

County of Albany

112 State Street
Albany, NY 12207



Meeting Agenda

Thursday, July 30, 2020

6:00 PM

Held Remotely

Personnel Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

CURRENT BUSINESS:

2. AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES
4. AUTHORIZING THE ALBANY COUNTY SHERIFF TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF FULL-TIME AND PART-TIME PARAMEDICS AND FULL-TIME AND PART-TIME EMERGENCY MEDICAL TECHNICIANS FOR THE COUNTY'S ADVANCED LIFE SUPPORT AND EMT PROGRAMS
3. AUTHORIZING THE OFFICE OF IMMIGRATION ASSISTANCE TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITION OF IMMIGRATION COUNSEL

County of Albany

112 State Street
Albany, NY 12207



Meeting Minutes

Thursday, May 28, 2020

5:30 PM

Held Remotely

Personnel Committee

CURRENT BUSINESS:

- Present:** Legislator Gilbert F. Ethier, Legislator Jeffrey D. Kuhn, Dustin M. Reidy, Raymond F. Joyce, Sean E. Ward, Lynne Lekakis, Mark E. Grimm and Todd A. Drake
- Excused:** Merton D. Simpson

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made to approve the previous meeting minutes. The motion carried by a unanimous vote.

2. A RESOLUTION AMENDING RESOLUTION 283 FOR 1992, AS SUBSEQUENTLY AMENDED, TO RESTORE THE COMMITTEE TO FILL VACANCIES IN RESPONSE TO THE COVID-19 RELATED HEALTH EMERGENCY AND UNCERTAINTY IN THE BUDGETARY REALITIES CAUSED BY THE CURRENT GLOBAL PANDEMIC.

A motion was made to amend the language in the Fourth Resolved Clause to state each exempted elected position. The motion carried by a unanimous vote.

A motion was made that the Resolution as amended be moved forward with a positive recommendation. The motion carried by a unanimous vote.

3. AMENDING RESOLUTION NO. 279 FOR 2000 REGARDING THE MODIFICATION TO THE FEE STRUCTURE FOR PARTICIPATION IN CIVIL SERVICE EXAMINATIONS AND WAIVING THE FEES FOR VETERANS TAKING OPEN COMPETITIVE OR PROMOTION EXAMS

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING SHAKER PLACE REHABILITATION AND NURSING CENTER TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF REGISTERED NURSE, LICENSED PRACTICAL NURSE AND CERTIFIED NURSING ASSISTANT

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

RESOLUTION NO. 243

AN ACT TO MODIFY THE RULES AND REGULATIONS FOR ALBANY COUNTY EMPLOYEES

Introduced:

By: Mauriello, Burgdorf, Grimm, Drake, Lockart, Tunny, Langdon, Whalen and Perlee

WHEREAS, According to the Final Report – Time and Attendance Audit (“Final Report”), dated April 2020 issued by Comptroller Susan Rizzo and Chief Auditor Stephanie Slominski CIA, which reviewed the outgoing Comptroller, Michael Connors, Interim Audit Report, dated December, 2019, and a forensic audit by an outside CPA firm, Berdon LLP, certain areas of improvement exist for internal controls over time and attendance recording for the purpose of payroll disbursements; and

WHEREAS, some of the Key Observations of the Final Report are:

- 1) “Albany County Policy, as set forth by the County Legislature, related to time and attendance recording, does not provide specific guidance to require that departments maintain adequate supporting documentation of time and attendance records”;
- 2) “Manual Entries to record time and attendance are either not supported by documentation or documentation is not obtained on a regular basis”;
- 3) “Manual entries to record time and attendance are signed off by subordinates”; and
- 4) “Individuals with edit access mak[e]ing and approve their own time records”; and

WHEREAS, the outgoing Comptroller, Michael Connors, further alleged that County employees were engaged in political campaign work, while on the County clock, at public expense; and

WHEREAS, the Final Report proposals and the allegations of Michael Connors require a public response and/or a corrective action plan; and

