veterans Memorial
- Southeast Steuben County Library
- Tuskegee Airman Tri-State Chapter
- Volunteer Fire Departments
- Wegmans (Hornell)
- Walmart (Painted Post)
- Youth in Government