

## **INDEX**



## INDEX

911

County Public Safety 911 Answering Point and Automated Dialing System

Authority, 36.021

Definitions, 36.023

Finding and declaration of interest, 36.022

Prohibited acts, 36.024

Title, 36.020

Fees, see GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES AND E-911 ADDRESSING SERVICES; COLLECTION OF FEES

Mandatory Routing of All Wireless 911 Calls

Authority, 36.036

Definitions, 36.038

Findings and declaration of intent, 36.037

Name, 36.035

Prohibited acts, 36.040

Routing, 36.039

Surcharge to Pay for Costs Associated with an Enhanced 911 Emergency Telephone System

Applications; limitation; exemptions, 36.059

Collection of surcharge, 36.060

Definitions, 36.057

Effective date of imposition of surcharge, 36.058

Establishment of county surcharge for enhanced emergency telephone system, 36.056

Legislative intent, 36.055

Liability for surcharge, 36.061

System revenues; adjustment of surcharge, 36.062

### ADDITIONAL MORTGAGE RECORDING TAX

Additional mortgage recording tax, 35.080

Administration and collection of tax, 35.078

Disposition of taxes, 35.081

Effective date, 35.083

Effective Local Law, 35.084

Imposition of tax, 35.077

Payment of taxes, 35.082

Purpose and intent, 35.076

Real property located in more than one county or state, 35.079

Title and statement of intent, 35.075

ADVERTISEMENTS; PUBLICATION OF, see TOURISM POLICY CONCERNING THE PUBLICATION OF ADVERTISEMENTS

AFFIRMATIVE ACTION PROGRAM

- Administration of policy, VI.028
- Classification and compensation, VI.032
- Communication of policy, VI.027
- Disciplinary measures and terminations, VI.033
- Introduction, VI.025
- Policy statement, VI.026
- Recruitment, VI.029
- Selection (counseling and testing), VI.030
- Training, VI.031

AFFORDABLE HOUSING GRANT PROGRAMS, 30.01

AGING AND ELDERLY, see OFFICE FOR THE AGING

AGREEMENTS, TSO II

ALCOHOL AND DRUG TESTING POLICY (COMMERCIAL DRIVER LICENSE); WARREN COUNTY

- Consequences of alcohol concentration of 0.02 to 0.04, VI.107
- Consequences of engaging prohibited conduct, VI.106
- Definitions, VI.102
- Employees who hold a CDL, VI.101
- Introduction, VI.100
- Pre-employment information requirements, VI.109
- Prohibited conduct, VI.105
- Records retention, release and confidentiality, VI.116
- Refusal to submit to alcohol or controlled substance test, VI.108
- Rights of CDL holders, VI.115
- Safety-sensitive functions, VI.104
- Testing, VI.112
- The testing process, VI.113
- Types of drug and alcohol tests, VI.110
- Warren County policy on misuse of alcohol and drugs, VI.114
- When a CDL holder is subject to testing, VI.111
- Where to get help, VI.117
- Who is affected by the new rules, VI.103

ALCOHOL; MINORS, see CONSUMPTION OF ALCOHOL AND/OR ILLEGAL DRUGS; MINORS

ALL TERRAIN VEHICLES; RULES AND REGULATIONS FOR USE

- Definitions, 90.070
- Equipment, 90.072

**ALL TERRAIN VEHICLES; RULES AND REGULATIONS FOR USE (Cont.)**

- Insurance, 90.073
- Operation by youthful operators, 90.075
- Rules and regulations, 90.071
- Trails, 90.074

**AMERICANS WITH DISABILITIES ACT**

- Assurances, VI.071
- Grievance procedures, VI.069
- Organization and § 504/ADA Coordinators responsibilities, VI.066
- Policy statement, VI.065
- Reasonable accommodation procedures, VI.070
- Section 504/ADA notice to the public, VI.067
- Section 504/ADA self-evaluation, VI.068

**ANIMALS; RECREATIONAL FACILITIES, 90.046****ANNUAL PROPERTY TAX BILL DATA, 35.097****AQUATIC SPECIES**

- Definitions, 91.03
- Enforcement, 91.06
- Exceptions to prohibitions, 91.05
- Legislative intent, 91.02
- Penalty, 91.99
- Prohibitions (unlawful actions), 91.04
- Title, 91.01

**ASSIGNED COUNSEL**

- Adopting and implementation of assigned counsel program, I.01
- Policies to stipulate that matters extending beyond a six-month period duration will be subject to interim billing, I.02
- Setting deadline for submission of assigned counsel vouchers, I.03
- Warren County Bar Association Plan for Assigned Counsel Services Pursuant to N.Y. County Law § 722(3)
  - Annual report, I.25
  - Application and appointment for assigned counsel plan, I.19
  - Appointment of attorney for representation of indigent defendants, I.20
  - Approval of Plan by Warren County Bar, I.26
  - Assigned Counsel Administrator and Supervising Judge, I.17
  - Limitation assignments, I.23
  - Payment of assigned counsel, I.24
  - Primary coverage for legal services to be provided by the Warren County Public Defender System, I.15
  - Qualification of attorney for assignment; general qualifications of attorney, I.18

## ASSIGNED COUNSEL (Cont.)

Warren County Bar Association Plan for Assigned Counsel Services Pursuant to N.Y. County Law § 722(3) (Cont.)

Role of Warren County Bar in providing legal services for indigent persons, I.16

Standards of conduct for assigned counsel, I.22

Standards of indigence, I.21

Subject to approval by Warren County Board of Supervisors, I.27

Subject to approval of Unified Court System, I.28

## BACKGROUND CHECKS OF CANDIDATES FOR MANAGERIAL LEVEL EMPLOYMENT; PROVIDING FOR, III.009

## BICYCLES, see BIKEWAY

## BIKEWAY

Definitions, 90.021

Legislative intent, 90.020

Obedience to traffic control devices, 90.025

Operating hours, 90.026

Riding on bicycles; carrying extra passengers, 90.024

Riding on roadways and bicycle paths, 90.023

Traffic ordinances apply to persons driving bicycles, 90.022

## BOARD OF ETHICS, III.054

## BOARD OF SUPERVISORS

Chairman of the Board of Supervisors

Administrative functions, powers and duties, 30.20

Convention and conference attendance, 30.21

County Board of Supervisors Actions

Affordable housing grant programs, 30.01

Off-track betting, 30.05

Power to lease real property, 30.06

Publication of Local Laws, 30.02

Requiring jail inmates to pay for medical and dental services, 30.03

Tobacco companies, 30.04

Rules

Committees of the Board of Supervisors, III.127

Conduct of meetings of Board of Supervisors, III.126

General, III.129

Meetings of Board of Supervisors, III.125

Voting by members of Board of Supervisors, III.128

## BUILDING CODE ENFORCEMENT, see DEPARTMENT OF FIRE PREVENTION AND BUILDING CODE ENFORCEMENT

**BUILDINGS AND GROUNDS**

- Employee parking; Designating certain areas, II.01
- Meeting Room Use Policy for the Warren County Municipal Center and Human Services Building
  - Application for use of Warren County facilities, II.17
  - Human Services Building; Warren County policy for use of county meetings rooms, II.16
  - Municipal Center, Warren County policy for use of county meetings rooms, II.15
- Thermostats, setting of, for winter at municipal center and prohibiting use of personal space heaters, II.02

**CAMPS, TENTS, TRAILERS AND THE LIKE; RECREATIONAL FACILITIES, 90.043**

**CANNABINOIDS, see SYNTHETIC CANNABINOIDS; SALE AND/OR USE**

**CERTIFICATES OF OCCUPANCY, 32.010**

**CHAIRMAN OF THE BOARD OF SUPERVISORS**

- Administrative functions, powers and duties, 30.20
- Convention and conference attendance, 30.21

**CIVIL SERVICE ADMINISTRATION, see DEPARTMENT OF HUMAN RESOURCES AND DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**

**CODE ENFORCEMENT OFFICER, 150.07**

**CODE OF ORDINANCES; GENERAL CODE CONSTRUCTION; GENERAL PENALTY**

- Application to future ordinances, 10.03
- Construction of code, 10.04
- Errors and omissions, 10.09
- General penalty, 10.99
- Interpretation, 10.02
- Limitation periods, 10.12
- Ordinances unaffected, 10.13
- Ordinances which amend or supplement code, 10.14
- Preservation of penalties, offenses, rights and liabilities, 10.16
- Reasonable time, 10.10
- Reference to offices; name designations, 10.08
- Reference to other sections, 10.07
- Repeal or modification of code section, 10.11
- Rules of interpretation; definitions, 10.05
- Section histories; statutory references, 10.15
- Severability, 10.06
- Title of code, 10.01

**COMMUNITY DEVELOPMENT, see DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**COMMUNITY SERVICES, see COUNTY COMMUNITY SERVICES BOARD**

