



Judiciary & Public Safety Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Tuesday, August 16, 2022

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County, NY	Committee Member	Excused	
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Joseph Nauseef	Cortland County, NY	Committee Vice Chair	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerkof the Legislature	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Nicole Albro	Cortland County, NY	Probation Director	Present	
Patrick Perfetti	Cortland County, NY	District Attorney	Present	
Michael Cardinale	Cortland County, NY	Assigned Counsel Plan Administrator	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Denise Bushnell	Cortland County, NY	Coroner	Present	
Keith Dayton	Cortland County, NY	Public Defender	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Budd Rigg	Cortland County, NY	Undersheriff	Present	
Richard Stock	Cortland County, NY	Board Member	Present	

	NY			
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Andrea Herzog	Cortland County, NY	Finance Director	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Kevin Limiti	Cortland Standard	Reporter	Late	9:12 AM

MINUTES

1. Judiciary & Public Safety Committee - Committee Meeting - Jun 14, 2022 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Committee Vice Chair
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Fairchild-Preston, Bischoff, Nauseef, Waldbauer
EXCUSED:	Christopher Newell, Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement with K&A Radiologic Technology Services, Inc. - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Douglas Bentley, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Fairchild-Preston, Bischoff, Nauseef, Waldbauer
EXCUSED:	Christopher Newell, Susan Wilson

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Agreement with K&A Radiologic Technology Services, Inc. - Sheriff's Department

WHEREAS, K&A Radiologic Technology Services, Inc., of 6400 Collamer Road, East Syracuse, New York 13057, has agreed to enter into an agreement to furnish Cortland County Jail with portable x-ray, Ultrasound Services, 12-lead EKG, and Holter monitor services as prescribed by the doctor for inmates housed in the Cortland County Jail, AND

WHEREAS, the Cortland County Sheriff has determined this is a professional service which is exempt under General Municipal Law, Section 103, AND

WHEREAS the cost for each service is as follows:

X-Ray services shall be \$130.00 for first exam and \$65 for each additional exam
Minimum STAT charge \$140
Holter monitoring \$150 per patient
Ultrasound exams \$170 per exam

, AND

WHEREAS, the funds to cover this contract are available in account number A31505.54615-Contracted Medical Svcs, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and the Sheriff of Cortland County, upon review and approval by the County Attorney or designee, be and herby are authorized to contract with K&A Radiology Technology Services, Inc., of 6400 Collamer Road, East Syracuse, New York 13057, for the period of September 1, 2022 to August 31, 2024 for said purposes.

AGENDA ITEM NO. 2 – Create Position - Keyboard Specialist - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Bentley, Fairchild-Preston, Bischoff, Nauseef, Waldbauer
EXCUSED:	Christopher Newell, Susan Wilson

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Create Position - Keyboard Specialist - Sheriff's Office

WHEREAS, the needs of the agency will be better served by creating one full-time position of Keyboard Specialist, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one full-time position of Keyboard Specialist (Corrections/Civilian CSEA, Grade 1, \$16.0670- \$21.3545/hr, competitive class, full-time with benefits) be created on August 25, 2022 with approval to fill.

AGENDA ITEM NO. 3 – Authorize Agreement for Jail Physician, Physician's Assistant and Registered Nursing Services - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Joseph Nauseef, Committee Vice Chair
AYES:	Bentley, Fairchild-Preston, Bischoff, Nauseef, Waldbauer
EXCUSED:	Christopher Newell, Susan Wilson

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Agreement for Jail Physician, Physician's Assistant and Registered Nursing Services - Sheriff's Department

WHEREAS, New York State Correction Law § 501 requires the County to appoint a reputable physician, duly authorized to practice medicine, as the physician to the jail of the County, AND

WHEREAS, the physician appointed shall hold his office at the pleasure of the legislature, AND

WHEREAS, it is the finding of the County Legislature that the professional medical care requirements of Correction Law § 501 should be provided in an affordable and practical manner, AND

WHEREAS, it is the finding of the County Legislature that the legal requirements of Correction Law § 501 can best be met by providing for the compensation of a Jail Physician and their Physician's

Assistant and Registered Nurses by contractual agreement, NOW THEREFORE BE IT

RESOLVED, that Marshall M. Trabout, M.D., is appointed Cortland County Jail Physician to serve at the pleasure of the County Legislature, AND BE IT FURTHER

RESOLVED, that the compensation and payments to the Jail Physician for services to be rendered at the Cortland County Jail shall not exceed \$7,238 per month from January 1, 2023 through December 31, 2025, AND BE IT FURTHER

RESOLVED, that the compensation and payments to the Jail Physician for the medical professional services of the Registered Nurse employed by the Physician for services to be rendered at the Cortland County Jail shall not exceed \$11,109 per month from January 1, 2023 through December 31, 2025, AND BE IT FURTHER

RESOLVED, that the funds to cover this contract are available in account number A31505-54615, Contracted Medical Services, AND BE IT FURTHER

RESOLVED, that the County Administrator and the Sheriff of Cortland County, upon review and approval by the County Attorney or designee, be and herby are authorized to contract with the Jail Physician for the Cortland County Jail for the period January 1, 2023 through December 31, 2025.

AGENDA ITEM NO. 4 – Create Assistant Public Defender Position - Public Defender

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/25/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Joseph Nauseef, Committee Vice Chair
AYES:	Bentley, Fairchild-Preston, Bischoff, Nauseef, Waldbauer
EXCUSED:	Christopher Newell, Susan Wilson

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Create Assistant Public Defender Position - Public Defender

WHEREAS, Resolution No. 99-22 authorized the agreement with Upstate Family Defense (Child Welfare) Quality Improvement for a Case Load Reduction grant through the NYS Office of Indigent Legal Services, AND

WHEREAS, the needs of the agency will be better served by creating one full-time position of Assistant Public Defender, AND

WHEREAS, this position will be funded by the aforementioned grant and will expire when grant monies are no longer available, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one full-time position of Assistant Public Defender (Management/Management Confidential Compensation Plan, Grade 6, \$72,247- \$96,160/yr, non-competitive class, full-time with benefits) be created on August 25, 2022 with approval to fill.

