

RESOLUTION OF INTRODUCTION

Local Law No. _____ of 2025

The following proposed local law, to be known as Local Law No. _____ of 2025 of the Town of Clinton, entitled "Local Law Amending Town Code Chapter 210 (Taxation) Regarding Social Security Income", a copy of which is attached hereto and made part hereof, is hereby introduced.

WHEREAS, the Town Board of the Town of Clinton (the "Town Board") has determined that amending Chapter 210 (Taxation) of the Town Code to exclude any social security benefits that are not included in an applicant's adjusted gross income when determining eligibility for the Senior Citizen Tax Exemption is necessary and in the best interest of the Town to protect the health, safety and welfare of its' citizens; and

WHEREAS, the action to adopt this proposed Local Law is a Type II Action under the New York State Environmental Quality Review Act regulations for which no environmental review is required.

WHEREAS, this proposed Local Law is adopted pursuant to Municipal Home Rule Law § 10 and Real Property Tax Law § 467; and

BE IT FURTHER RESOLVED, that a public hearing be held in relation to the proposed Local Law as set forth in the form of notice, hereinafter provided, at which hearing parties in interest and citizens shall have an opportunity to be heard, to be held at the Town Hall on October 14, 2025, at 6:25 o'clock p.m., Prevailing Time, and that notice of said meeting shall be published in the official newspaper of general circulation in the Town by the Town Clerk, at least five (5) days before such hearing and that such notice shall be in the following form:

Town of Clinton

Town Board

Notice of Public Hearing

PLEASE TAKE NOTICE that the Town of Clinton will hold a Public Hearing on Tuesday, October 14, 2025 at the Town of Clinton Town Hall, 1215 Centre Rd, Rhinebeck (Town of Clinton), New York at 6:25 p.m. Prevailing Time, or as soon thereafter as the matter is reached on the agenda, concerning proposed Local Law No. __ of 2025, entitled, "Local Law Amending Town Code Chapter 210 (Taxation) Regarding Social Security Income" pursuant to Article 16 of the N. Y. Town Law.

This Local Law will take effect immediately upon filing with the Secretary of State. Complete copies of the proposed Local Law are available at the Town of Clinton Clerk's Office for inspection during regular business hours.

All interested persons and citizens shall have an opportunity to be heard on said proposals at the date, time and place aforesaid.

Dated: September 9, 2025

By order of the Town of Clinton

Carol Mackin, Town Clerk

Motion: _____

Second: _____

Roll Call Vote:

Michael Whitton, Supervisor _____

Eliot Werner, Councilperson _____

Katherine Mustello, Councilperson _____

Charles Dykas, Councilperson _____

Marion Auspitz, Councilperson _____

Local Law No. __ of 2025, entitled:

**“Local Law Amending Town Code Chapter 210 (Taxation) Regarding Social Security
Income”**

BE IT ENACTED BY, the Town Board of the Town of Clinton as follows:

1. Section 9 of Chapter 210 (Taxation) of the Town Code is hereby amended by repealing the existing Sub-Section (B) and replacing it with a new Sub-Section (B) which shall read as follows:

§ 210-9. Application for exemption; notification.

- B. “Annual income” shall include the income of the owner or the combined income of the owners of the property for the income tax year immediately preceding the date of making an application for exemption. “Income tax year” shall mean the twelve-month period for which the owner or owners filed a federal personal income tax return, or if not such return is filed, the calendar year. Where title is vested in either the husband or the wife, their combined income may not exceed such sum, except where the husband or the wife, or ex-husband or ex-wife, is absent from the property as provided in Real Property Tax Law § 467(ii)(d), then only the income of the spouse or ex-spouse residing on the property shall be considered and may not exceed such sum. Such income shall include but not be limited to social security and retirement benefits, interest, dividends, total gain from the sale or exchange of a capital asset which may be offset by a loss from the sale or exchange of a capital asset in the same income tax year, net rental income, salary or earnings, and net income from self-employment, but shall not include a return of capital, gifts, or inheritances, payments made to individuals because of their status as victims of Nazi persecution, as defined in P.L. 103-286, or monies earned through employment in the federal foster grandparent program, and any such income shall be offset by all medical and prescription drug expenses actually paid which were not reimbursed or paid for by insurance. The provisions of this subsection notwithstanding, such income shall not include veterans disability compensation, as defined in Title 38 of the United States Code and any social security benefits that are not included in an applicant's adjusted gross income, as set forth in Section 467(3)(a) of the Real Property Tax Law. In computing net rental income and net income from self-employment, no depreciation deduction shall be allowed for the exhaustion, wear and tear of real or personal property held for the production of income

2. The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of this Local Law, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase of this Local Law, which shall remain in full force and effect.
3. This Local Law is adopted pursuant to the New York State Constitution, New York Municipal Home Rule Law § 10, and New York Real Property Tax Law § 467 to advance and protect the health, safety, and welfare of the Town.
4. To the extent that any provision of this Local Law is inconsistent with Town Law §§ 263, 274-a, 274-b or any other provision of Article 16 of the Town Law, the provisions of this Local Law are expressly intended to and do hereby supersede any such inconsistent provisions under the Town's municipal home rule powers, pursuant to Municipal Home Rule Law §10(1)(ii)(d)(3); §10(1)(ii)(a)(14) and §22 to supersede any inconsistent authority.

Town of Clinton
1215 Centre Rd.
Rhinebeck, NY 12572



Phone (845) 266-5853
www.townofclinton.com

TOWN OF CLINTON
2025 BUDGET SCHEDULE

All meetings in Town Hall
At times shown

Aug 28	Thursday	12PM 2026 Budget details to Town Supervisor from Depts.
Sep 9	Tuesday	6:30 PM Town Board meeting: Introduce Tax Cap Override Local Law for 2026
Sep 30	Wednesday	Budget due to Town Clerk
Oct 2	Thursday	Town Clerk submits budget to Town Board (8:30 AM meeting)
Oct 9	Thursday	6:30 PM Highway Fund workshop and related capital projects
Oct 14	Tuesday	6:15 PM Tax Cap Override Public Hearing for Local Law 2026 6:30 PM Regular Town Board meeting to adopt Tax Cap Override Local Law
Oct 20	Monday	6:30 PM General Fund workshop and related capital projects
Oct 22	Wednesday	6:30 PM approve Preliminary Budget at Special Town Board Meeting,
Oct 24	Friday	Legal Notice on Budget Public Hearing appears
Nov 5	Wednesday	6:30 PM Public Hearing on Preliminary Budget
Nov 11	Tuesday	6:30 PM Adopt 2026 Budget at regular Town Board Meeting
Nov 20	Thursday	Last day to adopt Budget

RESOLUTION OF 2025

At a regular meeting of the Town Board of the Town Clinton duly held at the Town Hall, Centre Road in the Town of Clinton on the 9th day of September, 2025. Upon the calling of the roll by the Town Clerk the following members were:

Present:

Absent:

The following resolution was offered for adoption by which resolution was seconded by

RESOLUTION AUTHORIZING THE RELEASE OF RESTORATION BOND (DUTCRESS RESERVE SUBDIVISION)

WHEREAS, by Resolution No. 38 of 2024 dated October 8, 2024 the Town Board accepted a restoration bond procured by Dutchess Reserve, LLC in the amount of \$25,000.00 for the subdivision project located on Pumpkin Lane (Parcel Grid No.: 132400-6568-00-017281-0000) ;

WHEREAS, said restoration bond was required to ensure the restoration of the site in the event the project developer failed to complete the common driveways and related improvements at the site;

WHEREAS, the Town Board has received a letter from Peter D. Setaro, Town Engineer, indicating that the common driveways and related improvements have been satisfactorily constructed and recommending that the restoration bond be released, a copy of the Town Engineer's letter is attached hereto and incorporated herein; and

WHEREAS, the Town Board is required to approve the release of the restoration bond.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the release of the restoration bond with Dutchess Reserve, LLC in the amount of \$25,000.00; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized, directed and empowered to execute any and all documents necessary to release said restoration bond.