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN CEMP 2017

Contact list, VIII.001

Executive summary, VIII.002

## General Consideration and Planning Guidelines

Concept of operations, VIII.018

Legal authority, VIII.017

Plan maintenance and updating, VIII.019

Policy regarding comprehensive emergency management, VIII.015

Purpose and objectives of plan, VIII.016

## Mitigation

Designation of County Hazard Mitigation Coordinator, VIII.030

Education and public awareness, VIII.035

Emergency response capability assessment, VIII.033

Identification and analysis of potential hazards, VIII.031

Monitoring of identified hazard areas, VIII.036

Risk reduction policies, programs and reports, VIII.032

Training of emergency personnel, VIII.034

Vulnerability assessment/hazard analysis update, Ch. VIII, Att. 1

Warren County drill and exercise schedule, Ch. VIII, Att. 2

## Recovery

Acronym list, Ch. VIII, App. E

Damage assessment, VIII.065

Disaster declaration kit (N.Y. State Exec. Law Article 2-B) declaring a local state of emergency,  
Ch. VIII, App. C

National Incident Management System (NIMS) incident command system position  
description, Ch. VIII, App. A

Planning for recovery, VIII.066

Public information on recovery assistance, VIII.068

Reconstruction, VIII.067

Standard operating guide for Warren County Emergency Operations Center (EOC),  
Ch. VIII, App. B

Warren County facts, Ch. VIII, App. D

## Response

Managing emergency response, VIII.051

Response organization and assignment of responsibilities, VIII.050

Warren County incident command system organizational chart, VIII.052

## COMPUTER USAGE-INTERNET-PASSWORD POLICY

Additional provisions, VII.03

Form, VII.07

Introduction, VII.01

Logon message, VII.08

Management and administration, VII.02

Password policy, VII.06

Security, VII.05

Technical, VII.04



**CONSUMPTION OF ALCOHOL AND/OR ILLEGAL DRUGS; MINORS**

- Definitions, 130.03
- Effect on other laws, 130.06
- Exceptions, 130.05
- Penalty, 130.99
- Prohibition, 130.04
- Purpose/intent, 130.02
- Title, 130.01

**CORPORATE COMPLIANCE POLICY**

- Procedure, III.022
- Scope, III.021
- Statement of policy, III.020

**COUNTY ADMINISTRATOR/BOARD OF SUPERVISORS**

- Agreements for services policy, III.001
- Background checks of candidates for managerial level employment; providing for, III.009
- Board of Supervisors; Rules
  - Committees of the Board of Supervisors, III.127
  - Conduct of meetings of Board of Supervisors, III.126
  - General, III.129
  - Meetings of Board of Supervisors, III.125
  - Voting by members of Board of Supervisors, III.128
- Code of Ethics
  - Annual disclosure, III.041
  - Annual statement of financial disclosure, Appendix B, III.060
  - Applicability, III.038
  - Board of Ethics, III.054
  - Confidential information, III.052
  - Definitions, III.037
  - Disclosure of interest in legislation and other matters, III.040
  - Effective date, III.058
  - Enforcement, III.056
  - Financial disclosure statement required, Appendix A, III.059
  - Future employment, III.046
  - Gifts, III.053
  - Interests in contracts, III.049
  - Investments in conflict with official duties, III.044
  - Nepotism, III.050
  - Outside interest form, Appendix C, III.061
  - Personal representations and claims permitted, III.047
  - Political solicitations, III.051
  - Posting and distribution, III.055
  - Private employment in conflict with official duties, III.045
  - Prohibition inapplicable; disclosure, recusal and abstention not required, III.043
  - Prohibition on use of municipal position for personal or private gain, III.039
  - Purpose, III.036

## COUNTY ADMINISTRATOR/BOARD OF SUPERVISORS (Cont.)

## Code of Ethics (Cont.)

- Recusal and abstention, III.042
- Severability, III.057
- Title, III.035
- Use of Warren County resources, III.048

## Credit card policies, III.003

## Corporate Compliance Policy

- Procedure, III.022
- Scope, III.021
- Statement of policy, III.020

## County Administrator, 31.01

## Firearms and Other Weapons; Restriction of

- Exceptions, III.111
- Policy statement, III.110
- Review, III.114
- Violation of policy, III.113
- Waivers, III.112

## Freedom of Information Law FOIL

- Appeals, III.082
- Definitions, III.076
- Denial of access to records, III.081
- Effective date, III.083
- Fees, III.079
- Prevention of invasions of privacy, III.080
- Procedure for obtaining records, III.077
- Purpose and scope, III.075
- Subject matter list, III.078

## Institutional information policy; preservation of, III.002

## Intern policy, III.005

## Nonviolent civil rights demonstrations; Policies protecting individuals engaged in, III.006

## Paid leave of absence for employees during a declared state of emergency; Policy concerning, III.007

## Smoking and Tobacco Use Policy

- Effective date, III.143
- Exceptions, III.142
- Purpose, III.140
- Regulations and procedures, III.141

## Solicitors and peddlers; prohibiting, III.008

## Standard workday, establishing, for all elected and appointed positions in Warren County government under Retirement and Social Security Law, III.004

## Surplus Property

- After sale/lease, III.098
- Finance and Personnel Committee review, III.096
- Initial committee review, III.095
- Warren County Board action, III.097

COUNTY ADMINISTRATOR/BOARD OF SUPERVISORS (Cont.)

- Travel Policy and County Vehicle Use Regulations
  - County motor vehicle use rules, III.156
  - County travel policy, III.155
  - Fleet policy, III.157
  - Schedule A: Authorization to Attend Meeting or Convention, III.158

COUNTY AIRPORT

- Hunting And/or Trapping on Property
  - Hunting and/or trapping, 92.02
  - Penalty, 92.99
  - Posting, 92.03
  - Statutory authorization, 92.01
- Landing Fees
  - Fee, 37.101
  - Increase or decrease, 37.102
  - Title, 37.100
  - Violations, 37.103

COUNTY CLERK, 31.02

COUNTY COMMUNITY SERVICES BOARD

- Composition, 32.196
- Duties, 32.198
- Establishment, 32.195
- Terms, 32.197

COUNTY CORONER'S PHYSICIANS, 31.03

COUNTY DISTRICT ATTORNEY, 31.04

COUNTY OFFICIALS

- County Administrator, 31.01
- County Clerk, 31.02
- County Coroner's physicians, 31.03
- County District Attorney, 31.04
- County Public Defender, 31.05
- County Sheriff, 31.06
- County Treasurer, 31.07

COUNTY ORGANIZATIONS

- County Community Services Board
  - Composition, 32.196
  - Duties, 32.198
  - Establishment, 32.195
  - Terms, 32.197

## COUNTY ORGANIZATIONS (Cont.)

## County Traffic Safety Board

Composition, 32.181

Creation, 32.180

Powers, duties and functions, 32.182

## Department of Fire Prevention and Building Code Enforcement

Additional rules and regulations, 32.007

Administrator, 32.003

Applicability - definitions, 32.008

Building Code enforcement, 32.006

Certificates of occupancy, 32.010

Department established, 32.001

Department head, 32.005

Department personnel, 32.002

Fees, 32.013

Inspections, 32.011

Permits, 32.009

Records, 32.012

Remedies and enforcement, 32.016

Responsibility, 32.004

State Review Board, 32.017

Stop orders and order to remedy, 32.015

Violations, 32.014

## Department of Human Resources and Department of Civil Service Administration

Cooperation by department heads, 32.039

Department of Civil Service Administration, 32.035

Department of Human Resources, 32.037

Department of Human Resources and Civil Service Administration discontinued, 32.033

Establishment of a Department of Human Resources and a Department of Civil Service Administration, 32.034

Impact of this Local Law on other Local Laws (repeal of Local Law 1 of 2014), 32.040

Personnel Officer form of Civil Service Administration, 32.032

Powers and duties of the County Human Resources Director, 32.038

Powers and duties of the Personnel Officer, 32.036

Purpose, 32.031

Title, 32.030

## Department of Planning and Community Development

Authority for review of planning and zoning matters, 32.090

Director of Planning, 32.086

Established, 32.085

Powers and duties of the Director, 32.087

Staff, 32.088

To act as administrator for certain grant programs, 32.089

## Department of Public Works

Bond of the Superintendent of Public Works, 32.111

Department of Public Works, 32.106

Department of Public Works Divisions, 32.107

## COUNTY ORGANIZATIONS (Cont.)

## Department of Public Works (Cont.)

- Deputy Superintendent of Public Works, 32.110

- Powers and duties of the Superintendent of Public Works, 32.109

- Superintendent of Public Works; qualifications; appointment; term; salary, 32.108

