

The Village of Cape Vincent Police Department

New York State Police Reform and
Reinvention Collaborative



Jerry Golden, Mayor of the Village of Cape Vincent
Shaun Cuddeback, Police Department Officer in Charge



Cape Vincent Police Department

*P.O. Box: 337- 177 North James Street Cape Vincent NY 13618
Telephone: (315) 654-3400 Fax: (315) 654-3369 email: capevincentpolice@centralny.tvcbc.com*

COMMUNITY STAKEHOLDERS

*** TBD following March 9, 2021 meeting ***

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INTRODUCTION

Cape Vincent is a rural village located in the township of Cape Vincent, Jefferson County, where Lake Ontario flows into the great St. Lawrence River and shares a border with Ontario, Canada. According to the 2020 U.S. Census the village has a population of 726 people. 97% of the population identifies as white. The median age is 48. There are 348 occupied homes in the village. The most recent poverty rate stands at 6.8%, and the median income is \$47,563. The Village provides its citizens with police and fire protection, streets and park services, water, sewer, and waste water treatment. The primary police agency for Jefferson County is the Jefferson County Sheriff's Office which supplies road patrol and a correctional facility. The Cape Vincent Police Department is the primary police agency for the Village of Cape Vincent and is a part-time police agency employing 5 seasoned officers with more than 70 years of combined experience.

The Cape Vincent Police Department is led by Officer-In-Charge Shaun Cuddeback who reports to the Mayor and Board of Trustees for the Village of Cape Vincent. Officer Cuddeback provides reports at every bi-monthly Trustee Board Meeting, which are open to the public to attend and to offer comments. The Mayor and each Trustee are available either by email or phone to discuss areas of concern within the village, insuring fair and professional service to every resident of Cape Vincent. Village employees are right to work/non-union employees. While there are civil service regulations, the Village deals with any employee problems.

Cape Vincent is committed to hiring professional law enforcement officers. Officer-In-Charge Shaun Cuddeback has been with the Police Department for over 14 years and has earned a Bachelor of Science degree in Criminal Justice through Jefferson Community College. He has also been employed full-time by the Jefferson County Sheriff's Office for more than 17 years. His current assignment with the Sheriff's Office is as their Administrative Sergeant. As Officer-In-Charge he brings his specialized training in areas that include Crisis Negotiations, Motor



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Vehicle Collision Investigation, and several years of experience as a Police Narcotics K9 handler, K9 trainer and K9 Team examiner.

The Village employs officers who currently work as full-time police officers in other police agencies or have retired from law enforcement careers. The Village hires only the best and the most willing officers to serve in our village. Our retention of officers is high, but at times officers do move on as their individual situations change. Police shifts are determined by the Officer-In-Charge as needed, and the officers' availability to work is at their convenience.

Each Police Officer employed by the Cape Vincent Police Department has attended the Basic Course for Police Officers (BCPO) which was established by the Municipal Police Training Council (MPTC) and are certified through the New York State Division of Criminal Justice Services. The BCPO is described here as:

“The Basic Course for Police Officers has undergone a continual evolution since it was first established. When mandated effective July 1, 1960, the Basic Course for Police Officers consisted of a minimum standard of 80 hours of instruction in specified areas. The current BCPO consists of a minimum standard of over 700 hours established by the MPTC. Staff routinely reviews the content of the Basic Course for Police Officers to ensure that the material remains relevant to criminal justice issues and best prepares officers to serve their communities. Today's Basic Course for Police Officers covers a wide range of topics including but not limited to, Ethics & Professionalism, Cultural Diversity, Bias Related Incidents, Professional Communication, Persons with Disabilities, Crisis Intervention, Use of Physical Force & Deadly Force, Active Shooter Response and Decision Making. Today's police recruits are also mandated to complete numerous Reality Based Training Scenarios to better prepare them for the situations they will encounter on the job.”



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The BCPO covers 52 topics over approximately a 26-week period. Ethics and professionalism training is a minimum of 8 hours, but most academies expand that to 16 hours because of the importance of this career foundation. BCPO also includes these topics and training hours: 3 hours explaining victim/witness services, 2 hours for elder abuse, 6 hours for persons with disabilities, 2 hours of crime control strategies, 2 hours of crime prevention, and 1 hour covering intoxication that is not related to DWI arrests.

At the conclusion of the academy phase of training, but before a recruit can patrol independently, they enter the field training phase. DCJS requires a recruit to ride a minimum of 160 hours with a trained, seasoned veteran.

The Cape Vincent Police Department recognizes the need for ongoing training and conducts annual training in firearms, use of force, blood borne pathogens, and harassment. Several other training opportunities are often provided by the full-time agencies. Complaints involving Village Officers are reviewed and investigated by the Officer-In-Charge. Discipline, if warranted, is administered by the Village Board of Trustees.



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REFORM AND REINVENTION

NYS Executive Order 203 authorizes the Village of Cape Vincent to collaborate with community members to develop a plan of reform that will promote efficient, professional and fair service from the Cape Vincent Police Department for the residents of the Village of Cape Vincent.