The vote having been taken upon such resolution the result was as follows:

Michael Whitton, Town Supervisor voting

Eliot Werner, Councilperson voting

Katherine Mustello, Councilperson voting

Charles Dykas, Councilperson voting

Marion Auspitz, Councilperson voting

There being a majority of the Town Board voting to approve the resolution, the resolution was declared by the Supervisor to have been adopted.

IN WITNESS WHEREOF, I affix the seal of the Town of Clinton as the Clerk thereof, this 9th day of September, 2025.

TOWN OF CLINTON, NEW YORK

Town Clerk: _____
Carol Mackin

**Resolution Introducing Local Law,
Setting Public Hearing and Directing Town
Clerk to Cause Publication**

Town of Clinton

Resolution No. of 2025

MM Supervisor WHITTON, seconded by Councilman

introduced the following proposed local law, to be known as:

Proposed Local Law No. of 2025, entitled:

“A Local Law to Override the Tax Levy Limit for Fiscal Year 2026”

Be it enacted by the Town Board of the Town of Clinton as follows:

SECTION 1. AUTHORITY.

This Local Law is enacted pursuant to subdivision 5 of N.Y. General Municipal Law §3-c (the “Property Tax Cap Law”), which expressly authorizes the Town Board to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the Town Board.

SECTION 2. PURPOSE.

The purpose of this local law is to permit the Town Board to override the tax levy limit on the amount of property taxes that may be levied by the Town of Clinton pursuant to the Property Tax Cap Law, and to allow the Town to adopt a budget for Fiscal Year 2026 that requires a real property tax levy in excess of the “tax levy limit” as defined by the Property Tax Cap Law. Such override is necessary and in the best interests of the Town.

SECTION 3. TAX LEVY LIMIT OVERRIDE. The Town of Clinton Town Board is hereby authorized to override the Tax Levy Limit established pursuant to N.Y. General Municipal Law §3-c, for Fiscal Year 2026, and to adopt a budget for Fiscal Year 2026 that requires a real property tax levy in excess of the amount otherwise prescribed in N.Y. General Municipal Law §3-c.

SECTION 4. SEVERABILITY

If any clause, sentence, paragraph, section or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to said clause, sentence, paragraph, section

or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 5. EFFECTIVE DATE

This local law shall take effect immediately upon its filing with the Secretary of State as provided in §27 of the N.Y. Municipal Home Rule.

Pursuant to the Municipal Home Rule Law of the State of New York, it is necessary to hold a public hearing upon this local law. Supervisor offered the following resolution, which was seconded by Councilman who moved its adoption:

WHEREAS, on September 9, 2025, the Town Board introduced this proposed local law for the Town of Clinton, to be known as Town of Clinton **Proposed Local Law No. of 2025, entitled “A Local Law to Override the Tax Levy Limit for Fiscal Year 2026”**

BE IT RESOLVED, that a public hearing be held in relation to the proposed Local Law as set forth in the form of notice, hereinafter provided, at which hearing parties in interest and citizens shall have an opportunity to be heard, to be held at the Town Hall on October 14, 2025, at 6:15 o’clock p.m., Prevailing Time, and that notice of said meeting shall be published in the official newspaper of general circulation in the Town of Clinton by the Town Clerk, at least five (5) days before such hearing and that such notice shall be in the following form:

Town of Clinton
Town Board

Notice of Public Hearing

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This local law will take effect immediately upon filing with the Secretary of State. Complete copies of the proposed local law are available at the Town of Clinton Clerk’s Office for inspection during regular business hours.

All interested persons and citizens shall have an opportunity to be heard on said proposals at the date, time and place aforesaid.

Dated: September 9, 2025

By order of the Town of Clinton



Carol-Jean Mackin, Town Clerk

The foregoing resolution was voted upon with all councilmen voting as follows:

Councilman Charles Dykas	VOTING	AYE
Councilwoman Katherine Mustello	VOTING	AYE
Councilman Eliot Werner	VOTING	AYE
Councilwoman Marion Auspitz	VOTING	AYE
Supervisor Michael Whitton	VOTING	AYE

DATED: Clinton, New York
September 9, 2025



Carol-Jean Mackin, Town Clerk

TOWN OF CLINTON – DUTCHESS COUNTY

LOCAL LAW NO. OF 2025

“A Local Law to Override the Tax Levy Limit for Fiscal Year 2026”

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SECTION 5. EFFECTIVE DATE

This local law shall take effect immediately upon its filing with the Secretary of State as provided in §27 of the N.Y. Municipal Home Rule.

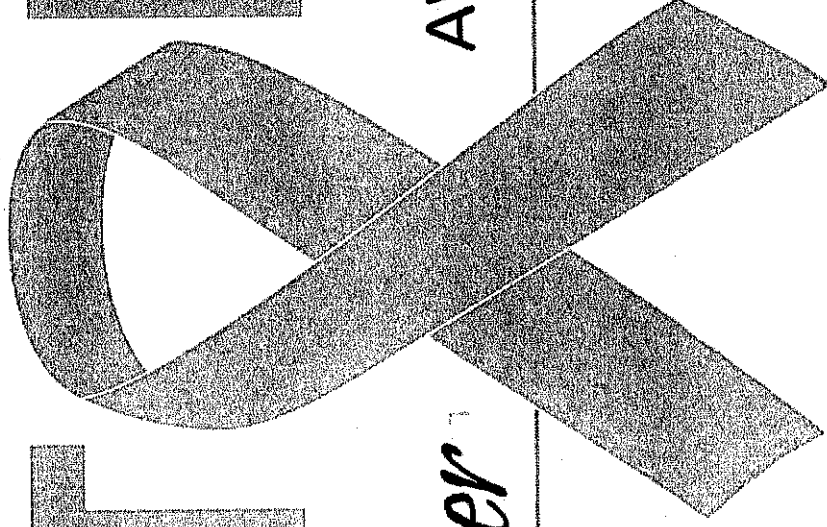
Town of Clinton Proclaims

OCT

BER

Breast Cancer

AWARENESS MONTH



Light the Town Pink during October to show your support

Pick up your FREE lightbulbs or string lights
from the Town Clerk's office

Town of Clinton
Resolution No. of 2025

PROCLAMATION
RECOGNIZING OCTOBER
AS BREAST CANCER AWARENESS MONTH

WHEREAS, Breast Cancer accounts for 30% or 1 in 3 of all new female cancers each year, and;

WHEREAS, improvements in early detection and treatment contributed to a 43 percent decline in the breast cancer death rate in the United States in the last thirty years, and;

WHEREAS, Northern Dutchess Hospital is building its Breast Cancer program using cutting edge treatment protocols and recruiting a team of renowned doctors in the field, and;

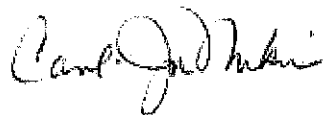
WHEREAS, every October during Breast Cancer Awareness Month, we honor those women battling breast cancer, along with the families, researchers, and health care providers whose hard work gives hope to those living with breast cancer, and;

WHEREAS, we want to encourage all residents, government agencies, and local businesses to participate in activities that will increase awareness of the fight against breast cancer;

NOW, THEREFORE BE IT RESOLVED, that we, the Town of Clinton Town Board do proclaim the month of October, 2025 as: **NATIONAL BREAST CANCER AWARENESS MONTH**

AND, BE, IT FURTHER RESOLVED, that we, the Town Board of the Town of Clinton invites the community to join Northern Dutchess Hospital's "Light the Village Pink" celebration during the month of October to raise funds which will help grow breast cancer services for people in the community, including education, risk reduction, screenings, diagnostics, and treatments and will also help Northern Dutchess Hospital launch a breast cancer survivorship program.

