

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
39 MAIN STREET SARANAC LAKE NY
SPECIAL MEETING AGENDA 9:00 AM
Thursday, August 4, 2022
This meeting will be held in the Village Offices**

A. CALL TO ORDER PLEDGE OF ALLEGIANCE

B. ROLL CALL:

C. ITEMS FOR BOARD ACTION

BILL	129	2022	Resolution to create new Civil Service Position, Special Patrol Officer
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D. OLD BUSINESS

E. NEW BUSINESS:

F. EXECUTIVE SESSION: Personnel Matters

G. MOTION TO ADJOURN:

PERIOD OF MEETINGS

1. **Anyone may speak to the Village Board of Trustees during the public comment periods of a public hearing or the public comment periods of the meeting.**
2. **As a courtesy we ask each speaker to give their name and whether a village resident or not.**
3. **Individual public comment is limited to 5 minutes and may be shortened by the meeting chairperson if not respectful and productive in manner.**
4. **When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.**
5. **Individual time may not be assigned/given to another.**
6. **A public hearing is meant to encourage comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board member. Should a village response be asked, The Village Board of Trustees may offer explanation or information to the public at that time. They also reserve the right to request the individual leave contact information with the Clerk to receive a more researched answer within 48 hours.**
7. **Individuals requesting response from the village board, not offered during the meeting, will be contacted by phone, email, letter, or request for in-person meeting.**
8. **All remarks shall be addressed to the board as a body and not to any individual member thereof.**
9. **Interested parties or their representatives may address the board at any time by written or electronic communications.**
10. **Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.**
11. **Village Board members are offered a 5-minute grace period for meeting start. If board member is more than 5 minutes late to the meeting, they will forfeit their right to participate and vote during the meeting.**

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Creation of new Civil Service Position-Special Patrol Officer

DATE: 8-4-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 129-2022

DATE SUBMITTED: 8-1-2022

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution approving the creation of a new Civil Service Position

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS _____

TRUSTEE BRUNETTE _____

TRUSTEE CATILLAZ _____

TRUSTEE SCOLLIN _____

TRUSTEE SHAPIRO _____

A RESOLUTION TO APPROVE A NEW CIVIL SERVICE POSITION ENTITLED
SPECIAL PATROL OFFICER

WHEREAS, the Village of Saranac Lake and the functions of its municipal government can provide more safe and efficient protection to the public by creating a new Civil Service position entitled Special Patrol Officer, and,

WHEREAS, the position of Special Patrol Officer has been established and meets the Civil Service Requirements, and,

WHEREAS, Special Patrol Officer Responsibilities will include maintaining order, providing protection and preventing acts that would be harmful to the public in designated publicly-owned property by observing suspicious activity and responding to the activity and taking appropriate action, and,

WHEREAS, Persons in this position will have powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons on such premises, and,

WHEREAS, the minimum qualifications for the position include retired member of a police or sheriff's department, a division of state police, or a retired former corrections, parole or probation officer, and,

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees approves the creation of the position Special Patrol Officer.

Jurisdictional Class: C
Location: All Civil Divisions
Fr. Cty. Grade: Mgmt. B

Revised: 6/27/19

Date: 6/27/19

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the District Attorney or Police Chief or Sheriff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides security by standing in and patrolling public buildings;
Protects and guards the public, judges, students and employees in the designated publicly-owned property;
Warns violators of rule infractions, physically restrains unruly individuals and expels if necessary;
Provides general information to visitors on premises;
May check to insure that all necessary documents and identification are in order;
Provides assistance in emergency situations and summons the Police and/or fire personnel as needed;
Prepares, maintains and updates records and/or reports or incident reports as required;
Distributes and posts appropriate documents and materials;
May escort judges, juries and witnesses to and from the courtroom;
Prevents acts that would be harmful to the building, employees, students or general public by observing suspicious activity and responding to the activity and taking appropriate action;
Patrols the public building to detect theft, vandalism, or illegal entry for possible hazards that may develop.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of procedures and practices for protecting and safeguarding buildings and property; good knowledge of the powers of a peace officer; ability to maintain order; ability to perform first aide; ability to exercise judgment and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, remember facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Retired member of a police or sheriff's department, or division of state police, or a retired former corrections, parole or probation officer.

SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to §400.00 of Penal Law (§2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.