Appendix B
Community Services
October 22, 2013

Chief Robert Williams
Saratoga Springs Fire Department
60 Lake Avenue
Saratoga Springs, NY 12854

Re: NYRA Track Improvements

Dear Chief Williams:

Elan has been retained by NYRA to assess the impacts of the proposed improvements to the Saratoga Racetrack in the City of Saratoga Springs, New York. When complete the proposed improvements will include rehabilitation/improvements and restoration of various historic buildings throughout the site, a new “at the rail” building, new dormitories, stable buildings, administration building, service building and jockey house. Landscape and gateway entrance improvements are also proposed.

We are currently preparing a generic review to assess the potential impacts of the proposed improvements. As part of this review, we are evaluating the existing conditions and estimated future demands of fire/EMT protection to the Project Site.

Therefore, we respectfully request the following information regarding Fire Services in the City:

- Number, location, and description of the stations and apparatus of the department
- Number of personnel serving the area of the Project Site and the department as a whole
- Number and type of calls to the areas of the Project Site for the calendar years 2010, 2011, 2012
- Estimated response times to the Project Site
- Estimated impact to response times to the Project Site for the development
- Other estimated impacts of the Project on fire protection services-Specifically equipment needed with “upward growth” of track
- Specific intersection/street that consistently is a problem around NYRA facility

As well as the following information on EMT/Ambulance Services in the City:

- Number, types (BLS or ALS), and location of ambulances
- Role of Mohawk Ambulance Service and/or other providers
- Arrangement with City
- Number of personnel serving the area of the Project Site and the department as a whole
- Number and type of calls to the areas of the Project Site for the calendar years 2010, 2011, 2012
- Estimated response times to the Project Site
- Estimated impact to response times to the Project Site for the development
- Other estimated impacts of the Project on the provision of emergency medical services for the development

In addition to the above information, please provide any relevant information on anticipated changes to the provision of services to the City of Saratoga Springs, independent of this Project, that may affect the future capacity to respond to emergencies, such as new equipment, anticipated changes in personnel or budget, or any other factors.

We thank you in advance for your assistance. Your responses can be mailed or faxed to my attention at the address and number above, or e-mailed to me at bgyory@elanpd.com.

Sincerely,

Brian Gyory Landscape Designer / Planner
Both ambulances are Paramedic and 1 is at Station 1 and Station 2

2010
Medical 18
Alarm 10
Cover 21
Service 16
Special 6

71
2011
Medical 21
Alarm 7
Cover 10
Service 33
Special 11

82
2012
Medical 37
Alarm 5
Cover 76
Service 13
Special 3
Fire 2

136

----- Original Message ----- 
From: “Brian Gyory” <BGyory@elanpd.com>
To: “Robert Williams” <rwilliams@ssfdny.org>
Sent: Wednesday, November 6, 2013 11:56:00 AM
Subject: RE: NYRA Fire Department Question List

Thank you.

I did not receive a response on the October 30th questions.

Thanks,

Brian
That is correct...did I answer your October 30th questions?

Chief Williams,

I had one other question-in addition to my email from October 30th. It relates to dispatch. Am I correct to assume that dispatch of Fire & EMT services is handled through a central dispatch at City Hall?

Thanks,

Brian
* Number, types (BLS or ALS), and location of ambulances
* Number and type of calls to the areas of the Project Site for the calendar years 2010, 2011, 2012

Also if you could provide me with estimated response times to the project site. I assume this would be the same for Fire & EMT.

Thanks,

Brian Gyory
Landscape Designer
Elan Planning, Design, & Landscape Architecture and
Elan.3 Consulting a NYS Certified WBE, DBE, and WOSB
18 Division Street, Room 304
Saratoga Springs, NY 12866
Ph: 518-306-3702 x16
Fax: 518-226-0469

From: Robert Williams [mailto:rwilliams@ssfdny.org]
Sent: Friday, October 25, 2013 11:07 PM
To: Brian Gyory
Subject: Re: NYRA Fire Department Question List

Follow up inquiry questions

Saratoga Springs Fire Department has two fire stations one located at 60 Lake Avenue and 166 West Avenue. The department has 4 1250gpm engines 2 aerial apparatus 95’ and 105’ platforms. 2 ambulances, 1 rescue, 1 brush truck and 1 hazmat unit. Engines and Ambulances are Paramedic level

We have 4 to 6 personnel serving the project area on a first due and a 10 personnel daily minimum. The department staffing is a total of 58.

Calls 2010 - 71 2011 - 82 2012 - 77

No change in response time is anticipated

It would be preferred to have an engine available for the seasonal stand-by. The City is down an engine while one is committed to the track and often we must borrow one from a neighboring community.

If there is anything else, let me know and I'll try to provide it.

Regards

Robert Williams
Fire Chief
Saratoga Springs Fire Department
60 Lake Avenue
Saratoga Springs, New York 12866
518-587-3599 Ext 3012
518-587-3539 Fax
rwilliams@ssfdny.org
Chief Williams,

As a follow up to our call yesterday attached are the list of questions I plan on reviewing at Thursdays meeting as they relate to improvements to the NYRA facility.

I look forward to meeting with you.

Sincerely,

Brian Gyory
Landscape Designer
Elan Planning, Design, & Landscape Architecture and
Elan.3 Consulting a NYS Certified WBE, DBE, and WOSB
18 Division Street, Room 304
Saratoga Springs, NY 12866
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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Structure</td>
<td>2</td>
</tr>
<tr>
<td>Patrol Division</td>
<td>2</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>Animal Control</td>
<td>4</td>
</tr>
<tr>
<td>Traffic Division</td>
<td>5</td>
</tr>
<tr>
<td>Parking Enforcement</td>
<td>6</td>
</tr>
<tr>
<td>Crossing Guards</td>
<td>6</td>
</tr>
<tr>
<td>Investigations</td>
<td>7</td>
</tr>
<tr>
<td>CIU</td>
<td>7</td>
</tr>
<tr>
<td>SIU</td>
<td>8</td>
</tr>
<tr>
<td>SRO</td>
<td>9</td>
</tr>
<tr>
<td>Administration</td>
<td>10</td>
</tr>
<tr>
<td>Admin Sergeant</td>
<td>10</td>
</tr>
<tr>
<td>Training Coordinator</td>
<td>11</td>
</tr>
<tr>
<td>Identification Clerk</td>
<td>11</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>12</td>
</tr>
<tr>
<td>Community Policing</td>
<td>12</td>
</tr>
<tr>
<td>Dom. Viol. Home Visit</td>
<td>12</td>
</tr>
<tr>
<td>Holding Cells</td>
<td>13</td>
</tr>
<tr>
<td>Public Relations</td>
<td>13</td>
</tr>
<tr>
<td>Public Notification</td>
<td>13</td>
</tr>
<tr>
<td>Accreditation</td>
<td>14</td>
</tr>
<tr>
<td>Conclusion</td>
<td>15</td>
</tr>
<tr>
<td>Organizational Flowchart</td>
<td>A1</td>
</tr>
<tr>
<td>2011 Statistical Data</td>
<td>A2</td>
</tr>
</tbody>
</table>
** NOTE: This report reflects department activities during 2011 under the direction of Commissioner Richard C. Wirth. **

ORGANIZATIONAL STRUCTURE

The Saratoga Springs Police Department’s Command Administration consists of the Chief of Police, Assistant Chief of Police, and Captain. These officers are responsible for the daily administration of department activities subject to the rules, regulations, and orders established by the Commissioner of Public Safety. The department is further divided into three main components – the Patrol Division, the Traffic Division, and the Investigations Division. Each division has specific tasks and functions and officers receive specialized training and certifications relative to those duties.

Although the overall organizational structure of the department did not change in 2011, it should be noted that for a majority of the year several positions were not filled after retirements of several officers during the year including the positions of Assistant Chief of Police, Patrol Sergeant, Training Coordinator and several Investigator positions. The 2011 organizational chart can be found as Appendix 1 and is attached at the end of this report.

PATROL DIVISION

![Image of police officers]

PATROL SHIFTS

The Patrol Division is staffed 24-hours per day, 365 days per year and is comprised of three shifts. Uniformed officers assigned to this division are the frontline officers whose primary responsibilities include maintaining order, preventing and deterring crime, responding to calls-for-service, crowd control, parking enforcement, traffic control, vehicle and traffic enforcement, motor vehicle accident investigations, and preliminary criminal investigations. Members of the Patrol Division are also responsible for the handling and transportation of prisoners for City Court arraignments.
General supervision for the Patrol Division is the responsibility of the department’s Captain. The Captain directly supervises the department’s three (3) Patrol Lieutenants and the department’s Mounted Unit. Each of the department’s three shifts are commanded by a Lieutenant. It is the Lieutenant’s responsibility to maintain employee discipline, ensure that department policies and procedures are followed, direct the work of his/her subordinates consistent with applicable federal, state and local laws, schedule work assignments, meet regularly with department administrators to discuss and recommend policy and procedure changes, and to supervise/implement various department programs and legal mandates. Two patrol sergeants (first-line supervisors) are also assigned to each shift. The sergeants are responsible for the direct supervision of the 11-13 patrol officers assigned to each shift and coordinates their work based upon direction from the lieutenant. Several years ago, a “fourth shift” supervisor position was created in order to alleviate supervision overtime costs associated with normally busy weekend evenings and overnights. This supervisor – a sergeant – works 10-hour shifts each weekend, overlapping the evening and overnight shift hours. This gives the department the ability to have an additional supervisor working on the road, usually in the downtown business district, during the busiest times. The department continued to utilize this fourth shift supervisor position in 2011.

Retirements, long-term injuries and lack of available funding resulted in overall staffing shortages within the patrol division for the majority of 2011. These shortages continue to have a direct effect on the ability of the department to provide basic patrol function services without incurring a significant amount of overtime. The department hired three new police officers in July to replace recent retirements. Each began a six-month basic training course in July presented by the Zone 5 Law Enforcement Academy located in Schenectady. They successfully completed their initial training in December and are now assigned to the department’s 15-week Field Training Program. It is expected that they will complete this portion of their training in April 2012. Upon successful completion, they will be then be assigned to specific shifts based upon department needs. It is expected that the addition of these officers will help alleviate some of the staffing issues.

COMMUNICATIONS
The department’s communication center is staffed by fully trained Public Safety Dispatchers 24 hours per day, seven days per week and is also a part of the Patrol Division. Each of the three shifts is staffed by a minimum of two (2) Public Safety Dispatchers at any given time. A Sr. Public Safety Dispatcher oversees general supervision of the dispatch staff although daily supervision is the responsibility of the Patrol Division Officer-in-Charge for each respective shift. The 2011 staffing levels – a total of nine (9) public safety dispatchers – remained the same as the previous year. As with other positions within the department, several funded positions were left vacant for the majority of the year.
The Public Safety Dispatchers perform vital and essential auxiliary tasks and services for the department. Their responsibilities include not only the expected tasks of answering phones, dispatching police/fire units and maintaining the blotter entries, but dispatchers perform numerous “clerical” duties as well. Examples of these clerical duties include, but are not limited to:

- Monitoring the NYS Police Information Network (NYSPIN)
- Completing DMV and criminal history checks for officers in the field
- Inputting all warrants, Orders of Protection and wanted persons into the records management system
- Maintaining the Residence/Business records with updated emergency information
- Taking “Walk-In” complaints
- Maintaining department towed vehicle logs
- Maintaining “Trespass Notice” file
- Monitoring City Hall generated panic alarms
- Coordinating responses with Department of Public Works
- Monitoring the “general” alarm board for incoming business/residence alarms
- Gathering information and making phone calls for officers in the field relative to specific incident being handled

The availability of the department’s Public Safety Dispatchers allows officers to remain on the street and have also allowed the department to continue to function, absent an appropriate civilian support staff.

**ANIMAL CONTROL OFFICER**

The department continues to employ, by City Charter mandate, an Animal Control Officer (ACO). In 2011, the ACO – in accordance with the Saratoga Springs Civil Service Commission – was employed also as a part-time Parking Enforcement Officer (PEO). The ACO responds directly to calls relating to domestic animal complaints (barking dogs, lost and found dogs and cats, dog bites, etc). In 2011, the Animal Control Officer responded to three hundred five (305) animal complaints. Complaints included both domestic and wild animal complaints. The ACO worked in conjunction with the Saratoga County Health Department and investigated 27 animal bite cases in 2011.
TRAFFIC DIVISION

The Traffic Division is staffed with a Sergeant and three (3) patrol officers. The primary responsibilities of traffic division members are to respond to citizen complaints relating to vehicle and traffic matters, actively enforce vehicle and traffic laws, conduct comprehensive commercial vehicle safety inspections, conduct reconstructions of serious and fatal motor vehicle accidents, provide a police presence for vehicle and pedestrian safety and supervise temporary traffic control officers at Saratoga Racecourse, and supervise the department’s school crossing guards.

In addition to his routine supervisory duties, the Traffic Sergeant is also responsible for researching, applying for, and managing several federal and state grants the department receives each year relating to traffic safety. In 2011, the department received grants from the Saratoga County STOP DWI program ($36,000.00), and the NYS Governor’s Traffic Safety Committee - Buckle Up NY ($7,965.00) and Selective Traffic Enforcement Program ($18,750.00). Funds from these grants were used to pay for personnel and equipment costs to enhance enforcement of DWI, aggressive driving issues, and seat belt compliance.