MONTHLY REPORTS/DISCUSSION ITEMS

1. Probation Monthly Statistics - July 2022

RESULT: COMPLETED

2. Inmate Total Day Reports for June & July 2022

RESULT: COMPLETED

3. Jail Bail Reform

RESULT: COMPLETED

4. Assigned Counsel Monthly Activities Report

RESULT: COMPLETED

5. District Attorney Monthly Stats Report

RESULT: COMPLETED

6. Coroner Death Reports - June & July 2022

RESULT: COMPLETED

7. DOERC Report - August 2022

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 10:03 AM



Judiciary & Public Safety Committee

Committee Meeting

~ Minutes ~

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

1.1

Tuesday, June 14, 2022

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County, NY	Committee Member	Present	
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Vice Chair	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerkof the Legislature	Present	
Michael Cardinale	Cortland County, NY	Assigned Counsel Plan Administrator	Present	
Nicole Albro	Cortland County, NY	Probation Director	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Budd Rigg	Cortland County, NY	Undersheriff	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Kevin Limiti	Cortland Standard	Reporter	Present	
Denise Bushnell	Cortland County, NY	Coroner	Present	
Keith Dayton	Cortland County,	Public Defender	Present	

Minutes Acceptance: Minutes of Jun 14, 2022 9:00 AM (MINUTES)

	NY			
Richard Stock	Cortland County, NY	Board Member	Late	9:30 AM

MINUTES

1. Judiciary & Public Safety Committee - Committee Meeting - May 17, 2022 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Joseph Nauseef, Committee Vice Chair
AYES:	Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef
EXCUSED:	Eugene Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend 2022 Budget and Transfer Funds to Medical Supplies -Sheriff

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/14/2022 10:00 AM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Joseph Nauseef, Committee Vice Chair
AYES:	Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend 2022 Budget and Transfer Funds to Medical Supplies -Sheriff

WHEREAS, the Cortland County Sheriff's Office has expended the 2022 budget line for medical supplies for jail inmates, AND

WHEREAS, it is anticipated that the County jail will continue the need for medical supplies for jail inmates, NOW THEREFORE BE IT

RESOLVED, that the 2022 County Budget is hereby amended as follows:

Increase:

Expense:		
Medical Supplies	A31505.54006	\$67,000
Approp. Fund Balance	A359900	\$67,000

AGENDA ITEM NO. 2 – Abolish One Position of Assistant District Attorney/Create One Position of Associate Attorney (Office of the District Attorney)/Assistant District Attorney - District Attorney's Office

Minutes Acceptance: Minutes of Jun 14, 2022 9:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Joseph Nauseef, Committee Vice Chair
AYES:	Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO.**

**Abolish One Position of Assistant District Attorney/Create One Position of Associate Attorney
(Office of the District Attorney)/Assistant District Attorney - District Attorney's Office**

WHEREAS, the needs of the department will be better served by abolishing one (1) full-time position of Assistant District Attorney and creating one (1) full-time position of Associate Attorney (Office of the District Attorney)/Assistant District Attorney, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant District Attorney (Grade 6, Management Compensation Plan, \$72,247-96,160, exempt class, full-time, 35 hours/week with benefits) be and hereby is abolished effective June 23, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Attorney (Office of the District Attorney)/Assistant District Attorney (Grade 7, Management Compensation Plan, \$67,206-89,451, pending jurisdictional classification, full-time 35 hours/week with benefits OR Grade 6, Management Compensation Plan, \$72,247-96,160, exempt class, full-time, 35 hours/week with benefits) be created with permission to fill effective June 24, 2022 at 12:01 a.m.

AGENDA ITEM NO. 3 – Authorize Agreement/Accept Grant Third Upstate Quality Improvement and Caseload Reduction Grant - Public Defender

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO.**

**Authorize Agreement/Accept Grant Third Upstate Quality Improvement and Caseload Reduction
Grant - Public Defender**

WHEREAS, to improve the quality of services provided under Article 18-B of County Law, the County Public Defender applied for the Third Upstate Quality Improvement and Caseload Reduction Grant (Contract No. C3RD611) with the NYS Office of Indigent Legal Services, AND

WHEREAS, NYS Office of Indigent Legal Services awarded Cortland County a reimbursable grant in the amount of \$300,000 to cover the time period July 1, 2020 to June 30, 2023; (Year 1, 07/01/2020 - 06/30/2021 in the amount \$100,000, Year 2, 07/01/2021 -06/30/2022 the amount \$100,000, Year 3, 07/01/2022 - 06/30/2023) and any extended years, AND

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WHEREAS, this grant money shall be used to continue to provide salary and fringe benefits funding for a full-time Assistant Public Defender position to alleviate the workload and case burden in the Public Defender's office, AND

WHEREAS, this grant money shall also be used to continue to provide salary and fringe benefits funding for a part-time Client Liaison Specialist position to assist attorneys in the day-to-day interaction with clients, including client ancillary projects for assistance with resources provided by third parties, AND

WHEREAS, as required by the County or NYS Office of Indigent Legal Services, the Public Defender shall collect and report data annually, in statistical and narrative form, to measure this project and shall continuously analyze and evaluate case outcomes to ensure effective use of the funds, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized and directed to sign an agreement with NYS Office of Indigent Legal Services for a term of July 1, 2020 through June 30, 2023 and any extended years, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 4 – Authorize Agreement/Accept Funds Indigent Legal Services Distribution No. 12 - Public Defender

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/23/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef
EXCUSED:	Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Agreement/Accept Funds Indigent Legal Services Distribution No. 12 - Public Defender

WHEREAS, the NYS Office of Indigent Legal Services has awarded the Cortland County Public Defender's Office \$150,522.00 for the multi-year period from January 1, 2022, to December 31, 2024, payable \$50,174.00 in year 1 (2022), \$50,174.00 in year 2 (2023) and \$50,174.00 in year 3 (2024) to improve the quality of mandated indigent legal representation, AND

WHEREAS, this grant money shall be used to continue to provide salary and fringe benefits funding for Secretary II services within the Public Defender's office, AND

WHEREAS, as required by the County or NYS Office of Indigent Legal Services, the Public Defender shall collect and report data annually, in statistical and narrative form, to measure this project and shall continuously analyze and evaluate case outcomes to ensure effective use of the funds, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney, is hereby authorized and directed to sign an agreement with NYS Office of Indigent Legal Services, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent

Minutes Acceptance: Minutes of Jun 14, 2022 9:00 AM (MINUTES)

year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 5 – Authorize Creation of One Police Officer (Deputy Sheriff) - Sheriff's Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 6/23/2022 6:00 PM

MOVER: Joseph Nauseef, Committee Vice Chair

SECONDER: Cathy Bischoff, Committee Member

AYES: Newell, Bentley, Fairchild-Preston, Bischoff, Wilson, Nauseef

EXCUSED: Eugene Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Authorize Creation of One Police Officer (Deputy Sheriff) - Sheriff's Department

WHEREAS, Marathon School District is in need of a School Resource Officer (SRO) in the form of a Police Officer (Deputy Sheriff) from the Sheriff's Department, AND

WHEREAS, Marathon School District received a two (2) year grant to fund the position, fringe and vehicle expenses for ten (10) months for each of the next two (2) years, AND

WHEREAS, the County will be responsible for the funding of the additional two (2) months of each of the next two (2) years, AND

WHEREAS, an additional employee would be beneficial to the Cortland County Sheriff's Department during the summer months to lessen the need for overtime, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of one (1) Police Officer (Deputy Sheriff), competitive class, \$26.8575-35.67/hr, CPAC contract, full-time with benefits, NOW THEREFORE BE IT

RESOLVED, that one position of Police Officer (Deputy Sheriff), competitive class, \$26.8575-35.67/hr, CPAC contract, full-time with benefits, be and hereby is created with approval to fill effective June 24, 2022, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to enter into an agreement with Marathon Central School District for said purposes.

