

**VILLAGE OF ALTAMONT**  
**SPECIAL BOARD MEETING AGENDA**  
6:00 PM March 30, 2021

Pledge of Allegiance

**Public Comment**

1. Consider adopting The Village of Altamont Policing Reform and Reinvention Collaborative Recommendations Findings and Recommendations of the Village of Altamont Policing Reform and Reinvention Collaborative.
2. Consider adopting Public Health Emergency Operations Plan for the Village of Altamont, Albany County.
3. Consider motion to adjourn.

Next scheduled meetings:           Tuesday, April 6, 2021 – 7:00 p.m. – Annual Organizational Meeting,  
Budget Hearing & Regular Board Meeting



**The Village of Altamont Policing Reform and  
Reinvention Collaborative Recommendations Findings  
and Recommendations of the Village of Altamont  
Policing Reform and Reinvention Collaborative**

**Presented to Village of Altamont, NY Village Board**

# Governor Cuomo's Executive Order #203 NYS Police Reform and Reinvention Collaborative Resources & Guide for Public Officials and Citizens.

## **Our Purpose:**

To foster trust, fairness, and legitimacy within the Altamont community. The United States Department of Justice has emphasized the need for "trust between citizens and their police officers so that all components of the community are treating one another fairly and justly and are invested in maintaining public safety in an atmosphere of mutual respect". It is our mission to ensure our residents' sense of personal security for our community to thrive and prosper. Police-community relationships must facilitate, rather than impede the growth of all members of the community equally and without bias.

## **Directive:**

Each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure laws must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan, for the purposes of addressing the needs of the communities served.

## **History:**

Mud in the streets, in the crossings, no decent sidewalks or streetlamps. Not enough water, too much sewer, and fires. These were the issues the local community leaders were discussing in the spring of 1890. There was a real fear that the village of 543 residents would not survive. Incorporation would allow the village to collect taxes to be used in creating the much-needed infrastructure. A petition was circulated, generating enough support to hold an informational meeting at the Union Hotel on May 20<sup>th</sup>, 1890. Attorney Hiram Griggs (Assemblyman and Town of Guilderland Supervisor) led the discussion in favor of incorporation. A committee was created to see the process through. The Village of Altamont was incorporated in 1890, then President Hiram Griggs, Trustees Smith Philley, Jessie Crouse, and Henry Wilbur, were the founding members of the newly formed Village of Altamont. Altamont was the first Village to be incorporated in the Town of Guilderland and remains the only one to this day and was a great period of growth for settlers in the foothills of the Helderbergs. Over the years, the Altamont Police Department has been constantly changing to adapt to the needs of our residents and visitors to the village which are 1,669 as of the 2019, and our Altamont Fair, a popular gathering for people across the county and beyond. Today the village employs twelve officers including our chief Todd Pucci, and it is the mission of the Altamont Police Department to provide professional, high quality and effective police service in partnership with the community. The Altamont Police Department values an ethical, caring, and diverse community which is characterized by honesty, integrity, respect, fairness, empathy, equal opportunity, trust, and civility. This culture must be of utmost importance to those in command to maintain consistency between that culture and the goals of the department. Effective policy and strong leadership will ensure that these goals are in line with the goals of the community. Departmental culture must promote the pursuit of those goals with honesty and integrity. Members must be held

accountable when deviations result in misconduct. Timely and transparent addressing of this misconduct must take place, to keep community confidence that abuses will not be tolerated. Effective policing cannot be done without the support of those which are served. The standards and strategies implemented by the police department must be in line with what is expected by the community. As stated above, these standards and strategies must be imposed by the leadership and properly executed to create a police culture in line with the joint goals of the department and community. By doing this, we can reliably ensure that the individual interactions between the police department and the public will help to create a foundation of positive, trust-based relationships and advance the goals of protecting the community. When it comes to police-community relations, the individual interactions which occur countless times each day have the largest impact. The personnel of a department are the most crucial aspect to the relationship built between the department and the community. Knowing this, recruitment of new officers, retention of quality officers and continued training are some of the most important aspects of a police department.

**Overall Required Process:**

- Review the needs of the community served by its police agency and evaluate the department’s current policies and practices.
- Establish policies that allow police to perform their duties effectively and safely.
- Involve the community in the discussion.
- Develop policy recommendations.
- Offer a plan for public comment.
- Present the plan to the village board to ratify or adopt it, and to certify adoption of the plan to the State Budget Director on or before April 1, 2021.

**Key Organizing Principles:**

**Bring Your Community Together:**

John Scally – Village Trustee

Todd Pucci – Chief of the Altamont Police

Patrick Thomas – Village Police Officer

Jason Johnson – Village Police Officer

Deborah Hext – Chair of the Village Planning Board

George Schiller – Village Resident/Community Member (long established resident)

Jean Conklin – Village Resident/Business Owner/Community Member

**Must run a transparent process:**

- Making planning and deliberation meetings public.
- Polling and surveying the public for their views on specific issues.
- Making materials public.
- Having a plan to incorporate public feedback.

## **Key Questions to be answered:**

### **On the topic of Procedural Justice, the committee recommends that:**

- The Altamont Police Department's policies and practices require transparency and equal treatment for all.
- The Altamont Police Department fosters, supports, and promotes a police culture that does not tolerate police misbehavior, with the repeal of 50a that will hold police officers more accountable and transparent for their actions, culminating in a timely transparency in the disclosure of impeachment information, consistent with New York State and Federal law.
- Defining impeachment criteria, that will be provided to the DA's office, if the need ever arises
- The Altamont Police Department will appoint the Attorney General as an independent prosecutor for police involved deaths.
- Persons making complaints against the Altamont Police Department or individual police officers could review the results of the investigation into their complaint in a timely manner.
- The Altamont Police Department employees have access to high-quality mental health services and that the Altamont Police Department will have available of such services.