Traffic Division members conducted three hundred twenty-seven (327) commercial vehicle inspections in 2011 including thirteen (13) motor coach (passenger bus) and limousine inspections. Eighty (80) commercial vehicles were taken out of service for serious safety violations.

Members of the Traffic Division issued 2,711 NYS Vehicle and Traffic Law citations in 2011, reconstructed numerous serious physical injury and one fatal motor vehicle accident.

In conjunction with the NYS Police, department members participated in at least three (3) DWI checkpoints. The checkpoints resulted in fifteen arrests for DWI along with additional arrests/citations for other vehicle and traffic related offenses.

Each year the Saratoga Racecourse six-week season demands special attention relating to vehicle and pedestrian safety. All members of the Traffic Division are reassigned to
the racetrack detail to enforce appropriate laws and ordinances, provide for the safety of motorists and pedestrians, and assist with the orderly exit of race fans at the end of each day. Traffic Division members handled approximately 825 calls for service while assigned to the racetrack detail in 2011. Examples of they calls answered include DWI complaints, motor vehicle accidents, several lost children, assaults and larcenies.

With funding made available late in the year, the department purchased a third License Plate Reader (LPR). The three LPR’s read 848,899 license plates. With the information supplied by the LPR’s department members located twenty (20) uninsured motor vehicles, 28 operators with either a suspended or revoked driver license, 110 suspended vehicle registrations, four (4) wanted persons and two (2) stolen vehicles. Furthermore, using information provided by the Department of Public Safety, parking ticket scofflaws are routinely uploaded to the LPR’s. This practice resulted in the collection of $10,450 in unpaid parking fines.

**Parking Enforcement**

The department’s civilian Parking Enforcement Officers (PEO’s) are also part of the Traffic Division and are supervised by the Traffic Division Sergeant. In 2011, the department employed two (2) full-time and one (1) part-time PEO’s. The two full-time PEO’s primarily focused on parking issues located in the downtown business district, while the third alternated between parking and animal control responsibilities. Department-wide, (12,871) parking tickets were issued in 2011.

**Crossing Guards/Traffic Control Officers**

The department employed sixteen (17) School Crossing Guards in 2011 and twenty-two (22) seasonal Traffic Control Officers. The School Crossing Guards handle traffic and pedestrian control at intersections near the city’s numerous public and private schools. The Traffic Control Officers have the responsibility for vehicle and pedestrian safety on public streets and intersections located outside the Saratoga Racecourse. Both the Crossing Guards and Traffic Control Officers are hired on an hourly basis, at an average salary of $10.00 per hour.
INVESTIGATIONS

The overall responsibility and command of the Investigations Division lies with the Investigations Lieutenant. A sergeant is responsible for the day-to-day supervision of the Division’s ten Investigators. The division is further broken down into two (2) units – Criminal Investigations and Special Investigations. Members assigned to the Criminal Investigations Unit (CIU) are responsible to investigate serious crimes (felonies), missing persons, crimes against and perpetrated by juveniles, and serious/fatal motor vehicle accidents.

CIU

During the past several years Saratoga Springs Police Department Investigators have noticed an increased in white-collar crimes involving the theft of significant amounts of money from unsuspecting victims. In 2011 Investigators successfully conducted two lengthy forgery related investigations where tens of thousands of dollars had been stolen from victims that were unaware that they had been victimized. Employee theft and white-collar crime statistics are often difficult to track due to the fact that there is no specific “white collar crime” designation for criminal violations. However Saratoga Springs Investigators along with the Saratoga County District Attorney’s Office have noted an increase in this type of criminal activity involving millions of dollars in losses over the past few years.

In early September the area of the City known as the “Eastern Ridge” experienced a rash of burglaries and car larcenies during the overnight hours over the course of approximately two weeks. At least five residential burglaries of occupied homes were reported during that time. Multiple other reports larcenies from vehicles were also received during the same time frame. A suspect was identified and arrested after investigators were able to track stolen property to several pawn shops in the Capital District, and the execution of a search warrant at the suspect’s residence in Malta led to the recovery of several items of stolen electronics and clothing. The suspect ultimately was sentenced to a prison term in late 2011 after pleading guilty to the crimes.

The Saratoga Springs Police Department assigns two investigators to investigate internet based crimes against children. In conjunction with the New York State Police and the FBI Capital Region Cyber Predator Task Force, investigators opened 20 investigations in 2011 regarding potential child exploitation over the internet. These two investigators are also responsible for monitoring registered sex offenders in Saratoga Springs. Two sex offenders were arrested for failing to register their addresses as required as a condition of their sentencing.

The most intensive investigation involving members of all divisions and units of the police department along with New York State Forest Rangers, the Saratoga Springs Fire Department and many volunteers involved the search for a missing 19 year old college
student who was in Saratoga Springs visiting a friend. The search for the missing teen took place over the course of three days in early March from the time that the young man was reported missing. Search efforts had to be called off twice due to severe inclement weather. The night before the young man was reported missing he was captured on security video at a doctors office breaking into the building by kicking in a small window. After remaining inside a period of time the video shows the individual walking away from the building. The tragic end of the search effort came when the young man’s body was found submerged in a creek near the location of the break in.

SIU
Members of the Special Investigations Unit (SIU) receive specialized training and focus their efforts on illicit drug/narcotics activity. Additionally, one member of the SIU is assigned to the Capital District Drug Enforcement Task Force. Through an annual agreement with the task force, overtime expenses related to task force investigations continued to be reimbursed to the City.

The drugs most often encountered by members of the SIU include, marijuana, cocaine, heroin, crack cocaine, psilocibin mushrooms and diverted prescription medications. In 2011 investigators noted welcomed decrease in the availability of heroin on the streets of Saratoga Springs however heroin investigations remain at all time highs, currently in the area of about a dozen per year for the past several years which is significantly higher than the ten year period preceding 2008 when no heroin arrests were made.

Members of SIU participated in two prescription drug take-back initiatives in 2011 sponsored by the DEA and in cooperation with the Saratoga Prevention Council. Thousands of unwanted or unused medications were turned in at drop off points, effectively taking those drugs out of circulation and reducing the risk that they end up being discovered an abused by those they were never intended for.

Members of SIU, in partnership with the DEA-Albany Task Force, conducted two major investigations in 2011. Early in the year SIU members identified a residence in the city where large amounts of marijuana were dropped off for re-distribution. The investigation involved co-conspirators throughout New York and several other states. Investigators estimated approximately 75 pounds of marijuana per week were being dropped off at the location in Saratoga Springs. Seven individuals were arrested and tens of thousands of dollars in cash and 50 pounds of marijuana were seized during the investigation. The second investigation involved 14 co-conspirators arrested for street level drug dealing in the downtown area of the City. Several ounces of cocaine, five pounds of marijuana and one vehicle were seized during the investigation. Each of these investigations required a significant manpower investment, confidential sources, undercover officers, extensive surveillance and wiretaps.
School Resource Officer (SRO)
The department continues to maintain a School Resource Officer position. Upon the June retirement of Investigator John Kelly (the department’s long-time SRO) a new SRO, PO Lloyd Davis, was reassigned from his regular patrol duties at the beginning of the school year. Officer Davis is assigned full-time at the Saratoga Springs High School complex. Sixty percent (60%) of his salary and all overtime incurred as a result of school related activities are reimbursed by the school district to the city. This position has become an invaluable tool and resource for not only the department but the school as well. With a permanent assignment at the High School, the SRO continues to be able to gain valuable information relating to crimes planned and/or committed both at the school and throughout the city.
ADMINISTRATION

The fourth major component of the department is the Administrative Division (AD). Members of this unit include the Chief of Police, Assistant Chief of Police and Patrol/Traffic Captain. The unit is also comprised of an Administrative Sergeant, one (1) uniformed patrol level officer (Training Coordinator) and a civilian Identification Clerk. Due to shortages in Patrol Division staff, the position of Training Coordinator has been left vacant since June 2011.

Admin Sergeant
The Admin Sergeant works closely with local groups and organizations during the planning and application process for the twenty-two (22) special events held in the city in 2011 - including the annual Elk’s Flag Day Parade, Memorial Day Parade. Hats Off and Final Stretch Festivals, Fourth of July, First Night, Saratoga Lip Dub and the Victorian Street walk.

![Saratoga Lip Dub](Photo credit - Albany Times Union)

The Admin Sergeant is also responsible for maintaining numerous citywide security systems including the City Hall video surveillance system, citywide employee identification system, the City Hall swipe card security system, the City Hall panic alarm system and the Saratoga County managed Reverse 911 system.

Additionally, the Admin Sergeant focuses on issues regarding the City’s emergency preparedness and was directly involved in numerous meetings and coordinated training efforts with local, state and federal agencies. In this capacity he conducted several lock-down drills in conjunction with the Saratoga Springs City School District.

The Admin Sergeant played a key role in the procurement and installation of a new Emergency 911 phone Public Safety Answering Point. Early in 2010, the department was informed that our current system, called a “MARS” system, originally installed in 1987, was obsolete and replacement parts had become scarce or non-existent. By the end of 2011, installation had begun on the new 911 system with expectations that it would be fully operational early in 2012.
Training Coordinator
The Training Coordinator’s (TC) primary responsibility is to ensure all officers receive mandatory annual in-service training on specific topics as well as any required recertifications relative to an officer’s specific job duties/functions. He/she reviews training presented by public and private agencies for relevance and proposes training opportunities to the command administrators. All training records are maintained and updated by the Training Coordinator. Until his retirement in June, the Training Coordinator continued to work all shifts, when necessary, to provide in-service, on-duty training. In doing so, the department continued to benefit by realizing substantial savings in training overtime costs. The TC manages and maintains department equipment including the numerous bicycles used by patrol division members and all department weapons including shotguns, patrol rifles, handguns and electronic control weapons (TASERs).

As previously stated, the Training Coordinator, filled by a member of the Patrol Division, retired from service in June of 2011. The position has yet to be filled due to staffing shortages. The TC’s duties have since been delegated, at least temporarily, to the varied department members who are certified police topics instructors.

Department members spent a total of 1,385 hours training in 2010, an average of 21 hours per officer. Training included topics such as Firearms, Defensive Tactics, Legal Updates, Force on Force, Use of Force, Blood Borne Pathogens, Hazardous Materials, Breath Test Operator, Electronic Control Weapons (TASER), Emergency Vehicle Operation Course (EVOC), CPR, Controlled Party Dispersal, DWI Seminar, Interview and Interrogation, Missing and Exploited Children Investigations, Police Supervision, Forensic Interviewing of Children, and others.

Identification Clerk
The Identification Clerk (the only civilian clerk employed by the department) is responsible for processing Freedom of Information (FOIL) requests, processing all requests for copies of incident and accident reports, fingerprinting civilians for licensing requirements (taxi, daycare, etc), conducting criminal history checks for military personnel or other entities for the purpose of employment, and issuing “Letters of Good Conduct”. The ID Clerk is responsible for maintaining an appropriate filing system for all department reports and all department records per federal, state, and local regulations. She also compiles case/accident reports requested by the District Attorney’s Office for prosecution purposes, inventories and reorders department supplies, and maintains the electronic fingerprint submission system (RICI).

In 2011, the Identification Clerk processed approximately (2,850) FOIL requests, fingerprinted (130) civilians, processed (61) taxi driver applications/prints, conducted (490) criminal background checks, and issued (10) Letters of Good Conduct.
MISCELLANEOUS

Community Policing/Neighborhood Watch
Throughout 2011, members of the department maintained communications with the various neighborhood associations including the Southwest Neighborhood Association and the Reservation Avenue Neighborhood Association. The department assigns personnel to attend meetings and address concerns and ‘quality of life’ issues. In January, members presented a well-received one-hour training session entitled “Forming Partnerships” to members of the SWNA.

In September, members participated in Skidmore College’s annual orientation for incoming freshman students to present material and information regarding local laws, being part of the Saratoga Springs community as a law abiding resident. Along with campus safety officers, members also met directly with off-campus students to discuss the issue of alcohol and after-hours house parties.

The department continued in 2011 to partner with the Saratoga Springs Federal Housing Authority in order to provide a safe environment for Housing Authority residents at both the Stonequist and Jefferson/Vanderbilt Terrace properties. In February, PO Matt Wilson led a meeting with Stonequist residence to discuss and law enforcement related concerns. He, along with Lt. Robert Jillson, later met with the Housing Authority Board of Directors to discuss related issues.

Domestic Violence Home Visit Initiative
In October 2010, the department was notified it was receiving an unsolicited grant award from the NYS Department of Criminal Justice Services in the amount of $25,000.00 and was one of only twelve (12) agencies in NYS to receive such an award. The grant provides funding for specially trained officers to follow up certain domestic violence calls with either announced or unannounced visits to the victim’s home. The primary purpose of the visits are to decrease the possibility of an escalation of violence. Officers look for additional evidence of domestic violence, enforce violations of orders of protection, gather additional evidence not necessarily available at the time of the initial incident, and provide a mechanism for the victim to receive additional help through the many social services programs, including the Saratoga County Domestic Violence Services, Rape Crisis, and the Crime Victims Board. The funding for this project expired on 09/30/11. During the grant period, department members responded to 460 domestic violence incidents. Of these, 184 cases were determined to be eligible for follow up by officers assigned to this initiative. Several arrests were made based on these follow up investigations. In addition to providing a level of support and security for victims of domestic violence, the project proved to be beneficial to the department in that it
Allowed for new and improved working relationships with Saratoga County Domestic Violence Services and provided crucial information to the Saratoga County District Attorney’s Office regarding ongoing issues involving suspects under the Court’s jurisdiction.