- Title, 32.105

## Hazardous Materials/Weapons of Mass Destruction Advisory Board

- Advisory Board meetings/duties, 32.164

- Authority, 32.162

- Board and member expenses, 32.165

- Establishment, 32.163

- Legislative intent and purpose, 32.161

- Title, 32.160 Office for the Aging

- Director, 32.071

- Office for the Aging, 32.070

- Powers and duties of the Director, 32.072

- Staff, 32.073

## Office of Emergency Services

- Emergency Services Coordinator, 32.056

- Enactment authority, 32.052

- Establishment of the Office of Emergency Services, 32.053

- Fire coordinator, 32.054

- Fire coordinator's duties and powers, 32.055

- Legislative intent and purpose, 32.051

- Office personnel, 32.057

- Title, 32.050

## Purchasing Department

- Compensation, 32.128

- Establishment, 32.125

- Purchases and contracts, 32.126

- Rights, duties and obligations, 32.129

- Rules and regulations, 32.127

## Westmount Health Facility

- Administrator: qualifications, appointment, term, salary, 32.142

- Administrator; residency requirements, 32.144

- Effective date, 32.145

- Establishment, 32.141

- Powers and duties, 32.143

- Title, 32.140

## COUNTY PROCEDURES

## County Public Safety 911 Answering Point and Automated Dialing System

- Authority, 36.021

- Definitions, 36.023

- Finding and declaration of interest, 36.022

- Prohibited acts, 36.024

- Title, 36.020

## COUNTY PROCEDURES (Cont.)

## Mandatory Routing of All Wireless 911 Calls

- Authority, 36.036
- Definitions, 36.038
- Findings and declaration of intent, 36.037
- Name, 36.035
- Prohibited acts, 36.040
- Routing, 36.039

## Penalty, 36.999

## Surcharge to Pay for Costs Associated with an Enhanced 911 Emergency Telephone System

- Applications; limitation; exemptions, 36.059
- Collection of surcharge, 36.060
- Definitions, 36.057
- Effective date of imposition of surcharge, 36.058
- Establishment of county surcharge for enhanced emergency telephone system, 36.056
- Legislative intent, 36.055
- Liability for surcharge, 36.061
- System revenues; adjustment of surcharge, 36.062

## Weapons or Instruments, Deadly or Dangerous, in County Buildings

- Definitions, 36.003
- Exceptions, 36.005
- Physical possession of deadly weapons in county buildings prohibited, 36.004
- Purpose, 36.002
- Signs, 36.006
- Title and authority, 36.001

## Wireless Surcharge

- Implementation; date, 36.077
- Imposition of county wireless surcharge, 36.076
- Legislative intent, 36.075
- Notice, 36.080
- Remittance of funds, 36.079
- Wireless communications service suppliers, 36.078

## COUNTY PROPERTY; CONDITION OF

- Civil action or proceedings, 95.01
- Indexed record to be kept by Clerk of County Board of Supervisors, 95.03
- Indexed record to be kept by County Highway Superintendent, 95.05
- To be considered additional requirements, 95.06
- Transmission of written notices to Clerk of County Board of Supervisors, 95.02
- Transmission of written notices to County Highway Superintendent, 95.04

## COUNTY PUBLIC DEFENDER, 31.05

## COUNTY SHERIFF, 31.06

**COUNTY TRAFFIC SAFETY BOARD**

- Composition, 32.181
- Creation, 32.180
- Powers, duties and functions, 32.182

**COUNTY TREASURER, 31.07****CREDIT CARD POLICIES, III.003****DEALERS IN SECONDHAND ARTICLES**

- Accessibility to Sheriff/police, 110.05
- Authority, 110.02
- Definitions, 110.03
- Legislative intent and purposes, 110.01
- Penalty, 110.99
- Record of purchases and sales, 110.04
- Restrictions, 110.06

**DEFIBRILLATION PROGRAM, see OFFICE OF EMERGENCY SERVICES PUBLIC ACCESS  
DEFIBRILLATION PROGRAM****DELINQUENT TAXES**

- Authorizing collection, 35.140
- Authorizing payment of certain delinquent taxes in installments, 35.141

**DEPARTMENT OF CIVIL SERVICE ADMINISTRATION, see DEPARTMENT OF HUMAN RESOURCES  
AND DEPARTMENT OF CIVIL SERVICE ADMINISTRATION****DEPARTMENT OF FIRE PREVENTION AND BUILDING CODE ENFORCEMENT**

- Additional rules and regulations, 32.007
- Administrator, 32.003
- Applicability - definitions, 32.008
- Building Code enforcement, 32.006
- Certificates of occupancy, 32.010
- Department established, 32.001
- Department head, 32.005
- Department personnel, 32.002
- Fees, 32.013
- Inspections, 32.011
- Permits, 32.009
- Records, 32.012
- Remedies and enforcement, 32.016
- Responsibility, 32.004
- State Review Board, 32.017
- Stop orders and order to remedy, 32.015
- Violations, 32.014

## DEPARTMENT OF HUMAN RESOURCES AND DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

- Cooperation by department heads, 32.039
- Department of Civil Service Administration, 32.035
- Department of Human Resources, 32.037
- Department of Human Resources and Civil Service Administration discontinued, 32.033
- Establishment of a Department of Human Resources and a Department of Civil Service Administration, 32.034
- Impact of this Local Law on other Local Laws (repeal of Local Law 1 of 2014), 32.040
- Personnel Officer form of Civil Service Administration, 32.032
- Powers and duties of the County Human Resources Director, 32.038
- Powers and duties of the Personnel Officer, 32.036
- Purpose, 32.031
- Title, 32.030

## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

- Authority for review of planning and zoning matters, 32.090
- Director of Planning, 32.086
- Established, 32.085
- Minority and women-owned business enterprises - equal employment opportunity policy statement, IX.01
- Powers and duties of the Director, 32.087
- Staff, 32.088
- To act as administrator for certain grant programs, 32.089

## DEPARTMENT OF PUBLIC WORKS

- Access to roads, policies, standards and procedures, X.01
- Authorizing the Superintendent of Public Works to issue permits for use of certain county facilities, X.02
- Bond of the Superintendent of Public Works, 32.111
- Department of Public Works, 32.106
- Department of Public Works Divisions, 32.107
- Deputy Superintendent of Public Works, 32.110
- Disadvantaged Business Enterprise Program for the Department of Public Works
  - Certification, X.32
  - Contract goals, X.29
  - Counting DBE participation, X.31
  - DBE financial institutions, X.24
  - DBE Liaison Officer (DBELO), X.22
  - DBE Program updates, X.20
  - Definition of terms, X.15
  - Directory, X.25
  - Dissemination of policy, X.18
  - Federal financial assistance agreement assurance, X.23
  - Good faith efforts, X.30
  - Keeper of records, X.17
  - Monitoring and enforcement mechanisms, X.27
  - Nondiscrimination, X.19



DEPARTMENT OF PUBLIC WORKS (Cont.)

Disadvantaged Business Enterprise Program for the Department of Public Works (Cont.)

Objectives/policy statement, X.16

Organization chart, X.33

Overall goals, X.28

Quotas, X.21

Required contract clauses, X.26

Disadvantaged Business Enterprise Program for Floyd Bennett Memorial Airport, X.45

Disadvantaged Business Enterprise Program for Warren County Planning and Community Development

Department; Minority and women-owned business utilization plan, X.60

Powers and duties of the Superintendent of Public Works, 32.109

Superintendent of Public Works; qualifications; appointment; term; salary, 32.108

Title, 32.105

DIRECTOR OF PLANNING

Director of Planning, 32.086

Powers and duties of the Director, 32.087



## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM FOR THE DEPARTMENT OF PUBLIC WORKS

- Certification, X.32
- Contract goals, X.29
- Counting DBE participation, X.31
- DBE financial institutions, X.24
- DBE Liaison Officer (DBELO), X.22
- DBE Program updates, X.20
- Definition of terms, X.15
- Directory, X.25
- Dissemination of policy, X.18
- Federal financial assistance agreement assurance, X.23
- Good faith efforts, X.30
- Keeper of records, X.17
- Monitoring and enforcement mechanisms, X.27
- Nondiscrimination, X.19
- Objectives/policy statement, X.16
- Organization chart, X.33
- Overall goals, X.28
- Quotas, X.21
- Required contract clauses, X.26

## ELECTIONS; WEIGHTED VOTE

- Elections
  - Appointment of Board member as Election Commissioner, 34.03
  - Authority, 34.02
  - Purpose, 34.01
- Weighted Vote
  - Determined by federal census, 34.16
  - Members and apportionment, 34.17
  - Number of votes, 34.18
  - Reapportionment, 34.15

EMERGENCY SERVICES COORDINATOR, 32.056

EMERGENCY SERVICES, see OFFICE OF EMERGENCY SERVICES

EMPIRE ZONES, TSO I

## EMPLOYEE BENEFITS

- Retirement incentive program, 33.15
- Self insurance plan, 33.01
- Volunteer Medical Expense Reimbursement
  - Authority, 33.32
  - Definitions, 33.33
  - Legislative intent and purpose, 33.31

## EMPLOYEE BENEFITS (Cont.)

## Volunteer Medical Expense Reimbursement (Cont.)

Qualifications, conditions and limitations of volunteer medical expense reimbursement, 33.35

Title, 33.30

Volunteer medical expense reimbursement authorization and funding, 33.34

## EMPLOYEE PARKING; DESIGNATING CERTAIN AREAS, II.01

## EMPLOYEE SAFETY AND HEALTH COMMITTEE

Employee Safety and Health Committee membership, XIII.066

Employee Safety and Health Committee roles and responsibilities, XIII.065

## ETHICS; CODE OF

Annual disclosure, III.041

Annual statement of financial disclosure, Appendix B, III.060

Applicability, III.038

Board of Ethics, III.054

Confidential information, III.052

Definitions, III.037

Disclosure of interest in legislation and other matters, III.040

Effective date, III.058

Enforcement, III.056

Financial disclosure statement required, Appendix A, III.059

Future employment, III.046

Gifts, III.053

Interests in contracts, III.049

Investments in conflict with official duties, III.044

Nepotism, III.050

Outside interest form, Appendix C, III.061

Personal representations and claims permitted, III.047

Political solicitations, III.051

Posting and distribution, III.055

Private employment in conflict with official duties, III.045

Prohibition inapplicable; disclosure, recusal and abstention not required, III.043