### **On the topic of Studies Addressing Systemic Racial Bias or Racial Injustice Policing, the committee recommends that:**

- To monitor if there are trends within the Altamont Police Department indicating bias, the Chief of Police annually reviews and analyzes data collected by the New York State Unified Court System as part of the Police Statistics and Transparency Act (The Laws of New York Article 7-A: Judicial Administration, Section 212)

### **On the topic of Implicit Bias Awareness Training, the committee recommends that:**

- Altamont Police Department employees receive anti-bias/implicit bias awareness training which is adequate and substantial.

### **On the topic of De-escalation Training, the committee recommends that:**

- Altamont Police Department officers receive training on de-escalation and alternatives to force which is adequate and substantial.
- The Altamont Police Department has modified and improved the use of force policy.
- The Altamont Police Department adapted policies to incorporate a less lethal philosophy of de-escalation and incorporated guidance for special training in their policies.

**On the topic of Law Enforcement Assisted Diversion (LEAD) Programs, the committee recommends that:**

- The LEAD program is a law enforcement diversion program that aims at police officers utilizing their discretion to direct low-level offenders away from the criminal justice system.
- The Altamont Police Department to participate in the Albany County LEAD Program
- The Altamont Police Department participates in the continued and enhanced collaboration of services between the Altamont Police Department, the Albany County Mental Health Department, the Albany County Department of Health, and legal services.
- The Altamont Police Department updated the Mental Health Emergencies policy.

**On the topic of Restorative Justice Practices, the committee recommends that:**

- The Altamont Police Department collaborate effort to investigate ways to establish and/or utilize processes designed to mediate disputes, utilize victim impact panels, and explore alternatives to incarceration including community service.

**On the topic of Community-Based Outreach and Conflict Resolution, the committee recommends that:**

- The Altamont Police Department collaborates with available resources to help accomplish this goal.
- Enhanced and improved community outreach with appropriate oversight
- Implement direct community referrals for diversions (Let Everyone Advance with Dignity)

**On the topic of Problem-Oriented Policing, the committee recommends that:**

- The topic be referenced in the Altamont Police Department's civilian complaints policy.
- The Altamont Police Department works with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community.

**On the topic of Hot Spots Policing, the committee recommends that:**

- The Altamont Police Department continues to add more frequent patrols in areas of known criminal activity.
- The Altamont Police department will be present for community support during the Altamont Fair and festivals, each season.

**On the topic of Focused Deterrence, the committee recommends that:**

- The topic be referenced in the Altamont Police Department's civilian complaints policy.
- The Altamont Police Department collaborates with community resources to assist with intervention.

**On the topic of Crime Prevention Through Environmental Design (CPTED), the committee recommends that:**

- The Altamont Police Department works with the Village of Altamont board, Planning Board, and Codes enforcement officer, as well as property owners, to make changes such as modifying lighting and landscaping to help deter criminal activity in a specific area.

**On the topic of Violence Prevention and Reduction Interventions, the committee recommends that:**

- The Altamont Police Department collaborates with and, when appropriate, makes referrals to youth development programs, community mentors, family counseling, support programs, community outreach programs, and violence interruption programs as applicable.

**On the topic of Model Policies and Guidelines Promulgated by the NYS Municipal Police Training Council and Standards Promulgated by the NYS Law Enforcement Accreditation Program, the committee recommends that:**

- The Altamont Police Department makes such policies and standards available to the public.
- The Altamont Police Department become a NYS Law Enforcement Accredited Agency.
- The Altamont Police Department administration reviews Altamont Police Department policies and will make changes as appropriate, and available to the public.

**On the topic of Use of Force, the committee recommends that:**

- The updated version of the Village of Altamont's use of force policy is wholly adequate and in line with all state and federal laws, regulations, and guidelines.
- Because the committee has discussed and/or suggested edits striving to improve the policies in ways that help reduce harm to both police officers and the community.
- The Altamont Police Department updated all policies regarding the use of force, eliminating chock holds, encompassing firearms, chemical mace, and tasers.
- The Altamont Police Department updated policies regarding prisoner transport, and arrest and booking policies.

**The U.S. Department of Justice's Office of Community-Oriented Policing Services recommends the following best community policing practices:**

1. Create a comprehensive community policing strategic plan.
2. Train all personnel on community policing – including overcoming distrust.
3. Foster an atmosphere of openness and transparency.
4. Adopt procedural justice as a guiding principle.
5. Prioritize law enforcement personnel safety and wellness.
6. Engage the community in a true partnership to address crime and disorder issues.
7. Treat every contact as an opportunity to engage positively with a community member.
8. Measure social cohesion and work to develop relationships.
9. Reevaluate metrics of community policing success.
10. Incorporate community policing measures into the performance evaluation process.



## APPENDIX A

### NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE PLAN CERTIFICATION FORM

**Instructions: The Chief Executive of each local government must complete and submit this certification and a copy of their Plan to the Director of the New York State Division of the Budget on or before April 1, 2021 at [EO203Certification@budget.ny.gov](mailto:EO203Certification@budget.ny.gov).**

I, \_\_\_\_\_, as the Chief Executive of \_\_\_\_\_ (the "Local Government"), hereby certify the following pursuant to Executive Order No. 203 issued by Governor Andrew M. Cuomo on June 12, 2020:

- The Local Government has performed a comprehensive review of current police force deployments, strategies, policies, procedures, and practices;
- The Local Government has developed a plan, attached hereto, to improve such deployments, strategies, policies, procedures, and practices (the "Plan");
- The Local Government has consulted with stakeholders (including but not limited to: membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials) regarding the Plan;
- The Local Government has offered the Plan in draft form for public comment to all citizens in the locality and, prior to adoption of the Plan by the local legislative body, has considered the comments submitted; and
- The legislative body of the Local Government has ratified or adopted the Plan by local law or resolution.