**Holding Cells**
The department maintains five (5) male and one (1) female holding jail cells for prisoners awaiting arraignment in City Court. The cells are used in accordance to standards set by the NYS Commission of Corrections and are inspected on a scheduled basis for compliance with those standards.

There were no in-custody deaths in 2011.

Four hundred thirty-one (431) males and fifty-seven (57) females were held in the department’s cellblocks during 2011.

In August, the NYS Commission of Correction conducted an unannounced on-site inspection. No deficiencies were noted in any area. No other issues – injuries, complaints, etc. – received from detainees during 2011 regarding the SSPD holding cells.

**Public Relations/Public Notification**
The department has made a concerted effort to use current technology to improve public relations through dissemination of both routine department information of interest as well as more urgent, public safety related material. For these purposes, the department maintains a page on “Facebook”, utilizes a secure internet website (Nixle.com) and is also a user of Saratoga County’s reverse 911 system. Each of these technologies were used and played an important role in the department’s investigation into the disappearance of Eleanor Adams. The most significant change pertains to the department’s web site. In 2011, the department contracted with Platinum ITS to build a new and improved webpage. The new site ([www.saratogapolice.org](http://www.saratogapolice.org)) is very user friendly and allows for easier dissemination of important information to the public.
Accreditation

The department continues toward its goal of becoming fully accredited. Although its policies and procedures meet, and in some cases exceed, all federal and requirements, the department has not formally applied for accreditation by NYS. In 2010, a committee was formed, chaired by the Assistant Chief of Police, to review all current written department policies to ensure compliance for accreditation. The process has slowed due to significant changes in department personnel, time allowances (overtime) and workload constraints on the members of the Accreditation Committee.
This report reflects some the exceptional work that the members of the Saratoga Springs Police Department perform each and everyday – 24 hours per day, 7 days per week, 365 days per year. Although members of the department continue to perform at high standards, continued staffing shortages remains the significant challenge regarding the department’s ability to provide proactive and preventative policing. Each year, hundreds of thousands of visitors flock to the city to shop, learn and play. As the city continues to grow in popularity, we see no reason to believe that the population we serve will decrease in the foreseeable future. Saratoga has become a year-round destination and so too have the challenges faced by the department in providing appropriate police protection. We, as a department continue to strive to be an agency predicated on reducing crime by proactive and community based policing and remain committed to this effort.

Christopher J. Cole
Chief of Police

February 28, 2012
Saratoga Springs Police Department
2011 Organizational Chart

Chief of Police

Asst. Chief of Police

Captain

TRAFFIC DIVISION

Sergeant

Police Officers

Parking Enforcement

Traffic Control Crossing Guards

PATROL DIVISION

Lieutenants

Police Officers

Dispatchers

INVESTIGATIONS DIVISION

Sergeant

Police Officer

ID Clerk

Investigators

ADMIN

Sergeant

Appendix 1
Saratoga Springs Police Department  
2011 Year End  
Statistical Data

<table>
<thead>
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Appendix 2
Department of Public Safety

Annual Report 2012

Submitted by:
Christian Mathiesen, Commissioner
Eileen Finneran, Deputy Commissioner
The population of the City of Saratoga Springs, New York is approximately 28,000 but soars to over 75,000 in the summer months. In addition to the downtown business district, there are nearly 12,000 private homes and businesses that stretch over 29 square miles. The Department of Public Safety is responsible for the protection of city residents and their property from crime, fire, hazard, disorder and natural disaster.

In order to provide for the safety of the citizens of Saratoga Springs, the Department is comprised of a full-time Administrative Office Staff, a Police Department, Fire Department, Code Enforcement Division, Central Dispatch, Traffic Maintenance, Animal Control Officers and a Health Officer. There are approximately 143 full-time and 30 part-time employees. The part-time employees work as school crossing guards and traffic control officers.
The following sections detail the functions of the Department. These functions are quite diverse, from emergency response by the Police and Fire Departments, to apartment inspections and code compliance, to signing and striping City streets for traffic safety, and most importantly, to responding to City residents’ requests or concerns.

**ADMINISTRATION OFFICE STAFF**

In addition to the Commissioner, there are four positions in the Administration Office. The Deputy Commissioner is responsible for planning and coordinating the day-to-day operations of the department, preparation and maintenance of the budget, assistance in the negotiations of union contracts, and the formulation of personnel policy.

The Office Supervisor prepares and maintains weekly payrolls, time and attendance records, and personnel files on every department employee. In addition, she oversees the Senior Account Clerk, Code Administration Assistant/Accounts Payable, processes new employees, monitors department revenue and expenditures, assists in the preparation of the budget and reviews purchase requests and vouchers.

The Senior Account Clerk manages the New York State handicapped parking program for the City, processes the mail, enters parking ticket data and parking ticket payments.
The Code Administration Assistant/Accounts Payable clerk is responsible for purchasing for the entire department, for monitoring the entire department, for the budget in relation to contractual obligations and for maintaining records on vendors, purchase orders and public safety vehicles. The Code Administration Assistant/Accounts Payable clerk also assists the two Code Enforcement Officers by coordinating and organizing the results of the inspections, complaints, code violations and a wide variety of issues assigned to Code Enforcement. Both clerks greet the members of the public when they have questions or concerns.

ANIMAL CONTROL OFFICER

The City of Saratoga Springs employs one full-time Animal Control/Parking Enforcement Officer. The duties of the Animal Control/Parking Enforcement Officer allow the officer to monitor parking and cite violators as he patrols for animals. As a result the Animal Control/Parking Enforcement Officer position generated 2,001 parking tickets for over $60,030 in revenue for the city in 2012. The Animal Control Officer is certified by the State Of New York to respond to any issues that pertain to the laws that govern living animals. In 2012, the officer responded to 255 complaints. The complaints included dog bits, loose running animals, aggressive animals, neglected animals, barking dogs, and lost and found dogs and cats. The officer works closely with the County Health Department in circumstances of possible rabies exposure by ensuring quarantine, when necessary and other follow-up investigations.
HEALTH OFFICER

By the City Charter, the Commissioner of Public Safety shall appoint a Health Officer. The City of Saratoga Springs' Health Officer is Dr. Paul Okosky. He is responsible for performing duties as may be required by the provisions of the laws of the State of New York and ordinances of the City. In 2012, these duties included consulting with the Code Enforcement Officers on unsanitary living conditions and providing medical opinions on Police and Fire candidates, as requested. The cost for his consulting services in 2012 was $10,000.
The Central Dispatch Operations Center is located in the Police Department and receives calls for assistance for the Police and Fire Departments. They are responsible for the collection of important information to be given to personnel responding to the scene of an emergency. The assistance provided by the dispatchers in both day-to-day and life-threatening situations saves valuable time. The center is staffed by nine (9) fully trained personnel 24 hours per day, seven days a week including a Senior Dispatcher who oversees general supervision of the dispatch staff. This represents a reduction of three dispatchers since 2008 due to budget constraints. As a result, the overtime expended has increased proportionately. Each of the three shifts is staffed by a minimum of two (2) dispatchers at any given time who are responsible for the operation of six telephone lines for police, two for fire, two for Emergency 911, and six tie lines 24 hours a day, seven days a week, 365 days a year.

In 2012, there were about 30,500 calls for service and of those 4,413 were Fire/EMS calls for service. Not all calls that are answered by the dispatchers are logged into the computer. Typically incidents that occur outside of the City of Saratoga Springs are transferred to appropriate agencies. Calls for personnel, City Court, or City Hall workers are either transferred, or the caller is given the correct number. Some of the calls are people looking for information such as
directions, telephone numbers, the weather report, road conditions, closings and so on. These types of calls triple the amount of calls coming into dispatch. In the summer, the number of calls coming into dispatch can be very challenging when the number of people in the city doubles.

All newly hired dispatchers are enrolled in the New York State training program for dispatchers. In addition, all dispatchers have completed mandatory training for the NYSPIN and E-Justice computer systems. Other mandatory training consisted of NIMS-ICS 100 and 700 through FEMA, Infectious Disease Control by Saratoga Hospital and HAZMAT training.

The Public Safety Dispatchers continue to perform vital and essential auxiliary tasks and services for the department. Their responsibilities include not only the expected tasks of answering phones, dispatching police/fire units and maintaining the blotter entries, but dispatchers perform numerous “clerical” duties as well. Examples of these clerical duties include, but are not limited to:

- Monitoring the NYS Police Information Network (NYSPIN)
- Completing DMV and criminal history checks for officers in the field
- Inputting all warrants, Order of Protection and wanted persons into the records management system
- Maintaining the Residence/Business records with updated emergency information
- Taking “Walk-In” complaints
Maintaining “Trespass Notice” file
- Monitoring City Hall generated panic alarms
- Coordinating responses with Department of Public Works
- Monitoring the “general” alarm board for incoming business/residence alarms
- Gathering information and making phone calls for officers in the field relative to specific incident being handled

The availability of the department’s Public Safety Dispatchers allows officers to remain on the street more often and have also allowed the department to continue to function, absent an appropriate civilian support staff.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Structure</td>
<td>2</td>
</tr>
<tr>
<td>Patrol Division</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>4</td>
</tr>
<tr>
<td>Animal Control</td>
<td>5</td>
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<tr>
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</tr>
<tr>
<td>Parking Enforcement</td>
<td>6</td>
</tr>
<tr>
<td>Crossing Guards</td>
<td>6</td>
</tr>
<tr>
<td>Investigations</td>
<td>7</td>
</tr>
<tr>
<td>CIU</td>
<td>7</td>
</tr>
<tr>
<td>SIU</td>
<td>8</td>
</tr>
<tr>
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ORGANIZATIONAL STRUCTURE

The Saratoga Springs Police Department’s Command Administration consists of the Chief of Police, Assistant Chief of Police, and Captain. These officers are responsible for the daily administration of department activities subject to the rules, regulations, and orders established by the Commissioner of Public Safety. The department is further divided into three main components – the Patrol Division, the Traffic Division, and the Investigations Division. Each division has specific tasks and functions and officers receive specialized training and certifications relative to those duties.

Several positions within the organizational structure of the department remained unfilled in 2012 due to staffing shortages including (2) Investigator positions, (1) Patrol Sergeant position and (1) Training Coordinator position.

The 2012 Comprehensive Budget funded 65 sworn police officer positions. As of December 31, 2012, the department was staffed with 60 police officers. Of those, two (2) officers were in attendance at the Zone 5 Law Enforcement Training Academy and three (3) officers remained out of work on extended disability due to injury.

The chart below indicates department staffing and organization when fully staffed:

![SSPD 2012 Staffing and Organizational Structure](image-url)
The Patrol Division is staffed 24-hours per day, 365 days per year and is comprised of three shifts. Uniformed officers assigned to this division are the frontline officers whose primary responsibilities include maintaining order, preventing and deterring crime, responding to calls-for-service, crowd control, parking enforcement, traffic control, vehicle and traffic enforcement, motor vehicle accident investigations, and preliminary criminal investigations. Members of the Patrol Division are also responsible for the handling and transportation of prisoners for City Court arraignments.

General supervision for the Patrol Division is the responsibility of the department’s Captain. The Captain directly supervises the department’s three (3) Patrol Lieutenants and the department’s Mounted Unit. It is the Lieutenant’s responsibility to maintain employee discipline, ensure that department policies and procedures are followed, direct the work of his/her subordinates consistent with applicable federal, state and local laws, schedule work assignments, meet regularly with department administrators to discuss and recommend policy and procedure changes, and to supervise/implement various department programs and legal mandates. Two patrol sergeants (first-line supervisors) are also assigned to each shift. The sergeants are responsible for the direct supervision of the patrol officers assigned to each shift.

In 2006, a “fourth shift” supervisor position was created in order to alleviate supervision overtime costs associated with normally busy weekend evenings and overnights. This supervisor – a sergeant – works 10-hour shifts each weekend, overlapping the evening and overnight shift hours giving the department the ability to have an additional supervisor working on the road, usually in the downtown business district, during the busiest times. The department continued to utilize this fourth shift supervisor position in through the end of 2012.

Retirements, long-term injuries and lack of funding resulted in continued staffing shortages in the patrol division for the majority of 2012. The shortages continue to have
a direct effect on the ability of the department to provide basic patrol function services without incurring a significant amount of overtime. The significant majority of overtime worked by Patrol Division members was the result of filling long-term vacancies described above, as well as short-term vacancies caused by vacations, personal and sick time.

The department hired two (2) new police officers in 2012 to replace several retirements. In July, each began a six-month basic training course at the Zone 5 Law Enforcement Training Academy located in Schenectady. Both officers successfully completed their initial training in December and are currently assigned to the department’s 15-week Field Training Program. It is expected that they will complete this portion of their training in April 2013. Upon successful completion, they will be assigned to specific shifts based upon department needs.