Prohibition on use of municipal position for personal or private gain, III.039

Purpose, III.036

Recusal and abstention, III.042

Severability, III.057

Title, III.035

Use of Warren County resources, III.048

## FEES

## County Airport; Landing Fees

Fee, 37.101

Increase or decrease, 37.102

Title, 37.100

Violations, 37.103

## FEES (Cont.)

Geographic Information Systems (GIS) Services and E-911 Addressing Services; Collection of Fees

Authority to act, 37.006

Collection of fees, 37.005

Imposition of fees for GIS services provided by the County Planning Department, 37.004

Purpose and intent, 37.002

Statutory authorization, 37.003

Title, 37.001

Local Endorsement Page Recording Fee; Purpose, 37.070

Non-Exempt Vehicles, Vessels, Trailers and/or Heavy Equipment Stored at the County Sheriff's Office Impound Storage Area; Storage Fee and Collection

Authority, 37.021

Disposition of storage fees, 37.027

Disputes and judicial review, 37.026

Effect of Local Laws on acts of the State Legislature, 37.023

Effective date, 37.028

Imposition of storage fee and lien for storage of vehicles, vessels, trailers and/or heavy equipment stored at the county sheriff's impound storage area; payment procedure; exemptions, 37.024

Purpose and intent, 37.022

Title, 37.020

Transitional provision, 37.025

Probation Department Administrative Fees

Authority, 37.117

Imposition of Probation Department administrative fees upon conviction under N.Y. Veh. & Traf. Law Article 31, 37.118

Legislative intent and purpose, 37.116

Title, 37.115

Probation Department Fees; Fees imposed, 37.085

Recording, Entering, Indexing and Endorsing Certificate on Any Instrument; Increase in Fees Collected by County Clerk

Fees for recording documents, 37.042

Purpose and intent, 37.041

Title, 37.040

Up Yonda Environmental Education Center; Fee Schedule

Legislative intent and purpose, 37.055

Special events, parking charges, guided tours, memberships and other fees authorized, 37.057

Statutory authorization, 37.056

## FIRE COORDINATOR

Fire coordinator, 32.054

Fire coordinator's duties and powers, 32.055

## FIRE PREVENTION AND BUILDING CODE ENFORCEMENT, see also DEPARTMENT OF FIRE PREVENTION AND BUILDING CODE ENFORCEMENT

Exempting the county and municipalities under the jurisdiction of the Office of Fire Prevention and Building Code Enforcement from building permit fees, IV.01

FIRES; RECREATIONAL FACILITIES, 90.047

**FIREWORKS; SPARKLING DEVICES EXCLUDED**

- Definitions, 133.04
- Effect on other laws, 133.06
- Noncompliance, 133.05
- Sale and use of sparkling devices, 133.03
- Sparkling devices defined, 133.04
- Title, 133.01

FISH HATCHERY; RECREATIONAL FACILITIES, 90.055

FISHING AT THE COUNTY FISH HATCHERY; ILLEGAL, 90.055

FLOYD BENNETT MEMORIAL AIRPORT, X.45

**FREEDOM OF INFORMATION LAW FOIL**

- Appeals, III.082
- Definitions, III.076
- Denial of access to records, III.081
- Effective date, III.083
- Fees, III.079
- Prevention of invasions of privacy, III.080
- Procedure for obtaining records, III.077
- Purpose and scope, III.075
- Subject matter list, III.078

**FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO. 54**

- Fund balance reporting in governmental funds, XVII.17
- Fund type definitions, XVII.16
- Operational guidelines, XVII.18
- Purpose, XVII.15

**FUNERAL SERVICES AND PROTEST ACTIVITIES**

- Definitions, 93.04
- Legislative findings, 93.02
- Penalty, 93.99
- Prohibition, 93.05
- Purpose, 93.03
- Title, 93.01

GARBAGE, see also SOLID WASTE

- Garbage, sewage and the like; recreational facilities, 90.048

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES AND E-911 ADDRESSING SERVICES;  
COLLECTION OF FEES**

- Authority to act, 37.006
- Collection of fees, 37.005

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES AND E-911 ADDRESSING SERVICES;  
COLLECTION OF FEES (Cont.)**

- Imposition of fees for GIS services provided by the County Planning  
Department, 37.004
- Purpose and intent, 37.002
- Statutory authorization, 37.003
- Title, 37.001

**GOLD STAR PARENTS**

- Real property tax exemption for gold star parents, 35.112

**HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION ADVISORY BOARD**

- Advisory Board meetings/duties, 32.164
- Authority, 32.162
- Board and member expenses, 32.165
- Establishment, 32.163
- Legislative intent and purpose, 32.161
- Title, 32.160

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996, XIII.001****HEALTH SERVICES**

- Corporate Compliance Policy for Warren County Health Services
  - Billing and claims; cost reports, V.07
  - Code of Conduct/Ethics, V.09
  - Compliance officers, V.02
  - Confidentiality, V.08
  - Conflicts of interest, V.10
  - Disciplinary procedures, V.13
  - Education and training, V.11
  - General policy, V.04
  - Health services committee, V.03
  - Introduction, V.01
  - Policy statements, V.05
  - Privacy and security protections for health information for the Health Information Technology for  
Economic and Clinical Health Act, V.14
  - Referrals, V.06
  - Reporting requirements, V.12

**HUMAN RESOURCES/CIVIL SERVICES**

- Affirmative Action Program
  - Administration of policy, VI.028
  - Classification and compensation, VI.032

## HUMAN RESOURCES/CIVIL SERVICES (Cont.)

## Affirmative Action Program (Cont.)

- Communication of policy, VI.027
- Disciplinary measures and terminations, VI.033
- Introduction, VI.025
- Policy statement, VI.026
- Recruitment, VI.029
- Selection (counseling and testing), VI.030
- Training, VI.031

## Alcohol and Drug Testing Policy (Commercial Driver License); Warren County

- Consequences of alcohol concentration of 0.02 to 0.04, VI.107
- Consequences of engaging prohibited conduct, VI.106
- Definitions, VI.102
- Employees who hold a CDL, VI.101
- Introduction, VI.100
- Pre-employment information requirements, VI.109
- Prohibited conduct, VI.105
- Records retention, release and confidentiality, VI.116
- Refusal to submit to alcohol or controlled substance test, VI.108
- Rights of CDL holders, VI.115
- Safety-sensitive functions, VI.104
- Testing, VI.112
- The testing process, VI.113
- Types of drug and alcohol tests, VI.110
- Warren County policy on misuse of alcohol and drugs, VI.114
- When a CDL holder is subject to testing, VI.111
- Where to get help, VI.117
- Who is affected by the new rules, VI.103

## Americans with Disabilities Act

- Assurances, VI.071
- Grievance procedures, VI.069
- Organization and § 504/ADA Coordinators responsibilities, VI.066
- Policy statement, VI.065
- Reasonable accommodation procedures, VI.070
- Section 504/ADA notice to the public, VI.067
- Section 504/ADA self-evaluation, VI.068

## Career retirement plan under N.Y. Retire. &amp; Soc. Sec. Law § 75-g, VI.001

## Conferences and meetings policy, VI.002

## Employee notification of Federal Hatch Act, VI.003

## Employee relations policy, VI.004

## Establishing health insurance benefits for new, current and retired employees, VI.005

## Establishment, Filling and Increasing or Decreasing of Salaries for Positions

- Filling of vacant positions, VI.086
- Increasing or decreasing salaries, VI.087
- New positions and reclassification of existing positions, VI.085
- Schedule A - Notice of intent to fill vacant position, VI.088



**HUMAN RESOURCES/CIVIL SERVICES (Cont.)**

- Family Medical Leave Act policy, VI.006
- Flex time for hours worked in excess of eight per day through 12-31-2016, VI.007
- New York State deferred compensation plan, VI.008
- Non-bargaining unit employee holidays, VI.012
- Personnel Policies for County Employees Outside the Bargaining Units
  - Health insurance and dental insurance plans, VI.049
  - Holidays, VI.047
  - Miscellaneous provisions, VI.051
  - Retirement plans and death benefits, VI.050
  - Salary and compensation plan, VI.045
  - Vacation, sick leave, personal leave, bereavement leave, VI.048
  - Workday, workweek, overtime, VI.046
- Policy concerning department head vacation benefit, VI.009
- Policy for county employees who may be called to duty with respect to any future local, national or global crisis, VI.010
- Time clock policy and time and attendance system procedure, VI.011
- Workplace Harassment Plan and Program
  - Charge of Workplace Harassment, Ch. VI, App. A
  - Definitions, VI.131
  - Investigation of complaints, VI.134
  - Process for reporting harassment complaints, VI.133
  - Program statement, VI.130
  - Workplace harassment prohibited, VI.132

