



DEPARTMENT OF PUBLIC SAFETY

ANNUAL REPORT

2014

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 155 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, personnel injury reports, 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 processes the mail, enters parking ticket data, parking ticket payments, processes the utility and phone bills for the department and helps with the Department's Traffic Watch program.

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. Along with Code Enforcement and the Fire Department, the Code Administration Assistant/Accounts Payable clerk utilizes the Emergency Reporting System. Both clerks greet the members of the public when they have questions or concerns.

POLICE AND FIRE SENIOR CLERK

In 2014 a senior clerk was hired to help the Police Chief's in their day to day operations. The senior clerk is also assigned to the Fire Prevention office and works with the Fire Inspectors in coordinating inspections. The senior clerk divides his time between the Police Administrative Office and the Fire Prevention Office.

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 approximately 1175 parking tickets for over \$41,000 in revenue for the city in 2014.

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 2014, the officer responded to 238 directly related complaints and assisted patrol officers in 253 animal related calls. The complaints included dog bites, 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. After 25 years of service to the City of Saratoga Springs as the City's Health Officer, Dr. Paul Okosky retired on February 28, 2014. The City of Saratoga Springs then appointed Dr. Timothy Brooks as the new Health Officer. 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 2014, 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 2014 was \$10,000.