Patrol Division members were directly responsible for the apprehension of a suspect involved in a vicious attack on a woman while she waited in her vehicle in the area of Congress Street and South Franklin Street. The victim was attacked, pulled from her vehicle and assaulted. The suspect fled on foot and was located by patrol officers who arrived shortly after the attack and began to search the area. The suspect was arrested and charged with numerous charges including attempted kidnapping and assault. He is currently awaiting trial.

COMMUNICATIONS

The department’s communication center is staffed by fully trained Public Safety Dispatchers 24 hours per day, seven days per week. Each of three shifts is staffed by a minimum of two (2) Public Safety Dispatchers at any given time. A Sr. Public Safety Dispatcher oversees general supervision of the dispatch staff although daily supervision is the responsibility of the Patrol Division Officer-in-Charge for each respective shift. The 2012 staffing levels – a total of nine (9) public safety dispatchers – remained the same as the previous year.

The Public Safety Dispatchers perform vital and essential auxiliary tasks and services for the department. In 2012, the dispatchers assumed full responsibility for communications with the City’s new SSFD ambulance service. In addition to the commonly expected duties of a public safety dispatcher, dispatchers perform numerous “clerical” duties as well. Examples of these clerical duties include, but are not limited to:

- Monitoring the NYS Police Information Network (NYSPIN)
- Completing DMV and criminal history checks for officers in the field
- Inputting all warrants, Orders of Protection and wanted persons into the records management system
- Maintaining the Residence/Business records with updated emergency information
ANIMAL CONTROL OFFICER
The department employs an Animal Control Officer (ACO). In 2012, the ACO performed a split function as a Parking Enforcement Officer (PEO). The ACO responds directly to calls relating to domestic animal complaints (barking dogs, lost and found dogs and cats, dog bites, etc). In 2012, the Animal Control Officer responded to two hundred fifty five (255) animal complaints. In conjunction with the Saratoga County Health Department, the ACO investigated thirty seven (37) animal bite cases in 2012.

TRAFFIC DIVISION
The Traffic Division was staffed with a Sergeant and three (3) patrol officers. The primary responsibilities of traffic division members were to augment the patrol division function by responding to citizen complaints relating to vehicle and traffic matters, actively enforcing vehicle and traffic laws, conducting comprehensive commercial vehicle safety inspections, conducting reconstructions of serious and fatal motor vehicle accidents, providing a police presence for vehicle and pedestrian safety, supervising temporary traffic control officers at Saratoga Racecourse and supervising the department’s school crossing guards.

In addition to routine supervisory duties, the Traffic Sergeant is also responsible for researching, applying for, and managing several federal and state grants the department receives each year relating to traffic safety. In 2012, the department received grants from the Saratoga County STOP DWI program ($34,200.00), and the NYS Governor’s Traffic Safety Committee - Buckle Up NY ($2,880.00) and Selective Traffic Enforcement Program ($8,325.00). Funds from these grants were used to pay for personnel and equipment costs for DWI enforcement, aggressive driving issues, and seat belt compliance.

Working with the NYS Department of Transportation, Traffic Division members conducted four hundred nine (409) commercial vehicle inspections in 2012 including forty-three (43) motor coach (passenger bus) and limousine inspections. Eighty (79) commercial vehicles were taken out of service for serious safety violations.
Members of the Traffic Division issued 1,214 NYS Vehicle and Traffic Law citations in 2012, reconstructed several serious physical injury and one fatal motor vehicle accident.

In cooperation with the NYS Police, department members participated in at least three (3) DWI checkpoints.

Each year the Saratoga Racecourse six-week season demands special attention relating to vehicle and pedestrian safety. All members of the Traffic Division were reassigned to the racetrack detail to enforce appropriate laws and ordinances, provide for the safety of motorists and pedestrians, and assist with the orderly exit of race fans at the end of each day.

The department currently owns and maintains three license plate readers (LPR’s) that use technology to scan and ‘read’ license plates of vehicles both parked and moving. Use of the LPR’s resulted in locating thirty-nine (39) uninsured motor vehicles, forty-two (42) operators with suspended driver licenses, one hundred sixty-five (165) vehicles with suspended registrations, three (3) wanted persons and four (4) unlicensed operators. Additionally, local parking ticket “scofflaws” were located resulting in the collection of $6,740.00 in fines.

Parking Enforcement
The department’s civilian Parking Enforcement Officers (PEO’s) are also part of the Traffic Division and are supervised by the Traffic Division Sergeant. In 2012, the department employed two (2) full-time and one (1) part-time PEO’s. The two full-time PEO’s primarily focused on parking issues located in the downtown business district, while the third alternated between parking and animal control responsibilities. Department-wide, ten thousand seven hundred eighty-one (10,781) parking tickets were issued in 2012.

Crossing Guards/Traffic Control Officers
The department employed sixteen (16) School Crossing Guards in 2012 and twenty (20) seasonal Traffic Control Officers. The School Crossing Guards handle traffic and pedestrian control at intersections near the city’s numerous public and private schools. The Traffic Control Officers have the responsibility for vehicle and pedestrian safety on public streets and intersections located outside the Saratoga Racecourse. Both the Crossing Guards and Traffic Control Officers are hired on an hourly basis, at an average salary of $10.00 per hour.
INVESTIGATIONS

The overall responsibility and command of the Investigations Division lies with the Investigations Lieutenant. A sergeant is responsible for the day-to-day supervision of the Division’s nine (9) Investigators. The division is further broken down into two (2) units – Criminal Investigations and Special Investigations. Members assigned to the Criminal Investigations Unit (CIU) are responsible to investigate serious crimes (felonies), missing persons, crime against and perpetrated by juveniles, internet crimes against children, white collar crime and serious/fatal motor vehicle accidents.

CIU

2012 began with a serious assault and stabbing at the Metro Bar on Maple Ave. This incident brought about significant change in how the bar owners and employees manage their establishments. In early March, the police department hosted a seminar that brought together local bar owners and employees, law enforcement officials, the District Attorney’s Office, the NYS Liquor Authority, the NYS Department of State and Licensing and various city government officials. More than 130 people attended the three-hour informational event. The local owners and employees were given information relating to their legal responsibilities and obligations as liquor license holders. The department has noticed a marked improvement in the cooperation of the bar owners and employees since this meeting and has noticed a dramatic improvement in our ability to manage the crowds and activity in the downtown bar district. As a result, injuries to officers and the public as well as use of force incidents have been significantly reduced.

Members of the CIU investigated numerous noteworthy cases in 2012. In March, investigators, working with members of the Patrol Division, the Saratoga County District Attorney and the Unites States Attorney’s Office arrested a local resident after he made threats against the President of the United States and also made threats to harm local school children.

Also in March, CIU members undertook a lengthy investigation into the purchase of fraudulent identifications by local high school students. The identifications were obtained through a website maintained in China. It was determined that sites such as the one used in this case, routinely sell personal information to criminals for the purpose of identity theft. As a result of the investigation, the website was at least temporarily interrupted and forced to shut down. More than a dozen students and one parent were charged in connection with this case.

Members of the CIU are continuing to investigate a reported attack of a young woman on the eastside of the city on September 1st. The attack, along with the public concerns relating to timely public notification, culminated with a public forum sponsored by local
online news outlet Saratoga Wire. The forum included representatives from Saratoga County Domestic Violence/Rape Crisis, the Saratoga County District Attorney’s Office and Saratoga Hospital. Attendees were given an A-Z presentation relating to the responsibilities of each organization and how they deal with a reported rape/sexual assault. Members of the public were also given an opportunity to ask questions and voice their concerns.

Two very large concerts were held at the Saratoga Performing Arts Center during the summer of 2012 – Dave Matthews and Phish. Each band played multiple dates and during that period, the CIU/SIU conducted an “Operation Impact” detail targeting excessive drinking and narcotics use. One hundred twenty (120) vehicle stops were conducted resulting in eighty (80) traffic tickets and twenty (20) arrests. The detail resulted in the confiscation of cocaine, heroin, LSD, Ecstasy, Bath Salts, Mushrooms, Hash, Marijuana, Nitrous Oxide, two (2) rifles, and more than $1,500.00 in cash.

Overall, the five members of the CIU group investigated 386 cases, assisted on 476 cases and made 92 arrests.

**SIU**

Members of the Special Investigations Unit (SIU) receive specialized training and focus their efforts on illicit drug/narcotics activity. Additionally, one member of the SIU is assigned to the Capital District Drug Enforcement Task Force. Through an annual agreement with the task force, overtime expenses related to task force investigations continued to be reimbursed to the City.

The drugs most often encountered by members of the SIU include, marijuana, cocaine, heroin, crack cocaine, psilocybin mushrooms and diverted prescription medications. In 2012 investigators noted an increase in the availability of heroin on the streets of Saratoga Springs and heroin investigations remain at all-time highs.

Members of SIU participated in two prescription drug take-back initiatives in 2012 sponsored by the DEA and in cooperation with the Saratoga Prevention Council. Thousands of unwanted or unused medications were turned in at drop off points, effectively taking those drugs out of circulation and reducing the risk that they end up being discovered and abused by those they were never intended for.

Members of SIU continue to work very closely with the Capital District Drug Enforcement Administration Task Force and the New York State Police Community Narcotics Enforcement Team to combat narcotics distribution in Saratoga Springs.
Overall, the members of the SIU group investigated 142 cases, assisted in 196 cases and made 67 narcotics related arrests.

**School Resource Officer (SRO)**
The department continues to maintain a School Resource Officer position. Officer Lloyd Davis is assigned full-time at the Saratoga Springs High School complex. Sixty percent (60%) of his salary and all overtime incurred as a result of school related activities are reimbursed by the school district to the city. This position has become an invaluable tool and resource for not only the department but the school as well. With a permanent assignment at the High School, the SRO continues to be able to gain valuable information relating to crimes planned and/or committed both at the school and throughout the city.

**ADMINISTRATION**

The fourth major component of the department is the Administrative Division (AD). Members of this unit include the Chief of Police, Assistant Chief of Police, Patrol/Traffic Captain, Administrative Sergeant, one (1) uniformed patrol level officer (Training Coordinator) and a civilian Identification Clerk. Due to shortages in Patrol Division staff, the position of Training Coordinator has been left vacant since June, 2011.

The department administrators (Chief and Assistant Chief) are tasked with conducting and overseeing the investigation into complaints made against department employees. One complaint of note involved the allegation that a citizen had been assaulted by an off-duty police officer while at a local drinking and eating establishment in November. The complaint was investigated both as a criminal and administrative matter and resulted in the arrest of one employee who later resigned from the force.

**Administrative Sergeant**
The Admin Sergeant works closely with local groups and organizations during the planning and application process for the thirty-one (31) special events held in the city in 2012 - including the annual Elk’s Flag Day Parade, Memorial Day Parade. Hats Off and Final Stretch Festivals, Fourth of July, First Night and the Victorian Street walk. The department continues to see an increase in special events that require police/public safety involvement.

The Admin Sergeant is also responsible for maintaining numerous citywide security systems including the City Hall video surveillance system, citywide employee identification system, the City Hall swipe card security system, the City Hall panic alarm
system and the Saratoga County managed Reverse 911 system.

Additionally, the Admin Sergeant focuses on issues regarding the City’s emergency preparedness and was directly involved in numerous meetings and coordinated training efforts with local, state and federal agencies. In this capacity he conducted several lock-down drills in conjunction with the Saratoga Springs City School District.

The Admin Sergeant played a key role in the planning and coordination of construction and renovation of the department’s front office and communications area. This renovation included the replacement of exterior windows, installation of new flooring and the renovation of walls and electronic infrastructure.

In 2012, the Administrative Sergeant also:
- completed a federal mandated conversion of the PD’s radio system to ‘narrowbanding”
- began preliminary planning for a downtown area video surveillance system
- assisted in school district ‘lock-down’ drills

Training Coordinator
The Training Coordinator’s (TC) primary responsibility is to ensure all officers receive mandatory annual in-service training on specific topics as well as any required recertifications relative to an officer’s specific job duties/functions. He/she reviews training presented by public and private agencies for relevance and proposes training opportunities to the command administrators. All training records are maintained and updated by the Training Coordinator.

As previously stated, the Training Coordinator, filled by a member of the Patrol Division, retired from service in June of 2011. The position has yet to be filled due to staffing shortages. The TC’s duties have since been delegated to the Assistant Chief of Police, the Administrative Sergeant and varied department members who are certified police topics instructors.

Department members spent a total of 1,660 hours training in 2012, an average of approximately 24-26 hours per officer. Training included topics such as Firearms, Defensive Tactics, Legal Updates, Force on Force, Use of Force, Blood Borne Pathogens, Hazardous Materials, Breath Test Operator, Electronic Control Weapons (TASER), Emergency Vehicle Operation Course (EVOC), CPR, DWI Seminar, Interview and Interrogation, Missing and Exploited Children Investigations, Police Supervision, Forensic Interviewing of Children, Patrol Response to Emotionally Disturbed Persons, Leadership, Investigating High Stress Events and others.