## APPENDIX B

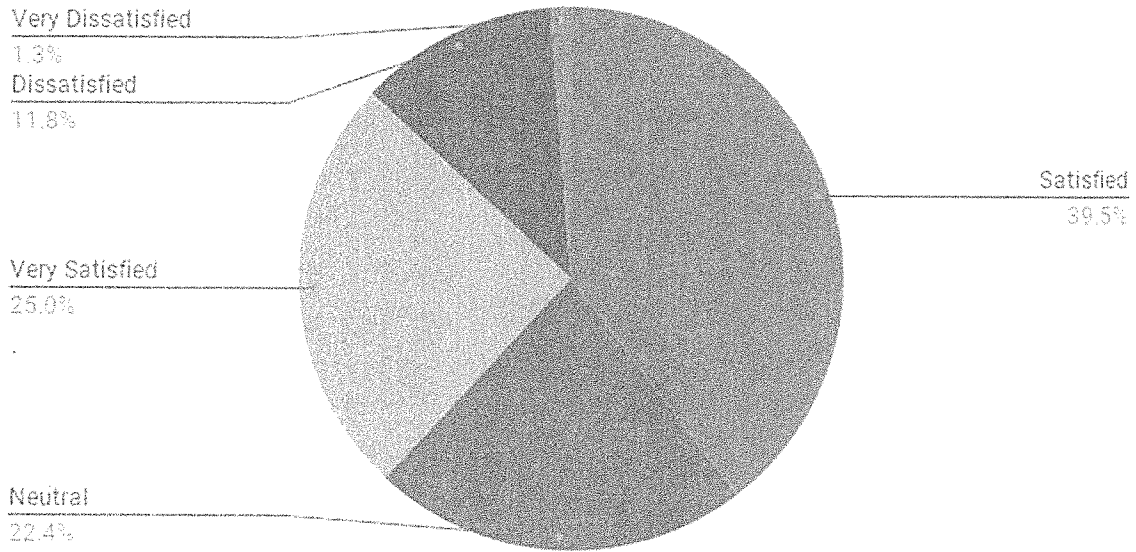
### Survey Results

The Altamont Police Department and the Altamont Police Review Committee thanks everyone who took the time to complete the survey. The Altamont PD will take into consideration each response and strive to meet everyone's expectations. We received 77 responses in total out of those 77 there were 29 "Other comments or suggestions". For the survey itself most responses were favorable and charts with the percentage of answers to each question can be found on the Village website. Many of the general

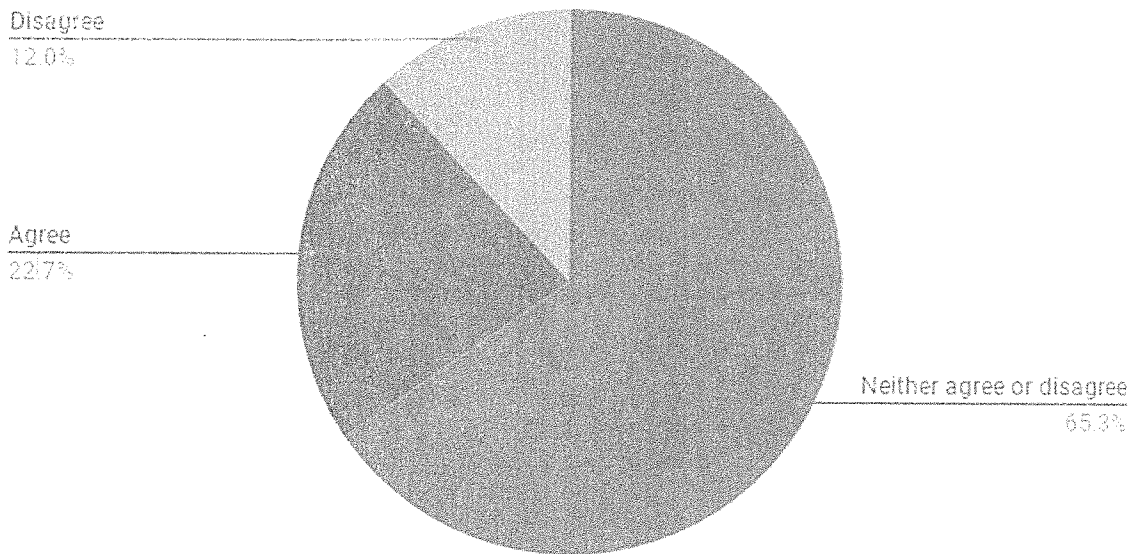
comments were also favorable with a heavy emphasis on the need for stricter traffic enforcement, in particular speeding. A spreadsheet that depicts survey answers in a columned format, along with the comments can be found on the Village website.

**Graphical representation of the Altamont Police Reform and Reinventive Collaborative Public Survey**

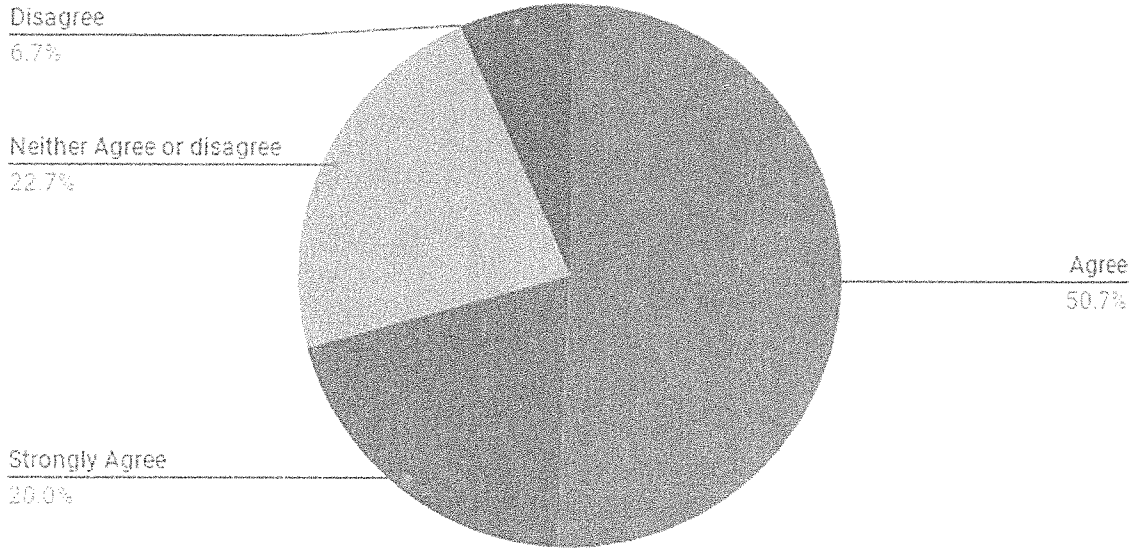
### Count of How satisfied are you with the Altamont Police Department?