WHEREAS, pursuant to the Albany County Charter, entitled Powers and Duties of the Albany County Legislature, this body is charged with “*Determining policy for the County and to adopt all necessary rules and regulations for its conduct and procedure*” (Sec. 208 (a)), and with “*Exercising legislative oversight of county programs and administrative units*” (Sec. 208 (i)), and

WHEREAS, this body has previously adopted “Rules and Regulations for Albany County Employees” and amendments thereto, and

WHEREAS, it is the desire of this body to amend the above-described employee handbook;

NOW, THEREFORE, BE IT RESOLVED that the “Rules and Regulations for Albany County Employees” are modified as follows:

A) Article II (C), entitled “Attendance Record”, is amended as follows:

“Every County employee shall maintain a complete, accurate, and up-to-date record of his or her presence and absence from work. For employees who are FLSA covered employees as defined herein, attendance records shall, at a minimum, indicate the time work commenced, the start and stop of any meal break, and the time work ended. FLSA exempt employees shall record attendance and any leave credits charged. Periods of absence covered by properly authorized paid and unpaid leaves shall also be indicated. All departments must implement written procedures outlining the maintenance, recording, and documentation of time and attendance records in accordance with applicable civil service requirements and collective bargaining agreements. The Commission of Human Resources is authorized to facilitate the development of procedures suited to the individual dynamics of each department and to promulgate County wide standards, forms, and procedures for the purposes of recording attendance. Time sheets should include lines for location, a brief description of activities where applicable and a line for a supervisor to approve/certify, as well as language that provides for an attestation of the employee and an acknowledgment of penalty for any submission of false documentation. Time sheets and supporting documentation, such as leave requests, should be electronically saved and stored in specifically identifiable and searchable electronic folders. The use of automated systems in the recording and reporting of employee attendance [may be required] is preferred and, when not available, time cards completed by the employee and signed by a supervisor, are the next preferred alternative. Approval of time cards by an employee’s direct subordinate shall never be permitted. Individuals with access to electronic time records are prohibited from approving their own records. Special procedures shall be developed by the Commissioner of Human Resources for an employee who has no immediate supervisor to approve his or her time. No employee may modify their own records. There is no exception to this rule.

B) Article XIV, entitled “Infractions”, is amended as follows:

“It is the County’s policy to base the disciplining of employees on just cause and all instances of cause for disciplinary action shall be considered in their full context. The County endorses a policy of progressive discipline in which attempts

are made to provide employees with notice of deficiencies and an opportunity to improve. There are, however, certain misdeeds that by their very nature are particularly inappropriate to the workplace and may require the County to seek immediate removal of an employee, even for a first time offense. The infractions listed below include some, but not all, offenses that may necessitate immediate disciplinary action:

- Use, sale, dispensing, distribution, purchase, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on County premises or work sites;
- Being under the influence of the above while on the job;
- Profane and/or abusive language;
- Gross insubordination, including but not limited to, a direct refusal to obey a lawful order of a supervisor;
- Unauthorized use of equipment;
- Theft of property or services;
- Falsification of employment applications;
- Deliberate falsification of a time and attendance record;
- Sleeping on duty;
- Unauthorized absence;
- Possession of unauthorized firearms, explosives and other weapons on County premises and work sites;
- Performing political work, other than for the Board of Elections, for candidates, political parties, political appointees, or elected officials while at work on the County payroll.”

BE IT FURTHER RESOLVED, that nothing in this policy amendment pertaining to campaign work shall discourage the First Amendment rights of Albany County employees, as the right to exercise personal political beliefs is cherished by Albany County, but that does not mean that it can or should be subsidized by the taxpayers. Such activities must be performed outside of public paid time; and

BE IT RESOLVED, that this resolution shall take effect immediately.



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400

WWW.ALBANYCOUNTYSHERIFF.COM



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

CRAIG D. APPLE, SR.
SHERIFF

WILLIAM M. RICE
UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

LEON A. BORMANN
CHIEF DEPUTY

June 30, 2020

Honorable Andrew Joyce
Legislative Clerk's Office
112 State Street, Room 710
Albany, New York 12207

ANDREW
Dear Mr. Joyce:

The attached correspondence is forwarded for presentation to the Albany County Legislature.