“This executive order is intended to help rebuild the confidence and restore trust between police and the communities they serve by requiring localities to develop a new plan for policing in the community based on fact-finding and meaningful community input.”

While striving to meet these goals the Village of Cape Vincent has examined its Police Department according to the four major guidelines detailed in the *New York State Police Reform and Reinvention Collaborative Resource & Guide for Public Officials and Citizens*.

Scott Gray, Chairman of the Board of the Jefferson County Board of Legislators; Sheriff Colleen O’Neill from the Jefferson County Sheriff’s Office; Chief of Police Steve Wood from the Black River/Evans Mills Police Department, who represented the various village police departments within Jefferson County; and a panel of community stakeholders met during the fall of 2020 and established the groundwork for local police reform, focusing on several areas of concern surrounding local law enforcement and the needs of the residents in the county.

Constructive input from our residents is always encouraged, resulting in the offering of a public survey that was launched on the Village website on October 21, 2020 and remained available through January 1, 2021.

The village then gathered all of this information and used it to draft a plan of reform and reinvention for presentation to a committee of community stakeholders



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which is scheduled to meet on March 9, 2021. The intended function of this committee is to review the functions, practices, policies and procedures of the Village of Cape Vincent Police Department and offer additional insight and suggestions for ways to improve the department's interaction with our citizens, businesses, and organizations.

The Cape Vincent Police Department bases its policies and procedures on a mission statement that was updated and adopted in January 2021.

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MISSION STATEMENT

The Cape Vincent Police Department

recognizes and embraces our noble duty to serve as the entrusted guardians of peace, justice, and democracy in our community. We pledge to uphold our core values of Honor, Integrity, Courage, and Respect as we provide effective police services in a professional, courteous, and equitable manner. We will work as a team and collaborate with our residents to earn and establish mutual respect, trust, and understanding. Lastly, we will be dedicated to our mission, loyal to each other, and disciplined in our endeavors to create and sustain a safe and welcoming environment for our citizens and guests of our community.



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POLICY AND PROCEDURE

The Cape Vincent Police Department operates with a comprehensive and updated policy and procedure reference manual. Each of our officers review this internet-based manual upon employment and have ready access to the manual. The policy and procedure manual provides structure, guidance, and oversight regarding the performance of their duties. This manual is reviewed and updated annually, or as needed per the New York State Department of Criminal Justice Services guidelines, as well as conforming to changes in laws or policies established by the State of New York. This policy and procedure manual will be made available for our community members and government officials to read and review at any time through the village website.

These policies encompass four principal goals:

1. To increase the effectiveness and efficiency of our law enforcement agency utilizing existing personnel, equipment, and facilities to the extent possible.
2. To promote increased cooperation and coordination among law enforcement agencies and other agencies that provide criminal justice services.
3. To ensure the appropriate training of our law enforcement personnel.
4. To promote public confidence in law enforcement agencies.



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TOPICS OF DISCUSSION AND OVERVIEW

1. **Use of Force** - Cape Vincent Police Department (CVPD) members are trained and certified by the Municipal Police Training Council (MPTC). The New York State Division of Criminal Justice Services (DCJS) mandates 11 hours of instruction for use of force and deadly physical force which is based on New York State Penal Law, Article 35. Many other courses, including defensive tactics and firearms, have force lessons woven in. CVPD policy is based on the NYS DCJS model policy. CVPD has a specific form for any use of force incident, which is attached to and becomes a part of the case file. All cases are reviewed by the Officer-In-Charge and the Jefferson County District Attorney's Office as needed. Per NYS DCJS Policy, a use of force report is submitted monthly through the eJustice Portal.
2. **Crowd management** - DCJS provides 3 hours of regulated training during the Basic Course for Police Officers (BCPO) and yearly in-service training will regularly address this topic. In the event crowd management is needed, the incident may be turned over to the Jefferson County Sheriff's Office (JCSO) or the New York State Police (NYSP) dependent upon the size and temperament of the crowd, as well as the size and availability of our agency's limited personnel and equipment. In the event that primary crowd management needs to be relinquished to JCSO or NYSP, CVPD will assume an assisting agency role.
3. **Community Policing** - CVPD participates in numerous examples of community policing. The agency has a good working relationship with our citizens, schools, churches, businesses and community members. Our Police Department remains a highly visible fixture throughout the annual Cape Vincent French Festival weekend, as well as at various parade details, school visits, foot patrols, and stakeholder meetings. Community Policing is a priority in our patrol procedure and members of the public are welcome to interact with our officers at any time.