Identification Clerk
The Identification Clerk (the only civilian clerk employed by the department) is responsible for processing Freedom of Information (FOIL) requests, processing all requests for copies of incident and accident reports, fingerprinting civilians for licensing requirements (taxi, daycare, etc), conducting criminal history checks for military personnel or other entities for the purpose of employment, and issuing “Letters of Good Conduct”. The ID Clerk is responsible for maintaining an appropriate filing system for all department reports and all department records per federal, state, and local regulations. She also compiles case/accident reports requested by the District Attorney’s Office for prosecution purposes, inventories and reorders department supplies, and maintains the electronic fingerprint submission system (RICI).

In 2012, the Identification Clerk processed approximately (1,800) FOIL requests, fingerprinted (125) civilians, processed (70) taxi driver applications, conducted (500) criminal background checks, and issued (10) Letters of Good Conduct. The number of FOIL requests significantly decreased in 2012 as compared to 2011 as a result of more members of the public and insurance companies utilizing Carfax to obtain copies of motor vehicle crash reports. All motor vehicle crash reports filed by department members are uploaded to Carfax’s database and made available to the public for a nominal fee. By using this system, we are now realizing the original intended results of freeing up time for the ID Clerk and other employees from having to research, copy and mail hundreds of motor vehicle crash reports. The public can access this system by clicking on a link located on the department’s website homepage.

**MISCELLANEOUS**

**Overtime**
Despite the staffing shortages mentioned throughout this report, the department realized a significant decrease in overtime man-hours when compared to 2011. This decrease was a direct result of management working with the employees to utilize the department’s available resources, while prioritizing the requirement to provide basic police services with the ability to enhance the law enforcement function through specialization.

**Community Policing/Neighborhood Watch**
Throughout 2012, members of the department maintained communications with the various neighborhood associations including the Southwest Neighborhood Association and the Reservation Avenue Neighborhood Association. Department personnel attend meetings and address various concerns and ‘quality of life’ issues.

In September 2012, members again participated in Skidmore College’s annual orientation for incoming freshman students. They presented material and information
regarding local laws relating to being part of the Saratoga Springs community as a law abiding resident. Along with campus safety officers, members also met directly with off-campus students to discuss the issue of alcohol and after-hours house parties.

The department continued in 2012 to partner with the Saratoga Springs Federal Housing Authority in order to provide a safe environment for Housing Authority residents at both the Stonequist and Jefferson/Vanderbilt Terrace properties. For a short period of time in 2012, the department found it necessary to reassign officer(s) normally posted on federal housing properties but did recommit to these patrols once staffing levels permitted.

**Holding Cells**
The department maintains five (5) male and one (1) female holding jail cells for prisoners awaiting arraignment in City Court. The cells are used in accordance to standards set by the NYS Commission of Corrections and are inspected on a scheduled basis for compliance with those standards.

There were no in-custody deaths in 2012.

Four hundred eighteen (418) males and sixty three (63) females were held in the department’s cellblocks during 2012.

**Capital Projects – PD Renovation**
The department received funds in 2012 to begin a long overdue renovation of the front office and communications area of the department. Through funds made available in the 2012 Capital Budget, new flooring, walls and furniture were installed in these areas. Also in 2012, funds were made available for the purpose of hiring an architect to meet with DPS staff to discuss the safety concerns of the current space utilized and to recommend and draw conceptual designs for the full renovation of the remainder of the department given those safety concerns. This process was still in progress at year’s end.

**Public Relations/Public Notification**
The department initiated a review of its news media notification policy after concerns were raised regarding the lack of information made available to the press relating to an incident that occurred in September, 2012. Until that time, the department made the daily blotter available to the press and news media in the form of a document left at the front desk area of police headquarters for their review. After careful consideration and in the interest of enhancing communication between the department and the news media, a new procedure was implemented late in 2012. On a daily basis, the departments Public Information Officer (PIO), now disseminates both the police blotter
and detailed arrest information via email to all press contacts – print, television and radio. This procedure has been found to be very effective in assisting the department to provide timely and accurate information to the public and by all accounts has been very well accepted and appreciated by our friends in the media.

The department continues to maintain a website (www.saratogapolice.org) as well as a page on “Facebook”. The department’s Facebook page now has approximately 1,580 followers. We utilize a secure internet website (Nixle.com) for public and press notifications and we are also a user of Saratoga County’s reverse 911 system. Each of these technologies enable us to quickly disseminate public information relating to investigations, arrests, emergencies and community events.

Members of the department also volunteer their time throughout the year for a variety of community events and activities. In June 2012, officers spent time at the Caroline Street Elementary school where they served pizza and allowed them to see some of the equipment that officers use each day. Officers also assisted with the presentation of awards at a Special Olympics Equine Riding Competition, served holiday meals to residents of the Franklin Community Center and the Saratoga Springs Senior Center, and served hot chocolate to revelers at the annual Victorian Street walk.

Closing
The Department continues to provide a professional and efficient approach to providing police services to our residents and visitors. As Saratoga continues to grow as a vibrant economic center and tourist destination, so too does the demand for those police services. In 2012, the staffing issues that have plagued the department for the past several years continued. These issues have caused police administrators to refocus priorities on providing the very basic services to our citizens in terms of patrol and investigative functions. Assuming the department is able to add new hires that can outpace retirements and long-term injuries, it is hoped that many of the lost specializations and functions may be eventually restored. However, given the fact that the hiring process and required training of any new officer can last an average of twelve to eighteen months, this will be a very difficult task.

Christopher J. Cole
Chief of Police
### Saratoga Springs Police Department
#### 2012 Year End Statistical Data

<table>
<thead>
<tr>
<th>Category</th>
<th>2011</th>
<th>2012</th>
<th>Difference</th>
<th>Pct +/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls for Service</td>
<td>29943</td>
<td>30463</td>
<td>520</td>
<td>2%</td>
</tr>
<tr>
<td>E-911 Calls</td>
<td>5076</td>
<td>4683</td>
<td>(393)</td>
<td>-8%</td>
</tr>
<tr>
<td>Cases Opened</td>
<td>3909</td>
<td>4277</td>
<td>368</td>
<td>9%</td>
</tr>
<tr>
<td>Arrests</td>
<td>1046</td>
<td>1047</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Felony Charges</td>
<td>374</td>
<td>319</td>
<td>(55)</td>
<td>-15%</td>
</tr>
<tr>
<td>Misdemeanor Charges</td>
<td>1041</td>
<td>1122</td>
<td>81</td>
<td>8%</td>
</tr>
<tr>
<td>Violation Charges</td>
<td>446</td>
<td>515</td>
<td>69</td>
<td>15%</td>
</tr>
<tr>
<td>DWI Arrests</td>
<td>157</td>
<td>219</td>
<td>62</td>
<td>39%</td>
</tr>
<tr>
<td>Motor Vehicle Accidents</td>
<td>1208</td>
<td>1599</td>
<td>391</td>
<td>32%</td>
</tr>
<tr>
<td>Property Damage</td>
<td>1234</td>
<td>1179</td>
<td>(55)</td>
<td>-4%</td>
</tr>
<tr>
<td>Fatal</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Hit and Run</td>
<td>264</td>
<td>281</td>
<td>17</td>
<td>6%</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>103</td>
<td>138</td>
<td>35</td>
<td>34%</td>
</tr>
<tr>
<td>Citations Issued</td>
<td>4953</td>
<td>4139</td>
<td>(814)</td>
<td>-16%</td>
</tr>
<tr>
<td>Part 1 Crimes (Reported)</td>
<td>645</td>
<td>743</td>
<td>98</td>
<td>15%</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>2</td>
<td>8</td>
<td>6</td>
<td>300%</td>
</tr>
<tr>
<td>Robbery</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Assault (Felony)</td>
<td>15</td>
<td>22</td>
<td>7</td>
<td>47%</td>
</tr>
<tr>
<td>Burglary</td>
<td>80</td>
<td>106</td>
<td>26</td>
<td>33%</td>
</tr>
<tr>
<td>Larceny</td>
<td>537</td>
<td>592</td>
<td>55</td>
<td>10%</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>7</td>
<td>11</td>
<td>4</td>
<td>57%</td>
</tr>
<tr>
<td>Alarm Activations</td>
<td>1131</td>
<td>956</td>
<td>(175)</td>
<td>-15%</td>
</tr>
<tr>
<td>Residential</td>
<td>378</td>
<td>278</td>
<td>(100)</td>
<td>-26%</td>
</tr>
<tr>
<td>Business</td>
<td>753</td>
<td>678</td>
<td>(75)</td>
<td>-10%</td>
</tr>
<tr>
<td>False Alarms</td>
<td>1015</td>
<td>863</td>
<td>(152)</td>
<td>-15%</td>
</tr>
</tbody>
</table>
2012 Year End Report

SARATOGA SPRINGS FIRE DEPARTMENT

CHRISTIAN MATHIESEN
Commissioner of Public Safety

EILEEN FINNERAN
Deputy Commissioner of Public Safety

ROBERT WILLIAMS
FIRE CHIEF

PETER SHAW
ASSISTANT FIRE CHIEF

60 Lake Avenue
Saratoga Springs, New York 12866
ORGANIZATION

Profile

The Saratoga Springs Fire Department (SSFD) was formed in 1884 and is a fulltime paid Fire Department within the City of Saratoga Springs, New York. The Fire Department serves the City Of Saratoga Springs, which encompasses 29.07 square miles of residential, commercial, parks and recreation. Services provided by the Saratoga Springs Fire Department include: Fire suppression and investigation, paramedic level emergency medical services, hazardous materials response, specialized rescue, fire inspections, code enforcement, community fire education and prevention and community CPR instruction. The Fire Department also operates under the Saratoga County Mutual Aid plan which when requested, units will respond outside the City to assist in which ever manner that is requested.

CITY OF SARATOGA SPRINGS

Square miles – land 28.42
Square miles – water .63
Total square miles – 29.07
Population – 26,586

2012 Housing Unit Estimate by Structure

Total Units 13,210
Single Unit 8,066
Two Units 899
Three or More Units 4,092
Mobile Homes & Other 253

---

1 Sources: 2010 Census & CDRPC Estimates
2 Sources: 2010 Census & CDRPC Estimates
2012 Organization

Apparatus Configuration
RESPONSE DATA – CALLS FOR SERVICE

In 2012 the Saratoga Springs Fire Department responded to 4206 calls for service. This represents a 24% increase in calls for service over 2011. Of those calls:

<table>
<thead>
<tr>
<th>Category</th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Responses</td>
<td>3096</td>
<td>2253</td>
<td>2221</td>
</tr>
<tr>
<td>Alarm Activations</td>
<td>498</td>
<td>495</td>
<td>517</td>
</tr>
<tr>
<td>Good Intent and Other</td>
<td>238</td>
<td>189</td>
<td>151</td>
</tr>
<tr>
<td>Hazardous Conditions</td>
<td>93</td>
<td>161</td>
<td>171</td>
</tr>
<tr>
<td>Service Calls</td>
<td>144</td>
<td>261</td>
<td>143</td>
</tr>
<tr>
<td>Fires</td>
<td>103</td>
<td>141</td>
<td>123</td>
</tr>
<tr>
<td>Other</td>
<td>43</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4206</td>
<td>3402</td>
<td>3494</td>
</tr>
</tbody>
</table>

![Incident Count 2009 - 2012](image-url)
Call Breakdown by Type

RESPONSE DATA – RESPONSE TIMES

National Association of Fire Protection (NFPA) standard 1710 recommends a response time of 4 minutes, with 1 minute added for donning protective clothing or less for the arrival of the first fire apparatus and a response time of 8 minutes or less for the arrival of a full compliment of fire suppression personnel. The Saratoga Springs Fire Department strives to meet all minimum standards as set forth by recognized organizations.

Compliance with 8 minute response standard
Average Response Time by District

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>AVERAGE RESPONSE TIME (Dispatch to Arrival)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>4.24</td>
<td></td>
</tr>
<tr>
<td>District 2</td>
<td>4.95</td>
<td></td>
</tr>
<tr>
<td>District 3</td>
<td>8.47</td>
<td></td>
</tr>
<tr>
<td>Mutual Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>out of City</td>
<td>11.29</td>
<td></td>
</tr>
</tbody>
</table>

Calls Volume by District:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls for Service District 1</td>
<td>2480</td>
<td>1958</td>
<td>1956</td>
</tr>
<tr>
<td>Calls for Service District 2</td>
<td>1516</td>
<td>1263</td>
<td>1396</td>
</tr>
<tr>
<td>Calls for Service District 3</td>
<td>162</td>
<td>161</td>
<td>142</td>
</tr>
<tr>
<td>Mutual Aid</td>
<td>49</td>
<td>20</td>
<td>9</td>
</tr>
</tbody>
</table>

Call Volume by Hour of Day:
Call Volume by Weekday:

EMERGENCY MEDICAL SERVICE
As a result of the previous ambulance provider ceasing operation; 2012 marked the first year of the Saratoga Springs Fire Department Ambulance Service.
The first 12 month report is attached to this annual report.