Minutes Acceptance: Minutes of Jun 14, 2022 9:00 AM (MINUTES)

MONTHLY REPORTS

1. Probation Department Monthly Report

RESULT:	COMPLETED
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2. DOERC May 2022 Report

RESULT:	COMPLETED
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3. Coroner Monthly Report

RESULT:	COMPLETED
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4. Jail Inmate Population May 2022

RESULT:	COMPLETED
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5. District Attorney Monthly Statistics

RESULT:	COMPLETED
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6. Public Defender Monthly Report May 2022

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:57 PM

Minutes Acceptance: Minutes of Jun 14, 2022 9:00 AM (MINUTES)

PROBATION STATISTICS JULY 2022

CRIMINAL COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22
On Probation	412	379	412	377	416	370	414	365	410	362	407	364	391	363	397		410		379		381		381	
Reports Completed	28	28	23	27	26	32	27	31	33	36	27	43	46	30	33		9		19		18		18	

FAMILY COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22	21	22
Adult Probation	15	18	15	19	17	19	17	18	16	23	15	27	16	26	16		20		21		21		17	
Youth Probation	14	8	14	9	14	9	14	7	15	7	15	6	15	6	15		15		10		10		11	
PINS in Diversion	23	31	25	29	29	30	33	32	33	34	32	31	26	30	23		25		30		33		32	
JD in Diversion	3	2	2	1	1	1	4	4	3	5	3	2	5	5	3		6		4		2		3	
Reports Completed	0	1	2	0	0	2	1	1	0	1	2	1	0	1	0		0		0		3		1	

TOTAL ON PROBATION ALL COURTS and receiving Diversion Services:

2021 – Jan. 441, Feb. 441, Mar. 447, April 445, May 477, June 472, July 422, August 443, Sept. 445, Oct. 435, Nov. 445, Dec. 431

2022 – Jan. 438, Feb. 435, March 449, April 426, May 431, June 430, **July 430**

RELEASED TO ATI (Pre-trial):

2021 – January 71, February 73, March 65, April 59, May 71, June 71, July 77, August 89, Sept. 89, Oct. 89, Nov. 85, Dec. 90

2022 – January 109, February 110, March 120, April 126, May 136, June 123, **July 127**

Cortland County Jail

3.2.a

Total Inmate Day Report

From Period 06/01/2022 Through 06/30/2022

All County/Non-County Inmates

Date	Male		Female		Total Days	
06/01/2022	49		7		56	
06/02/2022	48		7		55	
06/03/2022	48		7		55	
06/04/2022	48		6		54	
06/05/2022	48		6		54	
06/06/2022	49		7		56	
06/07/2022	49		7		56	
06/08/2022	47		7		54	
06/09/2022	45		7		52	
06/10/2022	49		7		56	
06/11/2022	48		7		55	
06/12/2022	47		7		54	
06/13/2022	46		9		55	
06/14/2022	45		8		53	
06/15/2022	45		9		54	
06/16/2022	44		8		52	
06/17/2022	43		8		51	
06/18/2022	43		8		51	
06/19/2022	43		8		51	
06/20/2022	47		9		56	
06/21/2022	48		8		56	
06/22/2022	48		6		54	
06/23/2022	45		7		52	
06/24/2022	46		5		51	
06/25/2022	46		4		50	
06/26/2022	48		4		52	
06/27/2022	50		4		54	
06/28/2022	50		4		54	
06/29/2022	48		5		53	
06/30/2022	48		4		52	
Totals	1,408	Males	200	Females	1,608	Da

Attachment: TotalInmateDayReportJune 2022 (10845 : Inmate Total Day Reports for June & July 2022)

Total Inmate Day Report

From Period 07/01/2022 Through 07/31/2022

All County/Non-County Inmates

Date	Male		Female		Total Days	
07/01/2022	45		5		50	
07/02/2022	44		5		49	
07/03/2022	44		6		50	
07/04/2022	45		6		51	
07/05/2022	47		5		52	
07/06/2022	45		4		49	
07/07/2022	48		5		53	
07/08/2022	47		5		52	
07/09/2022	46		4		50	
07/10/2022	53		4		57	
07/11/2022	49		4		53	
07/12/2022	47		5		52	
07/13/2022	46		5		51	
07/14/2022	46		6		52	
07/15/2022	46		8		54	
07/16/2022	48		7		55	
07/17/2022	48		7		55	
07/18/2022	49		7		56	
07/19/2022	48		7		55	
07/20/2022	47		7		54	
07/21/2022	48		7		55	
07/22/2022	49		7		56	
07/23/2022	49		7		56	
07/24/2022	51		7		58	
07/25/2022	50		7		57	
07/26/2022	51		7		58	
07/27/2022	48		8		56	
07/28/2022	49		11		60	
07/29/2022	51		9		60	
07/30/2022	48		8		56	
07/31/2022	50		9		59	
Totals	1,482	Males	199	Females	1,681	Da

Attachment: TotalInmateDayReport July 2022 (10845 : Inmate Total Day Reports for June & July 2022)

Bail reform efforts have affected many aspects in law enforcement, most of which people can see from press. The Corrections portion of how bail reform is affecting us is not something that is talked about. In an effort to keep you as up to date as possible with some of what we're seeing in our jail, I have attached the following information:

- In 2021 we seen 315 Pre-arraignments in the jail (holding for courts to see)
- In 2022 from January through July 31, we've seen 297 Pre-arraignments. (on track to break 500 this year)
 - Males 220, Released 159, Remanded 61
 - Females 77, Released 56, Remanded 21
- In 2022 we've done 354 Bookings so far:
 - 01/01/21 through 08/04/21 166 male 41 female 207 total
 - 01/01/22 through 08/04/22 279 male 75 female 354 total
- That's a 71% increase in bookings for this time frame 2021-2022
- People released after being housed (Same Period as above)
 - 2021 163 Male 35 Female 198 total
 - 2022 274 Male 71 Female 345 Total
- That's a 74% increase in releases for this time from 2021-2022

Sheriff Mark Helms



CORTLAND COUNTY ASSIGNED COUNSEL OFFICE

CORTLAND COUNTY OFFICE BUILDING, SUITE B27
60 CENTRAL AVENUE, CORTLAND NY 13045

STEPHANIE A. OLIVER
SECRETARY

MICHAEL R. CARDINALE
ADMINISTRATOR

CASEY K. NEVILLE
CASE MANAGER

JPS Meeting – July 2022 Report

DENIALS: 1 financially ineligible
3 type of case

CONFLICT

Family Court:	50
Criminal:	
Felonies	16
Misdemeanors	21
Violations	1
Infractions	2
Appeals	0
Total	90

