

# ALBANY COUNTY SHERIFF'S OFFICE

**CRAIG D. APPLE, SR.**  
SHERIFF



**MICHAEL S. MONTELEONE**  
EXECUTIVE UNDERSHERIFF

County Court House  
Albany, New York 12207 (518) 487-5400  
[WWW.ALBANYCOUNTYSHERIFF.COM](http://WWW.ALBANYCOUNTYSHERIFF.COM)

January 30, 2025

Honorable Joanne Cunningham  
Chairwoman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairwoman Cunningham:

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

Legislative approval is requested authorizing the County Executive to enter into an Agreement with the New York State Governor's Traffic Safety Committee in the amount of \$572,737.00 for the 2025 Albany County STOP-DWI Plan. These funds will be used to support this plan which accounts for and includes multi-agency police enforcement and DWI supplies for all participating agencies in Albany County, STOP-DWI Program staffing, and educational/awareness campaigns and programs. The STOP-DWI Plan covers the dates of October 1, 2024 – September 30, 2025.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Craig D. Apple, Sr.", followed by a long horizontal flourish.

Craig D. Apple, Sr.  
Sheriff

Att.

cc: Hon. Daniel P. McCoy, County Executive  
Hon. Wanda Willingham, Audit & Finance Chairwoman



REQUEST FOR LEGISLATIVE ACTION

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

Legislative approval for authorization to approve the Stop DWI Plan for 2025.

Date: January 30, 2025 Submitted By: Craig D. Apple, Sr.  
Department: Sheriff's Office Title: Sheriff  
Attending Meeting: Sheriff Craig D. Apple, Sr. Phone: 518-487-5440

Purpose of Request: Approval of Plan/Procedure 10/01/2024-09/30/2025

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses: New York State Department of Motor Vehicles - GTSC  
6 Empire State Plaza, Albany N.Y. 12228

Term: (Start/end date or duration) 10/01/2024-09/30/2025  
Amount/Raise Schedule/Fee: \$572,737.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐  
Anticipated in Budget: Yes ☒ No ☐  
Spreadsheet attached: Yes ☐ No ☒

Source of Funding – (Percentages)

Federal: Enter text. County: Enter text.  
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.  
Revenue Amount: Enter text.  
Appropriation Account and Line: Enter text.  
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒  
If Mandated, Cite Authority: Enter text.  
Request for Bids / Proposals:  
Competitive Bidding Exempt: Yes ☐ No ☒  
# of Response(s): Enter text.  
# of MWBE: Enter text.  
# of Veteran Business: Enter text.  
Bond Resolution No.: Enter text.  
Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: #130 (03/11/24)

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)  
Approve the Stop DWI Plan for 2025 (attached) – submit to NYS Dept of Motor Vehicle and authorize the execution of any necessary agreements for the implementation of the Stop DWI Program.



RESOLUTION NO. 130

APPROVING THE 2024 ALBANY COUNTY STOP-DWI PLAN AND  
AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE  
GOVERNOR'S TRAFFIC SAFETY COMMITTEE

Introduced: 3/11/24

By Public Safety Committee and Miller:

WHEREAS, The Coordinator of the Albany County STOP-DWI Program has prepared a STOP-DWI Plan pursuant to the New York State Vehicle and Traffic Law, and

WHEREAS, The proposed STOP-DWI Plan for 2024 must be certified by the Albany County Legislature and approved by the New York State Department of Motor Vehicles (DMV), and

WHEREAS, Upon approval by the New York State DMV, the County will receive \$570,937 for multi-agency police enforcement, prosecution, probation, rehabilitation, public information, and education in an effort to reduce alcohol-related crashes, injuries and deaths, now, therefore, be it

RESOLVED, By the Albany County Legislature that the 2024 Albany County STOP-DWI Plan is hereby ratified and approved, and, be it further

RESOLVED, That the County Executive is authorized to enter into any and all necessary agreements regarding the implementation of the approved 2024 STOP-DWI Plan, including agreements for the receipt of \$570,937 from the New York State DMV for a term commencing January 1, 2024 and ending December 31, 2024, and, be it further