FIRE AND EMERGENCY MEDICAL TRAINING
In 2012, the department provided 998 hours of Fire/EMS instruction. We continue to make every effort to improve our instruction, methodology and knowledge in firefighting and EMS operations. The Fire Department continues to offer opportunities to train municipal fire instructor (MFI) under Part 438 of the NEW YORK STATE FIRE TRAINING PROGRAM - MINIMUM STANDARDS. Having New York State qualified fire instructors as part of the fire department’s training staff advances the quality of the fire instruction; and fire officers who participate, guarantees quality of instruction, reduces the department’s exposure to liability and improves the overall operation. Other not so obvious benefits include; greater safety awareness, thus reducing injury and/or injury potential, a greater level of preparedness through our building familiarization and pre-planning lessons, and standard operation through our SOG development.
Subject Matter and Hours Provided

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># CLASSES</th>
<th>TOTAL DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerial Ladders and Elevated Devices</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Basic Fire Fighter Training (229)</td>
<td>41</td>
<td>315</td>
</tr>
<tr>
<td>Building Construction</td>
<td>11</td>
<td>30</td>
</tr>
<tr>
<td>Communications</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Continued Medical Education</td>
<td>72</td>
<td>219</td>
</tr>
<tr>
<td>Emergency Vehicle Operations - Care and Maintenance</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Vehicle Operations - Driving</td>
<td>8</td>
<td>15.5</td>
</tr>
<tr>
<td>Extinguishers</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Fire Behavior</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Fire Fighter Development</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Fire Fighter Survival</td>
<td>11</td>
<td>22</td>
</tr>
<tr>
<td>Fire Hose Practices</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Fire Officer Development</td>
<td>5</td>
<td>208</td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Fire Pumps</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Fire Streams and Nozzles</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>Fire Suppression Practices</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Ground Ladders</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Operational Critique</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Operations - Drill</td>
<td>11</td>
<td>21</td>
</tr>
<tr>
<td>Personal Safety and Protective Equipment</td>
<td>5</td>
<td>9.5</td>
</tr>
<tr>
<td>Rescue Operations</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>Ropes and Knots</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>Salvage and Overhaul</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>Self Contained Breathing Apparatus</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Tools and Equipment</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Ventilation</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>998</strong></td>
<td></td>
</tr>
</tbody>
</table>
STAFFING
Saratoga Springs Fire Department has 56 full time career fire officers and firefighters. Of this number they include:
1 – Fire Chief
1 – Assistant Fire Chief
4 – Fire Captains
6 – Fire Lieutenants
44 – Firefighters
  37 – Paramedics
  6 – New York State Certified Fire Instructors
  7 – AHA CPR Instructors
  10 – Code Enforcement Officials
The fire department maintains a daily operational minimum of 10 firefighters. We typically respond to calls for service with 2 engines with 4 personnel and a ladder truck with a driver to fire related emergencies, and 1 engine with 4 personnel and 1 ambulance with two personnel to emergency medical incidents.

FIRE PREVENTION AND INSPECTION
The Fire Prevention Office is at the end stages of an operational overhaul. In 2010 the office was closed due to staffing cuts and as a result the entire division was reorganized and now operates using a different operational model with new action plans and equipment. Some of the changes include: new web based data tracking, better coordination and communication with the Building and Codes Departments, scheduling and improved performance standards. The Division continues to identify cost savings measures, one of which is we are now 100% paperless.

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Inspections:</td>
<td>672</td>
<td>553</td>
<td>292</td>
</tr>
<tr>
<td>Total Violations:</td>
<td>12,566</td>
<td>1803</td>
<td>739</td>
</tr>
<tr>
<td>Total Active Occupancies:</td>
<td>1814</td>
<td>1576</td>
<td>1505</td>
</tr>
</tbody>
</table>

Total Multi-family dwellings registered: 318 Structures with 4000 Apartment units
Total Multi-family Dwellings inspected: 94 Structures with 500+ Apartment units
Policies and Procedures Enacted

In an effort to replace a mostly out dated and antiquated Rules and Regulations, the Fire Department initiated a comprehensive review and development of new Fire Department Policy and Procedures manual. The following were published in 2012:

Volume 1
- Sect 101.04 – Ambulance Response Time Standard
- Sect 103.01 – Conduct
- Sect 103.10 – Internet and E-mail Use
- Sect 104.5.1 – Management of Public Information
- Sect 105.06 – Bereavement Leave
- Sect 105.10 – Union Release
- Sect 107.01 – Awards and Recognitions

Volume 2
- Sect 201.01 – NIMS Course Outline
- Sect 202.04 – Ambulance Operations
- Sect 203.02 – Portable Radio Operations
- Sect 204.04 – Scene Safety
- Sect 206.01 – Mutual Aid
- Sect 206.03 – Advanced Directives and Unattended Death
- Sect 206.04 – Refused Medical Aid
- Sect 206.05 – Patient Care of Minors
- Sect 206.06 – Unusual Circumstances
- Sect 206.07 – Mandated Reporting
- Sect 206.08 – Abandoned Infant Protection Act
- Sect 206.09 – Reporting Incidents, Injuries and Crashes
- Sect 206.10 – EMS Equipment
- Sect 206.11 – Cleaning and Decon of EMS Equipment
- Sect 206.14 – Controlled Substance Plan
- Sect 206.15 – Internship Non-Employee
- Sect 206.16 – Patient Confidentiality
- Sect 206.17 – Destination Hospital
- Sect 206.18 – Hospital Diversion
- Sect 206.19 – Idling of Emergency Vehicles
- Sect 206.20 – Storage of Medications and Intravenous Fluids
- Sect 206.21 – Security of Drug Boxes and Drug Paraphernalia
- Sect 206.22 – Patient Bill of Rights
- Sect 206.23 – Patient Transfer

Volume 5
- Sect 503.02 – Equipment - Maintenance and Reporting
OVERTIME

This graph represents a four year comparison of overtime to cover shift shortages.

![Shift Short Overtime (hours)](image)

This pie chart represents the causes of all fire department overtime.

![2012 Shift Short Overtime Causes (5,224 hours)](image)
Ambulance Report:

**CALL VOLUME:**

<table>
<thead>
<tr>
<th></th>
<th>2/12-1/13</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Calls</td>
<td>3223</td>
<td>2253</td>
<td>2221</td>
</tr>
<tr>
<td>Daily Average</td>
<td>8.83</td>
<td>6.17</td>
<td>6.08</td>
</tr>
<tr>
<td>Transports</td>
<td>2392</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transferred to Empire</td>
<td>158</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transferred to Other Ambulance</td>
<td>15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assist Empire with Transport</td>
<td>106</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transport Basic Life Support</td>
<td>1529</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transport Advance Life Support</td>
<td>846</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Percentage of calls covered by SSFD</td>
<td>87.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESPONSE TIMES:** (AVERAGE MM:SS)

<table>
<thead>
<tr>
<th></th>
<th>Dispatch Processing</th>
<th>Turnout Time</th>
<th>Travel Time</th>
<th>On Scene Time</th>
<th>Total Out of Service Time</th>
<th>Average Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>2:40</td>
<td>1:07</td>
<td>3:21</td>
<td>17:47</td>
<td>24:56</td>
<td>4:08</td>
</tr>
</tbody>
</table>

**EMPIRE AMBULANCE**

Average Response Time (MM:SS) 8:33
Priority 1 Emergency average response time (MM:SS) 7:57
Priority 2 non-emergency average response time (MM:SS) 9:11
Percentage Compliance with 8 minute response time 57%
Percentage Compliance with 12 minute response time 79%
CALL TYPE:

<table>
<thead>
<tr>
<th>Group</th>
<th>Count</th>
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<tbody>
<tr>
<td>ALS Intercept</td>
<td>16</td>
<td>0.5</td>
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<tr>
<td>Cancelled En route</td>
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<td>0.8</td>
</tr>
<tr>
<td>Cancelled on scene</td>
<td>22</td>
<td>0.7</td>
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<tr>
<td>Dead at Scene</td>
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<td>Lift Assist ONLY</td>
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<tr>
<td>No Patient Found</td>
<td>74</td>
<td>2.3</td>
</tr>
<tr>
<td>Patient Refused Care</td>
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<td>8</td>
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<td>SHED Helipad Transfer</td>
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<td>0.1</td>
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<tr>
<td>SSFD Assist EMPIRE in Transport</td>
<td>106</td>
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<tr>
<td>SSFD Assist mutual aid Ambulance in Transport</td>
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<td>0.2</td>
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<tr>
<td>Stand by</td>
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<td>0.2</td>
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<tr>
<td>TOT EMPIRE</td>
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<td>TOT Mutual Aid Ambulance</td>
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<tr>
<td>Treated ALS, Refused Transport</td>
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<td>0.3</td>
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<td>Treated, Refused transport</td>
<td>6</td>
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<tr>
<td>Treated, Transferred to Air Medical</td>
<td>15</td>
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<tr>
<td>Treated, Transported ALS</td>
<td>846</td>
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<td>Treated, Transported BLS</td>
<td>1529</td>
<td>47.4</td>
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<td><strong>Total</strong></td>
<td><strong>3223</strong></td>
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</table>

**Major Call Type**

- **Medical**: 32%
- **Cardiac**: 8%
- **Trauma**: 13%
- **Respiratory**: 10%
- **Fall**: 17%
- **Other**: 20%
**DESTINATION HOSPITAL:**

<table>
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<tr>
<th>Hospital</th>
<th>Volume</th>
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<tbody>
<tr>
<td>Saratoga Hospital</td>
<td>2545</td>
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<tr>
<td>Albany Medical Center</td>
<td>45</td>
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<tr>
<td>Ellis</td>
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<tr>
<td>Samaritan</td>
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</tr>
<tr>
<td>Glens Falls</td>
<td>7</td>
</tr>
<tr>
<td>St. Peter’s</td>
<td>4</td>
</tr>
<tr>
<td>VA</td>
<td>3</td>
</tr>
<tr>
<td>Albany Memorial</td>
<td>1</td>
</tr>
</tbody>
</table>

Call Volume by Day of Week

![Bar chart showing call volume by day of week]

Hour of Day

![Bar chart showing call volume by hour of day]
The Code Enforcement Division which has been in existence over 20 years is comprised of two Code Enforcement Officers who each work 40 hours a week with alternating weekend coverage for emergencies or call-ins not including special events. A Code Administration Assistant / Accounts payable person assists by handling the designated duties along with other responsibilities that assist the enforcement officers. In addition to everyday fieldwork which includes investigative work they are responsible for logging in calls, documentation of reports, follow-up paperwork, drafting legal documents for court cases, process serving, tracking court cases, monitoring subject properties, communicating with other departments, maintaining a filing system and researching and crafting new codes.

Annual training mandated by the State of New York requires each officer to attend a minimum of 26 hours of training in order to maintain certification. The training conferences provide Code Administration Officers with training and information that is required to stay abreast of the ever changing rules and regulations. In addition, networking with officials from other communities and municipalities provides insight and access to laws already created by their communities thereby allowing this department to respond quicker to the ever changing challenges within our community.
Throughout 2012 with the assistance and cooperation of all departments Code Administration has been proactive in creating new ordinances as well as improving and updating current ordinances.

Chapter 136 Eating and Drinking Establishments has had numerous modifications including the required certification of security guards as mandated by the State Liquor Authority. Additional language has resulted in fewer establishments whose city licenses have lapsed.

During the summer months of 2012 Code Administration was diligently monitoring the establishments that offered outdoor entertainment with the use of decibel meters. The presence of the code enforcement officers monitoring such establishments encouraged many to purchase their own decibel meters in an effort to self monitor. This effort was significant on volume control and the negative impact it had on neighboring residential areas.

Code Administration has focused their attention in 2012 with much success on the illegal modifications of site plans in licensed establishments. Establishments were required to cease operations until they brought their site into compliance.

For the purpose of correcting violations on properties that affect the health and safety of the public, Code Administration has had to hire city approved contractors. Over the years, it has been difficult at times to collect any spent funds from property owners that either abandoned their property or properties that were taken over by banks that made no effort to communicate with the City.
A summary remediation ordinance was passed by City Council that now enables the City to place a lien on properties for unpaid code enforcement expenses.

The changes in the economy have impacted the department greatly with an increase in foreclosures and property abandonment. These conditions can create blight as well as attractive nuisances. The Office of Code Administration and the office of the City Attorney have drafted an ordinance that would cause property owners and Mortgage Company's to register their properties as vacant structures. Once registered these properties will be inspected by Code Officers and Fire Inspectors to determine any actions needed to bring the structure into compliance. Re inspections that are found to fail will be subject to inspection fees that could escalate after each failed inspection. The ordinance, titled, Chapter 222, along with a fee structure has been scheduled for a City Council vote on February 5, 2013.

Code Administration has continued to find ways to improve the functioning of the separate departments through the enforcement programs that currently exist, configuring them to each specific need.

Recently Code Administration assembled representatives from the Building Department, Planning, Zoning, Accounts Department and the Fire Department to meet with a party interested in opening up an eating and drinking establishment. This meeting allowed the interested party to have contact with each department that they would possibly encounter during the application and approval process.
The function of each department were described during a question and answer time. It was felt that such a meeting would put any interested party on the correct path for a proper and successful start up. The feedback was very positive.

Code Administration on average responded to over 3,000 complaints and requests for service or assistance in 2012. The calls involved responding to a wide variety of issues and complaints including property maintenance, sandwich board signs, illegal signs, noise, fences, sheds, soliciting, abandoned vehicles, trash, dumpsters, and unsafe structures.

**Code** Enforcement has now become a fundamental participant during pre construction meetings of larger projects throughout the city. The importance of work site safety, use of or the need to barricade a city right-of-way or the need for special waivers to allow construction to continue past the time restrictions of the Noise Ordinance have become significant needs during large construction projects.