PUBLIC DEFENDER ASSIGNMENTS

Family Court	26
Criminal15	
Felonies	10
Misdemeanors	21
Violations	1
Infractions	0
Appeals	0
Total	58

Total PD cases assigned: Assigned by AC- 44
Assigned by Courts: 56
100

Total Cases Assigned
90+58 =148

COUNSEL AT FIRST ARRAIGNMENT		
AFTER hours	18B	PD
July 2022	30	7
June 2022	27	6
May 2022	32	7
April 2022	17	14
March 2022	21	15
February 2022	21	16
January 2022	25	12
NOT After hours		
July 2022	7	55
June 2022	10	73
May 2022	6	98
April 2022	14	79
March 2022	10	75
February 2022	5	46
January 2022	5	47

ILS Hurrell-Harring Grant Money

\$57,021.06 received 3/19/20
\$52,941.00 received 10/28/20
\$160,282.95 requested reimbursement

Money Saved-Grant Paid

04/2021 \$161.28	12/2021 \$797.10	
05/2021 \$263.20	02/2022 \$197.49	
06/2021 \$2432.00	03/2022 \$582.22	
08/2021 \$54.90	04/2022 \$200.07	
09/2021 \$653.02	05/2022 \$263.18	
10/2021 \$2078.57	06/2022 \$821.66	
11/2021 \$248.08	07/2022 \$629.50	

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2022 DA Statistics

	Jan 2021	Jan 2022	Feb 2021	Feb 2022	Mar 2021	Mar 2022	Apr 2021	Apr 2022	May 2021	May 2022	June 2021	June 2022
Fel-County & City	14	15	17	24	28	25	22	25	35	26	22	29
Misd City	23	23	18	20	26	26	36	21	40	30	24	42
Misd County	37	43	30	36	22	29	27	37	30	46	35	43
Violations City	6	9	2	4	9	6	11	12	9	8	7	5
Violations County	16	3	6	5	10	1	4	1	0	2	5	1
Sealed Indictments	0	0	0	0	0	4	0	0	0	0		1
TOTALS:	96	93	73	89	95	91	100	96	114	112	93	121
Vehicle and Traffic	277	277	222	240	283	293	319	225	153	260	120	297
DWI's	13	13	4	13	16	20	8	14	15	15	19	14
	July 2021	July 2022	Aug 2021	Aug 2022	Sep 2021	Sep 2022	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Fel-County & City	18	24	16		16		13		22		33	
Misd City	30	17	43		36		17		25		25	
Misd County	32	50	40		46		25		30		48	
Violations City	11	8	2		16		25		7		19	
Violations County	3	5	4		3		4		6		5	
Sealed Indictments			0		0		0		0		0	
TOTALS:	94	104	105	0	117	0	84	0	90	0	130	0
Vehicle and Traffic	684	260	377		293		203		385		353	
DWI's	16	15	13		19		6		11		23	

Cortland County Coroner

2022 Death Report

<u>January</u> 10 deaths 3 autopsies	<u>February</u> 10 deaths 3 autopsies	<u>March</u> 11 deaths 5 autopsies
<u>April</u> Deaths 10 3 Autopsies	<u>May</u> Deaths 5 Autopsies 3	<u>June</u> Deaths 7 Autopsies 5
<u>July</u> deaths autopsies	<u>August</u> deaths autopsies	<u>September</u> deaths autopsies
<u>October</u> deaths autopsies	<u>November</u> deaths autopsies	<u>December</u> deaths autopsies

Cortland County Coroner

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<u>July</u> Deaths 5 Autopsies 1	<u>August</u> deaths autopsies	<u>September</u> deaths autopsies
<u>October</u> deaths autopsies	<u>November</u> deaths autopsies	<u>December</u> deaths autopsies

August 2022

911

- Staffing issues
 - 4 vacancies – 25% of the staff
 - Unable to fill temporary position
 - Civil service list results are no longer valid; less than 3 people
- Auto discovery recordings case load is taking around 1-2 hours per day
- Bad antenna at the Cortlandville Tower site – parts on order
- Cincinnati Tower has a bad radiator; parts ordered

22 West Court Street

- No Further progress - Bidding/awarding of construction is on hold until 2022.

Emergency Management

- Work is progressing on obtaining NYS accreditation

Fire Service

- Fall firefighting series class is filling up – expect a full class (in county and out of county)
- Using NYS State fire for Fire investigations
- Small group exploring grant opportunities for new radios.
- Still supporting repairs to radios under grant funding

Conferences – trainings

- NYS Executive Order 18 training – August 8 & 9
- NYS TIMS training, Sept 26
- NYS 911 Coordinators conference, October 17-21
- Regional Fire Administrators – November 9 & 10

Grants Awarded

- 2023 SHSP - \$51,215
- 2023 EMPG - \$23,603

Grants Awaiting

- PSAP operations
- SICG
- SICG targeted



DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION

Year-to-Date CAD Call Detail

Year-To-Date CAD Received Calls

Call Nature	01/01/2022 to 07/31/2022:	01/01/2021 to 07/31/2021:	1 yr % change:	01/01/2020 to 07/31/2020:	2 yr % change:
	0	5	-100.0%	39	-100.0%
911 HANG UP	1,208	1,546	-21.9%	1,144	5.6%
911 NOT DISPATCHED	980	1,067	-8.2%	779	25.8%
911 OPEN LINE	497	628	-20.9%	692	-28.2%
ABDOMINAL PAIN	37	43	-14.0%	27	37.0%
ABDOMINAL PAIN II	51	51	0.0%	45	13.3%
ABDUCTION/KIDNAPPING	4	1	300.0%	1	300.0%
ADMINISTRATIVE	743	710	4.6%	378	96.6%
AIRCRAFT INCIDENT	1	1	0.0%	0	N/A
ALCOHOL OFFENSE	39	13	200.0%	8	387.5%
ALLERGIC REACTION	9	22	-59.1%	27	-66.7%
ALLERGIC REACTION II	9	10	-10.0%	7	28.6%
ALLERGIC REACTION III	1	0	N/A	0	N/A
ALLERGIC REACTION IV	0	1	-100.0%	0	N/A
ANIMAL BITE	1	0	N/A	3	-66.7%
ANIMAL BITE II	4	5	-20.0%	12	-66.7%
ANIMAL BITE III	0	2	-100.0%	0	N/A
ANIMAL PROBLEM	912	813	12.2%	708	28.8%
ARREST III	4	3	33.3%	7	-42.9%
ARREST VI	22	23	-4.3%	21	4.8%
ARREXT X	35	36	-2.8%	45	-22.2%
ASSAULT	34	37	-8.1%	43	-20.9%
ASSAULT V	1	1	0.0%	1	0.0%
ASSAULT VI	1	4	-75.0%	5	-80.0%
ASSAULT VII	0	5	-100.0%	0	N/A
ASSAULT VIII	1	0	N/A	0	N/A
ASSIST	2,436	2,327	4.7%	1,996	22.0%
ATTEMPT TO LOCATE	216	206	4.9%	171	26.3%
BACK PAIN	18	14	28.6%	9	100.0%
BACK PAIN II	35	38	-7.9%	27	29.6%
BAR CHECK	91	22	313.6%	2	4,450.0%