**HUMAN SERVICES BUILDING EMERGENCY ACTION AND RESPONSE PLAN**

- Action and response, XIII.047
- Communication, XIII.046
- Crisis response procedures, XIII.049
- Organization, XIII.045
- Types of evacuations to be used in emergency circumstances, XIII.048

**HUNTING, see COUNTY AIRPORT; HUNTING AND/OR TRAPPING ON PROPERTY****ILLEGAL DRUGS; MINORS, see CONSUMPTION OF ALCOHOL AND/OR ILLEGAL DRUGS; MINORS****ILLICIT DISCHARGES; SEWERS**

- Access and monitoring of discharges, 52.12
- Alternative remedies, 52.18
- Appeal of notice of violation, 52.15
- Applicability, 52.03
- Corrective measures after appeal, 52.16
- Definitions, 52.02
- Discharge exemptions, 52.06
- Enforcement, 52.14
- Industrial or construction activity discharges, 52.11

**ILLCIT DISCHARGES; SEWERS (Cont.)**

- Injunctive relief, 52.17
- Intent and purpose, 52.01
- Notification of spills, 52.13
- Penalty, 52.99
- Prohibition against activities contaminating stormwater, 52.08
- Prohibition of illegal discharges, 52.05
- Prohibition of illicit connections, 52.07
- Remedies not exclusive, 52.19
- Requirement to prevent, control and reduce stormwater pollutants by the use of best management practices, 52.09
- Responsibility for administration, 52.04
- Suspension of access to county-owned municipal separate storm sewer system; illicit discharges in emergency situations, 52.10

**INFORMATION TECHNOLOGY**

- Computer Usage-Internet-Password Policy
  - Additional provisions, VII.03
  - Form, VII.07
  - Introduction, VII.01
  - Logon message, VII.08
  - Management and administration, VII.02
  - Password policy, VII.06
  - Security, VII.05
  - Technical, VII.04
- Private Information; Implementing N.Y. State Tech. Law § 208
  - Notification, VII.22
  - Purpose, VII.20
  - Terms and meanings, VII.21
- Voice Messaging Policy
  - General, VII.36
  - Management administration, VII.38
  - Purpose, VII.35
  - Voice messaging guidelines and procedures, VII.37

**INJURING FACILITIES OR BUILDINGS; RECREATIONAL FACILITIES, 90.053****INJURY MANAGEMENT GUIDELINES POLICY**

- Documentation - written procedures for reporting incidents, XIII.017
- Implementation, XIII.016
- Policy, XIII.015

**INSTITUTIONAL INFORMATION POLICY; PRESERVATION OF, III.002****INTERN POLICY, III.005****INVESTMENT POLICIES AND GUIDELINES, XVII.01**

JAIL INMATES TO PAY FOR MEDICAL AND DENTAL SERVICES, 30.03

LEASES, TSO III

MASS TRANSPORTATION

- Appropriation of money, 94.03
- Contracts, 94.02
- Policy, 94.01

MEDICAL EXPENSE REIMBURSEMENT, see VOLUNTEER MEDICAL EXPENSE REIMBURSEMENT

MEETING ROOM USE POLICY FOR THE WARREN COUNTY MUNICIPAL CENTER AND HUMAN SERVICES BUILDING

- Application for use of Warren County facilities, II.17
- Warren County policy for use of county meetings rooms in the Human Services Building, II.16
- Warren County policy for use of county meetings rooms in the Municipal Center, II.15

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES - EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT, IX.01

MINORS

- ATVs, operation by youthful operators, 90.075
- Consumption of Alcohol And/or Illegal Drugs; Minors
  - Definitions, 130.03
  - Effect on other laws, 130.06
  - Exceptions, 130.05
  - Penalty, 130.99
  - Prohibition, 130.04
  - Purpose/intent, 130.02
  - Title, 130.01

MORTGAGE RECORDING TAX, see ADDITIONAL MORTGAGE RECORDING TAX

MOTOR VEHICLE USE TAX

- Administration of oaths and compelling testimony, 35.054
- Agreement between Treasurer and Commissioner, 35.059
- Definitions, 35.042
- Determination of tax, 35.047
- Disposition of revenues, 35.061
- Exemptions, 35.044
- General powers of the Commissioner, 35.053
- Imposition of tax, 35.043
- Notices and limitations, 35.057
- Notification to County Attorney, 35.060
- Payment of tax and evidence of tax payment, 35.045

**MOTOR VEHICLE USE TAX (Cont.)**

- Penalties and interest, 35.055
- Proceedings to recover tax, 35.052
- Purpose and intent, 35.041
- Refund of certain unused registrations, 35.048
- Refunds, 35.049
- Remedies exclusive, 35.051
- Reserves, 35.050
- Returns, 35.046
- Returns to be secret, 35.056
- Title, 35.040
- Treasurer as agent, 35.058

**MOTOR VEHICLES; RECREATIONAL FACILITIES, 90.045****MUNICIPAL CENTER EMERGENCY ACTION AND RESPONSE PLAN**

- Action and response, XIII.032
- Communication, XIII.031
- Crisis response procedures, XIII.034
- Organization, XIII.030
- Types of evacuations to be used in emergency circumstances, XIII.033

**NEPOTISM, III.050****OCCUPANCY TAX**

- Administration and collection, 35.009
- Administration of oaths and compelling testimony, 35.021
- Authority, 35.002
- Bonds and security for payment of tax, 35.013
- Definitions, 35.003
- Determination of tax, 35.014
- Disposition of revenues, 35.016
- Effect of Local Law, 35.027
- Effective date, 35.028
- Exempt organizations, 35.006
- General powers of the Treasurer, 35.020
- Imposition of tax, 35.004
- Judicial review, 35.024
- Notices and limitations of time, 35.026
- Occupancy tax scoring system guidelines, XVI.01
- Payment of tax, 35.012
- Penalties, interest and violations, 35.023
- Proceedings to recover tax, 35.019
- Records to be kept, 35.010
- Reference to tax, 35.022

## OCCUPANCY TAX (Cont.)

- Refunds, 35.015
- Registration, 35.008
- Remedies exclusive, 35.018
- Reserves, 35.017
- Returns, 35.011
- Returns to be kept confidential, 35.025
- Setting minimum amount of \$500,000 for unappropriated fund balance designated for occupancy tax, XVI.02
- Territorial limitations, 35.007
- Title and statement of interest, 35.001
- Transitional provisions, 35.005

## OFF-TRACK BETTING, 30.05

## OFFICE FOR THE AGING

- Director, 32.071
- Office for the Aging, 32.070
- Powers and duties of the Director, 32.072
- Staff, 32.073

## OFFICE OF EMERGENCY SERVICES

## Comprehensive Emergency Management Plan CEMP 2016

- Contact list, VIII.001
- Executive summary, VIII.002
- General Consideration and Planning Guidelines
  - Concept of operations, VIII.018
  - Legal authority, VIII.017
  - Plan maintenance and updating, VIII.019
  - Policy regarding comprehensive emergency management, VIII.015
  - Purpose and objectives of plan, VIII.016

## Mitigation

- Designation of County Hazard Mitigation Coordinator, VIII.030
- Education and public awareness, VIII.035
- Emergency response capability assessment, VIII.033
- Identification and analysis of potential hazards, VIII.031
- Monitoring of identified hazard areas, VIII.036
- Risk reduction policies, programs and reports, VIII.032
- Training of emergency personnel, VIII.034
- Vulnerability assessment/hazard analysis update, Ch. VIII, Att. 1
- Warren County drill and exercise schedule, Ch. VIII, Att. 2

## Recovery

- Acronym list, Ch. VIII, App. E
- Damage assessment, VIII.065
- Disaster declaration kit (N.Y. State Exec. Law Article 2-B) declaring a local state of emergency, Ch. VIII, App. C
- National Incident Management System (NIMS) incident command system position description, Ch. VIII, App. A

## OFFICE OF EMERGENCY SERVICES (Cont.)

## Comprehensive Emergency Management Plan CEMP 2016 (Cont.)

## Recovery (Cont.)

- Planning for recovery, VIII.066

- Public information on recovery assistance, VIII.068

- Reconstruction, VIII.067

- Standard operating guide for Warren County Emergency Operations Center (EOC), Ch. VIII, App. B