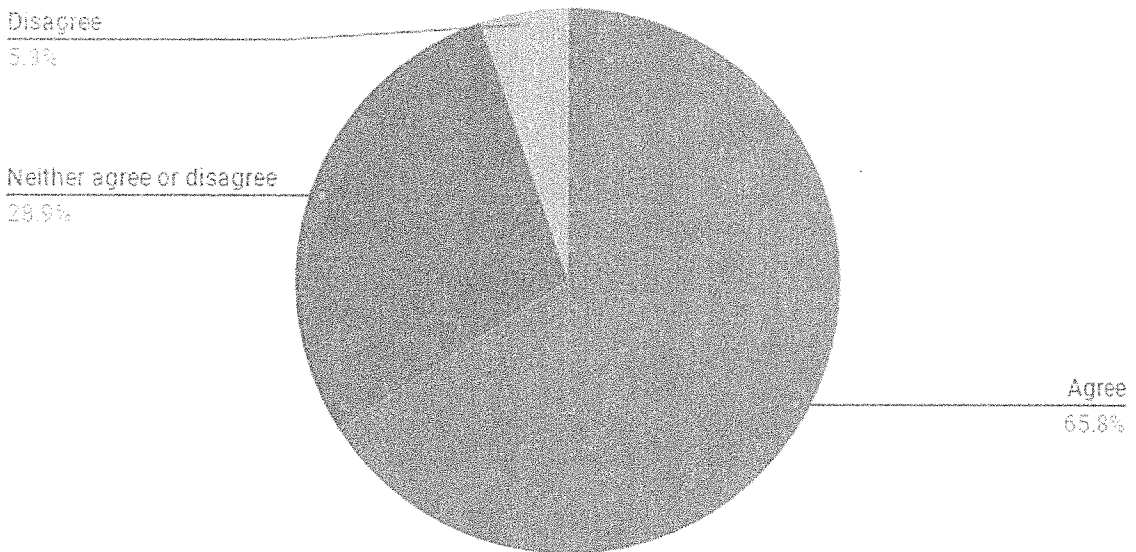
### Count of Complaints against the Altamont Police Department or Officers will be heard and reviewed objectively.



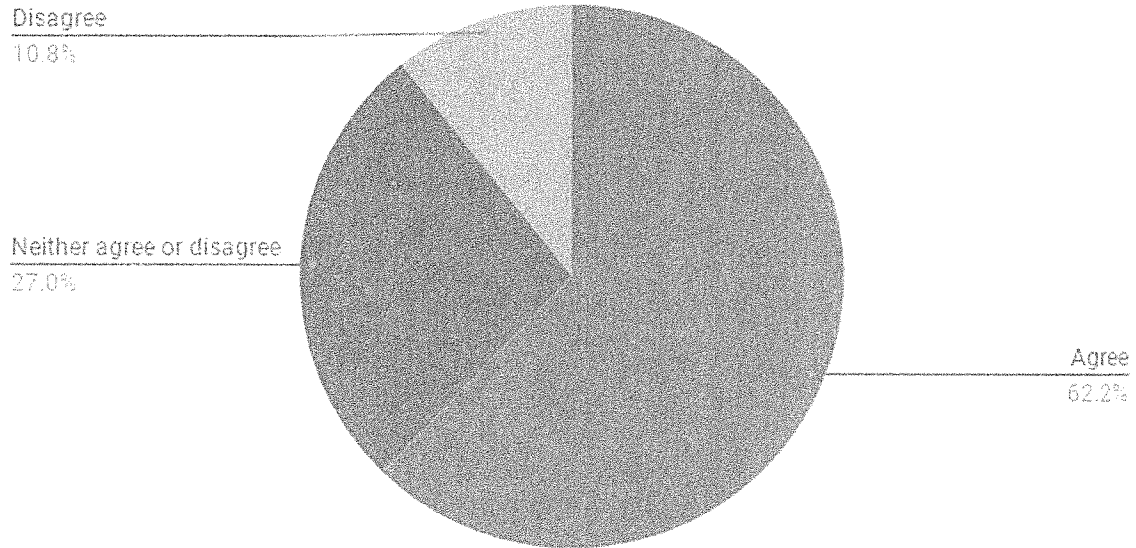
Count of The Altamont Police Department Officers do a good job.