**Although** Code Enforcement still continues to see an increase in requests to investigate possible zoning violations there has been a focus on issuing stop work orders to projects that had not received building permits.

**Special** events continue to demand the attention of our Code Enforcement Officers with an emphasis on pre and post planning that addresses the proper setup of entertainment such as musical ensembles and temporary vendors.
The officers promote pedestrian safety thereby avoiding possible electrical hazards, fire hazards and tripping hazards such as obstacles placed out on the street and the prevention of illegal vendors at such events.

Some events in the past that have started out as minor now attract larger crowds each year which demands more manpower.

**Attached** you will find the areas of jurisdiction that the Code Enforcement officials have within the New York State Building Code, Saratoga Springs City Code and the City Zoning Ordinances.
Current Job Responsibilities
of Code Administration 2011

CITY CODE
Chapter 43. Temporary Storage Containers*
Chapter 58. Alarm Systems
Chapter 61. Alcoholic Beverages
Chapter 65. Amusement Devices
Chapter 69. Public Assemblies
Chapter 72. Auctions
Chapter 75. Bicycles
Chapter 81. Blasting and Explosives
Chapter 83. Brush Grass and Weeds
Chapter 96. Curfew
Chapter 109. Entertainment
Chapter 112. Feeding and Release of Wildfowl in
Congress Park
Chapter 115. Firearms
Chapter 116. Fire limits
Chapter 123. Games of Chance
Chapter 126. Garbage, Rubbish and Refuse
Chapter 129. Gasoline
Chapter 132. Handbills and Posters
Chapter 136. Hotels and Food Establishments
Chapter 140. Junk Dealers
Chapter 148. Noise
Chapter 151. Parades
Chapter 159. Pawnbrokers
Chapter 162. Peace and Good Order
Chapter 165. Peddling and Soliciting
Chapter 167. Planned Unit Development
Chapter 168. Play Vehicles
Chapter 175. Property Maintenance
Chapter 178. Public Property
Chapter 192. Shopping Carts
Chapter 203. Streets and Sidewalks
Chapter 203-10 Sandwich Board Signs
Chapter 215. Taxicabs
Chapter 218. Trailer Parks
Chapter 220. Trees

ZONING
Chapter 240-10 Signs*
Chapter 240-12.4 Home Occupations*
Chapter 240-12.7 Walls Fences and Obstructions
to vision*
Chapter 240-12.8 Swimming Pools*
Chapter 240-12.9 Garage Sales*
Chapter 240-12.17 Unsafe Structures*

STATE CODE
Property Maintenance Code of New York State
Chapter 1. General Requirements
Chapter 2. Definitions
Chapter 3. Minimum Conditions
Chapter 4. Light and Ventilation
Chapter 5. Plumbing Facilities and Fixtures
Chapter 6. Mechanical Electrical
Chapter 7. Fire Safety Requirements
Chapter 8. Referenced Standard

MULTIPLE RESIDENCE LAW
Article 3. Old Multiple Dwellings
Article 4. Hotels and Similar Dwellings
Article 5. New Multiple Dwellings
Article 6. Fireproof New Multiple Dwellings
Article 7. Non-Fireproof New Multiple Dwellings

* New Ordinance Recently Added to Duties
CITY OF SARATOGA SPRINGS, NY
DEPARTMENT OF PUBLIC SAFETY
TRAFFIC MAINTENANCE

END OF YEAR REPORT
January 1 through December 31, 2012

Christian Mathiesen, Commissioner
Eileen Finneran, Deputy Commissioner

By: Mark Benacquista, supervisor
TRAFFIC MAINTENANCE

The Traffic Maintenance Department has two primary functions:

- Traffic maintenance
- Department vehicle maintenance.

The City Charter tasks the Commissioner of Public Safety with regulation and control of vehicle and pedestrian traffic on city maintained streets and properties. The Traffic Maintenance Department accomplishes this task through the application and installation of approved traffic control devices such as signs, traffic signals, and pavement markings.

The Department monitors city street operation, accident history, and responds to public complaints. When problem areas are found, the Department conducts established and approved traffic studies, makes recommendations to the Commissioner and other traffic safety officials, and with approval, installs traffic control devices in accordance with Federal, and New York State Rules and Regulations.

Traffic Maintenance department maintains the city’s 45 traffic signals, 4 warning signals, traffic regulatory signs, warning signs, guide signs, and pavement markings on 148 estimated miles of city streets. They also conduct traffic impact technical reviews of community development projects, and provide advisory opinions to the Commissioner.

The Department staff represents the Commissioner of Public Safety on various traffic related public committees. They also provide planning and traffic control equipment for special community events such as parades, street walks, and block parties.
The Department provides repairs, maintenance and N.Y.S. Vehicle Inspections on all Public Safety vehicles under 18,000 pounds. This includes Police, Fire, Traffic Maintenance, and administrative vehicles and motorized equipment. The Department currently maintains 77 vehicles and 3 trailers.

A supervisor, three full-time employees, and one part-time summer laborers staff the Traffic Maintenance Department. The full-time staff is a multi-talented group of individuals in various fields of work. Their willingness to work as a collective team enables the Department to meet the demands of its mission.

The Public Safety Garage is located on Excelsior Avenue in the City. In addition to the work performed in the community and vehicle maintenance, the staff operates, cleans, and maintains the garage facility.

**Maintenance Activity in 2012**

**Traffic Signals**
- Annual traffic signal fixture clean and lamp program--The traffic signal light fixture lenses are cleaned, and incandescent lamps are replaced each year.
- Annual traffic signal inspection program--The Department conducts a detailed physical and operational inspection of all traffic signal equipment on an annual basis. These inspections provide a baseline for preventative maintenance needs to maintain safer and efficient signal operation.
- Repair call--The Department responded to 98 traffic signal failure calls.
- Scheduled work--The Department performed 10 preventative maintenance projects.
- Signal up-grades--The Department added 1 intersection to the cities Central Urban Traffic Control System. This was accomplished through installing radio telemetry, software upgrades, and programming. The control system was
installed as part of the ITS Traffic Signal Improvement project on 13 intersection with the intent of adding all key intersections in the city to the system. There are 36 intersections now on the system.

- Traffic signal replacement—The Department replaced all overhead signal fixtures and mounting hardware at the intersections of Lake Ave at Maple Ave, and Circular St at Caroline St.
- Request for location of underground utilities--The Department received 312 requests for the location of its underground traffic signal utilities.

**Traffic Signs**

- Racing season and seasonal sign installations--The Department installs and removes 155 parking signs on streets for the annual horseracing season and 100 seasonal parking signs for winter months.
- New sign and post installations--The Department installed 232 new signs and posts.
- Repair work orders issued and completed-- 460.
- Scheduled replacement--The Department replaced 491 signs and posts that failed to meet current Manual of Uniform Traffic Control Device minimum standards.

**Pavement Markings**

- Painted street lines, symbols, and safety zones--The Department repaints all of the city street centerlines, skip lines, edge lines, symbols, and safety zones each year. 1,500 gallons of paint and 12,000 pounds of reflective spheres were applied to city streets and parking lots this year.
- Crosswalk and stop bar—8,000 square feet of preformed pavement markings were applied to city streets.
- New streets added to the striping program—non in 2012

**Special Projects**
• The Department completed the green phase of the LED upgrade project where 66 green incandescent lamps were replaced with high efficiency LED’s. The old incandescent signals each used 119 watts of electric power compared to LED consumption of 11 watts. This work is an effort to reduce energy cost and the city’s global warming footprint impact inline with the City Council’s Cool Cities agreement.

• **Sign retroreflectivity replacement Federal mandate**—The Department worked with the City Safety, and Capital Committees to establish the funding need to begin the first phase of bringing the city into compliance with this Federal Mandate for the creation of a Traffic Sign Inventory, Assessment, and Maintenance Management Program.

The Department with the assistance of the Risk and Safety Director worked to secure needed capital funds, write and issue RFP, and retain a contractor to create the management program. This project was completed in 2012 and has met all of the anticipated needs of the Department.

**Vehicle Maintenance**

• Scheduled service--The Department performed 123 scheduled preventive maintenance checks and services.
• Vehicle repairs--The Department performed 403 vehicle repairs.
• New vehicles placed in service—The Department equipped and placed in service 3 new patrol cars.

**Other Activities in 2012**

**Traffic Problem Reviews**

The Department evaluated 41 traffic condition problems, and provided written findings or recommendations for improvement to the Commissioner.
Planning Board Reviews
The Department reviewed and commented on Planning Board Community Development issues.

Community Events
The Department provided planning and/or traffic control equipment for 14 events, including the closing of Broadway for the Victorian Street Walk.

Future Needs For Next Two Years

- Traffic signals requiring replacement--The Department has identified the follow traffic signals that will require full replacement, having exceeded their design life and currently experiencing failures consistent with their age.
  - Lake Avenue at the Fire House-- $150,000.
  - Washington Street at Franklin Street-- $135,000.
October 22, 2013

Sergeant Andrew Prestigiacomo  
Traffic Safety Division  
Saratoga Springs Police Department  
5 Lake Avenue  
Saratoga Springs, New York 12866

Re: NYRA Track Improvements

Dear Sergeant Prestigiacomo:

Elan has been retained by NYRA to assess the impacts of the proposed improvements to the Saratoga Racetrack in the City of Saratoga Springs, New York. When complete the proposed improvements will include rehabilitation/improvements and restoration of various historic buildings throughout the site, a new “at the rail” building, new dormitories, stable buildings, administration building, service building and jockey house. Landscape and gateway entrance improvements are also proposed.

We are currently preparing a generic review to assess the potential impacts of the proposed improvements. As part of this review, we are evaluating the existing conditions and estimated future demands of police protection to the Project Site.

Therefore, we respectfully request the following information:

- Number, location, and description of the stations and sub-stations of the department
- Number of personnel serving the area of the Project Site and the department as a whole
- Number and type of calls to the areas of the Project Site for the calendar years 2010, 2011, 2012
- Estimated response times to the Project Site
- Estimated impact to response times to the Project Site for the development
- Other estimated impacts of the Project on police protection services for the development
- Collaboration with County Sheriff/State Police
- Collaboration with NYRA Security
- Additional Staffing/shift in patrol assignments during track season

In addition to the above information, please provide any relevant information on anticipated changes to the provision of services to the City of Saratoga Springs, independent of this Project, that may affect the future capacity to respond to emergencies, such as new equipment, anticipated changes in personnel or budget, or any other factors.

We thank you in advance for your assistance. Your responses can be mailed or faxed to my attention at the address and number above, or e-mailed to me at bgyory@elanpd.com.

Sincerely,

Brian Gyory Landscape Designer / Planner
In-Person Interview with Sergeant Andrew Prestigiacomo
Traffic Safety Division
Saratoga Springs Police Department
October 28, 2013
Elan Staff: Lisa Nagle

1. Number, location, and description of the stations and sub-stations of the department
   a. 5 Lake Avenue is only station except walkthroughs at schools

2. Number of personnel serving the area of the Project Site and the department as a whole
   a. Zones 2 and 4 on east side, track is in zone 2 (zones 1 and 3 on west side)
      i. Shift minimum is higher in summer and is 6 cars/officers + additional at night = 9
      ii. Some exclusively assigned to track (see Michael’s/AKRF’s notes)
      iii. 1 officer in each zone
      iv. plus 1 float car
      v. plus 1 in business district (foot or car)
      vi. Does not include specialty units – traffic, detectives, admin, etc.

3. Number and type of calls to the areas of the Project Site for the calendar years 2010, 2011, 2012
   a. 462 calls for service = 2010, 2011 and 2012 directly at the track
      i. Does not include calls adjacent to the track
      ii. Includes animals, larceny, missing persons, trespasses, intoxication, bomb threat, auto accidents, 911….a wide variety of calls
      iii. These are calls that are more serious than what NYRA guards and Peace Officers can handle or if it is a custodial arrest so that person can be booked at SSPD

4. Estimated response times to the Project Site
   a. Emergency capacity = under 2 min
      i. Could be one minute if officer is on-site

5. Estimated impact to response times to the Project Site for the development
   a. SSPD have done track detail for decades so pretty focused on how to provide police protection
      i. Sgt. Presti has over 200 hrs of overtime during the 7 week period
   b. Do not anticipate impacts to response times based on improvements

6. Other estimated impacts of the Project on police protection services for the development
   a. Same – no impacts on police protection

7. Collaboration with County Sheriff/State Police
   a. NYS State Police does a bomb sweep with dog early every morning
i. Sometimes they park a marked car at the end of the day at gate 1 (horse crossing) but don't really do much other than that

ii. Of note: Have coordination meeting at the beginning of the meet with emergency services, state police, SSPD, SSFD, FBI, NYRA upper management, and NYSDOT

iii. No coordination with Sherriff

8. Collaboration with NYRA Security
   a. NYRA Security
      i. Work closely with NYRA – Chief of Patrol Don Eagen, Sidney Anthony, Vice Pres of Security Operations
      ii. They live in Saratoga for the meet
      iii. Meet as needed but communicate mostly by email and cell phones
      iv. They are also there all day
      v. NYRA does traffic control at gates and take care of on property issues and only ask for backup for something that is more serious
      vi. Secure property (low level drugs), have ability to make an arrest
      vii. SSPD has a good relationship overall

9. Additional Staffing/shift in patrol assignments during track season
   a. We do not utilize volunteers. All employees are paid seasonal traffic control employees. I employ roughly 19 seasonal traffic control employees, which includes substitutes used to fill vacant positions as needed. As any seasonal employment goes, I lose several employees during the course of the summer for various reasons. Police Officers are assigned to the Track detail during the busier times of the day. One officer is assigned to the Main Gate (Union Avenue area) and one officer is assigned to the backside (Wright Street) from 11:00am until 1:00pm (post-time). At the end of the day, three officers are assigned to the Track detail. Primarily the assignment is from 5:00pm until 7:00pm. One officer is posted at the Main Gate, one at Nelson @ Wright Street and one at Nelson @ Gridley. I supervise the detail throughout the day. I assist at the Main Gate primarily during the evening exit unless called away to address an issue elsewhere at the Track.
   b. Other
      i. Adding to staffing to pre-2010 level
      ii. Cars with computers on board have helped tremendously
      iii. Big improvements to communication center
      iv. Lost K9 unit
Telecom 1

Parties on Call: Mark J. Cepiel & Brian Gyory (Elan)  
Date: 11.07.13 10:45 am  
Elan Project No.: 12-006  
Elan Project: NYRA  
Re: New York State Police Coordination at NYRA Facility

Spoke to Trooper Mark Cepiel, Public Information Officer, in regards to NYRA and NYS Police Involvement. Trooper Cepiel confirmed that NYS Police does conduct a bomb sweep mornings during the track meet. He was not able to confirm where these officers were stationed, due to security and procedural confidentiality.