As you are aware our office is responsible for the operation and administration of the Albany County Advanced Life Support Program, which provides paramedic & EMT response in the Towns of Bethlehem, Coeymans, New Scotland, Berne, Rensselaerville and Westerlo. We also operate an EMT program for the Bethlehem Volunteer Ambulance Service, Delmar Fire District and the Town of New Scotland.

We continue to experience problems with filling full and part-time Paramedic and EMT positions with Albany County residents. There is a lack of available emergency personnel residing in Albany County, which creates a major issue. Additionally, the higher hourly rate paid by other municipalities in Albany County has proven to be a hindrance in getting available applicants.

The situation continues to be an issue with fulfilling our staffing requirements and I request legislative approval to fill full & part-time Paramedic & EMT positions with out of county residents. At all times, a qualified resident of Albany County would receive preference over a non-resident.

Should there be any questions, do not hesitate to call.

Sincerely,

Craig D. Apple Sr.
Sheriff

Att.

- Cc: Hon. Daniel P. McCoy, County Executive
- Hon. William Clay, Public Safety Chairman
- Hon. Wanda Willingham, Audit & Finance Committee
- Brandon Russell, Esq., Majority Counsel
- Arnis Zilgme, Esq., Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

FOR COUNSEL USE ONLY	
DATE:	_____
RECEIVED:	_____
RECEIVED BY:	_____
METHOD:	<u>HAND</u> _____
	<u>COURIER</u> _____
	<u>MAIL</u> _____

DATE : JUNE 30, 2020

DEPARTMENT: ALBANY COUNTY SHERIFF'S DEPT

CONTACT PERSON: SHERIFF CRAIG D APPLE SR
TELEPHONE: 518-447-5440

DEPT. REPRESENTATIVE ATTENDING COMMITTEE MEETING: SHERIFF CRAIG D APPLE SR

PURPOSE OF REQUEST:

- ADOPTION OF LOCAL LAW _____
- AMENDMENT OF PRIOR LEGISLATION _____
- APPROVAL/ADOPTION OF PLAN/PROCEDURE X
- BOND APPROVAL _____
- BUDGET AMENDMENT(SEE BELOW) _____
- CONTRACT AUTHORIZATION (SEE BELOW) _____
- ENVIRONMENTAL IMPACT _____
- HOME RULE REQUEST _____
- PROPERTY CONVEYANCE _____
- OTHER:(STATE BRIEFLY IF NOT LISTED ABOVE) _____

LEGISLATURE APPROVAL TO RECRUIT AND HIRE FROM OUTSIDE ALBANY COUNTY FOR FULL TIME AND PART TIME PARAMEDICS AND ALSO FULL TIME AND PART TIME EMT POSITIONS.

CONCERNING BUDGET AMENDMENTS

STATE, THE FOLLOWING

INCREASE ACCOUNT/LINE NO. _____
SOURCE OF FUNDS: _____
TITLE CHANGE: _____

CONCERNING CONTRACT AUTHORIZATION,

STATE THE FOLLOWING:

TYPE OF CONTRACT

- CHANGE ORDER/CONTRACT AMENDMENT _____
- PURCHASE (EQUIPMENT/ SUPPLIES) _____
- LEASE (EQUIPMENT/SUPPLIES) _____
- REQUIREMENTS _____
- PROFESSIONAL SERVICES _____
- EDUCATIONAL/TRAINING _____
- GRANT: NEW _____
- RENEWAL _____
- SUBMISSION DEADLINE DATE _____

SETTLEMENT OF A CLAIM _____
RELEASE OF LIABILITY _____
OTHER: (STATE BRIEFLY) _____

CONCERNING CONTRACT AUTHORIZATION (CONT'D)

STATE THE FOLLOWING:

CONTRACT TERMS/CONDITIONS: _____ PARTY (NAME/ADDRESS):

AMOUNT/RATE SCHEDULE/FEE:

TERM: _____

SCOPE OF SERVICES: _____

CONTRACT FUNDING:

ANTICIPATED IN CURRENT BUDGET: YES _____ NO _____

FUNDING SOURCE: _____

COUNTY BUDGET ACCOUNTS: _____

REVENUE: _____

APPROPRIATION: _____

BOND(RES. NO. & DATE OF ADOPTION) _____

CONCERNING ALL REQUESTS:

MANDATED PROGRAM/SERVICE: YES _____ NO X

IF MANDATED CITE: AUTHORITY _____

ANTICIPATED IN CURRENT ADOPTED BUDGET: YES _____ NO X

IF YES, INDICATE REVENUE APPROPRIATION ACCOUNTS: _____

FISCAL IMPACT - FUNDING: _____ (DOLLARS OR PERCENTAGES)

FEDERAL _____

STATE _____

COUNTY _____

TERM/LENGTH OF FUNDING _____

PREVIOUS REQUESTS FOR IDENTICAL OR SIMILAR ACTION:

RESOLUTION/LAW NUMBER: 276 OF 2019

DATE OF ADOPTION: 7/8/2019

JUSTIFICATION: _____ (STATE BRIEFLY WHY LEGISLATIVE ACTION IS REQUESTED)

DUE TO THE UNAVAILABILITY OF EMT'S AND PARAMEDICS WITHIN ALBANY COUNTY, WE REQUEST LEGISLATURE APPROVAL TO RECRUIT AND HIRE OUTSIDE OF ALBANY COUNTY FOR BOTH FULL TIME AND PART TIME PARAMEDICS AND EMT'S. ALSO, WE REQUEST THIS RESOLUTION NOT HAVE AN EXPIRATION DATE.

BACK-UP MATERIAL SUBMITTED _____ (I.E. APPLICATION/APPROVAL NOTICES FROM FUNDING SOURCE, BID TABULATION SHEET, CIVIL SERVICE APPROVAL NOTICE, PROGRAM ANNOUNCEMENT, CONTRACTS AND/OR ANY MATERIALS WHICH EXPLAIN OR SUPPORT THE REQUEST FOR LEGISLATIVE ACTION.)

SUBMITTED BY: CRAIG D APPLE SR
TITLE: SHERIFF

RESOLUTION NO. 276

AUTHORIZING THE ALBANY COUNTY SHERIFF TO CONSIDER OUT-OF-COUNTY APPLICANTS FOR THE POSITIONS OF FULL-TIME AND PART-TIME PARAMEDICS AND FULL-TIME AND PART-TIME EMERGENCY MEDICAL TECHNICIANS FOR THE COUNTY'S ADVANCED LIFE SUPPORT AND EMT PROGRAMS

Introduced: 7/8/19
By Personnel Committee:

WHEREAS, The Albany County Sheriff has diligently sought out qualified applicants for the positions of full and part-time Paramedic for the County's Advanced Life Support program in the Towns of Bethlehem, Berne, Coeymans, New Scotland, Rensselaerville and Westerlo and full and part-time Emergency Medical Technician for the EMT Program with the Bethlehem Volunteer Ambulance Service, Delmar Fire District and the Town of New Scotland, and

WHEREAS, The Sheriff indicated that there is a shortage of qualified applicants who are residents of Albany County and available and willing to fill all of the vacant full and part-time positions, and

WHEREAS, Resolution No. 245-C for 1995 requires the approval of this Honorable Body for hiring out-of-county applicants in instances where there are no sufficiently qualified Albany County residents who have applied for such positions, and

WHEREAS, Members of the Personnel Committee of the Albany County Legislature have been satisfied that there are no sufficiently qualified Albany County residents to fill the positions and have recommended that an approval in accordance with the requirements of Resolution No. 245-C for 1995 be given to the filling of full and part-time Paramedic and Emergency Medical Technician positions for a twelve-month period with out-of-county applicants, now, therefore be it

RESOLVED, By the Albany County Legislature that hiring out-of-county applicants to fill the aforementioned positions with the Albany County Sheriff's Office is approved in accordance with the requirements of Resolution No. 245-C for 1995, and, be it further

RESOLVED, That the aforementioned approval to consider out-of-county applicants shall expire July 1, 2020, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 7/8/19