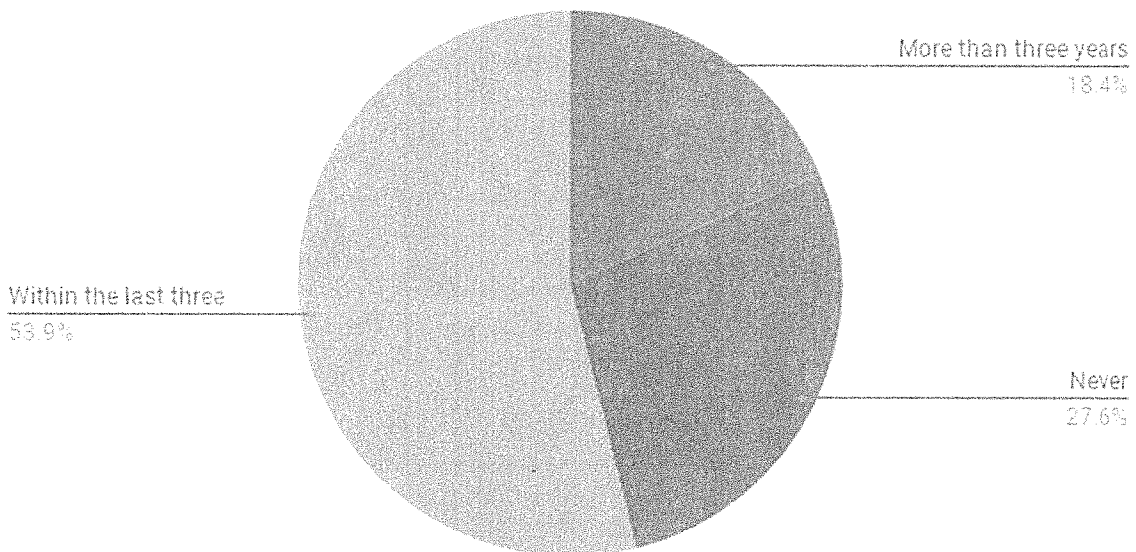
Count of Altamont Police Officers strive to have a positive impact on the Village.



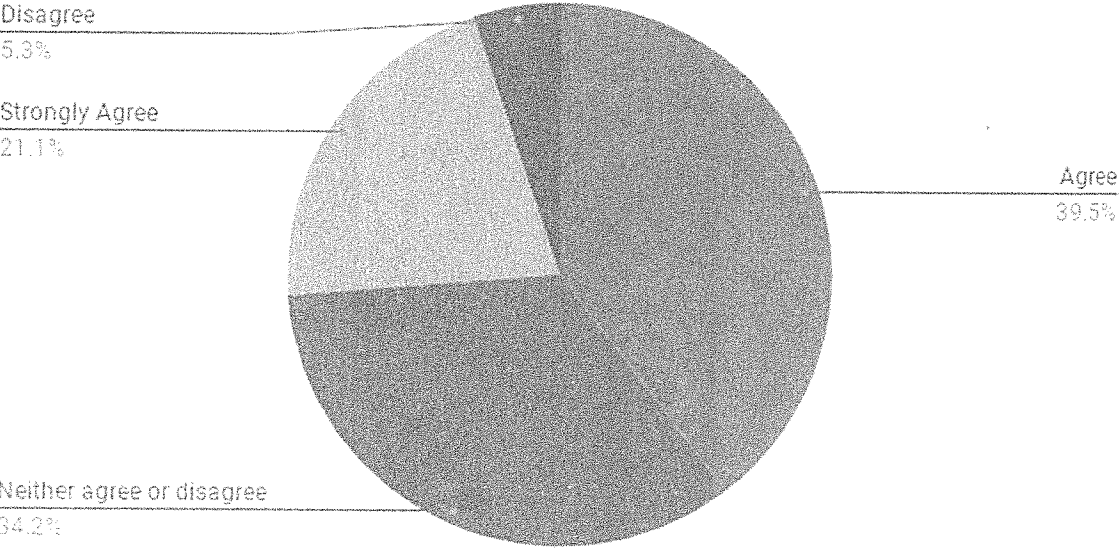
Count of Altamont Police Officers are responsive to our community needs.



Count of When was the last time you had to contact the Altamont Police Department?



Count of The Altamont Police Department's diversity is reflective of the community.



Count of Was your reason for contacting the Altamont Police Department resolved in a professional manner?



## Other Comments or suggestions from the Altamont Police Reform and Reinventive Collaborative Public Survey

- The two occasions we called the Altamont police no one answered. Have had to then call the Guilderland non emergency number to speak with an officer. Altamont police are always friendly and wave when they drive past our house. Never had a bad experience, just happens they aren't working when we've needed them
- Looking forward to hearing more about the review committee and how the public can become involved in a discussion about racial justice and policing, what is happening, and where there are opportunities for growth and improvement.
- I've had a number of occasions to contact the Altamont Police - they are always quick to respond and very professional. My family and I appreciate their presence!
- The chief was pleasant and helpful when I spoke with him the one time I called the police (because of an aggressive and threatening tailgater). Otherwise, I have had no interactions with the APD, aside from seeing officers driving around when I walk my dog or go for a run. Sometimes they wave, which is nice. I do wonder why patrols are by car only in such a small village. In Albany, where I lived previously, there were a lot of foot or bike patrols. Seems doable and even desirable here as well. Sitting in a car is about the unhealthiest activity, and you don't see as much. Thank you.
- Have coverage after midnight a lot of people don't know we have no coverage after midnight and have to call in Guilderland PD
- We take great comfort in having the Altamont Police Department. PLEASE don't take them away!
- I have many suggestions. There are several quality of life issues in my neighborhood that have yet to be-addressed satisfactorily. Speeding on Altamont Boulevard is a hazardous & a everyday occurrence. In the morning starting @ 5am, throughout the day, then around dinner time & weekend nights are all problem times. I have called Altamont & Guilderland PD m
- any times about this issue & yet I've seen no increase of patrols, no speed limit signs put up like has been done in other areas. Also it is the same people routinely doing 50-60 mph in the 30 mph zone. If I recognize them, surely the police would too if they were there on a regular basis. The other areas of concern are the people who create disturbances at Ketchum's gas station. I occasionally see an officer interacting with them but more needs to be done- again it's always the same people. The rental units that are houses with the laundromat are also problems - many neighbors suspect that there is drug dealing or something else going on there. Often cars pull in, meet with one of the residents and leave within minutes as if a transaction is taking place. This occurs mostly on the weekends & at night. If we had officers around during these times instead of during the day, during the week, the village would be a safer place.