Trooper Cepiel referred Mr. Gyory to Zone Headquarters and Captain McCarthy at 518.583.7016 for additional information.

Telecom 2

Parties on Call: Captain McCarthy & Brian Gyory (Elan)  
Date: 11.07.13 11:00 am  
Elan Project No.: 12-006  
Elan Project: NYRA  
Re: New York State Police Coordination at NYRA Facility

Left message for Captain McCarthy in regards to NYRA facility.
Michelle,

Attached are a list of my questions for the meeting with NYRA on Friday. Maybe we can have a quick coordination call prior to this meeting to discuss. I am in the office all week, except for Friday.

1. **NYRA Security-General Questions**
   a. **Staff Count**
      i. Is staff present during “off season”?
   b. **Services Provided**
      i. What do they do with arrests?
   c. **Staff Qualifications**
   d. **Response records (last 3 years)**
   e. “Off season” security? Is facility open? Patrolled?
   f. How does coordination with City Police work

2. **Yearly Coordination Meeting with City, State Police, FBI**-Generally more information is requested. NYRA leads this meeting? Just happens at the beginning of the meet? No post-meet meeting to discuss how things went? Improvements?

3. **Waste**
   a. How is garbage dealt with
   b. How is recycling disposed of
   c. QTY of waste
   d. Where does it go? Specifics. Which provider, which facility do they take it to

Best,

**Brian Gyory**
Landscape Designer
**Elan Planning, Design, & Landscape Architecture**
and
**Elan.3 Consulting a NYS Certified WBE, DBE, and WOSB**
18 Division Street, Room 304
Saratoga Springs, NY 12866
Ph: 518-306-3702 x16
Fax: 518-226-0469
Responses to Brian’s questions from 11/11/13 email

1. NYRA Security-General Questions
   a. Staff Count
      i. Is staff present during “off season”?

   **Response:** During meet the staff count is approximately 2,500 in all departments. During the off-season the staff count is approximately 40 (16 security, 30 maintenance)

   b. Services Provided
      i. What do they do with arrests?

   **Response:** NYRA employees Peace Officers. Peace Officers can detain folks but they can not arrest anyone and there is no detention area at the racecourse. If someone is detained by a Peace Officer, the Saratoga Police Department is called to make the arrest if necessary. NYRA hires approximately 300 security personnel for the racing season. Security personnel are comprised of police officers, security guards, and fire marshals. Approximately 150 of the 300 personnel are security guards. The rest are split between peace officers and fire marshals.

   Ambulance services are provided by the following:

   NYRA in house—NYRA owns 3 ambulances and contracts with CHS for EMTs. There is also a first aid station on site and an on-site doctor during the meet.

   Advanced life support is provided by Mohawk during the love racing. Mohawk responds to public emergencies in the buildings, guests.

   Basic Life Support is handled by CHS—private and for the trainers.

   c. Staff Qualifications
   d. Response records (last 3 years)
   e. “Off season” security? Is facility open? Patrolled?

   **Response:** The facility is not open during the off-season although there are a few events that occur at the site (i.e., horse shows) during the off-season. These events are typically small and result in the rental of barn space and the use of the
parking facilities. Sixteen security personnel remain on site during the off-season. The site is patrolled by the security. April 15th is generally the first day horses start to arrive and November 15th is the last day horses can be on the site.

f. How does coordination with City Police work

Response: NYRA contracts with the Saratoga Police and Fire Departments. The Police Department is contracted for traffic control only during the racing season. On every live race day, a ladder truck and 4 fire personnel are stationed at the racecourse.

2. Yearly Coordination Meeting with City, State Police, FBI-
Generally more information is requested. NYRA leads this meeting? Just happens at the beginning of the meet? No post-meet meeting to discuss how things went? Improvements?

Response: Yes, this happens yearly before the meet. Typically organized by NYRA. No other info could be provided.

3. Waste-
   a. How is garbage dealt with
   b. How is recycling disposed of
   c. QTY of waste
   d. **Where does it go? Specifics.** Which provider, which facility do they take it to

Response: Waste is handled by private carter (Waste Management).

**Off-Season**
During the off-season the site has approximately 25 dumpsters. Twelve 8 yard dumpsters and thirteen 6 yard dumpsters. These dumpsters are emptied once per week.

**During the Meet**

**Barn Area:**
Twenty-five 6 yard dumpsters—tipped twice per week
Twenty-seven 8 yard dumpsters—tipped twice per week

**Meet Buildings including food services:**

Three 30 yard trash compactors pulled 4 times per week. 7 tons of garbage is pulled from each dumpster.

3 dumpsters × 7 tons = 21 tons of garbage 4 times per week. **Total of 84 tons per week**

**Lowlands Area:**

Two 30 yard dumpsters pulled 2 times per week during the meet.

2 dumpsters × 7 tons = 14 tons of garbage 2 times per week. **Total of 28 tons of garbage per week during the meet.**

**Recycling**—There is no formal recycling program at the site. All aluminum is informally but efficiently recycled by the grooms who collect all bottles and cans on the site.
Fyi... some responses from the police.

-----Original Message-----
From: Terry Damon [mailto:TCDamon@armlindamon.com]
Sent: Thursday, December 12, 2013 7:45 AM
To: Michelle Robbins
Cc: Peter Liebowitz
Subject: FW: SEQRA Process - Saratoga

FYI...

Terry

-----Original Message-----
From: Daniel Summers [mailto:DSummers@nyrainc.com]
Sent: Wednesday, December 11, 2013 6:27 PM
To: Terry Damon
Subject: FW: SEQRA Process - Saratoga

Terry,

1st part of Security portion of Group B for EIS. (Qualifications)

Thanks,

Dan Summers
Operations Manager
The New York Racing Association, Inc.
Cell: (917) 578-8868

-----Original Message-----
From: Don Egan
Sent: Wednesday, December 11, 2013 5:48 PM
To: Daniel Summers
Subject: RE: SEQRA Process - Saratoga

Saratoga
13 Full Time Peace Officers
27 Part Time Peace Officers
Peace Officers have to attend a Mandatory 99 hour NYS Peace Officer Class

Security Guards - 150
Seasonal Summer help Only
Must attend an 8 hour Pre-Assignment Course Followed by an 16 Hour In-Service Course Followed each year thereafter by an 8 Hour Annual In Service Class

Donald Egan
Chief of Patrol
NYRA Security
718-659-2330
718-286-9604 (Cell)
degan@nyrainc.com

-----Original Message-----
From: Daniel Summers
Sent: Wednesday, December 11, 2013 5:07 PM
To: Don Egan
Subject: Re: SEQRA Process - Saratoga

Thanks

----- Original Message -----  
From: Don Egan 
Sent: Wednesday, December 11, 2013 05:07 PM 
To: Daniel Summers 
Subject: FW: SEQRA Process - Saratoga


-----Original Message-----
From: Andrew Prestigiacomo [mailto:aprestigiacomo@saratogapolice.org]
Sent: Monday, December 09, 2013 8:09 AM
To: Don Egan
Subject: Re: SEQRA Process - Saratoga

Don,
According to our in-house record system, there were 402 calls for service at the Saratoga Race Course from January 1, 2011 to date. 243 of those calls listed NYRA as the caller. The additional calls includes officer initiated activity (traffic stops, follow-up investigations, details etc.)

Thanks -Andy
Spoke to Rich Brandt, VP of Operations Mohawk Ambulance (518.257.2053). Rich indicated that Mohawk Ambulance has 3 total ambulances onsite during track season. 1 is for the general public and 2 are for the jockey’s (actual track operations).

Each ambulance is staffed by 2. At least one of the staff is a New York State Certified Paramedic. Typically the other is a basic emergency medical technician.

Some offsite transport occurs, when Mohawk can’t handle a call backup is called in (via 911).

When asked about the number of calls responded to Rich said it is not a tremendous amount.

Mohawk also works with NYRA first aid station—which is not staffed by Mohawk.
Telecom 1

Parties on Call: Nancy Russell (Waste Management) & Brian Gyory (Elan)

Date: 11.21.13 8:45 am

Elan Project No.: 12-006

Elan Project: NYRA

Re: Waste Management Operations at the NYRA Saratoga Facility

Spoke to Nancy Russell, Waste Management (518.441.7233).

B. Gyory asked about how/where trash is carted to after it leaves facility. Trash is brought to Waste Management incinerator facility in Hudson Falls, NY.

Construction and Demolition debris is brought to Fort Edward Facility. It is then sorted and brought to the Waste Management Facility in High Acres.

Recycling is brought to Waste Management Fort Edward facility and sorted. Once sorted it is transported to varying vendors, depending on current pricing.
Brian

We take the Construction and Demolition Material to our Facility in Fort Edward where we consolidate and transfer it to the High Acres Landfill in Fairport NY. The regular MSW goes to the Wheelabrator Facility (Burn Plant) in Hudson Falls.

Hope that answers the question.

James Casey  
Site Manager  
Waste Management  
Fort Edward NY  
Phone: 518-747-4129  
Cell: 518-378-9165
Hi Brian,

Attached is a list of recreation parks.

John Hirlliman  
Administrative Director  
City of Saratoga Springs  
Recreation Department  
15 Vanderbilt Ave.  
Saratoga Springs, NY 12866  
518-587-3550 ext. 2300  
www.saratoga-springs.org

Brian Gyory wrote:
>
> Dear Mr. Hirlliman,
>>
> My firm (ELAN) is working on the environmental impact report for the Saratoga Race Track improvements for the NYRA facility. As part of that study, we need to understand and summarize the existing parks and recreational facilities located in the City of Saratoga Springs.
>
> Is there a list of parks/recreational facilities that you could provide to me? Or if you would like we can set up a meeting to discuss in more detail.
>
> I have also copied Bradley Birge on this email to see if the planning department has any of this information.
>
> Thank you in advance,
>
> *Brian Gyory*
Landscape Designer

*Elan Planning, Design, & Landscape Architecture*

and

*Elan.3 Consulting a NYS Certified WBE, DBE, and WOSB*

18 Division Street, Room 304
Saratoga Springs, NY 12866
Ph: 518-306-3702 x16
Fax: 518-226-0469

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Saratoga Springs Recreation Center .......................... 15 Vanderbilt Ave
Community Room, Game Room, Racquetball Court, Multi-Purpose Gymnasium

East Side Recreation Park .................................................. 226 Lake Ave
Playgrounds, Spray Fountain, 3 Basketball Courts, 6 Tennis Courts,
Handball Court, Skate Park, 1 Football Field, 6 Baseball Fields, Paved Track

West Side Recreation Park .................................................. 166 Division St
Playground, Spray Fountain, 3 Tennis Courts, 2 Basketball Courts, 4 Baseball Fields

North Side Recreation Park .................................................. 5 Clement Ave
Playground, 2 Lacrosse/Soccer Field

Veterans Memorial Park .................................................. 10 Adams Rd
Playground, Spray Fountain, Baseball Field, 4 Softball Fields, 2 Basketball Courts,
4 Tennis Courts, Jogging Path

East Side Skate Park .................................................. 226 Lake Ave
Ramps, Rails, 1/4 Pipe, Half-Pipe

Vernon Arena Ice Rink .................................................. 30 Weibel Ave
Regulation Sized Rink, Seats 500

Weibel Avenue Ice Rink .................................................. 30 Weibel Ave
Olympic Sized Rink, Seats 1500

Congress Park .................................................. E. Congress St
Springs and Passive Recreation

High Rock Park .................................................. High Rock Ave
Springs and Passive Recreation

Saratoga Casino and Raceway .................................................. 342 Jefferson St
Soccer Fields- NOT OWNED BY CITY