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
REGIONAL IMMIGRATION ASSISTANCE CENTER
REGION 3- CAPITAL REGION & NORTHERN N.Y.
112 STATE STREET, SUITE 900
ALBANY, NEW YORK 12207
PHONE: (518) 447-4890
www.albanycounty.com

EVELYN A. KINNAH, ESQ.
DIRECTOR

BAKARY JANNEH
DEPUTY DIRECTOR

January 30, 2020

Honorable Andrew Joyce
Chair, Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Office of Immigration Assistance (OIA) requests a residency waiver to allow for the consideration and hiring of qualified applicants who reside out of the County to fill the vacant position of Immigration Counsel. OIA will make every effort and will continue to pursue qualified individuals that live in Albany County, can meet the travel requirements, and provide the skills necessary to satisfy our contractual obligations. This position requires a unique set of expertise defined and funded by the New York State Office of Indigent Legal Services and will be responsible for the Regional Immigration Assistance Center 6th region, made up of 14 counties. OIA is responsible for ensuring that providers of indigent legal services within all 14 counties have access to training and legal support necessary to provide competent advice to their clientele that will prevent unnecessary and often severe unforeseen consequences in criminal, appellate, immigration, and family court matters.

Very truly yours,

Evelyn A. Kinnah, Esq.
Director

Cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizarro, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1491, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

One year request for waiver of Albany County Residency Requirement for new Regional Immigration Assistance Center Immigration Counsel

Date: 1/30/2020
Submitted By: Bakary Jannah
Department: Office of Immigration Assistance
Title: Dep Director
Phone: 5184477040
Department Rep.
Attending Meeting: Evelyn Kinnah

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Request for residency waiver - one year

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: One year residency waiver for counsel

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.

Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: Click or tap here to enter text.

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 02/01/2020 - 4/30/2021

Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

The Office of Immigration Assistance (OIA) requests a residency waiver to allow for the consideration and hiring of qualified applicants who reside outside of Albany County to fill the vacant position of Immigration Counsel. OIA will make every effort and will continue to pursue qualified individuals that live in Albany County, can meet the travel requirements, and provide the skills necessary to satisfy our contractual obligations. This position requires a unique set of expertise defined and funded by the New York State Office of Indigent Legal Services (NYS ILS) and will be responsible for the Regional Immigration Assistance Center (RIAC) 6th region, made up of 14 counties. OIA is responsible for ensuring that providers of indigent legal services within all 14 counties have access to training and legal support necessary to provide competent advice to their clientele that will prevent unnecessary and often severe unforeseen consequences in criminal, appellate, immigration, and family court matters. Civil Service and Affirmative Action have posted the position online as well as with various other professional networks. NYS ILS will also share the posting with their network once they have executed all contracts related to this program. The RIAC has received eleven inquiries, with five applicants residing outside of the county. The RIAC recently completed a sixth interview with two candidates meeting the minimum qualifications. The RIAC continues to search for a qualified candidate.

WHO WE ARE

We are dedicated to improving the legal representation of indigent noncitizens by equipping the attorneys assigned to representing these clients with expert advice and defense strategies.

Our goal is to support the attorney in assisting his/her noncitizen clients in making informed choices regarding any adverse immigration consequences which may arise from a family law and/or criminal court proceeding.

WHY WE EXIST



Changes to immigration laws have dramatically raised the stakes for noncitizens to be subjected to deportation and removal from the United States for a wide array of crimes, including many minor offenses and violations. Consequently, criminal defense attorneys are now required to advise noncitizen clients as to the potential immigration consequences of a criminal conviction pursuant to the Supreme Court ruling in *Padilla v. Kentucky*, 559 U.S. 356 (2010). **This advice must be affirmative, individualized and accurate.**

OUR SERVICES

We provide assistance, support, training, written resources, and expert legal advice to court-appointed defense attorneys throughout the Capital District and Northern New York.

We will advise assigned counsel on potential immigration consequences as they relate to the following:

- Criminal charges, convictions, and/or plea agreements and sentencing dispositions,
- Appellate and post-conviction relief options,
- Family Court dispositions which include matters involving child support and family law offenses.

We will also assist attorneys in addressing any language access issues in order to facilitate meaningful communication between attorneys and their clients.