RESOLVED, That the County Attorney is authorized to approve any agreements associated with the aforementioned approved plan as to form and content, 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 – 3/11/24*



KATHY HOCHUL  
Governor



JUSTIN O'CONNOR  
Director  
(518) 474-0972  
Fax: (518) 473-6946

January 10, 2025

Craig Apple  
Coordinator  
Albany County STOP DWI Program  
16 Eagle Street  
Albany, NY 12207

Dear Sheriff Apple:

We are pre-approving your 2025 STOP DWI Plan as submitted. You will receive an official approval from our office once you have submitted your certification page or county resolution. Thank you for your dedication and continued work to address the problem of impaired driving.

Commissioners Rules and Regulations section 172.3 (c), states that "Approval of a plan by the commissioner will be made only after prior approval and documented endorsement of the plan by the local governing body. Documentation of endorsement is to be in the form of a copy of the local resolution adopting the plan and authorizing expenditures after approval of the plan by the commissioner."

NY CRR Section 172.3(e) states that a "written notification of all plan amendments and budget modifications which propose either expenditures in previously unfunded areas or items or increased expenditures in previously funded areas or items must be sent to the commissioner. In the case of previously unfunded areas or items, such notifications must be sent at least 15 days prior to the expenditure. Written approval by the commissioner is required of such budget modifications only if the sum total of all budget modifications within a fiscal year exceeds 10 percent of the originally approved budget."

We recognize that county governments continue to experience the same fiscal constraints as the rest of the state. In these difficult times, we have a duty to ensure that program spending is constrained to activities that prevent impaired driving, including the enforcement of impaired driving laws, and is not used to supplant local expenses. If you plan to modify this STOP DWI budget plan, you must notify the GTSC (Governor's Traffic Safety Committee) before incurring any costs.

If you have any questions about your plan or the program in general, please contact Dylan Keenan at the GTSC at [STOP.DWI.PROGRAM@dmv.ny.gov](mailto:STOP.DWI.PROGRAM@dmv.ny.gov) or (518) 486-6615.

Sincerely,

A handwritten signature in black ink, which appears to read "Renée Borden".

Renée Borden  
Program Manager I

RB/JK/DK/mr

[TrafficSafety.ny.gov](http://TrafficSafety.ny.gov)



## Albany County STOP DWI Plan

### Contact Information

#### Plan Submitted by Coordinator

Name: Craig Apple

Title: Sheriff

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-487-5400

Fax Number:

Email: stopdwi@albanycountyny.gov



### County Fiscal Agent

Name: Tina Harris

Title: Fiscal Agent

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-487-5453

Fax Number:

Email: Tina.Harirs@albanycountyny.gov

### County Administrator Contact

Name: Matthew James Nash

Title: First Sergeant

Agency: Albany County Sheriff's Office

Street Address: 16 Eagle Street

City/State/ZIP: Albany, New York. 12207

Phone Number: 518-655-7993

Fax Number:

Email: stopdwi@albanycountyny.gov



## Plan Overview

### Component Totals

Component	Grand Total
Law Enforcement	\$125,800.00
Court Related/Prosecution	\$50,000.00
Probation	\$64,000.00
Rehabilitation	\$27,700.00
Public Information/Education	\$18,900.00
Administration	\$286,337.00

Total STOP-DWI Budget: \$572,737.00

Estimated fine revenue for 2026: \$225,000.00

Other source(s) of revenue: \$41,000.00

Total Estimated Revenues: \$266,000.00

Rollover/Funds balance: \$0.00

(Not planning to use rollover)

#### Other source(s) of revenue:

Victim Impact Panels and Alive at 25 Classes

#### Additional Comments:

Remainder of budget will be covered by the county general fund.