Dated the 9 day of September, 2025



Carol-Jean Mackin, Town Clerk

Town of Clinton

Resolution No. of 2025

Title: Renaming the Nature Trail in Honor of Norene Collier

Whereas, Norene Collier (1937-2025) was a founding member of the Town of Clinton Conservation Advisory Council, created by the Town Board in 1974, and served as chairperson or active member until 2019; and

Whereas, Norene Collier saw the value in protecting Clinton's natural resources, particularly its drinking water, with Norene providing the leadership to develop a framework to protect these resources, including the 2008 Water Protection Zoning Amendment, the 2010 Farmland Protection Plan, the 2012 Open Space Protection Plan, the 2012 Biodiversity Plan, and the 2012 Comprehensive Plan; and

Whereas, due to Norene's vision and dedication to protect the Town's natural resources, the Clinton Nature Trail was established in 2007 for the education and enjoyment of residents.

NOW, THEREFORE BE IT RESOLVED, in gratitude for her vision and outstanding service, the Town of Clinton hereby rededicates the Clinton Nature Trail as the **Norene Collier Nature Trail**.

Dated: September 9, 2025



Carol-Jean Mackin,

Town of Clinton Town Clerk

SECTIONS:

- 1. Introduction**
- 2. Employee and Supervisor Roles and Responsibilities**
- 3. Response Procedures**
- 4. Training and Education**
- 5. Incident Recordkeeping, Reporting, and Investigation**
- 6. Workplace Risk Evaluation**
- 7. Forms**

APPENDICES:

Appendix A: Workplace Violence Prevention Policy Statement

Appendix B: Workplace Violence Incident Report Form

Appendix C: Employee Security Survey Form

Appendix D: Policy Acknowledgment Form

Appendix E: Training Acknowledgment Form

Appendix F: Worksite Risk Evaluations, Outcomes, and Responsibilities

Appendix G: Worksite Risk Evaluation Security Checklists

1. INTRODUCTION

POLICY STATEMENT: The Town of Clinton (Town) is committed to providing its employees with a work environment that is safe, secure, and free from violence. The Town also considers the safety of its residents, vendors, contractors, and the general public to be of paramount importance and strives to provide them the same type of protections while on Town property.

In accordance with the New York State Workplace Violence Prevention Act, the Town has developed a Workplace Violence Prevention Program. As a part of this program, the Town conducted a comprehensive risk evaluation of the entire workplace. The Town encourages the participation and cooperation of employees and their authorized employee representative(s) throughout implementation and review of this program.

The Town of Clinton will not tolerate *any* acts of violence in the workplace, including but not limited to physical assault (e.g., hitting, pushing); threatening, intimidating, aggressive behavior, bullying; or verbal abuse or harassment. Employees are prohibited from possessing firearms or weapons—for example, guns, knives (except for pocketknives used in the normal course of the employee's job), explosives, and other items with the intent to inflict harm—in the workplace, even if the employee is licensed to carry the weapon. The only exceptions are law enforcement and security personnel. An employee who has knowledge that a coworker or visitor possesses a weapon on Town property must report this to Town Supervisor immediately.

For the purpose of this program, the workplace is defined as any location away from an employee's home, either permanent or temporary, where the employee performs any work-related duty in the course of employment. This includes, but is not limited to, Town-owned buildings and surrounding perimeters, parking lots, worksites, clients' or residents' homes, and traveling to and from work assignments.

Any incident of workplace violence or imminent danger must be promptly reported to their department head who should thereafter report the incident to the Town Supervisor as outlined in Section 5 of this program manual.

Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances. An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

The Workplace Violence Prevention Policy statement will be posted where notices to employees are normally displayed. A copy of this Policy statement can be found in Section 7. In addition, a copy of the program manual will be made available to employees, the authorized employee representative(s), and the Commissioner of the New York State Department of Labor at each of the Town's worksites during normal working hours.

OVERVIEW OF THE NEW YORK STATE WORKPLACE VIOLENCE PREVENTION ACT: Based on an increasing awareness of, and in response to, the violence that was occurring in public sector workplaces, the New York State

Workplace Violence Prevention Act was passed in 2006. The Act amended NYS Labor Law by adding Section 27-b. Section 27-b requires all state and local government employers to take steps to ensure their employees are provided adequate protection from potential incidents of violence in the workplace.

Among other stipulations, Section 27-b requires the Town to:

1. Conduct a risk assessment of its worksites to identify and address any existing risk factors that may increase the possibility of workplace violence;
2. Provide training for all employees (upon initial assignment and annually thereafter) which informs them of the risk factors that may be present at their worksites, the measures they can take to protect themselves from such risks, and the steps the employer has implemented to protect employees, such as appropriate work practices and emergency procedures;
3. Develop and implement a written workplace violence prevention program that lists the risk factors and the methods the employer is using to prevent violence and minimize or eliminate identified hazards.

WHAT IS WORKPLACE VIOLENCE? For the purpose of this program, the term "violence" means physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, bullying, or threatening or talking of engaging in those activities. Workplace violence is any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior (whether physical or verbal) that occurs in the workplace.

Workplace violence incidents are generally categorized into three levels:

Level I – Disruptive behavior, including, but not limited to verbal abuse, shouting, harassment, bullying, intimidation, obscene language or gestures, or making false statements

Level II – Aggressive or threatening behavior, including but not limited to threatening with an object, verbal threats of assault, obscene or threatening calls, or being followed or stalked

Level III – Physical assault including, but not limited to pushing, grabbing, striking with an object, sexual assault, stabbing, shooting, or homicide

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or "road rage."

Workplace violence can be inflicted by an employee, supervisor, department head, resident, member of the public, contractor, vendor, family member, or even a stranger.

WHAT IS A WORKPLACE VIOLENCE INCIDENT? For the purpose of this program, workplace violence incident/workplace violence is defined as one or more of the following:

- a. An attempt or threat, whether verbal or physical, to inflict injury upon another person;
- b. Any intentional display of force which would give a person reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with a person without his or her consent that entails some injury or offensive touching;
- d. Harassment of a nature that would give a person reason to fear escalation or make it difficult to pursue a normal life when the harassment arises out of or in the course of employment;
- e. Stalking a person with the intent of causing fear of material harm to physical safety and health, and when such stalking has arisen through or in the course of employment.

A workplace violence incident may be committed without one person actually touching, striking, or doing bodily harm to another person.

While sexual harassment (as defined in the New York State Human Rights Law) is prohibited by the Town, it is specifically excluded from the definition of a workplace violence incident. An employee should refer to the sexual harassment policy in the Town's employee handbook for more information about this topic.

WORKPLACE VIOLENCE IMMINENT DANGER: The Department of Labor defines imminent danger as any condition(s) or practice(s) in any place of employment such that a danger exists that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.