ALBANY COUNTY REGIONAL IMMIGRATION ASSISTANCE CENTER REGION 3

OUR MISSION

To assist, train, advise and support all attorneys assigned to provide mandated representation to noncitizen clients in family court and criminal court proceedings throughout the Capital District and Northern New York.

The Regional Immigration Assistance Center – Region 3 is one of six Regional Immigration Assistance Centers funded by an innovative grant from the New York State Office of Indigent Legal Services.



Daniel P. McCoy
Albany County Executive

Albany County does not discriminate on the basis of race, religion, color, national origin, sex, gender, age, gender identity or expression, sexual orientation, disability, genetic information, pregnancy, veteran status or marital status in its programs and activities.

Evelyn A. Kinnah, Esq.,
Evelyn.Kinnah@albanycountyny.gov

Bakary Jannah
Bakary.Jannah@albanycountyny.gov

112 State Street, Suite 900
Albany, New York 12207
(518) 447-4890



HELPFUL DOCUMENTS

The following documents, if made available, would further assist the Center in providing you with accurate advice and assistance:

For criminal court proceedings: any accusatory instrument, information relating to prior criminal history, and status of current case (i.e. arraignment, next court date, plea offer and/or recommended sentencing disposition).

For family court cases: any petitions, orders of protection, other documents reflecting status of current case and concerning any concurrent criminal matters.

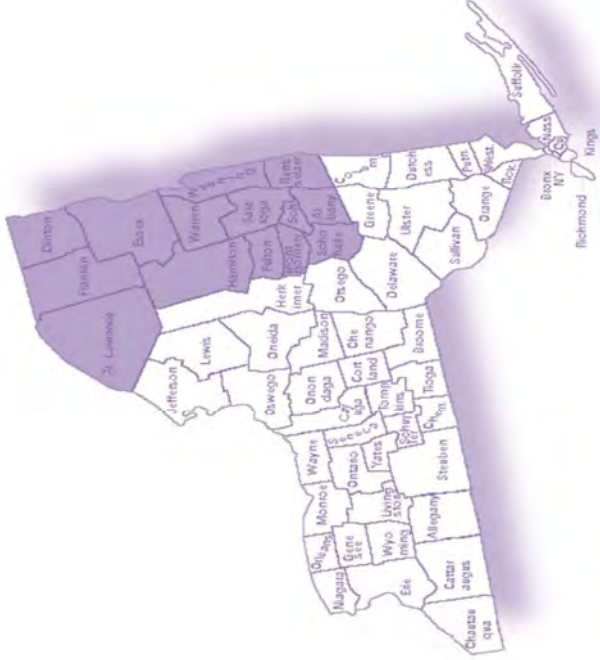
For immigration status: copies of green card, passport pages, employment authorization documents, travel documents or other immigration-related information.

CONTACT

Evelyn A. Kinnah, Esq.
 Evelyn.Kinnah@albanycounty.ny.gov
 Bakary Janneh
 Bakary.Janneh@albanycountyny.gov
 (518) 447-4890

COUNTIES WE SERVE

Albany, Clinton, Essex,
 Franklin, Fulton, Hamilton,
 Montgomery, Rensselaer,
 Saint Lawrence, Saratoga,
 Schenectady, Schoharie,
 Warren and Washington.



TO BEST SERVE YOU

In order to best serve you, gather information from your client and contact us as early in the case as possible. Use these questions as your guide, as you will be asked to provide this information at the time of your initial contact with our office.

- Client's name, date of birth and country of birth.
- Client's immigration status, if known.
- Date of client's initial and last entry into the United States, if known.
- Current immigration status and the issuance/expiration dates of any immigration-related ID documents, (e.g. for a green card or visa holder, refugee/asylee, TPS, DACA, etc.), if known.
- Information concerning the current criminal and/or family court matter.
- Information concerning any prior criminal and/or family court history.
- Information concerning any past contact with immigration authorities.
- Information concerning any past or pending immigration applications or proceedings.
- Immigration status of immediate relatives residing in the United States (grandparents, parents, spouse and/or children), if known.