Attachment: 2022 CAD YTD report Aug 2022 (10822 : DOERC Report - August 2022)

BOMB THREAT	1	0	N/A	0	N/A
BURGLARY	129	122	5.7%	164	-21.3%
BURNS	2	1	100.0%	1	100.0%
BURNS II	5	0	N/A	6	-16.7%
BURNS III	0	0	N/A	1	-100.0%
BURNS IV	3	0	N/A	0	N/A
BURNS IX	1	0	N/A	0	N/A
BURNS VI	1	0	N/A	0	N/A
CARBON MONOXIDE	55	45	22.2%	54	1.9%
CHEST PAIN	173	194	-10.8%	146	18.5%
CHEST PAIN II	14	6	133.3%	6	133.3%
CHIMNEY FIRE	6	7	-14.3%	4	50.0%
CHOKING	7	12	-41.7%	6	16.7%
CHOKING II	8	3	166.7%	8	0.0%
CHOKING X	1	1	0.0%	0	N/A
CITY CODE VIOLATION	11	4	175.0%	3	266.7%
CIVIL ONLY	1,728	1,373	25.9%	1,173	47.3%
COMMUNITY OUTREACH	469	203	131.0%	0	N/A
INTERACTION					
CRIMINAL MISCHIEF	149	109	36.7%	176	-15.3%
DEATH INVESTIGATION	2	4	-50.0%	8	-75.0%
DIABETIC PROBLEM	37	34	8.8%	29	27.6%
DIABETIC PROBLEM II	12	22	-45.5%	20	-40.0%
DIABETIC PROBLEM III	7	2	250.0%	4	75.0%
DISORDERLY CONDUCT	476	443	7.4%	328	45.1%
DISPATCHER DUTY	5	8	-37.5%	9	-44.4%
DISTURBANCE	710	701	1.3%	638	11.3%
DOMESTIC	643	628	2.4%	685	-6.1%
DROWNING III	1	0	N/A	1	0.0%
DRUG INVESTIGATION	101	142	-28.9%	211	-52.1%
DSS ASSIST/HOME VISIT	296	212	39.6%	190	55.8%
DSS NOTIFICATION	537	464	15.7%	434	23.7%
EMERGENCY BUTTON ACTIVATION	8	9	-11.1%	12	-33.3%
EMOTIONALLY DISTURBED PERSON	327	379	-13.7%	299	9.4%
EMS	44	37	18.9%	55	-20.0%
EQUIPMENT PROBLEM	28	43	-34.9%	39	-28.2%
EXPLOSION	1	0	N/A	4	-75.0%
EXPOSURE	0	0	N/A	1	-100.0%
EXPOSURE II	4	5	-20.0%	2	100.0%
EXPOSURE IV	1	0	N/A	0	N/A
EYE II	7	5	40.0%	5	40.0%

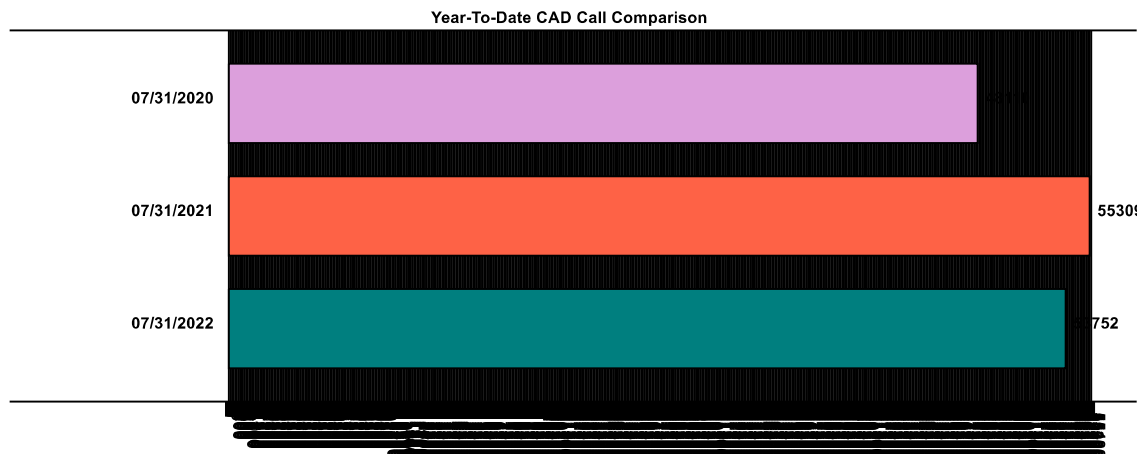
FALL	39	23	69.6%	44	-11.4%
FALL II	579	529	9.5%	474	22.2%
FALL III	9	9	0.0%	4	125.0%
FALL IX	3	2	50.0%	4	-25.0%
FALL X	0	3	-100.0%	1	-100.0%
FIELD INVESTIGATION	516	481	7.3%	233	121.5%
FIRE ALARM	367	319	15.0%	299	22.7%
FOLLOW UP INVESTIGATION/ACTION	3,616	2,783	29.9%	2,313	56.3%
FOUND PROPERTY	350	363	-3.6%	313	11.8%
FRAUD	251	343	-26.8%	248	1.2%
GRASS/BRUSH FIRE	16	11	45.5%	14	14.3%
HARASSMENT	758	726	4.4%	643	17.9%
HAZARDOUS CONDITION	129	117	10.3%	115	12.2%
HAZARDOUS MATERIALS INCIDENT	1	1	0.0%	0	N/A
HEADACHE	25	12	108.3%	13	92.3%
HEADACHE II	8	10	-20.0%	7	14.3%
HEART	36	54	-33.3%	35	2.9%
HEART II	3	2	50.0%	3	0.0%
HEMORRHAGE	24	32	-25.0%	36	-33.3%
HEMORRHAGE II	56	75	-25.3%	67	-16.4%
ILLEGAL DUMPING	51	46	10.9%	47	8.5%
INFORMATION	33	45	-26.7%	24	37.5%
INHALATION	0	1	-100.0%	1	-100.0%
INHALATION III	2	1	100.0%	0	N/A
INHALATION IX	2	0	N/A	1	100.0%
INHALATION VII	0	0	N/A	1	-100.0%
INVESTIGATION	465	366	27.0%	407	14.3%
JAIL INVESTIGATION	2	7	-71.4%	2	0.0%
JUVENILE PROBLEM	218	183	19.1%	161	35.4%
LARCENY	789	616	28.1%	514	53.5%
LIFTING ASSISTANCE	53	26	103.8%	40	32.5%
LOST PROPERTY	139	135	3.0%	101	37.6%
MISSING PERSON	60	56	7.1%	68	-11.8%
NOISE COMPLAINT	323	382	-15.4%	403	-19.9%
NOTIFICATION	211	225	-6.2%	163	29.4%
OPEN DOOR	65	54	20.4%	44	47.7%
OUTSIDE FIRE	80	78	2.6%	88	-9.1%
OVERDOSE/POISONING II	7	9	-22.2%	5	40.0%
OVERDOSE/POISONING III	21	29	-27.6%	31	-32.3%
OVERDOSE/POISONING V	8	10	-20.0%	0	N/A
OVERDOSE/POISONING VI	0	0	N/A	1	-100.0%