OTHER DEFINITIONS: The following definitions as set forth in Article 27b of the New York State Labor Law and 12 NYCRR Part 800.6 are to be used, incorporated into and made a part of this program.

Authorized Employee Representatives – An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

Employee – A public employee working for an employer.

Employer – The State, any political subdivision of the State, any public authority public benefit corporation, and any other governmental agency or instrumentality thereof, except that an employer shall not include, for purposes of this part, any employer defined as such in Section twenty-eight hundred one-a (2801a) of the Education Law.

Retaliatory Action – The discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Serious Physical Harm – Physical injury that creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

2. EMPLOYEE AND SUPERVISOR ROLES AND RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES: Employee and authorized employee representative involvement in the Town's Workplace Violence Prevention Program is essential to the program's success. Employees are expected to read, understand, and comply with the Town's program and to attend ongoing education and training on workplace violence. Any questions should be directed to the Town Supervisor.

Employees must promptly report any violations of the Town's Workplace Violence Prevention Program or any workplace violence imminent danger in accordance with the reporting procedures outlined in Section 5 of this program manual.

PROTECTIVE AND RESTRAINING ORDERS: An employee who applies for or obtains a protective or restraining order that lists specific workplace locations as being protected areas must provide the employee's Department Head a copy of the petition and declaration used to seek the order. The Department Head is to notify the Town Supervisor or designee immediately. A copy of any temporary or permanent protective or restraining order that was granted must also be provided. The Town will follow confidentiality procedures that recognize and respect the privacy of the reporting employee.

SUPERVISOR RESPONSIBILITIES: Department Heads are responsible for communicating the Workplace Violence Prevention Program to employees and answering any of their questions. Department Heads are expected to enforce the program in a fair and consistent manner and ensure that all aspects of the program under their area of responsibility are properly met.

If an employee notifies his/her Department Head of an actual or potential workplace violence incident or submits a completed Workplace Violence Incident Report, the Department Head is responsible for following the reporting procedures as outlined in Section 5 of this program manual.

HAZARD REDUCTION TEAM: The Town will establish a Hazard Reduction Team to administer the Workplace Violence Prevention Program. The Hazard Reduction Team will include at least one member of the Town Board not including the Town Supervisor. The responsibilities of each individual team member shall be determined by the Town Supervisor. The listing of the Town's Hazard Reduction Team members is available in the office of the Town Supervisor.

The team's responsibilities will include, but will not be limited to:

- Conducting a comprehensive risk evaluation of the entire workplace to identify any factors or situations that may place employees at risk of violence;
- Conducting employee surveys and/or interviews to obtain feedback on the risk factors employees believe are present in the workplace, to determine if there have been previous workplace violence incidents, etc.;
- Developing and implementing risk reduction strategies and plans for responding to acts of violence;
- Coordinating employee training and education programs relating to workplace violence;

- Investigating workplace violence incidents and implementing any necessary measures to reduce or eliminate the likelihood of similar incidents occurring;
- Reviewing the Workplace Violence Prevention Program at least annually, to include analyzing Workplace Violence Incident Reports to identify trends in the types of incidents that occurred during the year and to determine the effectiveness of the mitigating actions taken;
- Updating the Workplace Violence Prevention Program as needed.

3. RESPONSE PROCEDURES

DURING AN INCIDENT: If a threatening situation arises:

- Try to remain calm;
- Remove yourself from the threat as soon as possible;
- Immediately call, or alert others to call, for on-site assistance from the appropriate resource (e.g., supervisor, police, ambulance). Refer to the Town's emergency evacuation plan for the appropriate emergency contact number;
- Notify coworkers as soon as practical to enable them to also reach safety if danger is imminent and applicable to them.

POST INCIDENT: If a workplace violence incident occurs or an employee submits a Workplace Violence Incident Report, a member of the Hazard Reduction Team or a designee will conduct a thorough investigation of the situation.

The Town will respect the privacy and confidentiality rights of employees during investigations to the greatest extent possible, although the Town cannot guarantee complete confidentiality.

Based on the specific situation and the results of the team's investigation, appropriate measures will be taken, if needed, to eliminate or reduce the likelihood of similar workplace violence incidents occurring in the future. If the workplace violence incident was related to a threat, all employees who might be affected if the threat-maker were to carry out such threat will be given proper notification. Throughout the investigation the Town will maintain open lines of communication with employees, visitors, and the public to answer questions and alleviate anxiety.

The Town will provide information to potential or actual victims about the options available to them, such as obtaining a restraining order against the threat maker and obtaining follow-up medical care (if applicable) and/or any counseling services through an Employee Assistance Program (EAP) or a similar resource.

DEALING WITH CONFLICT: There is no sure way to tell whether someone will become violent. However, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent, but in combination they should be a cause for concern. Warning signs of potentially violent individuals include:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse in the workplace
- Expressions of hopelessness or heightened anxiety
- Intention to hurt self or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession
- Displays of excessive or unwarranted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home or work
- Productivity and/or attendance problems

DEALING WITH POTENTIALLY VIOLENT INDIVIDUALS:

Do's

- Do project calmness. Move and speak slowly, quietly, and confidently.
- Do listen attentively and encourage the person to talk.
- Do let the speaker know that you are interested in what he or she is saying.
- Do maintain a relaxed yet attentive posture.
- Do acknowledge the person's feelings and indicate that you can see he or she is upset.
- Do ask for small, specific favors such as asking the person to move to a quieter area.
- Do establish ground rules. State the consequences of violent or threatening behavior.
- Do employ delaying tactics that give the person time to calm down. For example, offer a glass of water.
- Do be reassuring and point out choices.
- Do help the person break down big problems into smaller, more manageable problems.
- Do accept criticism. When a complaint might be true, use statements such as, "You're probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Do arrange yourself so that your exit is not blocked.
- Do make sure there are three to six feet between you and the other person.

Don'ts

- Don't make sudden movements that may seem threatening.
- Don't speak rapidly, raise your volume, or use an accusatory tone.
- Don't reject all demands.
- Don't make physical contact, jab your finger at the other person, or use long periods of eye contact.
- Don't pose in challenging stances, such as directly opposite someone, hands on hips, or with arms crossed.
- Don't challenge, threaten, or dare the individual. Never belittle the other person.
- Don't criticize or act impatient.
- Don't attempt to bargain with a threatening individual.
- Don't try to make the situation seem less serious than it is.
- Don't make false statements or promises you cannot keep.
- Don't try to impart a lot of technical or complicated information when emotions are high.
- Don't take sides or agree with distortions.
- Don't invade the individual's personal space.

4. TRAINING AND EDUCATION

All employees will receive training and education on the risks of workplace violence. Training will be provided at the time of hire and at least annually thereafter. Additional training may be required prior to starting a new job assignment, if new laws relating to workplace violence are enacted or there are changes in any current laws, or if the Town makes significant changes in its Workplace Violence Prevention Program.

At a minimum, the Town's employee training and education will address the following:

- Overview of the New York State Workplace Violence Prevention Act and NYS Labor Law Section 27-b
- Overview of the Town's Workplace Violence Prevention Program
- Workplace location of the Town's Workplace Violence Prevention Program manual and procedures for obtaining a copy
- Definition of workplace violence and the three levels of workplace violence
- Methods of recognizing and responding to the three levels of violence
- Standard response action plan for violent situations
- Procedures for reporting a workplace violence incident or imminent danger
- How and when incidents will be investigated by the Town
- The risk factors identified in the Hazard Reduction Team's risk evaluation and determination
- Measures employees can take to protect themselves from identified risks
- Procedures, policies, safety devices, and/or work environment accommodations that have been implemented to protect employees based on the results of the risk evaluation

Specialized training and education shall be provided to those employees who are at higher risk of workplace violence based on their job duties and/or worksite location, such as law enforcement personnel.