- I'd like to see more full time officers instead of part time officers. Part-time officers have to split their time elsewhere. I want police who are part of the community, not rent-a-cops.
- I've lived in the Village for four years. Other than watching them drive down my street every now and then, I have no idea what they do. I've never seen anyone pulled over by a Village police officer. Ever.
- Speed and vehicle noise control (bad mufflers) need to be enforced on less patrolled village thoroughfares, like Bozenill Rd., Gun Club Rd., Maple Ave Ext.
- I haven't had much interaction with our officers, but they seem well intentioned and apt enough to be involved! So long as they keep people from speeding through the village I'm all in!
- I appreciate the Department's visibility in the community and its program where it checks on residences when the occupants are away e.g. on vacation - a service you might not be able to get in a larger community. Actually be out and about. Not sitting in office.
- Speeding through the village could be improved, as many residents have complained about the excesses. Cones placed for crossing areas, esp. during spring/summer/fall.
- Your presence and efforts are most appreciated. Be safe and thank you.
- I haven't had any interactions with the police department, except this summer when I participated in a BLM march in town. I was very impressed with the courtesy and the professionalism of the village police. It was a fraught time and I felt like the police were going out of their way to act with courtesy and professionalism.
- Later hours. Most disturbances happen at night, when they're not around.
- My concern is that the department is not always available when needed. You call the phone and get the answering machine. My concerns were not addressed because I could not talk to anyone. There was a car accident near my home. 911 was called. We had to wait for Guilderland Police because it was 7:15am and Altamont police were not on duty yet. Why have a police force if they're not available whenever needed? I also wonder where are they? Altamont is not that big and I haven't seen one around the village in almost a week. Altamont is not an overly diverse community (getting more & more diverse) but that doesn't mean there can't be more than one black/brown officer.
- I would like to see the Altamont Police Department disbanded, and see the village utilize the other local police organizations available to us, Town of Guilderland, NYS, Albany County.
- We are very lucky to have such professional, friendly, and helpful officers in our village.
- I think we are paying for a police department we dont need
- The APD does a great job - they are responsive, professional, friendly and helpful. Thank you for your service!



- I'm not really sure how necessary they are. Seems like the town could take over and save us money. I only ever see them sitting in cars in predictable spots catching a few speeding cars.
- Would like to see more speeding and rd safety patrols done around the village borders not just on Main Street, I've visited the police department on many occasions with plate numbers of vehicles speeding down a rd that's not even supposed to be used in that direction and have been told there is t anything more they can do the signs arnt enforceable, yet the dmv drivers handbook states clearly that any rd sign with black writing on a white back ground is enforceable, I've seen no extra patrols in the area of concerns from the town police I've since gone to guilderland pd and the county sheriffs to report the safety concerns many young children live on this particular rd yet that's no cause for concern as far as the Altamont Pd Is concerned it's sad quite honestly, I even reported a vehicle that came around a my child's stopped school bus and almost knocked him down had I not been paying attention he had been severely injured or possibly killed I had witnesses license plate number and nothing absolutely nothing was done the offender was approached and "talked" to by Altamont Pd but no tickets issued shameful. Yes n speaking with other residents in the village this is a long term issue that the outskirts are not policed often enough it's just Main Street for the most part, I'd also lie to see more officers on foot around town I grew up in a small town and we had our local Bobby he made rounds everyday spoke with people in person, we want to change the way police are perceived they need to make changes to how they conduct shifts I'm not saying it's possible to get out of foot every day but I believe they could benefit the community more if they did this more often and not just on there trip to stewarts etc, I've never had a concern approaching an officer of the law but I grew up with officers that weren't so disconnected with the public I knew my village officers name and had spoken with him in passing many times as a child and adult, when I first moved to the states I found the police in general to be very standoffish in the city's and rurally, Altamont does do a good job of being approachable.
- Perhaps there could be some community events planned with the police department. Maybe with the school or a safety day?
- I think the APD does an excellent job overall and I am thankful to have them in our community. My only comment would be traffic enforcement, especially speed needs to be addressed, it's totally out of control. I see comments on the Community page day after day it's the same thing. People need to slow down. Thank you Altamont PD for what you do.
- The car is ALWAYS parked at the station. I have also witnessed an Altamont cop on a scene invoving a kid hurt riding a bike and he did not have his radio, gun, nor belt. That did not pose a promising look to the public...
- I would like to see officers out in the community more often, interacting with residents, and see them less often trying to catch hapless motorists from other communities. If they want to go after other motorists, the village would be better served if they focused on loud and reckless drivers who accelerate unsafely
- This is a redundant service as the community is covered by the Albany County Sheriff's organization, the Guilderland PD and the NYS Police Barracks in GuilderlandDD

## APPENDIX D

### Policies and procedures with changes or updates

Currently, there are 72 policies and procedures in the Altamont Police Department Standard Operating Procedures manual.

The following is a summary of the changes to 23 Policies and Procedures proposed by the Committee:

- Field Training Policy - More evaluations, more documentation, more in-depth training in phases, and more accountability of new Officers and of Trainers.
- Prisoner Detention Policy - Made Arrest and Booking Policy to increase security protocols and ensure the humane treatment of individuals in custody and the safety of both the incarcerated and the Officer(s). Also, increased the requirements/permissions and documentation for body searches.
- Firearms, Impact Weapons, Electronic Immobilizing devices, OC Spray Regulations Policy was broken down into 4 individual policies: Firearms, ASP, Taser and Chemical Mace - Each policy more in-depth and restrictive, listing additional training requirements.
- Civilian Complaints and Internal Affairs Policies - Combined into one policy addressing the repeal of Civil Rights Law section 50-a, added the appointment of the Attorney General as the prosecutor in all Police related deaths and added the sharing of impeachment information with the District Attorney's Office to be shared with the Public Defender or Defense attorney. Also added additional departmental documentation.
- Community Relations Policy - Updated to reflect more transparency and better interaction with the community and equality with enforcement.
- Domestic Incident Policy - Updated changes due to Bail Reform and Raise the Age reform and included a new section on Officer involved domestics within the Village.
- Equal Employment Opportunity - Updated to reflect the Village's hiring policy.
- Evaluations - Combined Performance and Personnel Evaluation policies and better-defined evaluation periods.
- Goals and Objectives - Updated to reflect the Police Reform Plan.
- Hate Crimes Policy - Updated to reflect the Model Policy recommended by DCJS.
- Juvenile Policy - Updated to include all the changes made in Raise the Age Reform.
- Media Relations and Public Information - Made changes to provide for more transparency.
- Mental Health Emergencies - More utilization of Mental Health professionals available in Albany County.

