

22970

November 15, 2011

TO: Board of Acquisition and Contract

FROM: George N. Longworth
Commissioner-Sheriff

RE: Authority to enter into an agreement with William Andrews to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Westchester County Department of Public Safety, that it complies with current law, and that it meets standards for best practice in the policing profession, for a term commencing on January 1, 2012 and continuing through December 31, 2012, for an amount not to exceed \$46,500 at the rates set forth in Schedule "A"

Authority is sought for the County of Westchester, acting by and through its Department of Public Safety (the "Department"), to enter into an agreement with William Andrews to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practices in the policing profession, for the period January 1, 2012 through December 31, 2012. In consideration for services to be rendered, Mr. Andrews will be paid an amount not-to-exceed \$46,500 at the rates set forth in the attached Schedule "A".

This Agreement will serve a public purpose by ensuring that all personnel employed by the Department are issued a new and current General Orders Manual of rules, regulations and procedures.

The goals and objectives of this contract are to develop a revised manual for departmental rules, regulations and procedures for the Department's personnel.

The goals and objectives of this program will be tracked and monitored by the Commissioner-Sheriff and a team of police experts during each phase of the project for this purpose.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) ix thereof.

It should be noted that Mr. Andrews was special assistant to New York City Police Commissioner William Bratton from 1994 to 1997, and was responsible for shaping and communicating the police commissioner's message to 38,000 police officers and 5,000 civilian employees. He researched and wrote numerous police department strategies and reports and

oversaw the NYPD in-house publications and video units. As a police management consultant since 1997, Mr. Andrews has worked with various police departments and was the principal author of reports evaluating policing and security at various universities. He edited a police and procedure manual for the Yonkers Police Department and holds a Master Degree from Columbia University Graduate School of Journalism.

A Resolution for your Honorable Board's consideration is annexed hereto.

GNL/cs
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/15/2011 - JOMARY VIEIRA - SECRETARY

RESOLUTION

Upon a communication from the Commissioner-Sheriff of Public Safety, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Public Safety (the "Department"), is authorized to enter into an agreement with William Andrews, pursuant to which Mr. Andrews will revise the current General Orders Manual to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practices in the policing profession, for a term commencing on January 1, 2012 and continuing through December 31, 2012, for an amount not to exceed \$46,500 payable at the rates set forth in the attached Schedule "A" (the "Agreement"); and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice, and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Account to be
Charged/credited
2012

Fund	Agency	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
711	38	8002	4380		\$46,500

Budget Funding Year(s) 2012 Start Date 1/01/12 End Date 12/31/12
(must match resolution)

Funding Source

Tax Dollars _____

State Aid _____

\$ \$46,500
(must match resolution)

Federal Aid _____

Other \$46,500 Seized Assets _____

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Schedule "A"

William Andrews
325 West End Avenue
New York, New York, 10023
Phone: 212-873-0862
Email: wwa100@aol.com

SCOPE OF WORK

To assist Westchester Department of Public Safety in the preparation, reorganization, editing and redesign of a manual stipulating the department's procedures and policies, hereafter referred to as the **Manual of Rules, Regulations and Procedures**, or the manual. This new manual will be based largely on the current General Order Manual of the Department, although it is envisioned that the current manual will be extensively reorganized and significantly revised, and that additional policies may be added.

In accordance with a plan developed by Commissioner George Longworth, a team of police experts at the Department will sort the current manual's 210 policies into approximately 25 chapters and vet each policy to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practice in the policing profession. Each chapter will then be passed on to Mr. Andrews, and a graphic designer working with him, for copyediting and formatting. Mr. Andrews's edits will strive to retain the precise meaning of each policy, while improving readability, clarity and succinctness. Mr. Andrews and the designer will then format the policies and return them to the police team for review and comment. Mr. Andrews will then incorporate all agreed upon changes and proofread the final draft in preparation for printing. Mr. Andrews and the graphic designer will complete the following tasks:

1. Edit all current policies, and any new policies, in accordance with agreed upon editing and style standards.
2. Design front cover and spine of the manual binder.
3. Prepare a standard style template for the manual pages and format all policies in accordance with the agreed upon template.
4. Prepare a topical index for the entire manual.
5. Where appropriate, cite related policies at the bottom of each policy entry.

Phase I

- Proposed design templates for page layouts, the cover, and the spine of the manual.
- Style sheet or guide, describing the proposed formatting and editing standards to be used in the editing process.
- Approval of the design templates and the style sheet by Commissioner Longworth.
- Editing and formatting of approximately half the manual.

Phase II

- Editing and formatting of the second half of the manual.
- Submission of a draft copy of the entire manual to the Westchester Department of Public Safety.

Phase III

- Incorporation of all comments and changes requested by the Department of Public Safety.
- Final proofing.
- Final layout adjustments.
- Delivery of the final manual assembled in a printed and camera-ready format and a digital format suitable for duplication.

Payment upon completion of Phase I	\$15,500
Payment upon completion of Phase II	\$15,500
Payment upon completion of Phase III	\$15,500
Total:	\$46,500

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