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4. **Community Outreach Effort** - These outreach efforts are related to and a part of our Community Policing. CVPD proudly participates in numerous events that occur in our community, as well as events that put us in contact with agencies and individuals living outside of our village. Some of these events include the NYS Law Enforcement Torch Run, Shop-With-a-Cop, Cops on Top, and Special Olympics Tip-a-Cop nights. Our members can also be seen participating in local organized running events such as the Tibbets Point Lighthouse Run, working closely with the Cape Vincent Fire Department and Ambulance Squad, and assisting with events at our community library and food pantry.
5. **Implicit Bias and Awareness Training** - Our department policies and training address the impact of implicit bias on one's behavior. Our officers are trained to recognize the concept of implicit bias and to act or react in an appropriate manner. Courtesy, professionalism and respect for others is reiterated throughout our training and policies. Cultural Diversity, Bias Related Incidents and Sexual Harassment are mandatory topics of training during the BCPO, which is regulated by DCJS. Ethical Awareness, Implicit Bias and Cultural Diversity are topics that are reinforced during the Watertown Police Department (WPD) and Jefferson County Sheriff's Office (JCSO) semi-annual in-service curriculums.
6. **De-Escalation Training** - De-Escalation techniques are part of every reality-based training scenario taught during the BCPO. These scenarios are also part of the semi-annual in-service training offered by the WPD and JCSO. Defensive Tactics Training has recently been redesigned by DCJS to include and reinforce decision making and communication skills in a concerted effort to increase the likelihood of voluntary compliance and reduce the need for law enforcement personnel to use physical force upon an individual. Enhanced crisis intervention training focuses on understanding emotional crisis, recognizing mental health encounters and if possible, redirecting an individual



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in crisis to counselors, services or agencies that can offer ways to resolve such issues.

7. **Restorative Justice Practices (RJP)** - RJP refers to responses to crime, involving an organized meeting between an offender and a victim so that each may share their experience of what happened, discuss harm that the victim may have endured, and come to a consensus of ways that the offender can repair that harm. The Jefferson County District Attorney's Office, Jefferson County Probation or the Courts can assist with Restorative Justice efforts. CVPD does not currently support enough officers, staff or facilities for RJP, but may assist victims and/or offenders with contacting the Jefferson County Resolution Center or Youth Court of Jefferson County in seeking avenues for RJP.
8. **Transparent Citizen Complaint Procedures** - CVPD recognizes that members of the public may disagree with the actions of our members occasionally. Personnel complaints are accepted at any time. All complaints are thoroughly investigated by the Officer-In-Charge and presented to the Mayor of the Village. If the complaint is deemed warranted and requires outside investigation, JCSO, NYSP and/or the Jefferson County District Attorney's Office will be forwarded the complaint. If the complaint is directed against the Officer-In-Charge, the Village Mayor will investigate and may include JCSO, NYSP and/or the Jefferson County District Attorney's Office. Any persons filing an official complaint against any member of our agency will be contacted in a timely fashion and apprised of the outcome of the investigation.
9. **Specific Issues Unique to our Area** - The Village of Cape Vincent shares a border with Ontario, Canada. The Police Department occupies a building shared with U.S. Customs and Boarder Protection, which they typically operate out of from April – October, during the tourist season. CVPD often is called on to assist Customs Agents as they check in vehicles and people that utilize the Horne Ferry Service that operates between the Cape Vincent Port of Entry and Wolfe Island, Canada. Because of the frequency of cross-border traffic on the



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St. Lawrence River we also work closely with both U.S. Border Protection and the U.S. Coast Guard from time to time.

The Cape Vincent Police Department encourages constructive input from our community members, school officials, secular leaders, business owners and visitors. If any community group, resident, stakeholder or visitor has a complaint, encounter, idea or correspondence, a member of our agency will respond in a professional manner, and thoroughly investigate or offer the most appropriate assistance. CVPD will continue to maintain an open, courteous and professional relationship with the residents and visitors of our village. The strength and support of our community is vital to maintaining a successful police department. The agency recognizes the need to keep open lines of communication with visitors to our village, also. Being a quaint, rural community that is nestled on the river, we enjoy a fair amount of tourist traffic that benefits our local businesses and economy.

10. **Problem Oriented Policing and Hot Spot Policing** – These are similar concepts involving the identification and analysis of specific crime problems and locations and then targeting resources toward solving these problems. CVPD employs those concepts by analyzing crime statistics, mapping, overdose mapping, traffic violation statistics, accident statistics, the frequency of complaints and calls for service, and other available data to assign patrol shifts. The agency participates in posted property, vacant home and after hour property checks, as well as speed trailer deployment as necessary and appropriate.
11. **Focused Deterrence** – Focused deterrence is a crime reduction strategy meant to deter crime by increasing the swiftness, severity, and certainty of punishment, usually directed at a specific crime problem. While law enforcement can play a role in focused deterrence, the swiftness, severity, and certainty of punishment are primarily determined by the courts.
12. **Attention to Environmental Design** – Attention to environmental design is another strategy employed to reduce crime and can help increase the probability



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that on offender will be caught. Studies show that an increased probability of identification tends to deter the commission of criminal activity. Environmental design in the sense of creating tree lines or eliminating shrubbery is not feasible in a rural setting but improvements to lighting in vulnerable locations, installing security cameras, and alarm systems can be suggested and even inspected by members of the Cape Vincent Police Department. Officers can provide home and business owners with advice and suggestions on how physical, environmental adjustments can be made to better secure their properties.

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DEPARTMENTAL TRAINING

It is the policy of the Cape Vincent Police Department (CVPD) that all sworn officers will receive at least twenty-one (21) hours of in-service training annually, to remain in compliance of DCJS mandates. This training will be done in conjunction with the City of Watertown Police Department (WPD) and the Jefferson County Sheriff's Office (JCSO), as training availabilities provide.