## Law Enforcement Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
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Total Funded Positions: \$0.00

#### Law Enforcement Component Activity (Overtime/Equipment) Budget

Jurisdiction	Agency	DWI Patrol/Overtime	OTPS/Equipment
County	Albany County Sheriff's Office	\$0.00	\$0.00

Overtime: \$0.00

Equipment: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

### Other Than Personal Services

Vehicle Description	Agency	Vehicle Funding
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Vehicle Total: \$0.00

Vehicle Maintenance Description	Agency	Maintenance Funding
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Vehicle Maintenance Total: \$0.00

Equipment Description	Agency	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
As needed supplies including, but not limited to, breath test tubes, blood kits, urine kits, DWI Warning and Field Note Cards, etc. All items will be purchased as needed.	\$5,000.00

Supply Total: \$5,000.00

Training/Travel Description	Training/Travel Funding
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Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Albany Police Department	\$20,000.00
Albany County Sheriff's Office	\$12,800.00



Contractual Service Description	Contractual Service Funding
Altamont Police Department	\$2,000.00
Bethlehem Police Department	\$19,000.00
Coeymans Police Department	\$2,000.00
Cohoes Police Department	\$9,000.00
Colonie Police Department	\$20,000.00
Green Island Police Department	\$4,000.00
Guilderland Police Department	\$20,000.00
Menands Police Department	\$4,000.00
Watervliet Police Department	\$8,000.00

Contractual Service Total: \$120,800.00

Other Item Description	Other Funding
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Other Item Total: \$0.00

**Activities to be funded in this area**

Scheduled blanket patrol details will be scheduled in conjunction with the NYS STOP-DWI High Visibility Engagement Campaigns and may include other mobilization campaigns. Other campaigns are generally unannounced and would be based on needs determined by the specific law enforcement agency. These needs could include additional patrols around community events where a high probability of impaired driving may occur. Some law enforcement agencies may request for use of funds for underage liquor sale enforcement. These must be pre-approved by the STOP DWI Administrator in advance and concluding data must be sent to the Albany County STOP DWI Unit at the conclusion of the detail.

Total Other Than Personal Services: \$125,800.00

Law Enforcement Component Grand Total: \$125,800.00



## Court Related/Prosecution Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
Assistant DA DWI Prosecutor	Albany County District Attorney's Office	Partially	\$50,000.00

Total Funded Positions: \$50,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$50,000.00

### Other Than Personal Services

Equipment Description	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
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Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
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Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
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Contractual Service Total: \$0.00

Other Item Description	Other Funding
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Other Item Total: \$0.00

Court Fee Description	Court Fee Funding
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Court Fee Total: \$0.00

Activities to be funded in this area
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The Assistant District Attorney whose position will be partially funded will be a member of the vehicular crimes unit and will be directly involved with the prosecution of DWI and DWAI-Drugs Cases within Albany County.



Total Other Than Personal Services: \$0.00

Court Related/Prosecution Component Grand Total: \$50,000.00



## Probation Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
Probation Officer	Albany County Probation Department	Partially	\$39,000.00
Probation Officer	Albany County Probation Office	Partially	\$25,000.00

Total Funded Positions: \$64,000.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$64,000.00

### Other Than Personal Services

Equipment Description	Equipment Funding
Equipment Total: \$0.00	

Supply Description	Supply Funding
Supply Total: \$0.00	

Training/Travel Description	Training/Travel Funding
Training/Travel Total: \$0.00	

Contractual Service Description	Contractual Service Funding
Contractual Service Total: \$0.00	

Other Item Description	Other Funding
Other Item Total: \$0.00	

Victim Impact Panel Description	Victim Impact Panel Funding
Victim Impact Panel Total: \$0.00	



<b>Activities to be funded in this area</b>
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The positions funded through this office will be within the DWI Unit of the Albany County Probation Office. One position will be a case manager position and the other will be an Ignition Interlock Manager. It will be their duties to manage DWI Probation cases in Albany County (including any transfers) and to monitor the installation, use, and removal of Ignition Interlock Devices.
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Total Other Than Personal Services: \$0.00