Attachment: 2022 CAD YTD report Aug 2022 (10822 : DOERC Report - August 2022)

OVERDOSE/POISONING VII	27	21	28.6%	18	50.0%
OVERDOSE/POISONING X	17	25	-32.0%	0	N/A
PANDEMIC	0	0	N/A	1	-100.0%
PARKING COMPLAINT	351	417	-15.8%	313	12.1%
PERSON WITH A WEAPON	63	61	3.3%	56	12.5%
PERSONAL INJURY MVA	136	167	-18.6%	179	-24.0%
PERSONAL INJURY MVA IX	18	23	-21.7%	29	-37.9%
POLICE ALARM	617	513	20.3%	564	9.4%
PREGNANCY	24	16	50.0%	28	-14.3%
PROCESSING	41	68	-39.7%	70	-41.4%
PROPERTY CHECK	12,304	14,153	-13.1%	13,834	-11.1%
PROPERTY DAMAGE MVA	1,360	1,256	8.3%	1,203	13.1%
PSYCH V	1	6	-83.3%	10	-90.0%
PSYCH VII	3	5	-40.0%	4	-25.0%
RECORDING RELEASE	0	0	N/A	2	-100.0%
REPOSSESSION	75	55	36.4%	59	27.1%
RESCUE	6	6	0.0%	5	20.0%
RESCUE IX	2	0	N/A	0	N/A
ROAD FLOODING/CLOSURE	3	4	-25.0%	2	50.0%
ROBBERY	7	6	16.7%	5	40.0%
SEIZURES	120	112	7.1%	89	34.8%
SEIZURES II	27	43	-37.2%	50	-46.0%
SEIZURES III	0	0	N/A	1	-100.0%
SEIZURES X	0	3	-100.0%	1	-100.0%
SEND	132	126	4.8%	95	38.9%
SERVICE CALL	180	199	-9.5%	156	15.4%
SEX CRIME	65	56	16.1%	87	-25.3%
SEX OFFENDER	98	86	14.0%	88	11.4%
SHOTS FIRED	30	27	11.1%	49	-38.8%
SICK PERSON	201	207	-2.9%	177	13.6%
SICK PERSON II	328	364	-9.9%	323	1.5%
SPECIAL DETAIL	452	401	12.7%	300	50.7%
STAB/SHOOT V	0	0	N/A	1	-100.0%
STAB/SHOOT VII	0	0	N/A	1	-100.0%
STAB/SHOOT VIII	3	0	N/A	0	N/A
STOLEN VEHICLE	60	48	25.0%	45	33.3%
STROKE	66	67	-1.5%	56	17.9%
STRUCTURE FIRE	76	80	-5.0%	70	8.6%
SUSPICIOUS	615	514	19.6%	560	9.8%
TEST CALL	101	139	-27.3%	255	-60.4%
TRAFFIC PROBLEM	415	439	-5.5%	369	12.5%

Attachment: 2022 CAD YTD report Aug 2022 (10822 : DOERC Report - August 2022)

TRAFFIC STOP	8,508	10,727	-20.7%	7,817	8.8%
TRANSFER	28	9	211.1%	10	180.0%
TRANSPORT	921	497	85.3%	466	97.6%
TRAUMATIC	2	4	-50.0%	1	100.0%
TRAUMATIC II	42	56	-25.0%	32	31.2%
TRAUMATIC IV	0	1	-100.0%	0	N/A
TREE DOWN	138	193	-28.5%	69	100.0%
TRESPASSING	332	237	40.1%	220	50.9%
TROUBLE BREATHING	332	374	-11.2%	325	2.2%
TROUBLE BREATHING III	13	14	-7.1%	7	85.7%
UNCONSCIOUS/FAINTING	155	155	0.0%	134	15.7%
UNCONSCIOUS/FAINTING II	48	38	26.3%	28	71.4%
UNCONSCIOUS/FAINTING III	1	5	-80.0%	4	-75.0%
UNKNOWN PROBLEM	148	141	5.0%	145	2.1%
VEHICLE COMPLAINT	819	854	-4.1%	722	13.4%
VEHICLE FIRE	33	28	17.9%	32	3.1%
WARRANT ARREST	189	153	23.5%	112	68.8%
WATER PROBLEM/PUMPING DETAIL	38	22	72.7%	11	245.5%
WATER RESCUE	0	1	-100.0%	1	-100.0%
WELFARE CHECK	1,059	940	12.7%	855	23.9%
WIRES DOWN	207	131	58.0%	77	168.8%

**Report Includes:**

All Dates between `00:00:00 01/01/20` and `23:59:59 07/31/22`, All Cities

Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Summary Information

Call Origin	Peak Month	Peak Month Count	Total Count	% Total	Avg / Month
All	Aug	11,198	118,884	100.0 %	9,907

Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Detail Information

Call Origin		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Occurrences	1	1	1	1	1	1	1	1	1	1	1	1	
Incoming	Call Count:	7,063	6,489	7,819	7,425	7,405	7,896	8,216	8,235	7,936	7,644	6,791	7,052	89,971
	% of Total:	7.9 %	7.2 %	8.7 %	8.3 %	8.2 %	8.8 %	9.1 %	9.2 %	8.8 %	8.5 %	7.5 %	7.8 %	100.0 %
	Avg / Month:	7,063	6,489	7,819	7,425	7,405	7,896	8,216	8,235	7,936	7,644	6,791	7,052	7,498
Internal	Call Count:	141	100	146	59	28	2	1	119	74	146	116	56	988
	% of Total:	14.3 %	10.1 %	14.8 %	6.0 %	2.8 %	0.2 %	0.1 %	12.0 %	7.5 %	14.8 %	11.7 %	5.7 %	100.0 %
	Avg / Month:	141	100	146	59	28	2	1	119	74	146	116	56	82
Outgoing	Call Count:	2,529	2,354	2,402	2,324	2,018	1,777	1,830	2,844	2,642	2,487	2,307	2,411	27,925
	% of Total:	9.1 %	8.4 %	8.6 %	8.3 %	7.2 %	6.4 %	6.6 %	10.2 %	9.5 %	8.9 %	8.3 %	8.6 %	100.0 %
	Avg / Month:	2,529	2,354	2,402	2,324	2,018	1,777	1,830	2,844	2,642	2,487	2,307	2,411	2,327
Total	Call Count:	9,733	8,943	10,367	9,808	9,451	9,675	10,047	11,198	10,652	10,277	9,214	9,519	118,884
	% of Total:	8.2 %	7.5 %	8.7 %	8.3 %	7.9 %	8.1 %	8.5 %	9.4 %	9.0 %	8.6 %	7.8 %	8.0 %	100.0 %
	Avg / Group:	3,244	2,981	3,456	3,269	3,150	3,225	3,349	3,733	3,551	3,426	3,071	3,173	3,302