Part of the twenty-one (21) hours must be devoted to the following areas:

- Firearms Training / Range / Reality Based Training
- Subject Management / Use of Force Review
- Use of Deadly Force Review
- Legal Updates
- Blood borne Pathogen / Hepatitis Awareness Review / Radiological
- Taser Training
- Workplace Violence Prevention
- Collapsible Baton
- Oleoresin Capsicum Aerosol Training
- CPR and/or First Aid Training
- Sexual Harassment Training
- Policy and Procedure Manual updates

CVPD will also review certain policies on a yearly basis and attend online training classes offered by NYS DCJS and other web-based training platforms. These training sessions and policies will include the following:

- NYS DCJS Hate Crime Policy
- Cape Vincent Police Department Duty to Intercede Policy
- Online NYC DCJS training opportunities



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- Implicit Bias/Racial Profiling Training
- De-Escalation Training
- Community and Public Input
- Mental Health and Hygiene Situations

Community and Public Input - CVPD will encourage, collect and review input and interviews from the public throughout the year. Collaborative partnerships between CVPD and the individuals and organizations the agency serves will be used to develop solutions to problems and increase trust between law enforcement and the community.

Mental Health and Hygiene Situations - CVPD recognizes that mental health and hygiene are of great importance, not only for members of the public, but also for the members of our police department.

Public: It is CVPD policy to take appropriate action when a person appears to be stricken by a mental illness and conducting themselves in a manner which is likely to result in serious harm to that person or others. This may result with our officer(s) taking custody of the individual to prevent said harm. Officers are trained to use the least amount of force necessary to safely take people into custody. We further recognize that experiencing a mental health crisis does not constitute a crime, and should be handled in the most appropriate manner. All efforts should be made to connect people in crisis with the appropriate services and avoid the need for police custodial interventions.

Department Personnel: CVPD also recognizes that law enforcement is a highly stressful occupation with higher-than-average rates of alcohol abuse, divorce and other stress related issues. Our agency promotes strong emotional health and mental wellness, which can be achieved through exercise and healthy living. The Village also



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provides any officer the ability to contact Employee Assistance Programs if needed. These services are available 24/7, 365 days a year, to any employee experiencing a crisis.

According to the Governor's directive, "the program should include training and equipping officers with overdose reversal drugs like Naloxone". Narcan has been issued to our officers since 2019.

Citizen and Internal Complaints - It is the policy of the Cape Vincent Police Department to establish and regularly update policies and procedures for accepting civilian complaints and standards that define the authority, policy and procedures for receiving, accepting, reporting, and conducting internal investigations. These policies and procedures also define the authority and responsibility delegated to departmental supervisors for the maintenance of any discipline deemed necessary. A positive public image is of great value to this agency. A professional and courteous response to any allegations of inappropriate conduct by members is a vital step toward maintaining agency integrity. The Cape Vincent Police Department shall at a minimum:

1. Promptly, competently, professionally and impartially investigate all complaints relative to the department or its members' responses to the needs of the community.
2. Take the most appropriate corrective action. This will result in disciplinary action in any case where thorough investigation substantiates a violation of the law; or orders, rules, regulations, policies or procedures established by the Cape Vincent Police Department.
3. CVPD encourages citizens to report legitimate complaints regarding inappropriate conduct by its department members. Department members shall receive complaints courteously and



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shall handle them efficiently. Complaints, regardless of their nature, can be received in person, by mail, by email, or by phone at any time.

4. If it is determined that a proper investigation will best be handled by another agency, that contact will be made without delay. Other agencies that may be approached for assistance include the Jefferson County Sheriff's Office, the New York State Police and/or the Jefferson County District Attorney's Office.



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RECOMMENDATIONS

*** TBD following March 9, 2021 meeting ***

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COMMUNITY SURVEY RESULTS

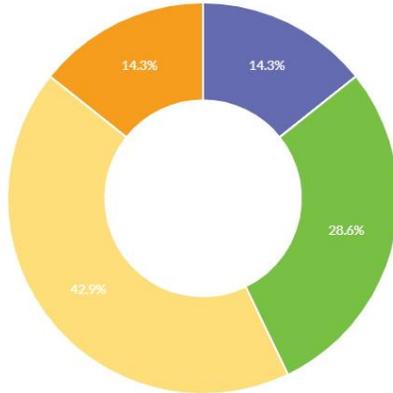
October 21, 2020 – January 1, 2021



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Q1 To what extent does your law enforcement agency develop relationships with community members (e.g., residents, organizations, and groups)?
Multiple Choice



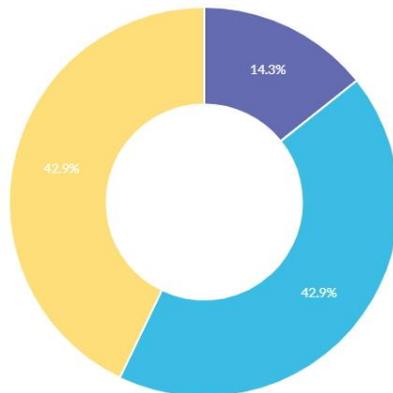
Choice	Total
Not at all	1
A little	0
Somewhat	2
A lot	3
To a great extent	1