- Warren County facts, Ch. VIII, App. D

## Response

- Managing emergency response, VIII.051

- Response organization and assignment of responsibilities, VIII.050

- Warren County incident command system organizational chart, VIII.052

- Emergency Services Coordinator, 32.056

- Enactment authority, 32.052

- Establishment of the Office of Emergency Services, 32.053

- Fire coordinator, 32.054

- Fire coordinator's duties and powers, 32.055

- Legislative intent and purpose, 32.051

## Office of Emergency Services Public Access Defibrillation Program

- After arrival/departure of medical assistance, VIII.085

- Bi-annual inspection report form, Ch. VIII, App. E

- Collaborative agreement with Medical Director, Ch. VIII, App. B

- Copy of Board resolution to accept plan, Ch. VIII, App. F

- Cover letter to REMSCO, Ch. VIII, App. A

- Documentation requirements, VIII.086

- Emergency healthcare provider, VIII.087

- In the event of emergency, VIII.084

- Introduction, VIII.080

- Location of AED's, VIII.082

- Maintenance and inspection of AED units, VIII.083

- Monthly inspection report form, Ch. VIII, App. D

- Notice of intent to provide public access defibrillation, Ch. VIII, App. G

- QI report, Ch. VIII, App. C

- Quality improvement program, VIII.088

- Training, VIII.081

- Office personnel, 32.057

- Title, 32.050

## OFFICE OF EMERGENCY SERVICES PUBLIC ACCESS DEFIBRILLATION PROGRAM

- After arrival/departure of medical assistance, VIII.085

- Bi-annual inspection report form, Ch. VIII, App. E

- Collaborative agreement with Medical Director, Ch. VIII, App. B

- Copy of Board resolution to accept plan, Ch. VIII, App. F

- Cover letter to REMSCO, Ch. VIII, App. A

- Documentation requirements, VIII.086

- Emergency healthcare provider, VIII.087

**OFFICE OF EMERGENCY SERVICES PUBLIC ACCESS DEFIBRILLATION PROGRAM (Cont.)**

- In the event of emergency, VIII.084
- Introduction, VIII.080
- Location of AED's, VIII.082
- Maintenance and inspection of AED units, VIII.083
- Monthly inspection report form, Ch. VIII, App. D
- Notice of intent to provide public access defibrillation, Ch. VIII, App. G
- QI report, Ch. VIII, App. C
- Quality improvement program, VIII.088
- Training, VIII.081

**PARKING**

- Authority, 70.03
- Definition, 70.04
- Enforcement, 70.08
- Hours of operation/fees, 70.05
- Penalty, 70.99
- Purpose, 70.02
- Recreational facilities, 90.051
- Removal and impoundment, 70.07
- Title, 70.01
- Violations, 70.06

**PERSONNEL POLICIES FOR COUNTY EMPLOYEES OUTSIDE THE BARGAINING UNITS**

- Health insurance and dental insurance plans, VI.049
- Holidays, VI.012, VI.047
- Miscellaneous provisions, VI.051
- Retirement plans and death benefits, VI.050
- Salary and compensation plan, VI.045
- Vacation, sick leave, personal leave, bereavement leave, VI.048
- Workday, workweek, overtime, VI.046

**PLANNING AND COMMUNITY DEVELOPMENT, see also DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

- Minority and women-owned business enterprises - equal employment opportunity policy statement, IX.01

**POLITICAL SOLICITATIONS, III.051****PROBATION DEPARTMENT ADMINISTRATIVE FEES**

- Authority, 37.117
- Imposition of Probation Department administrative fees upon conviction under N.Y. Veh. & Traf. Law Article 31, 37.118
- Legislative intent and purpose, 37.116
- Probation Department fees, 37.085
- Title, 37.115

**PROTEST ACTIVITIES AND FUNERAL SERVICES**

- Definitions, 93.04
- Legislative findings, 93.02
- Penalty, 93.99
- Prohibition, 93.05
- Purpose, 93.03
- Title, 93.01

**PUBLIC WORKS, see DEPARTMENT OF PUBLIC WORKS****PURCHASES**

- Definitions, 35.172
- Legislative intent, 35.171
- Requirements, 35.174
- The best value award methodology, 35.173
- Title, 35.170

**PURCHASING DEPARTMENT**

- Compensation, 32.128
- Establishment, 32.125
- Purchases and contracts, 32.126
- Rights, duties and obligations, 32.129
- Rules and regulations, 32.127

**PURCHASING POLICY FOR WARREN COUNTY 2017**

- Asset Management
  - Capital assets, XI.062
  - Fixed assets, XI.061
  - Generally, XI.060
- Exemptions
  - Emergencies, ETA services, medical, XI.030
  - Sole source/single source, XI.031
  - True leases, XI.032
- Introduction, XI.001
- Procedures
  - Procedures applicable to all purchases regardless of dollar amounts, XI.015
  - Procedures specific to each type of purchase, XI.016
- Purchase Orders
  - Blanket purchase orders, XI.046
  - Emergency purchase orders, XI.047
  - General, XI.045
  - Purchase order checklist, XI.048
- Purchasing Policy; General conditions, XI.090
- Transfer and Sale of Second Hand Equipment, XI.075



**REAL PROPERTY FIRE INSURANCE PROCEEDS; PROCEDURE TO CLAIM AGAINST**

- Grant of authorization and power to County Treasurer, 35.127
- Purpose, 35.126
- Title, 35.125

**REAL PROPERTY TAX EXEMPTIONS**

- Business investment exemption, 35.113
- Cold War veteran's exemption from real property taxation, 35.111
- Maximum exemption allowable for the alternative veteran's exemption from real property taxation, 35.110
- Real property tax exemption for gold star parents, 35.112

**REAL PROPERTY TAX SERVICES**

- Increase in real property tax exemption for persons 65 years of age and older, XII.01

**RECORDING, ENTERING, INDEXING AND ENDORSING CERTIFICATE ON ANY INSTRUMENT;  
INCREASE IN FEES COLLECTED BY COUNTY CLERK**

- Fees for recording documents, 37.042
- Purpose and intent, 37.041
- Title, 37.040

**RECREATION****All Terrain Vehicles; Rules and Regulations for the Use**

- Definitions, 90.070
- Equipment, 90.072
- Insurance, 90.073
- Operation by youthful operators, 90.075
- Rules and regulations, 90.071
- Trails, 90.074

**Bikeway**

- Definitions, 90.021
- Legislative intent, 90.020
- Obedience to traffic control devices, 90.025
- Operating hours, 90.026
- Riding on bicycles; carrying extra passengers, 90.024
- Riding on roadways and bicycle paths, 90.023
- Traffic ordinances apply to persons driving bicycles, 90.022

**Penalty, 90.999****Recreation Trails; Snowmobiles; Fees for Admission and Services**

- Conditions and restrictions, 90.005
- Definitions, 90.002
- Legislative intent, 90.001
- Operation of snowmobiles on county recreation trails and other public places, 90.003
- Recreation trails, other than highways, 90.004
- Trail admission permits, 90.006

## RECREATION (Cont.)

## Recreational Facilities; Rules and Regulations for Use

- Animals, 90.046
- Application, 90.041
- Camps, tents, trailers and the like, 90.043
- Definitions, 90.042
- Demand or direction of authorized person, 90.050
- Fires, 90.047
- Garbage, sewage and the like, 90.048
- Hours of operation, 90.044
- Improper language and behavior, 90.049
- Injuring facilities or buildings, 90.053
- Legislative intent, 90.040
- Motor vehicles, 90.045
- Parking, 90.051
- Signs, 90.054
- Trespassing and illegal fishing at the county fish hatchery, 90.055
- Waters of the facility, 90.052

## RECREATION TRAILS; SNOWMOBILES; FEES FOR ADMISSION AND SERVICES

- Conditions and restrictions, 90.005
- Definitions, 90.002
- Legislative intent, 90.001
- Operation of snowmobiles on county recreation trails and other public places, 90.003
- Recreation trails, other than highways, 90.004
- Trail admission permits, 90.006

## RECREATIONAL FACILITIES; RULES AND REGULATIONS FOR USE

- Animals, 90.046
- Application, 90.041
- Camps, tents, trailers and the like, 90.043
- Definitions, 90.042
- Demand or direction of authorized person, 90.050
- Fires, 90.047
- Garbage, sewage and the like, 90.048
- Hours of operation, 90.044
- Improper language and behavior, 90.049
- Injuring facilities or buildings, 90.053
- Legislative intent, 90.040
- Motor vehicles, 90.045
- Parking, 90.051
- Signs, 90.054
- Trespassing and illegal fishing at the county fish hatchery, 90.055
- Waters of the facility, 90.052

**RECYCLABLES**

- Recyclable materials, 50.03
- Recyclable or Reusable Materials from Solid Waste Stream; Separation and Segregation
  - Administration, 50.27
  - Declaration of policy, 50.25
  - Definitions, 50.26
  - Enforcement, 50.30
  - Powers delegated to the Superintendent, 50.29
  - Source separation required, 50.28

**RESIDENTIAL AND FARM REAL PROPERTY; REDEMPTION PERIOD**

- Effective date, 35.158
- Filing with State Board, 35.157
- Purpose, 35.155
- Redemption period, 35.156

**RETIREMENT INCENTIVE PROGRAM, 33.15****RISK MANAGEMENT STEERING COMMITTEE**

- Risk Management Steering Committee membership, XIII.064
- Risk Management Steering Committee, XIII.063

**SAFETY AND HEALTH PROGRAM POLICY**

- Assignment of responsibilities, XIII.061
- Employee Safety and Health Committee membership, XIII.066
- Employee Safety and Health Committee roles and responsibilities, XIII.065
- Introduction, XIII.060
- Risk Management Steering Committee membership, XIII.064
- Risk Management Steering Committee, XIII.063
- Safety and health hazard identification, XIII.067
- Safety and health suggestions/concerns, XIII.068
- Safety Officer (Insurance Administrator), XIII.062