- Photo Arrays Policy - Use of "blind" identifications, more documentation, and additional training. Updated Policy based on Model Policy provided by Albany County District Attorney's Office.
- Police Ethics and Rules of Conduct - Combined into one Policy. Additional rules added to reflect reform.
- Prisoner Transports Policy - Additional guidance in Mental Health transports.
- Recording Interviews - Additional transparency.
- Traffic Enforcement, Selective Traffic Enforcement, and Traffic Violator Contact Policies - Combined into one policy with additional detail to increase the safety of the Officer(s) and motorist(s).
- Use of Force - New policy further addresses the ban on chokeholds, addresses the need for more de-escalation training, includes the use of the Attorney General's office in Officer-involved deaths, and addresses the use of force reporting requirements and documentation.
- Vehicle Pursuit Policy - Makes the use of vehicle pursuits more restrictive (pre-pursuit violent Felony).

In conclusion the Altamont Police Department and Police Review Committee believe these recommendations and changes to policies and procedures will allow the Altamont Police Department to perform their duties more effectively and safely. These recommendations will be presented to the Village Board of Trustees and if approved/adopted by the Village Board the plan will be sent the State Budget Director by April 1 2021

# **PUBLIC HEALTH EMERGENCY OPERATIONS PLAN FOR VILLAGE OF ALTAMONT, ALBANY COUNTY**

Approved: March \_\_, 2021

This plan has been developed in accordance with New York State Labor Law section 27-c

# Table of Contents

Promulgation .....	1
Purpose, Scope, Situation Overview, and Assumptions .....	2
Purpose .....	2
Scope.....	2
Situation Overview .....	2
Planning Assumptions.....	2
Concept of Operations.....	3
Mission Essential Functions .....	3
Essential Positions.....	4
Reducing Risk Through Remote Work and Staggered Shifts .....	5
Remote Work Protocols.....	6
Staggered Shifts .....	6
Personal Protective Equipment .....	6
Staff Exposures, Cleaning, and Disinfection .....	7
Staff Exposures .....	7
Cleaning and Disinfecting .....	9
Employee and Contractor Leave.....	9
Documentation of Work Hours and Locations .....	10
Housing for Essential Employees.....	10

## Promulgation

This plan has been developed in accordance with New York State Labor Law section 27-c.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship to the extent there are any such agreements entered into in the future.

This plan has been approved in accordance with requirements applicable to the Village of Altamont, as represented by the signature of the authorized individual below.

--

As the authorized official of the Village of Altamont, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c to address public health emergency planning requirements.

Dated: \_\_\_\_\_, 2021

Signature: \_\_\_\_\_

By: Kerry Dineen

Title: Mayor

# Purpose, Scope, Situation Overview, and Assumptions

## Purpose

This plan has been developed in accordance with the New York State Labor Law section 27-c. Labor Law section 27-c requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

## Scope

This plan was developed exclusively for and is applicable to the Village of Altamont. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our essential operations. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law section 27-c, an “essential” employee is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law section 27-c, a “non-essential” employee is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Mayor of the Village of Altamont, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Altamont shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The public will be notified of pertinent operational changes by way of the Village of Altamont’s website, available at: <https://www.altamontvillage.org>. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Mayor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Altamont, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of the Village of Altamont, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Altamont is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:



1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Altamont

The Village of Altamont has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of any one function to others
- The recovery sequence of essential functions and their vital processes

The mission essential functions for the Village of Altamont have been identified as:

Essential Function	Description
General Administration and Cleaning	Administration of general Village Services and responsibilities, correspondence, receipt of taxes, collection of fees, payroll, website management, NIXLE alerts, communications with residents, cleaning work areas, rest rooms, and common areas
Fire Department	Provides Fire and Ambulance protection to the Village residents
Police Department	Provides public safety to the Village residents
Public Works	Provides water and sewer service to the Village residents
Code Enforcement	Oversees/ provides for building and fire inspections and general code compliance
Justice Court	Provides law and order to the Village residents <sup>1</sup>

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

---

<sup>1</sup> The Village Justice Court is a vital component of Village Government and budgeted by the Village, however, the New York State Office of Court Administration regulates the NYS courts and their operations and thus may suspend or alter the hours of operation of the Village Justice Court on its own accord.

Essential Function	Essential Positions/Tit	Justification for Each
Village Clerk, Treasurer, and Administrative Staff	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Staff</li> <li>• Staff</li> </ul>	Staff is needed for administration of general Village Services and responsibilities, correspondence, receipt of taxes, collection of fees, payroll, website management, NIXLE alerts, necessary communications with residents, state officials and regulatory agencies, ordering and procurement of PPE and other necessary supplies
Cleaning	<ul style="list-style-type: none"> <li>• Village Cleaner</li> </ul>	Cleaning of Work Areas, rest rooms, floors and common areas
Fire Department	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Assistant Chief</li> <li>• Captain</li> <li>• Lieutenants</li> </ul>	The Fire Department provides fire safety and protection to the Village residents. The positions identified are required on-site to effectively operate the Department.
Police Department	<ul style="list-style-type: none"> <li>• Chief</li> </ul>	The Police department provides law and order to the residents of the Village. The position identified is required on-site to effectively operate the Department.
Public Works	<ul style="list-style-type: none"> <li>• Superintendent of Public Works</li> <li>• Assistant Superintendent of Public Works</li> <li>• Wastewater Treatment Operator</li> <li>• Equipment</li> </ul>	Public works is responsible for the water safety of the Village residents. The positions identified are required on-site to effectively operate public utilities, including conducting daily testing, maintenance of equipment, and operation of the WWTP and water supply and distribution system. Also, management of snow removal and necessary road maintenance.
Justice Court	<ul style="list-style-type: none"> <li>• Village Justices</li> <li>• Court Clerk</li> </ul>	The Justice Court provides law and order to the residents of the Village. The positions identified are required on-site to effectively operate the Court system.