Attachment: Call Count by Month (10822 : DOERC Report - August 2022)

Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

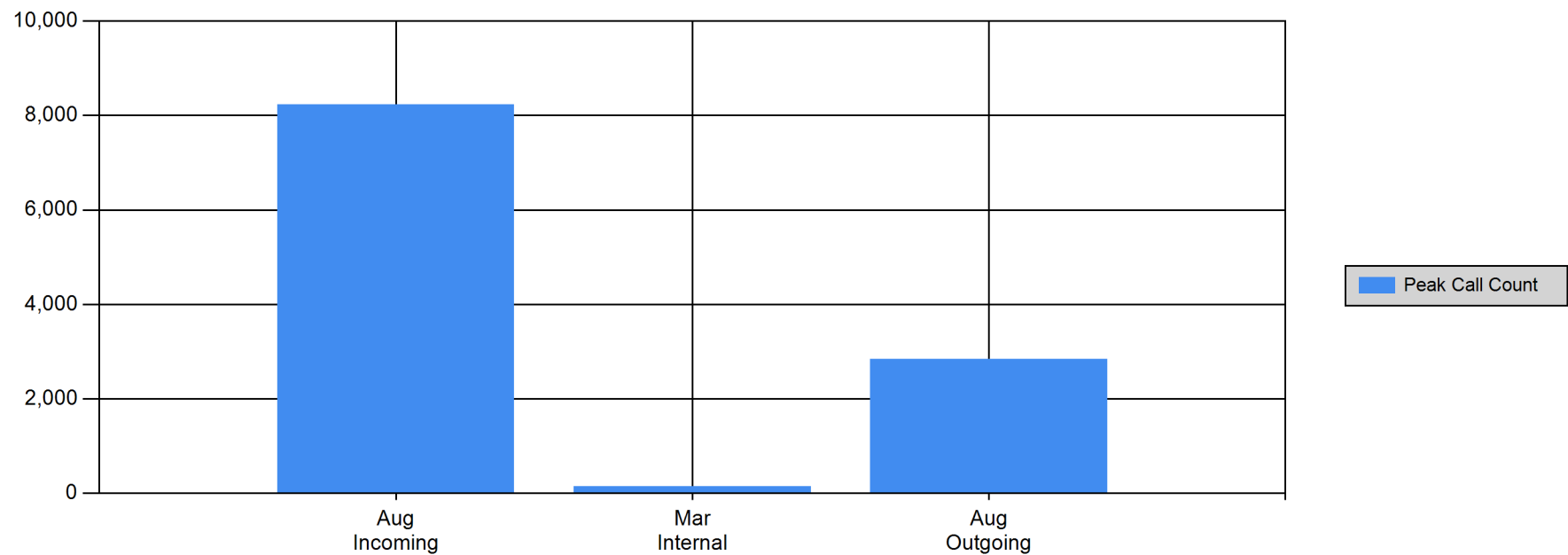
Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Summary Chart

Peak Count By Month (Call Origin)



Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

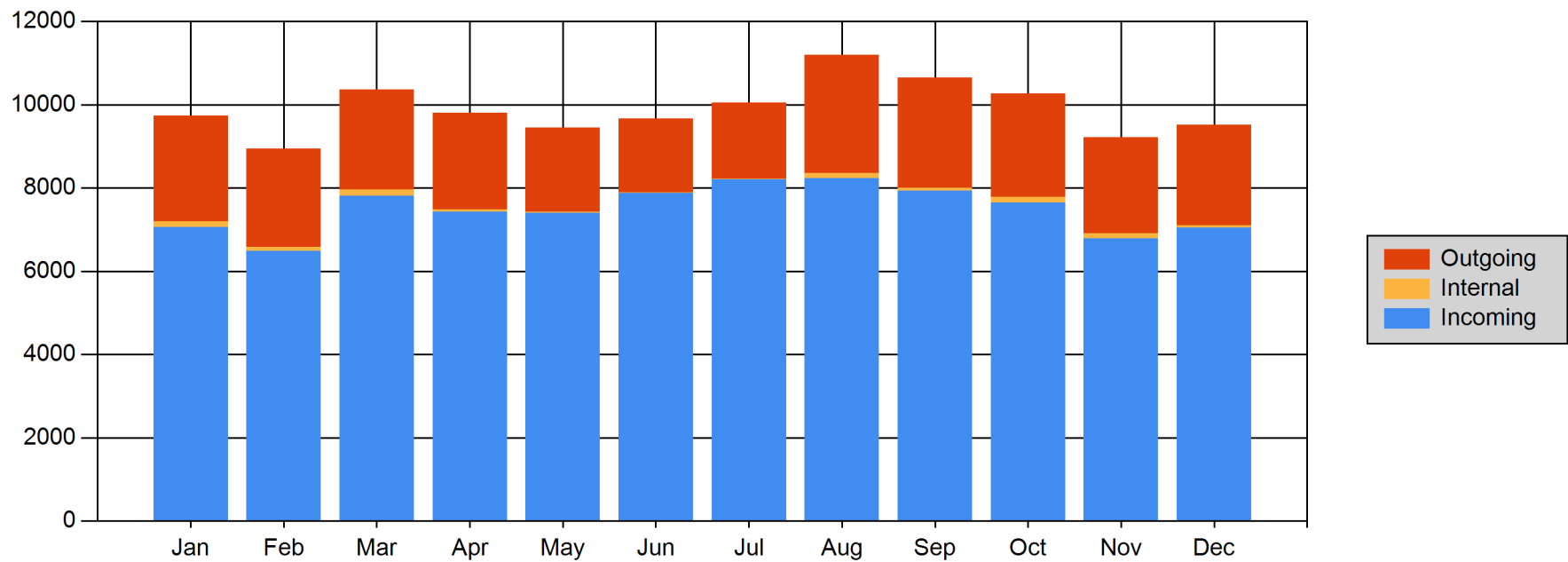
Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Detail Chart

Call Count by Call Origin



Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Report Description

Report Definition: Provides the total number of calls processed each month for the specified date range and filter criteria. The peak month of the year is also presented in the Summary Information section.

This report displays the call count, percentage of total, and average by month. The data element (item being counted) is calls. Users select the row detail or member for the call count report. Typically they may count calls for agents, consoles, trunks, and so on. The users may also choose to include up to two grouping levels. So, for example, the report could count calls received by Agents, grouped by Site and Class of Service (COS).