Employees will be provided access to a copy of the Town's Workplace Violence Prevention Program and will be required to sign a Policy Acknowledgement Form and a Training Acknowledgement Form. These signed acknowledgement forms will be placed in the employee's personnel file.

5. INCIDENT RECORDKEEPING, REPORTING, AND INVESTIGATING

INCIDENT RECORDKEEPING: The Town will maintain accurate records regarding all workplace violence incidents. The Town will adhere to all of the requirements of 12 NYCRR Part 801, known as the Public Employer Recordkeeping Rule, which is implemented pursuant to Section 27-a of the Labor Law, for the recording of employee injuries or illnesses due to workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

Any situation that meets the definition of a workplace violence incident as defined in Section 1, or any workplace violence injury that results in imminent danger, serious physical harm, death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness will be documented on a Workplace Violence Incident Report. Any recordable injury will also be documented on the SH 900 Log.

If a workplace violence incident meets the definition of a privacy concern case as specified below, before sharing a copy of the Workplace Violence Incident Report Form with any party other than the Department of Labor, the Town will remove the name of the employee who was the victim of the workplace violence incident and shall instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. The Town will treat incidents involving the following injuries or illnesses as privacy concern cases:

1. An injury or illness to an intimate body part or the reproductive system;
2. An injury or illness resulting from a sexual assault;
3. Mental illness;
4. HIV infection;
5. Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material;
6. Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

INCIDENT REPORTING: The Town will follow all federal, state, and local laws and procedures in the reporting of workplace violence incidents.

INTERNAL REPORTING PROCEDURES: Any employee or authorized employee representative who believes that a workplace violence imminent danger exists or that there has otherwise been a violation of the Town's Workplace Violence Prevention Program should report such to the employee's Department Head. If the Department Head is unavailable or is a party to the violation, the report should be made to the Town Supervisor.

An employee is responsible for reporting all incidents of Level I violence in writing within 48 hours of the occurrence using the Workplace Violence Incident Report. All Level II and Level III incidents must be reported immediately using this form.

The Department Head, in turn, is responsible for forwarding copies of the Workplace Violence Incident Report to the Town Supervisor or designee. If the Town Supervisor or designee is unavailable or is a party to the violation, the report should be made to the Hazard Reduction Team Town Board member. All Level II and Level III incidents must be forwarded immediately and all Level I incidents must be forwarded within 48 hours.

If, after providing the Town a reasonable opportunity to resolve the situation set forth in the Workplace Violence Incident Report, the employee believes that a violation of the Town's program still exists or that there continues to be a workplace violence imminent danger, the employee may contact the Commissioner of Labor at the NYS Department of Labor to request an inspection. Such request must be in writing, signed by the employee or the employee's authorized representative, and include specific information as to the alleged violation or imminent danger. The Commissioner of Labor will provide a copy of the employee's notice to the Town no later than the time of inspection. The employee may request that his or her name, the names of individual employees, and/or the authorized employee representative's name be withheld from the Town.

An employee is not required to provide written notice to the Department Head if a workplace violence imminent danger exists to the safety of a specific employee or to the general health of a specific person and the employee reasonably believes in good faith that reporting this information to the Department Head would not result in corrective action.

An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

LAW ENFORCEMENT REPORTING PROCEDURES: The Department Head or any Town Official with knowledge is responsible for reporting any workplace violence incident that may be of criminal or domestic violence nature to the Town Attorney, Town Clerk, and Town Supervisor, who will in turn report the incident to the District Attorney's office and the appropriate Law Enforcement Agency.

If a pattern of workplace violence incidents involving criminal conduct or serious injury develops, the Town will work with the District Attorney and/or Law Enforcement Agency to develop a protocol to ensure that any future violent crimes occurring in the workplace are promptly investigated and appropriately prosecuted.

If an employee chooses to file a criminal complaint, the Town will provide the employee with the protocol and contact information for the District Attorney and/or Law Enforcement Agency. The Town will not infringe upon the right of an employee to pursue or file a criminal complaint.

PESH REPORTING REQUIREMENTS: The Town is required to orally report any death of any employee in the work environment, regardless of the cause, or the in-patient hospitalization of two (2) or more employees as a result of a work-related incident, to the PESH District Office within eight hours of the incident. (Refer to NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements).

Whenever there is a workplace violence incident resulting in an employee fatality or multiple employee hospitalizations, PESH will conduct an on-site inspection. Other valid complaints that do not involve a fatality or multiple hospitalizations may result in an on-site inspection to determine if the Town is in compliance with the Workplace Violence Prevention Act.

INCIDENT INVESTIGATION:

RISK EVALUATION AFTER A WORKPLACE VIOLENCE INCIDENT: The Hazard Reduction Team will coordinate or perform a risk evaluation and determination immediately after the occurrence of a workplace violence incident. The investigation may take various forms, depending upon the type of incident.

Upon completion of its review, the Hazard Reduction Team will address the cause(s) of the incident and take the necessary steps to eliminate or reduce the likelihood of such an incident occurring again. The team may also make recommendations for revising the Workplace Violence Prevention Program. Any revisions to the program will be put in writing and made available to employees. Employee training will be provided if significant changes to the program are made. The Town will also consider global prevention enhancements at all worksites that may be necessary to properly protect employees.

ANNUAL REVIEW OF WORKPLACE VIOLENCE INCIDENT REPORTS: The Hazard Reduction Team is responsible for reviewing and updating the Town's Workplace Violence Prevention Program at least annually. Part of this review will include summarizing the Workplace Violence Incident Reports and SH-900 Logs from the previous twelve (12) months so they can be analyzed for any trends in the types of workplace violence incidents occurring and to review the effectiveness of the mitigating actions the Town has taken.

6. WORKPLACE RISK EVALUATION

EVALUATION PROCESS: As required by Section 27-b of the New York State Labor Law, The Town performed a risk evaluation of the workplace in general and each work site specifically in 2025.

The worksite specific risk evaluation process included:

- An examination of the workplace to determine existing or potential hazards that may place employees at risk for incidents of workplace violence, paying particular attention to the following: working with the public or in public settings, exchanging money with the public, working alone or in small numbers, working late night or early morning, uncontrolled access to the workplace, and having a mobile workplace.
- An examination of past workplace violence incidents to identify any patterns as to the type and cause of injuries, particular work areas, or specific operations or individuals involved.
- A review of occupational injury and illness records (i.e., SH-900 and SH-900.2 logs, C-2 forms), accident reports, and any available insurance, police, or other incident reports in order to identify injuries that may have been the result of workplace violence.
- A survey of employees to gather information regarding violent incidents they may have experienced or witnessed but not reported, as well as to identify conditions that could be contributing to potential incidents.

EVALUATION OUTCOMES:

WORKSITE RISK EVALUATIONS: The risk evaluation entailed conducting a physical inspection of each worksite where one or more Town employees perform any duties pertaining to their assigned job functions.

REVIEW OF PAST WORKPLACE VIOLENCE INCIDENTS: A review of accident reports, insurance records, police reports, and other incident reports for the year was performed by the Town and information on injuries due to violence were either recorded or not present. A review will be made by the Town on an annual basis to review reportable incidents of workplace violence, if any.