Unanswered
0

Answered
7

[See all answers >](#)

Q2 To what extent does your law enforcement agency regularly communicate with community members (e.g., websites, e-mails, or public meetings)?
Multiple Choice



Choice	Total
Not at all	1
A little	3
Somewhat	0
A lot	3
To a great extent	0

Unanswered
0

Answered
7

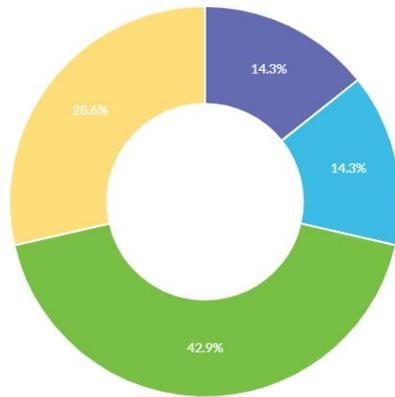
[See all answers >](#)



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Q3 To what extent does your law enforcement agency make it easy for community members to provide input (e.g., comments, suggestions, and concerns)?
Multiple Choice



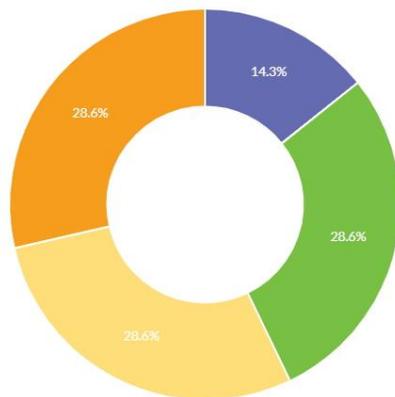
Choice	Total
Not at all	1
A little	1
Somewhat	3
A lot	2
To a great extent	0

Unanswered
0

Answered
7

[See all answers >](#)

Q4 To what extent does your law enforcement agency work together with community members to solve local problems?
Multiple Choice



Choice	Total
Not at all	1
A little	0
Somewhat	2
A lot	2
To a great extent	2

Unanswered
0

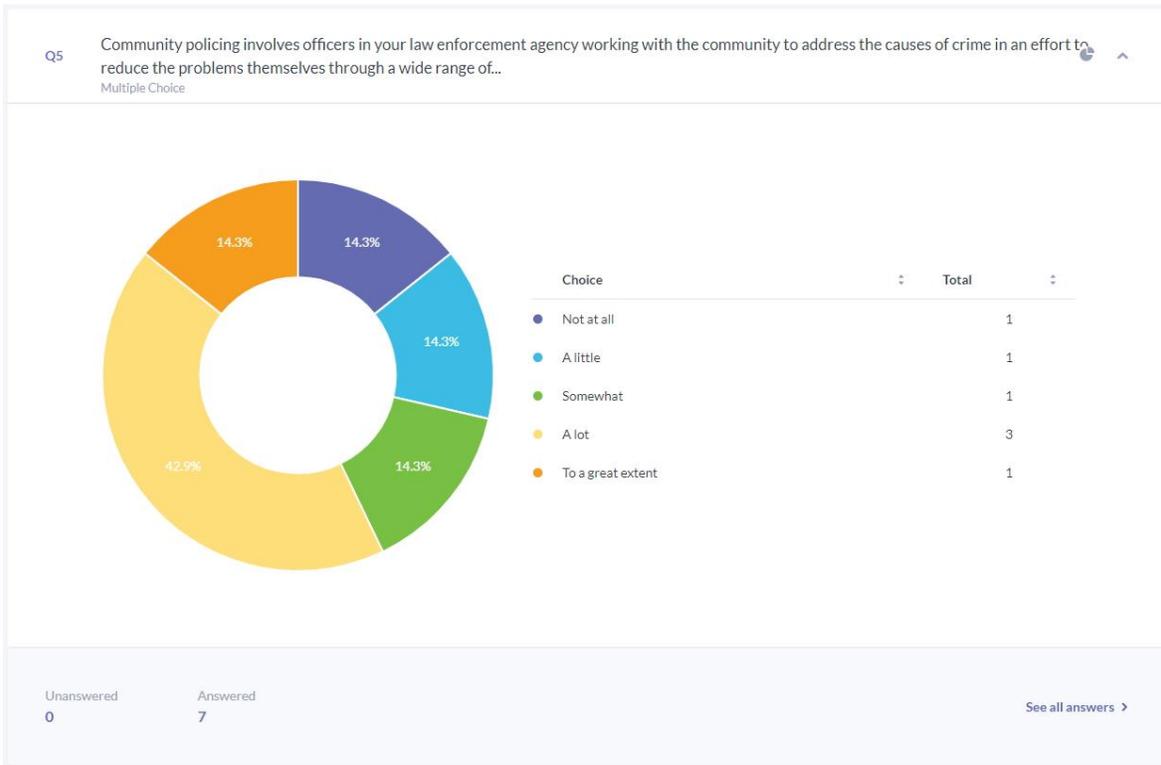
Answered
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[See all answers >](#)



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Q6 Please select the three (3) issues you think are the greatest problems within your community. Burglaries/thefts (auto)Burglaries/thefts (residential)Child abuseChild sexual predators / Internet...