Probation Component Grand Total: \$64,000.00



## Rehabilitation Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
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Total Funded Positions: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

### Other Than Personal Services

Equipment Description	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
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Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
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Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Honor Court	\$22,000.00
Addictions Care Center of Albany (ACCA)	\$5,000.00

Contractual Service Total: \$27,000.00

Other Item Description	Other Funding
Victim Impact Panel Speakers	\$700.00

Other Item Total: \$700.00



<b>Activities to be funded in this area</b>
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Albany County STOP DWI will continue to provide funding for both Honor Court and Addictions Care Center of Albany (ACCA). ACCA will assist when needed with speakers for public speaking engagements and offer treatment options at these events. ACCA also provides preventative educational programs for all ages about drug s and addiction and the importance of healthy life choices in these areas. Honor Court is a rehabilitation agency focused on changing the lives of people accused of alcohol and drug related crimes, including Driving While Intoxicated. It was designed to be an alternative to incarceration and provides education, vocational training, treatment, and employment to area citizens who have been arrested as a result of their use of drugs and/or alcohol.

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Total Other Than Personal Services: \$27,700.00

Rehabilitation Component Grand Total: \$27,700.00



## Public Information/Education Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
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Total Funded Positions: \$0.00

Overtime funding: \$0.00

Fringes: \$0.00

Total Personal Services: \$0.00

### Other Than Personal Services

Equipment Description	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
Alive at 25 materials: handbooks provided to each student, certificates, educational updates, and teacher manuals.	\$1,500.00

Supply Total: \$1,500.00

Training/Travel Description	Training/Travel Funding
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Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
Mini Grants to six area high schools for assistance with Post Prom events. These grants are by request and must be pre-approved by the Administrator.	\$2,400.00
Victim Speakers (panels, schools, events, etc)	\$3,000.00
Community Advertising	\$5,000.00
MVP Arena Advertising Sponsorships	\$5,000.00
Funding for Teen Youth Summit	\$2,000.00

Contractual Service Total: \$17,400.00

Other Item Description	Other Funding
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Other Item Total: \$0.00



Activities to be funded in this area

Up To six local high schools can submit for a mini grant up to \$400.00 to assist with post-prom events. Applications must be submitted in writing to the STOP DWI Unit for approval. Albany County STOP DWI will continue sponsorships at the MVP Areen (formerly the Times Union Center) which are contracted annually for PSA advertising at venues. Albany County STOP DWI will also assist with sponsorship funding for the annual Youth Summit which targets various topics, including impaired driving. Small stipends will be given to victim speakers as needed for community presentations.

Total Other Than Personal Services: \$18,900.00

Public Information/Education Component Grand Total: \$18,900.00



## Administration Component Summary

### Personal Services

#### Funded Positions

Title	Agency	Funding Type	Total
Administrator	Albany County Sheriff's Office	Fully	\$131,409.00
STOP-DWI Specialist	Albany County Sheriff's Office	Fully	\$88,645.00
STOP-DWI Specialist	Albany County Sheriff's Office	Fully	\$56,283.00

Total Funded Positions: \$276,337.00

Overtime funding: \$10,000.00

Fringes: \$0.00

Total Personal Services: \$286,337.00

#### Other Than Personal Services

Equipment Description	Agency	Equipment Funding
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Equipment Total: \$0.00

Supply Description	Supply Funding
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Supply Total: \$0.00

Training/Travel Description	Training/Travel Funding
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Training/Travel Total: \$0.00

Contractual Service Description	Contractual Service Funding
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Contractual Service Total: \$0.00

Other Item Description	Other Funding
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Other Item Total: \$0.00

Recognition Awards/Events Description	Recognition Funding
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Recognition Total: \$0.00



Activities to be funded in this area
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Administration officials will be responsible for the day-to-day operations of the STOP-DWI Program in this County. Filing proper paperwork, submitting for grant money, proper disbursement of funds, etc.
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Total Other Than Personal Services: \$0.00

Administration Component Grand Total: \$286,337.00