REVIEW OF OCCUPATIONAL INJURY AND ILLNESS RECORDS: A review of the SH-900 log, SH-900.1 summary, and Workers' Compensation C-2 Forms for the year, was performed by the Town and information on injuries due to violence were either recorded or not present. A review will be made by the Town on an annual basis to review reportable incidents of workplace violence, if any.

EMPLOYEE SURVEYS: Each Town employee was provided with a copy of an Employee Security Survey Form and was asked to complete and return the survey to the Hazard Reduction Team.

It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify any and all conditions and risk factors that may exist in the Town's workplace, and that the Town's ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.

The Town is committed to a safe working environment and will continue to assess substantiated risks that are reported. This commitment is further supported by this program.

DETAILED RESULTS OF THE WORKPLACE RISK EVALUATION ARE PROVIDED IN THE APPENDICES.

7. FORMS

The following forms, which can be found in the appendices, are to be used in administering the Town's Workplace Violence Prevention Program:

A – Workplace Violence Prevention Policy Statement

B – Workplace Violence Incident Report Form

C – Employee Security Survey Form

D – Policy Acknowledgment Form

E – Training Acknowledgment Form

F – Worksite Risk Evaluations, Outcomes, and Responsibilities

G – Worksite Risk Evaluation Security Checklists

APPENDIX A: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

The Town of Clinton is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force that would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; bullying; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee, when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- Evaluating the physical environment;
- Developing the Workplace Violence Prevention Program;
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Title, Name, and Department of Designated Contact Person:

Phone:

E-mail:

APPENDIX B: WORKPLACE VIOLENCE INCIDENT REPORT FORM

This form must be used to document any reportable workplace violence incident. For any Level I incident, an employee must submit this completed form to the Department Head within 48 hours of the occurrence. For all Level II and Level III incidents, this completed form must be submitted immediately. The Department Head is responsible for forwarding this form to the Town Supervisor within the same timeframes.

Victim's Name: _____

Job Title: _____

Department/Location: _____

Date and Time of Incident: _____

Location of Incident: _____

Name and Job Title of Individual Completing Report: _____

Date Incident Report Completed: _____

Date Incident Report Received by Department Head: _____

Date Incident Report Received by Town

Supervisor: _____

The following are examples of **Level I** types of workplace violence incidents.

- Harassment
- Obscene language
- Verbal abuse
- Intimidation
- Shouting
- Obscene gestures
- Bullying
- False statements

The following are examples of **Level II** types of workplace violence incidents.

- Threatening with an object
- Verbal threats of assault
- Obscene or threatening calls
- Being followed or stalked

The following actions are examples of **Level III** types of workplace violence incidents.

- Pushing
- Striking with an object
- Sexual Assault
- Homicide
- Grabbing
- Stabbing
- Shooting

Describe each incident separately, including dates, times and locations. If you cannot remember exact dates, times, or locations, please provide approximations. Use additional pages if necessary.

List any individuals who may have witnessed this incident.

<u>Witness Name</u>	<u>Witness Job Title</u>	<u>Witness Phone Number</u>

<u>Assailant/Perpetrator</u>	<input checked="" type="checkbox"/>	<u>Name</u>	<u>Address</u>	<u>County</u>	<u>State</u>
Member of the public	<input type="checkbox"/>				
Employee's spouse	<input type="checkbox"/>				
Employee's significant other	<input type="checkbox"/>				
Employee's supervisor	<input type="checkbox"/>				
Coworker	<input type="checkbox"/>				
Former employee	<input type="checkbox"/>				
Other (specify)	<input type="checkbox"/>				

*I attest that the information I have provided is a true and accurate description of my complaint and that I have not willfully or deliberately made false statements. I understand that the Town prohibits any individual from retaliating against me for filing a complaint and that I am to notify my Department Head or Town Supervisor if I believe that I am a victim of retaliation.

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

TOWN SUPERVISOR OR DESIGNEE SIGNATURE

DATE

Did police respond to the incident? _____

Was a police report filed? If yes, please provide the report number: _____

Was the victim injured? _____

If yes, please specify the injuries and the names and location of the facility that provided medical care: _____

Did the victim lose any work days? If yes, specify the number of days: _____

Has the victim been informed of the crisis counseling services available? _____

Has the victim received counseling since this incident? _____

Did the victim have any reason to believe that this incident might occur? _____

Are you aware of any measure that the Town has taken to avert this incident from occurring in the future? Please explain: _____

If applicable, has the authorized employee representative been notified? If yes, please specify the date: _____

Indicate the steps that have been taken to mitigate future incidents of a similar nature:

<u>Action Taken</u>	<u>Completion Date</u>

Indicate any steps currently being taken by the Town to mitigate future incidents and/or any interim protective measures being taken:

<u>Action in Progress and/or Interim Protective Measures</u>	<u>Estimated Date of Completion</u>

Indicate any other worksites, if applicable, that will require similar action to mitigate future incidents: _____

DEPARTMENT HEAD SIGNATURE

DATE

TOWN SUPERVISOR OR DESIGNEE SIGNATURE

DATE

As part of the Town's effort to provide a safe workplace and minimize the potential for workplace violence, we are requesting your feedback by completing the following survey. Although providing your name is optional, it allows us to contact you directly if further clarification is needed. Please complete this survey and return it to the Hazard Reduction Team in a sealed envelope.

Name/Job Title (optional): _____

Department: _____

Work Location: _____

Workplace violence can be inflicted by an abusive employee, a supervisor, member of the public, family member, or even a stranger.

The following are examples of **Level I** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

None _____ Verbal threat _____ Harassment of any kind _____
Shouting _____ Intimidation or bullying _____ Obscene language or gestures _____

Please describe any incident(s) in greater detail: _____

The following are examples of **Level II** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

None _____ Threats of assault _____ Obscene calls _____ Being followed or stalked _____

Please describe any incident(s) in greater detail: _____

The following are examples of **Level III** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of this nature (check all that apply):

None _____ Sexual assault _____ Stabbing _____ Pushing or grabbing _____
Shooting _____ Assault with biological or chemical material _____ Striking with an object _____
Striking with hands or feet _____

Please describe any incident(s) in greater detail: _____

Have you experienced any of the following (check all that apply):

Working alone during off hours where you felt unsafe _____

Working in isolated areas or where your whereabouts are unknown to coworkers _____

Poor security in and around building and parking lots _____

Poor lighting in or around building and parking lots _____

What training do you feel would help create a more productive and safe work environment:

Conflict resolution _____

What to do if subjected to workplace violence _____

How to prevent harassment in the workplace _____

How to implement effective counseling and corrective discipline _____

Other (please specify) _____

Please indicate any other concerns with respect to workplace violence that you would like to address: _____

Thank you for completing this survey.

I hereby acknowledge that I received a copy of the Town's Workplace Violence Prevention Program manual outlining the Town's policy, objectives, procedures, and regulations regarding violence in the workplace. I further acknowledge that I have read or will read the contents of the program manual and will contact my Department Head or the Town Supervisor with any questions.

I understand that the objectives, procedures, and regulations in this program manual will remain in effect unless I am notified of changes.

I understand that the Town reserves the right to interpret, add to, or revise any part of this program manual, consistent with statutory requirements. Moreover, this program manual may be subject to alteration by changes in federal or state legislation, rules, and/or regulations.

I agree to abide by the Town's Workplace Violence Prevention Program's policies and procedures.

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE

A copy of this form is to be placed in the employee's personnel file.