Essay

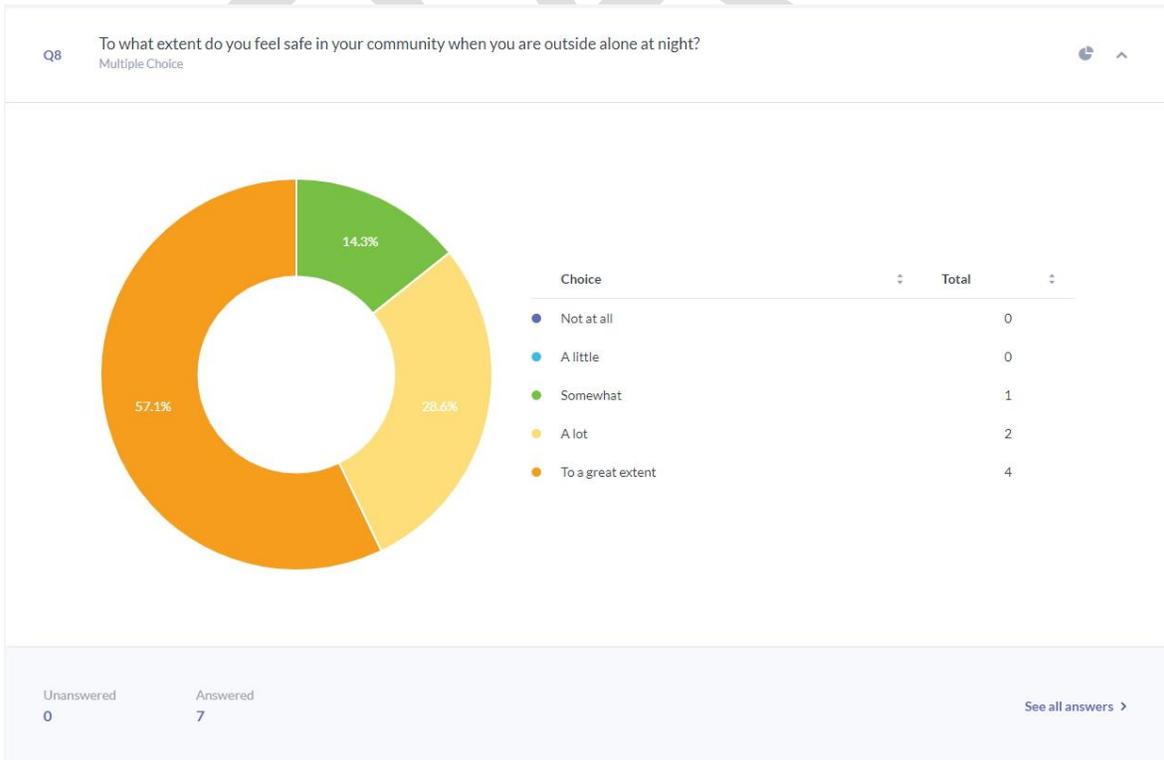
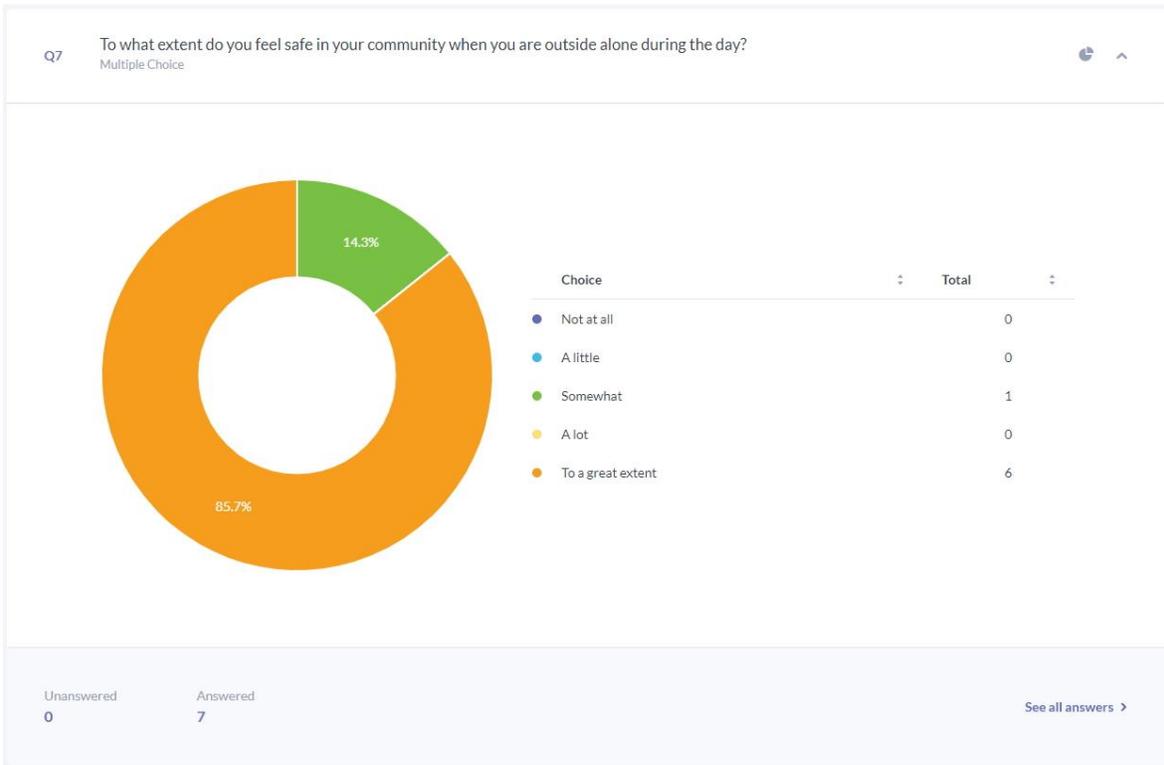
Date	Answers
Oct 28, 2020	burglaries, noise violations, school safety
Oct 26, 2020	Traffic Issues, Domestic Issues
Oct 26, 2020	illegal/prescription drug abuse
Oct 24, 2020	speeding and drug abuse.
Oct 22, 2020	Burglaries Disorderly conduct Physical assault
Oct 21, 2020	Traffic issues / residential speeding noise violations - occasional (summer) Burglaries/thefts