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

## Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipment necessary for remote work.

Currently, the Village does not have the ability to provide equipment to staff to enable them to work from home or the capability for staff access the computer software that is utilized at the Village offices and necessary to operate. To the extent there is staff that does not utilize specialized equipment that must be provided by the Village or require access to computer software that is only accessible at the Village offices, and are otherwise able to work remotely, the Village would accommodate that set-up on a case-by-case basis.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Village of Altamont will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours.

The Village has and will continue to identify ways to stagger shifts as necessary to maintain social distancing in accordance with applicable guidelines. This includes coordinating with department heads to adjust schedules and identify ways to accommodate staggered shifts for essential staff.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in Labor Law 27-c, public employers must be able to provide at least two pieces of each

- required type of PPE to each essential employee and contractor during any given work shift for at least six months
    - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
  - 3. Storage of, access to, and monitoring of PPE stock
    - a. PPE must be stored in a manner which will prevent degradation
    - b. Employees and contractors must have immediate access to PPE in the event of an emergency
    - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Supplies of PPE, including gloves, masks, and sanitary supplies are maintained by the Village and available to all employees. The Village Cleaning Person is responsible for maintaining cleaning supplies for Village Hall. The Village Clerk and Administrative Assistant are responsible for ordering PPE supplies for Village Hall staff. The Superintendent of Public Works is responsible for maintaining cleaning supplies for the Village utility plants as well as maintaining and distributing PPE for the DPW staff and Senior Van Drivers. The Fire Chief and Police Chief are responsible for distributing PPE to their department members. The Village will continue to secure supplies from private vendors and utilize Albany County as a back-up to procure necessary PPE when necessary due to supply shortages. The PPE will be stored in a temperature-controlled room at Village Hall and other locations identified above and accessible to authorized department head and employees who may then distribute as needed to other staff. The Village Clerk will be responsible for monitoring supplies for reordering and will ensure that the Village maintains a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor of the Village during any given shift over at least six months.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Village Mayor must be notified and is responsible for ensuring these protocols are followed
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as

- possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Village Mayor is the decision-makers in these circumstances and is responsible for ensuring these protocols are followed.
    - f. The Village Board and specific Department heads shall also be involved in decision-making to the extent practicable and shall also work to ensure these protocols are being followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. The Village of Altamont may require sick employees to provide a negative test result for the disease in question or health care provider's note to validate it is safe to return to work.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. The Mayor must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  - 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  - 3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, their supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Village Mayor must be notified in these circumstances and is responsible for ensuring these protocols are followed and that any other personnel should be notified.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. All Village employees will be required to clean their work areas, common meeting rooms and vehicles following their use.
  - c. The Village Clerk, Administrative Assistant, and Department heads will be responsible for ensuring adequate cleaning supplies are available to staff.
  - d. Village Cleaning Staff will provide regular cleaning of all spaces in accordance with cleaning guidelines provided by the county and state health departments.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Altamont is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable.

In the event that an employee is exposed to a known case of the communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, it is our policy that employees of the Village of Altamont will be provided regular paid sick leave according to the employee handbook guidelines, and eligibility, in addition to any federally- or State-mandated sick leave. If federally- or State-mandated paid sick leave issued in response to the communicable disease emergency is exhausted, employees may use their regular paid sick leave time to receive testing, treatment, isolation, or quarantine. Such leave time need not be taken if an employee is able to effectively work remotely and the need exists for them to do so.

As of the date of publication, present guidelines in response to the COVID-19 pandemic entitle employees to New York Paid Sick Leave for COVID-19. Employees subject to a mandatory or precautionary order of quarantine issued by the State, Department of Health, local board of health, or government entity may take up to 14 calendar days of paid leave at their regular rate of pay. If an employee continues to test positive for COVID-19 at the end of such

quarantine period, s/he must not report to work and shall be deemed subject to a second mandatory order of quarantine and entitled to sick leave at their regular rate of pay for the second period of quarantine. In no event shall an employee qualify for sick leave under New York COVID-19 sick leave law for more than three orders of quarantine or isolation. This protocol is specific only to government-issued orders of quarantine related to COVID-19 and is not applicable to any other infectious disease exposure, infection, or condition.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Altamont, and as such are not provided with paid leave time by the Village of Altamont, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Village of Altamont to support contact tracing within the organization and may be shared with local public health officials.

Tracking hours and locations will be paper-based with a possibility of electronic means. There will be a sign in sheet located in the entrance of each building and each individual or employee that enters the building will be required to sign in and sign out when leaving, with a contact number. The Mayor will be responsible with the help of the Village Clerk to effectuate the logging of information at the Village Hall and will be responsible for handling and managing the information. The Chief will be responsible for effectuating the logging of information at the Fire Department and will be responsible for handling and managing the information. The Court Clerk will be responsible for effectuating the logging of information at the Justice Court and will be responsible for handling and managing the information. The Police Chief will be responsible for effectuating the logging of information at the Police Department and will be responsible for handling and managing the information. Finally, the Superintendent of Public Works will be responsible for effectuating the logging of information at the Public Works Offices and will be responsible for handling and managing the information.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Altamont's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Altamont will coordinate with the Albany County Emergency Management Office to help identify and arrange for these housing needs. The Village Mayor will be responsible for coordinating this.