**SAFETY OFFICER (INSURANCE ADMINISTRATOR), XIII.062****SALES OF REAL PROPERTY, TSO IV****SELF INSURANCE**

- Health Insurance Portability and Accountability Act of 1996, XIII.001
- Human Services Building Emergency Action and Response Plan
  - Action and response, XIII.047
  - Communication, XIII.046
  - Crisis response procedures, XIII.049
  - Organization, XIII.045
  - Types of evacuations to be used in emergency circumstances, XIII.048

## SELF INSURANCE (Cont.)

## Injury Management Guidelines Policy

- Documentation - written procedures for reporting incidents, XIII.017
- Implementation, XIII.016
- Policy, XIII.015

## Municipal Center Emergency Action and Response Plan

- Action and response, XIII.032
- Communication, XIII.031
- Crisis response procedures, XIII.034
- Organization, XIII.030
- Types of evacuations to be used in emergency circumstances, XIII.033

## Safety and Health Program Policy

- Assignment of responsibilities, XIII.061
- Employee Safety and Health Committee membership, XIII.066
- Employee Safety and Health Committee roles and responsibilities, XIII.065
- Introduction, XIII.060
- Risk Management Steering Committee membership, XIII.064
- Risk Management Steering Committee, XIII.063
- Safety and health hazard identification, XIII.067
- Safety and health suggestions/concerns, XIII.068
- Safety Officer (Insurance Administrator), XIII.062

## Self insurance plan, 33.01

## Workplace Violence Prevention Plan and Program

- Board of Supervisors policy statement, XIII.081
- Defining workplace violence, XIII.082
- Purpose, XIII.080
- Risk factors identified in § XIII.083, XIII.084
- Workplace violence prevention responsibilities, XIII.085
- Workplace violence prevention risk evaluation, XIII.083

## SEWERS

## Illicit Discharges; Sewers

- Access and monitoring of discharges, 52.12
- Alternative remedies, 52.18
- Appeal of notice of violation, 52.15
- Applicability, 52.03
- Corrective measures after appeal, 52.16
- Definitions, 52.02
- Discharge exemptions, 52.06
- Enforcement, 52.14
- Industrial or construction activity discharges, 52.11
- Injunctive relief, 52.17
- Intent and purpose, 52.01
- Notification of spills, 52.13
- Penalty, 52.99
- Prohibition against activities contaminating stormwater, 52.08

**SEWERS (Cont.)**

## Illicit Discharges; Sewers (Cont.)

Prohibition of illegal discharges, 52.05

Prohibition of illicit connections, 52.07

Remedies not exclusive, 52.19

Requirement to prevent, control and reduce stormwater pollutants by the use of best management practices, 52.09

Responsibility for administration, 52.04

Suspension of access to county-owned municipal separate storm sewer system; illicit discharges in emergency situations, 52.10

## Sewer Rents

Additional charges for additional treatment, 51.05

Administration, 51.06

Declaration of policy and purpose, 51.01

Definitions, 51.02

Establishment of sewer rents, 51.03

Levy of unpaid rents as taxes; collection, 51.07

Specially metered water, 51.04

Statutory authority, 51.08

**SEX OFFENDERS**

## Homeless Housing Policy

Policy, XV.01

Procedure, XV.03

Purpose, XV.02

## Residency and employment restrictions

Definitions, 132.02

Exceptions, 132.05

Legislative intent and purposes, 132.03

Penalty, 132.99

Previously enacted Local Laws affected, changed and/or superceded, 132.06

Restrictions, 132.04

Title, 132.01

**SHERIFF'S OFFICE**

Amending maximum number of sick leave days that non-union members of the sheriff's office may accrue for purposes of sick leave, XIV.01

## Regulation 044: Use of Physical Force

Administration Office action, XIV.22

Continuum of force, XIV.18

Deadly force, XIV.16

Duties of investigator, XIV.21

Duties of member, XIV.19

Duties of patrol supervisors, XIV.20

General policy, XIV.15

N.Y. Penal Law Article 35, § 35.30, XIV.17

Non-violent civil rights demonstrations, XIV.23

## SIGNS; RECREATIONAL FACILITIES, 90.054

## SMOKING AND TOBACCO USE POLICY

- Effective date, III.143
- Exceptions, III.142
- Purpose, III.140
- Regulations and procedures, III.141

## SNOWMOBILES ON COUNTY RECREATION TRAILS; FEES FOR ADMISSION AND SERVICES

- Conditions and restrictions, 90.005
- Definitions, 90.002
- Legislative intent, 90.001
- Operation of snowmobiles on county recreation trails and other public places, 90.003
- Recreation trails, other than highways, 90.004
- Trail admission permits, 90.006

## SOCIAL SERVICES

- Sexual Offender Homeless Housing Policy
  - Policy, XV.01
  - Procedure, XV.03
  - Purpose, XV.02

## SOLICITORS AND PEDDLERS; PROHIBITING, III.008

## SOLID WASTE

- Collection and Disposal
  - Administration, 50.07
  - Collection and transportation of solid waste, 50.04
  - Declaration of policy and purpose, 50.01
  - Definitions, 50.02
  - Disposal of solid waste, 50.05
  - Enforcement, 50.10
  - Fees, 50.08
  - Inspection, 50.09
  - Prohibited activities, 50.06
  - Recyclable materials, 50.03
  - Remedies, 50.12
  - Violations, 50.11
- Penalty, 50.99
- Recyclable or Reusable Materials from Solid Waste Stream; Separation and Segregation
  - Administration, 50.27
  - Declaration of policy, 50.25
  - Definitions, 50.26
  - Enforcement, 50.30
  - Powers delegated to the Superintendent, 50.29
  - Source separation required, 50.28

**SPARKLING DEVICES EXCLUDED FROM DANGEROUS FIREWORKS DEFINITION**

- Definitions, 133.04
- Effect on other laws, 133.06
- Noncompliance, 133.05
- Sale and use of sparkling devices, 133.03
- Sparkling devices defined, 133.04
- Title, 133.01

**STATE UNIFORM FIRE PREVENTION AND BUILDING CODE AND STATE ENERGY CONSERVATION CONSTRUCTION CODE**

- Administrative department for the Uniform Code and Energy Code and jurisdiction, 150.04
- Building permits, 150.08
- Certificates of occupancy/certificates of completion, 150.11
- Code Enforcement Officer, 150.07
- Complaints, 150.16
- Construction inspections, 150.09
- Definitions, 150.06
- Department personnel, 150.05
- Effective date, 150.21
- Enactment authority, 150.03
- Fees, 150.20
- Fire safety and property maintenance inspections, 150.15
- Legislative intent and purpose, 150.02
- Notification regarding fire or explosion, 150.12
- Operating permits, 150.14
- Penalty, 150.99
- Program review and reporting, 150.18
- Record keeping, 150.17
- Stop work orders, 150.10
- Title, 150.01
- Unsafe building and structures, 150.13
- Violations, 150.19

**STOP WORK ORDERS, 150.10****SUPERINTENDENT OF PUBLIC WORKS**

- Bond of the Superintendent of Public Works, 32.111
- Deputy Superintendent of Public Works, 32.110
- Powers and duties of the Superintendent of Public Works, 32.109
- Superintendent of Public Works; qualifications; appointment; term; salary, 32.108

**SURPLUS PROPERTY**

- After sale/lease, III.098
- Finance and Personnel Committee review, III.096
- Initial committee review, III.095
- Warren County Board action, III.097

## SYNTHETIC CANNABINOIDS; SALE AND/OR USE

- Declaration of legislative findings/intent/purpose, 131.02
- Definitions, 131.04
- Enactment authority, 131.03
- Enforcement, 131.07
- Exceptions, 131.06
- Penalty, 131.99
- Prohibitions, 131.05
- Title, 131.01

## TAX BILL FLYER, 35.098

## TAXATION, FINANCES AND PURCHASING

- Additional Mortgage Recording Tax
  - Additional mortgage recording tax, 35.080
  - Administration and collection of tax, 35.078
  - Disposition of taxes, 35.081
  - Effective date, 35.083
  - Effective Local Law, 35.084
  - Imposition of tax, 35.077
  - Payment of taxes, 35.082
  - Purpose and intent, 35.076
  - Real property located in more than one county or state, 35.079
  - Title and statement of intent, 35.075
- Delinquent Taxes
  - Authorizing collection, 35.140
  - Authorizing payment of certain delinquent taxes in installments, 35.141
- Motor Vehicle Use Tax
  - Administration of oaths and compelling testimony, 35.054
  - Agreement between Treasurer and Commissioner, 35.059
  - Definitions, 35.042
  - Determination of tax, 35.047
  - Disposition of revenues, 35.061
  - Exemptions, 35.044
  - General powers of the Commissioner, 35.053
  - Imposition of tax, 35.043
  - Notices and limitations, 35.057
  - Notification to County Attorney, 35.060
  - Payment of tax and evidence of tax payment, 35.045
  - Penalties and interest, 35.055
  - Proceedings to recover tax, 35.052
  - Purpose and intent, 35.041
  - Refund of certain unused registrations, 35.048
  - Refunds, 35.049
  - Remedies exclusive, 35.051
  - Reserves, 35.050
  - Returns, 35.046



TAXATION, FINANCES AND PURCHASING (Cont.)