Unanswered: 1 | Answered: 6 | See all answers >



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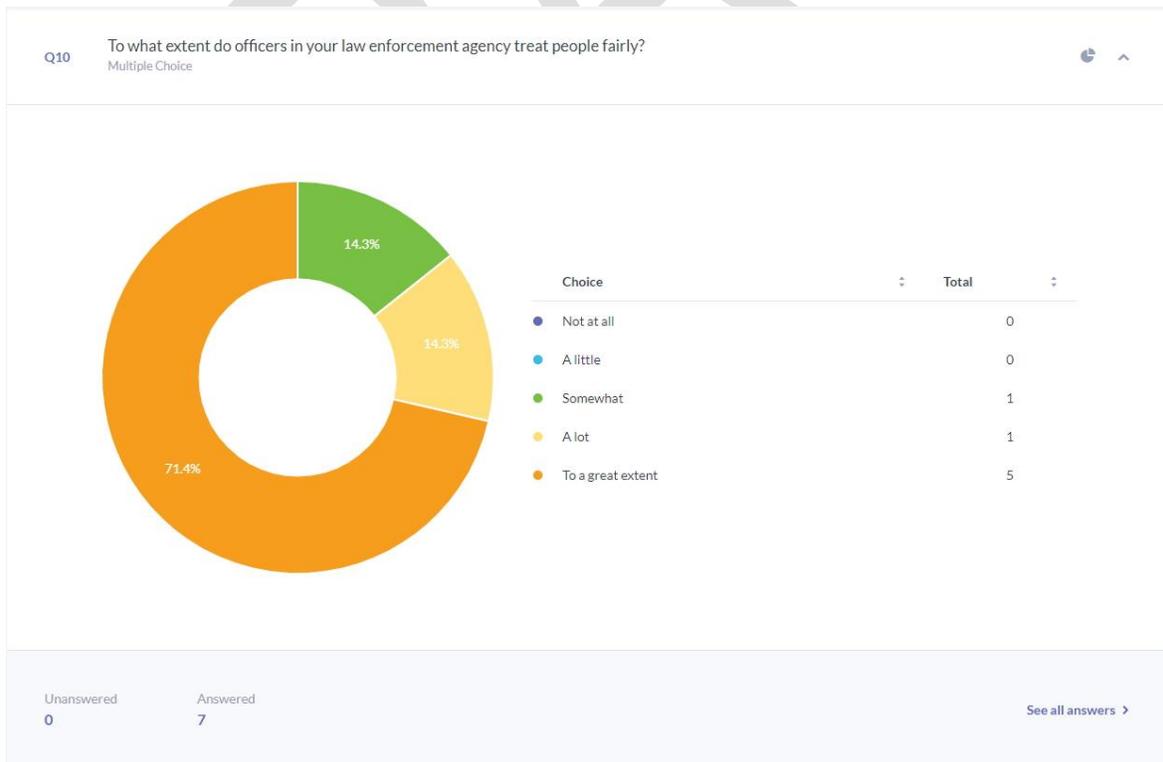