I hereby acknowledge that I have received training on the dangers of workplace violence, on identifying risk factors and available prevention methods, and my responsibilities and rights with respect to addressing the potential for workplace violence. I have been informed of the Town's policy regarding workplace violence and the program and procedures in place to minimize risks.

DATE OF TRAINING

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE OF SIGNATURE

A copy of this form is to be placed in the employee's personnel file.

SITE-SPECIFIC RECOMMENDATIONS: Based on the risk factors identified in the risk evaluation, it is recommended that the Town implement the following measures in the effort to reduce or prevent workplace violence.

It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify any and all conditions and risk factors that may exist in the Town's workplace, and that the Town's ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.

Everything highlighted below is for sample purposes only. Please work to make this specific to your organization and delete this line once complete.

HIGHWAY DEPARTMENT:

Engineering Controls:

1. Consider additional lighting in parking lot where the Department Vehicles are parked.

Work Practice Controls:

1. During hours that the DPW office area has limited staff working, visitor access should be restricted to the side entrance with service window. All doors should be locked and visitors should be directed to the service window to request entrance.
2. Written procedures for dealing with conflicts occurring offsite involving a fellow employee or individual not employed by MEMBER NAME should be developed and reviewed with employees in DPW and Transportation Department.

Training:

1. Temporary and seasonal employee must be provided with Workplace Violence Prevention Awareness training.

TOWN ADMINISTRATIVE OFFICES:

Engineering Controls:

1. Doors to the basement area of this building should be locked at all times to restrict unauthorized access from the hallways.
2. Doors to restricted employee areas should have automatic closing mechanisms installed to ensure the doors close and lock after employee enters or exists.
3. A closed-circuit camera should be mounted in the stairway and hall outside of the Village Attorney offices and monitors should be placed in the offices to provide employees a view of visitors approaching via stairway and the hallway. Doors should be equipped with automatic locking devices controlled from within.

4. The service counter in the Treasurer's office should be extended to restrict access to the employee work area and the office of the Treasurer should be closed and locked when unoccupied. Panic devices should be installed at service counter to alert employees in the back that assistance is needed.
5. Exterior lighting around the entire Office Building and the parking lots should be monitored to ensure that light is adequate at difference times of the day and evening. Timers should be checked regularly to ensure functioning properly at all times.

Work Practice Controls:

1. In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.
2. NYS requires that each municipality address security measures in respective justice courts. Employees of the Village Justice's office should familiarize themselves with the security measures that have been implemented in the local justice courts they attend.
3. A department-wide inspection should be made at the end of the business day to ensure no unauthorized visitors remain in the offices after closing. Particular attention should be paid to the basement area of Office Building.

Floor and Evacuation Plans:

1. Emergency evacuation plans for the Office Building and individual departments should be reviewed with employees and periodic evacuation drills should be conducted.
2. Updated floor plans of the Office Building should be posted.

Training and Use of Personal Protective Devices (if applicable):

In the event additional protective devices such as panic buttons are installed employees must be trained on proper use.

TOWN COURT

Engineering Controls:

1. The door to jury room on second floor should have a lock.
2. Exterior lighting in and around the court house building and parking areas should be checked regularly to ensure that lights are working properly and the lighting is adequate at throughout the day and evening.
3. Upon completion of the construction project that was in progress at the time of this evaluation, an onsite inspection of the court facilities by State Court System security is recommended.

Work Practice Controls:

1. In the event an employee has to perform duties offsite, they should be accompanied by another employee. If this is not practical, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.

GENERAL RECOMMENDATIONS: It is recommended that the Town develop and implement the following administrative policies and procedures that would be applicable to all departments:

1. Post the Workplace Violence Prevention Policy Statement in each department where it is easily visible to employees and visitors.
2. Conduct training on the Town's Workplace Violence Prevention Program for all current employees and within 30 days after a new employee is hired. Thereafter, conduct training on an annual basis. Employee training acknowledgement should be placed in personnel files.
3. Written protocols for dealing with conflicts occurring while working offsite involving a fellow employee(s) or an individual(s) not employed by the Town should be developed and/or reviewed with employees in each department. Train all employees on basic conflict resolution techniques and when to call for assistance.
4. Consistently conduct exit interviews at the time employees separate from the Town. This will allow the Town the opportunity to request all keys, uniforms, ID badges, etc., in the employee's possession as well as gauge the individual's demeanor and the potential risk of workplace violence.
5. For all employees who work off-site, develop procedures for notifying Department Heads when work shifts begin and end.
6. Consider offering a confidential Employee Assistance Program (EAP) to address employees' personal problems. Establish procedures for providing crisis counseling to affected employees after an incident and develop protocols to determine when such counseling should be made available.
7. Consider issuing a single Town-wide employee identification card that shall be displayed during work hours.
8. Worksites that handle money should keep it in a locked safe and post signs stating that minimal or no cash is kept on the premises. Deposits should be made daily, if possible, to ensure the amount of money kept on the premises is kept to a minimum. The time of day, person making the deposits and route taken to the financial institution should be varied and monitored by police when necessary.
9. Each department should post emergency telephone numbers (including 911) next to or on every phone. If possible, program emergency telephone numbers into each phone.

APPENDIX G: WORKSITE RISK EVALUATION SECURITY CHECKLISTS

Checklists for the facilities indicated below are shown on the following pages:

Everything highlighted below is for sample purposes only. Please work to make this specific to your organization and delete this line once complete.

1. Highway Department
2. Town Hall/Court/Library
3. Schoolhouse
4. Masonic Hall
5. Recreation

WORKPLACE VIOLENCE SECURITY CHECKLIST

Location: _____

Workplace Violence Prevention Team: _____

Date of Assessment: _____

Instructions: The Methods of Control Section (Engineering Controls, On and Off-site Work Practice Controls) and Structural Modifications Sections refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated.

Items	Yes	No	NA	Notes/Comments
1. Security Control Plan - Does it contain the following?				
(A) Policy Statement				
(B) Review of WPV Incident Reports and Injury and Illness Incident Reports (SH 900.2s)				
(C) Methods of Control - Does it contain the following?				
(1) Engineering Controls				
Mirrors to see around corners and in blind spots				
Landscaping to provide unobstructed view of the workplace				
"Fishbowl effect" to allow unobstructed view of the interior				
Limiting the posting of signs on windows				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Door Control(s) i.e. locks, remote buzzer, panic bars				
Panic Button(s)				
Door Detector(s) door alarm				
Closed Circuit TV				
Stationary Metal Detector				
Sound Detection				
Intrusion Detection System				
Intrusion Panel				
Video Monitor(s)				
Video Recorder				
Video Monitor Switcher				
Hand Held Metal Detector				
Hand held video camera				
Personnel traps ("Sally Ports")				
Second Exits				