Motor Vehicle Use Tax (Cont.)

Returns to be secret, 35.056

Title, 35.040

Treasurer as agent, 35.058

Occupancy Tax

Administration and collection, 35.009

Administration of oaths and compelling testimony, 35.021

Authority, 35.002

Bonds and security for payment of tax, 35.013

Definitions, 35.003



## TAXATION, FINANCES AND PURCHASING (Cont.)

## Occupancy Tax (Cont.)

- Determination of tax, 35.014
- Disposition of revenues, 35.016
- Effect of Local Law, 35.027
- Effective date, 35.028
- Exempt organizations, 35.006
- General powers of the Treasurer, 35.020
- Imposition of tax, 35.004
- Judicial review, 35.024
- Notices and limitations of time, 35.026
- Payment of tax, 35.012
- Penalties, interest and violations, 35.023
- Proceedings to recover tax, 35.019
- Records to be kept, 35.010
- Reference to tax, 35.022
- Refunds, 35.015
- Registration, 35.008
- Remedies exclusive, 35.018
- Reserves, 35.017
- Returns, 35.011
- Returns to be kept confidential, 35.025
- Territorial limitations, 35.007
- Title and statement of interest, 35.001
- Transitional provisions, 35.005

## Purchases

- Definitions, 35.172
- Legislative intent, 35.171
- Requirements, 35.174
- The best value award methodology, 35.173
- Title, 35.170

## Real Property Fire Insurance Proceeds; Procedure to Claim Against

- Grant of authorization and power to County Treasurer, 35.127
- Purpose, 35.126
- Title, 35.125

## Real Property Tax Exemptions

- Business investment exemption, 35.113
- Cold War veteran's exemption from real property taxation, 35.111
- Maximum exemption allowable for the alternative veteran's exemption from real property taxation, 35.110
- Real property tax exemption for gold star parents, 35.112

## Residential and Farm Real Property; Redemption Period

- Effective date, 35.158
- Filing with State Board, 35.157
- Purpose, 35.155
- Redemption period, 35.156

**TAXATION, FINANCES AND PURCHASING (Cont.)****Truth in Taxation to Delineate State Mandates and Property Taxes**

- Annual property tax bill data, 35.097
- Legislative findings and purpose, 35.096
- Procedure, 35.099
- Tax bill flyer, 35.098
- Title, 35.095

**TOBACCO COMPANIES, 30.04****TOURISM/OCCUPANCY TAX**

- Occupancy tax scoring system guidelines, XVI.01
- Setting minimum amount of \$500,000 for unappropriated fund balance designated for occupancy tax, XVI.02
- Tourism Policy Concerning the Publication of Advertisements**
  - Advertisement/acceptance; generally, XVI.17
  - Advertisements deadlines, XVI.18
  - Advertising fees, XVI.19
  - Advertising space allocation, XVI.20
  - Committee/department authority, XVI.22
  - General, XVI.16
  - Introduction, XVI.15
  - Use of Warren County tourism advertising materials, XVI.21
- Tourist and Convention Development Application and Contract**
  - Agreement, XVI.36
  - Application, XVI.35

**TOURISM POLICY CONCERNING THE PUBLICATION OF ADVERTISEMENTS**

- Advertisement/acceptance; generally, XVI.17
- Advertisements deadlines, XVI.18
- Advertising fees, XVI.19
- Advertising space allocation, XVI.20
- Committee/department authority, XVI.22
- General, XVI.16
- Introduction, XVI.15
- Use of Warren County tourism advertising materials, XVI.21

**TOURIST AND CONVENTION DEVELOPMENT APPLICATION AND CONTRACT**

- Agreement, XVI.36
- Application, XVI.35

**TRAFFIC SAFETY, see COUNTY TRAFFIC SAFETY BOARD****TRAPPING, see COUNTY AIRPORT; HUNTING AND/OR TRAPPING ON PROPERTY****TRASH, see SOLID WASTE**

**TRAVEL POLICY AND COUNTY VEHICLE USE REGULATIONS**

- County motor vehicle use rules, III.156
- County travel policy, III.155
- Fleet policy, III.157
- Schedule A: Authorization to Attend Meeting or Convention, III.158

**TREASURER**

- Fund Balance Policy in Accordance with GASB Statement No. 54
  - Fund balance reporting in governmental funds, XVII.17
  - Fund type definitions, XVII.16
  - Operational guidelines, XVII.18
  - Purpose, XVII.15
- Investment policies and guidelines, XVII.01
- Issuance of county pay checks policy, XVII.02

**TRESPASSING AND ILLEGAL FISHING AT THE COUNTY FISH HATCHERY; RECREATIONAL FACILITIES, 90.055****UP YONDA ENVIRONMENTAL EDUCATION CENTER; FEE SCHEDULE**

- Legislative intent and purpose, 37.055
- Special events, parking charges, guided tours, memberships and other fees authorized, 37.057
- Statutory authorization, 37.056

**USE OF PHYSICAL FORCE; REGULATION 044**

- Administration Office action, XIV.22
- Continuum of force, XIV.18
- Deadly force, XIV.16
- Duties of investigator, XIV.21
- Duties of member, XIV.19
- Duties of patrol supervisors, XIV.20
- General policy, XIV.15
- N.Y. Penal Law Article 35, § 35.30, XIV.17
- Non-violent civil rights demonstrations, XIV.23

**VETERANS**

- Cold War veteran's exemption from real property taxation, 35.111
- Maximum exemption allowable for the alternative veteran's exemption from real property taxation, 35.110

**VOICE MESSAGING POLICY**

- General, VII.36
- Management administration, VII.38
- Purpose, VII.35
- Voice messaging guidelines and procedures, VII.37

**VOLUNTEER MEDICAL EXPENSE REIMBURSEMENT**

- Authority, 33.32
- Definitions, 33.33

## VOLUNTEER MEDICAL EXPENSE REIMBURSEMENT (Cont.)

- Legislative intent and purpose, 33.31
- Qualifications, conditions and limitations of volunteer medical expense reimbursement, 33.35
- Title, 33.30
- Volunteer medical expense reimbursement authorization and funding, 33.34

## VOLUNTEER POLICY AND PROCEDURE

- Appendix A: Volunteer Registration Form, XVIII.15
- Appendix B: Local Law 4 of 2005, XVIII.16
- Appendix C: Non-employee, visitor, volunteer injury report forms, XVIII.17
- Appendix D: Warren County DMV release, XVIII.18
- Appendix E: Specific Department materials, XVIII.19
- Conduct, XVIII.07
- Emergency closings and volunteers inability to perform service, XVIII.11
- Equal opportunities, XVIII.12
- Expenses, XVIII.10
- Health and safety, XVIII.08
- Implementation, XVIII.14
- Introduction, training and support, XVIII.06
- Introduction, XVIII.01
- Monitoring and recordkeeping, XVIII.13
- Principles, XVIII.02
- Recruitment, screening and physical requirements, XVIII.05
- Scope of volunteer policy and definition of Volunteer, XVIII.03
- Service at the discretion of the County and Volunteer, XVIII.04
- Volunteer drivers, XVIII.09

## WATERS OF THE FACILITY; RECREATIONAL FACILITIES, 90.052

## WEAPONS

- Restriction of Firearms and Other Weapons
  - Exceptions, III.111
  - Policy statement, III.110
  - Review, III.114
  - Violation of policy, III.113
  - Waivers, III.112
- Weapons or Other Deadly or Dangerous Instruments
  - Definitions, 36.003
  - Exceptions, 36.005
  - Physical possession of deadly weapons in county buildings prohibited, 36.004
  - Purpose, 36.002
  - Signs, 36.006
  - Title and authority, 36.001

## WEAPONS OF MASS DESTRUCTION, see HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION ADVISORY BOARD

**WEIGHTED VOTE**

- Determined by federal census, 34.16
- Members and apportionment, 34.17
- Number of votes, 34.18
- Reapportionment, 34.15

**WESTMOUNT HEALTH FACILITY**

- Administrator: qualifications, appointment, term, salary, 32.142
- Administrator; residency requirements, 32.144
- Effective date, 32.145
- Establishment, 32.141
- Powers and duties, 32.143
- Title, 32.140

**WIRELESS SURCHARGE**

- Implementation; date, 36.077
- Imposition of county wireless surcharge, 36.076
- Legislative intent, 36.075
- Notice, 36.080
- Penalty, 36.999
- Remittance of funds, 36.079
- Wireless communications service suppliers, 36.078

**WORKPLACE HARASSMENT PLAN AND PROGRAM**

- Charge of Workplace Harassment, Ch. VI, App. A
- Definitions, VI.131
- Investigation of complaints, VI.134
- Process for reporting harassment complaints, VI.133
- Program statement, VI.130
- Workplace harassment prohibited, VI.132

**WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM**

- Board of Supervisors policy statement, XIII.081
- Defining workplace violence, XIII.082
- Purpose, XIII.080
- Risk factors identified in § XIII.083, XIII.084
- Workplace violence prevention responsibilities, XIII.085
- Workplace violence prevention risk evaluation, XIII.083