Note:

A grey-colored figure on the report indicates a partial count was reported for the time period (hour, day, week, and so on). *Examples: The total count was for only half the hour rather than the entire hour. The average per year was extrapolated from ¼ year's data rather than from a full year's data.*

Report Notes:

Glossary of Terms

Field	Description
Report Heading Information (no field title)	The information that applies to the entire report.
For (row detail)	The lowest level (row detail) of the report. This is the focus or lowest granularity on the report. For example, if reporting on the calls processed for each Xfer/Conf Target, each Xfer/Conf Target would be shown on a row in the detail section of the report. When defining the contents of the report on Analytics's Report Criteria page, it is the last group selected. (It can also be the only group selected.)
Creation Date	Date and time the report was produced.

Call Count by Month

For (Call Origin)

Creation Date: 08/01/2022 11:20:02 AM

Grouping: Call Origin

Date Range: 08/01/2021 11:20:02 AM - 08/01/2022 11:20:02 AM

Filter Criteria:

Report Description

Glossary of Terms

Field	Description
Grouping	Selected hierarchical level and classifications of the requested data (for example, Level 1: Site; Members: Agent Group). Level 1 is the top level of grouping on the report. Level 2 is the mid-level group, and Members is the bottom or row level. The bottom level defines the lowest level of information on the report.
Date Range	Specified beginning and ending dates and times for the requested data.
Filter Criteria	Selected criteria that determine what data is included or excluded from the report.
Summary Information	The report data summarized by the highest grouping level (first selected group). Lower grouping levels and detail information are not shown in the summary section.
Highest grouping level (no field titles on report)	Top level group (column heading) and its members (line items) to which the displayed data applies, for example, "Sites" (column heading) and "ABC Call Center" (line item).
All	Grand total or summarization of the three types of information represented in the reporting period (Peak Month, Total Call Count, and Average Call Count per Month).
Peak Month	The month when the largest count (greatest activity) occurred.
Peak Month Count	Total quantity for the month where the greatest activity took place for the line item. When the reporting period includes more than one year of data, the individual months are added together and the highest total is displayed here. That is, all Januarys are added together, all Februarys are added together, and so forth.
Total Count	Total quantity for the line item.
% Total	Percent of the total count for the line item. <i>(Total Count of Line Item ÷ Total Calls) x 100 = Percentage of Total Calls</i>



Call Count by Month

For (Call Origin)



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Glossary of Terms

Field	Description
Avg / Month	Average count per month for the line item. <i>Total Call Count for Line Item ÷ Number of Months in Selected Date Range = Average Count Per Month</i>
Detail Information	The requested report data by the selected grouping order.

Attachment: Call Count by Month (10822 : DOERC Report - August 2022)

Call Count by Month

For (Call Origin)

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Glossary of Terms

Field	Description
Groups (no field title on the report)	Group names or classifications and the members included within the groups. Members not included in the selected groups are merged in the "Other" groups so that the total call volume includes all calls except those removed by filtering. So, for example, if an Agent group was created that did not include all possible agents, some calls would potentially not be included within the Agent group. These calls would then be assigned to the Other group (all agents that were not included in the Agent group) so that the report totals reflected on the report would represent the total calls received for the date range and filter criteria applied. Events that do not contain a target member will be displayed in a row labeled "None" when the lowest level of items is included. However, if the report does not include the lowest tier of the group, the events with missing members will be shown in the group called "Other." If the Event contains a grouping/row member, but the member was not included in a tier when the group was created, the event will be counted and displayed in the "Other" row and, if the report has additional groups, it will be included in the Other group. <i>To reduce the number of events in the Other row, Airbus DS Communications recommends that all members be assigned to one of the grouping elements included in the grouping tier.</i> An example of "None" can be best seen by using a Call Count report where the lowest grouping level = Xfer/Conf Target. The calls that were not transferred will be shown in the "None" row, since no Xfer/Conf Target was used (for the transfer). <i>To reduce the number of events categorized as None, Airbus DS Communications recommends that you include a filter to exclude these items when requesting the report.</i>

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Glossary of Terms

Field	Description
Jan, Feb, Mar, and so forth	Column heading for each month under which the total number of occurrences, total call count, percentage of the total count for the reporting period, and average calls per month for the line item are presented.
Total	Column heading for the total quantity, percentage, and average for the line item.
Occurrences	Displays the number of times the designated month occurred during the specified date range of the report. If the requested date range includes a partial month, the number of occurrences for that month will be displayed to the nearest tenth. For example, if the date range of the report is January 1, 2008 to January 12, 2009, the number of occurrences for January will be 1.4 (.4 for the 12 days in January 2009).
Call Count	Total call count for the designated month. If the specified date range spans more than a year, some or all the months could have more than one month's data in the field. In that case, the displayed data will be the total of the covered months. For example, if the date range includes January of 2007 and January of 2008, the Jan column will contain the sum of both months of data.
% of Total	Percent of the total of the line item. $(Total\ Count\ for\ the\ Month^* \div Total\ Count\ for\ Line\ Item) \times 100 = Percentage\ of\ Total$ <i>* (or months, for example, the reporting period covers two Januarys)</i>

Call Count by Month

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Report Description

Glossary of Terms

Field	Description
Avg / Month	Sum total of the month for the line item divided by the number of months reported in the column. If the specified date range spans more than a year, some or all the months could have more than one month's data in the field. In that case, the displayed data will be the average of the covered months. For example, if the date range includes January 2007 and January 2008, the January column will contain the average for both months of data. Analytics will automatically extrapolate for values when the selected date range does not match the time increments included in the report. For example, if the selected date range starts in the middle of the month, the call count for that month will reflect only a half a month's data. Analytics will then extrapolate the ½ month's count to a total month by dividing the total count by ½ month rather than 1 month. The resultant Avg / Month will be a bigger number than the total. For example, if calls were processed by your site for only ½ a month and the total count for the month was 250, Analytics would divide 250 by ½. The average per month for that month would then be 500. This field will be color-coded when extrapolated due to partial data. Analytics does not adjust or extrapolate in cases where data does not exist, such as a case when the call taking application is not in service. <i>Total Count for the Specified Month ÷ Number of Months = Average Count for the Month</i>

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Glossary of Terms

Field	Description
Total	For each grouping level, the total monthly call count, the percentage of the total processed calls for the reporting period, and the average number of calls processed per member within the groups and sub-groups. They are color-coded for readability. Note that the Avg / Group statistic factors in the number of occurrences $[Call\ Count \div (Number\ of\ Groups \times Number\ of\ Occurrences)]$. It also includes all of the groups and sub-groups above it (if any). For example, if there are three grouping levels consisting of 2 Sites (top level), 4 Agents per site, and 3 Consoles per agent, the average per group for the Site grouping (grand total) would be the total calls processed divided by 24 (the total number of group members listed on the report $[2 \times 4 \times 3]$) times the number of occurrences. It would not be the total calls processed divided by 2 (2 sites) times the number of occurrences.