Items	Yes	No	NA	Notes/Comments
(2) On-Site Work Practice Controls				
Trained in hazardous situation avoidance (i.e. Crisis Prevention Intervention)				
Desks Clear of Objects which may become Missiles				
Unobstructed Office Exits				
Vacant (Bare) Cubicles Available				
Reception Area Available				
Visitor/Client Sign In/Out				
Visitor(s)/Client(s) Escorted				
Barriers to Separate Clients from Work Area				
One Client Entrance Used				
Separate Interview Area(s)				
I.D Badges Used				
Emergency Numbers Posted by Phones				
Telephone systems: (Most systems with voice mail require electricity to work.)				
Does your location have voice mail?				
If yes, is there battery backup?				
Does your location have Power Failure Telephones				
Internal Procedures for Conflict (Problem) Situations				
Procedures for employee dismissal				
Limit Spouse & Family Visits to Designated Areas				
Key Control Procedures				
Access Control to the Workplace				
Objects which may become Missiles Removed from Area				
Parking Prohibited in Fire Zones				
Other:				
(3) Off-Site Work Practice Controls (For staff who work away from a fixed workplace, such as: Field Staff, Social Workers, Recreation Staff, Code Enforcement Officers, Building Inspectors, Police Officers, Fire Department, Sanitation Workers, DPW Personnel, Animal Control Officers, etc.)				
Trained in hazardous situation avoidance (i.e. Nonviolent Crisis Intervention)				
Briefed about areas where they work				
Have reviewed past incidents by type and area				
Know directions and routes for day's schedule				
Previewed client/case histories				
Left an itinerary with contact information				
Have periodic check-in procedures				
After hours contact procedures				
Partnering arrangements if deemed necessary				

Items	Yes	No	NA	Notes/Comments
Know how to control/defuse potentially violent situations				
Supplied with personal alarm/cellular phone/radio				
Limit visible clues of carrying money/valuables				
Carry forms to record incidents by area				
Know procedures if involved in incident (see also Training Section)				
2. Workplace Violence Prevention Policy Statement Posted by Employer?				
3. Work Areas Evaluated by Employer? - If yes, specify how often in notes.				
4. Structural Modifications? (i.e. Plexiglass, glass guard, wire glass, partitions, etc. If yes, explain in Notes)				
5. Security Guards?				
If yes, are there an appropriate number for the site?				
Are they knowledgeable of the company WPVP Policy?				
Indicate if they are:				
Contract Guards				
In-house employees				
At Entrance(s)				
Building Patrol				
Guards provided with communication? - If yes, indicate what type in Notes.				
Did Guards receive training on Workplace Violence situations?				
6. Workplace Violence Prevention Training Conducted? If yes, is it:				
Prior to Initial Assignment				
At Least Annually thereafter				
Does it Include:				
Hazards unique to job tasks				
Components of security control plan				
Engineering and Workplace Controls Instituted at Workplace				
Recognizing Domestic Abuse				
How to Anticipate/Read Behavior				
Techniques to Use in Potentially Volatile Situations				
Procedures to Follow After an Incident				
Periodic Refresher for On-Site Procedures				
Opportunity for Q and A with Instructor				
7. Written Training Records Kept?				
8. Are Incidents Reported? - If yes, are they:				
Reported in Written WPV Incident Report?				
First Report of Injury Form DOSH-900.2? (lost time)				

Items	Item s	Item s	Item s	Items
9. Incidents Evaluated Timely?				
EAP Counseling Offered?				
Were other actions taken? (Reporting Requirements, suggestions, reporting to local authorities, etc. Explain in Notes.)				
Are Steps Taken to Prevent Recurrence? (Explain in Notes.)				
10. Floor Plans Posted Showing Exits, Entrances, Location of Security Equipment, etc.? - If yes, does it:				
Include an Emergency Action Plan, Evacuation Plan, and/or Disaster Contingency Plan?				
11. Do Employees Feel Safe?				
Have employees been surveyed to find out their concerns?				
Has the employer utilized the crime prevention services and/or lectures provided by the local or State Police?				
12. Have all employees taken the following? - If not, explain in Notes.				
Sexual Harassment Prevention Training				

Comments: _____

Signatures: _____

Town of Clinton

Surveillance Camera Policy

DRAFT

1. Purpose

The purpose of this Policy is to establish clear guidelines for the installation, use, and management of Surveillance Cameras on the Town of Clinton (the "Town") campus to enhance public safety, deter crime, establish timelines of events, protect property, ensure appropriate conduct by Town employees, and support law enforcement, while respecting individual privacy and civil liberties.

2. Scope

This Policy applies to all Surveillance Cameras owned, operated, or maintained by the Town on Town-owned property, including those located at entrances to government buildings and in public spaces, parks, parking areas, and municipal vehicles. It governs the use, monitoring, and storage of recorded footage.

3. Objectives

The objectives of this Policy are as follows:

- Deter and investigate criminal activity.
- Monitor traffic flow and support traffic enforcement.
- Protect public property and infrastructure.
- Support emergency response and disaster management.
- Ensure the accuracy of Town employees' time records/hours worked.
- Monitor the conduct of Town employees, contractors, vendors, and other agents of the Town.
- Promote transparency and accountability in municipal operations.

4. Definitions

The terms below used in this Policy shall have the following meanings:

- **Surveillance Camera(s):** Any device capable of capturing video or still images in a public space, including fixed-position, mobile, and body-worn cameras.
- **Public Space:** Any area accessible to the general public, including streets, parks, sidewalks, parking lots, and municipal buildings.
- **Authorized Personnel:** Individuals who have been granted permission by the Town to access, operate, or manage Surveillance Cameras.

5. Camera Use Guidelines

- Surveillance Cameras shall be installed only in locations where there is no reasonable expectation of privacy. Surveillance Cameras are intended to monitor entrances, exits, and areas where security concerns may exist, including but not limited to:
 - Court areas.
 - Highway equipment storage areas.
 - Highway materials storage areas.
 - Entrances and exits to municipal buildings.
- All Surveillance Cameras will be installed and positioned to maximize coverage of public and Town spaces without intruding on private areas such as restrooms.
- Surveillance Cameras shall not be used to target individuals based solely on race, gender, sexual orientation, religion, ethnicity, or other protected characteristics under local, state, and federal law.
- Surveillance Cameras are installed under the authority of the Town Board.

6. Data Management

- **Retention:** Recorded footage shall be retained for 90 days unless it is flagged for investigation, legal proceedings, or other authorized

purposes. Footage marked for such use will be preserved until the matter is resolved.

- **Access:** Access to recorded footage is restricted to Authorized Personnel.
- **Sharing:** Recorded footage may be shared with law enforcement or other government entities with proper authorization, such as a subpoena, court order, or other legal requirement. Recorded footage may also be shared pursuant to the Freedom of Information Law (FOIL). FOIL requests for footage shall be made to the Town Clerk and will be reviewed in accordance with New York State law.

7. Privacy & Civil Liberties

- The Town shall comply with all applicable local, state, and federal laws regarding the use of Surveillance Cameras and the protection of individual privacy.
- Where feasible, clear and visible signage shall be posted to inform the public and employees, contractors, vendors, and other agents of the Town of the presence of Surveillance Cameras in monitored areas.

8. Monitoring and Access

- Surveillance Cameras shall be monitored by the Town Supervisor or designee. The Town Supervisor or designee is responsible for ensuring compliance with this Policy and for addressing any concerns or complaints related to surveillance practices.
- Unauthorized employees, contractors, or vendors are strictly prohibited from accessing, altering, or tampering with Surveillance Cameras, related equipment, or recorded footage without prior written authorization of the Town Supervisor or designee.
- Complaints regarding the misuse of Surveillance Cameras or footage shall be made to the Town Supervisor or designee and shall be investigated promptly and thoroughly.

9. Policy Violations

- Violations of this Policy, including unauthorized access to Surveillance Cameras, misuse of recorded footage, or tampering with Surveillance Cameras (including related equipment) may result in disciplinary action, up to and including termination of employment. Town contractors, agents, or vendors found in violation may face termination of contracts or other legal remedies as appropriate.

10. Policy Review

This Policy shall be reviewed and updated as necessary to reflect changes in technology, legal requirements, or operational needs.