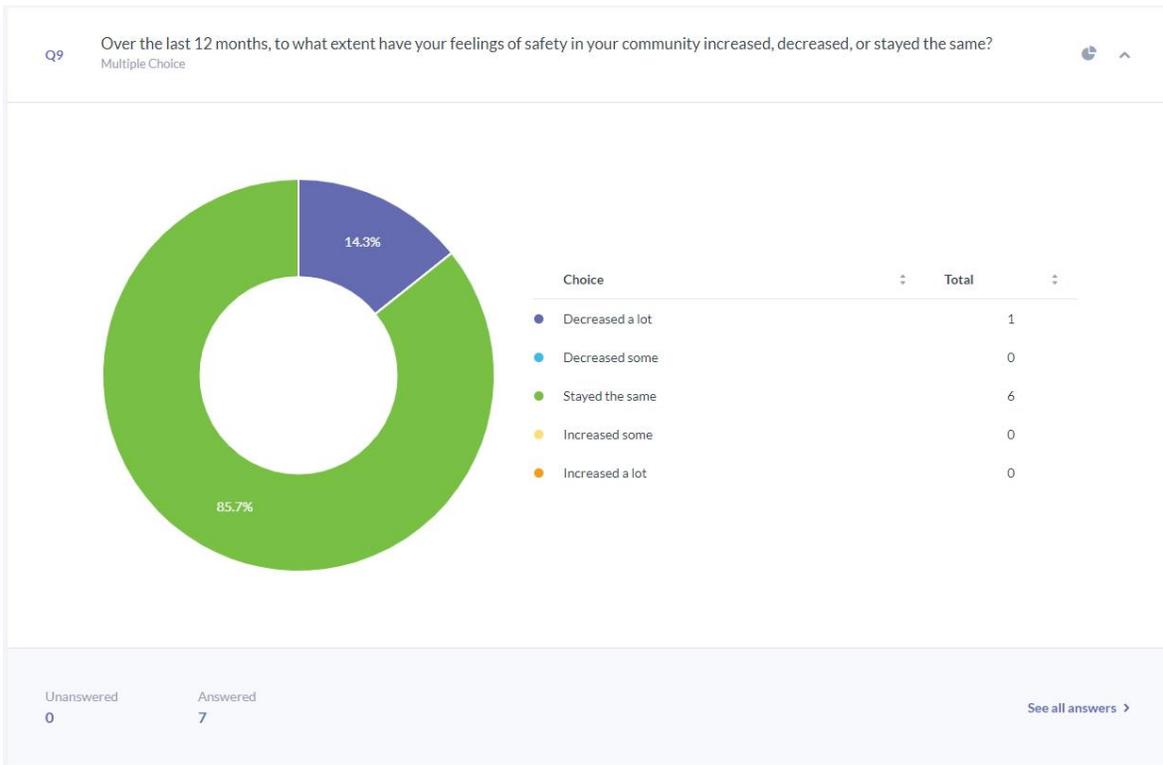
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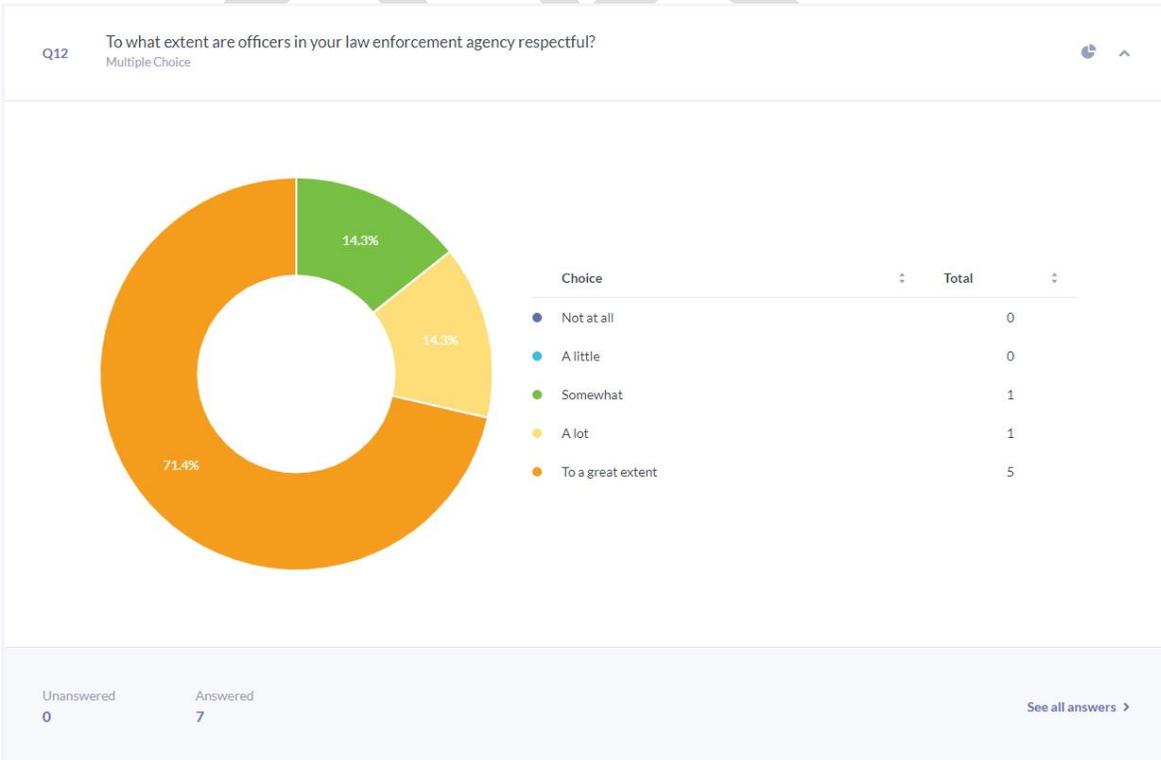
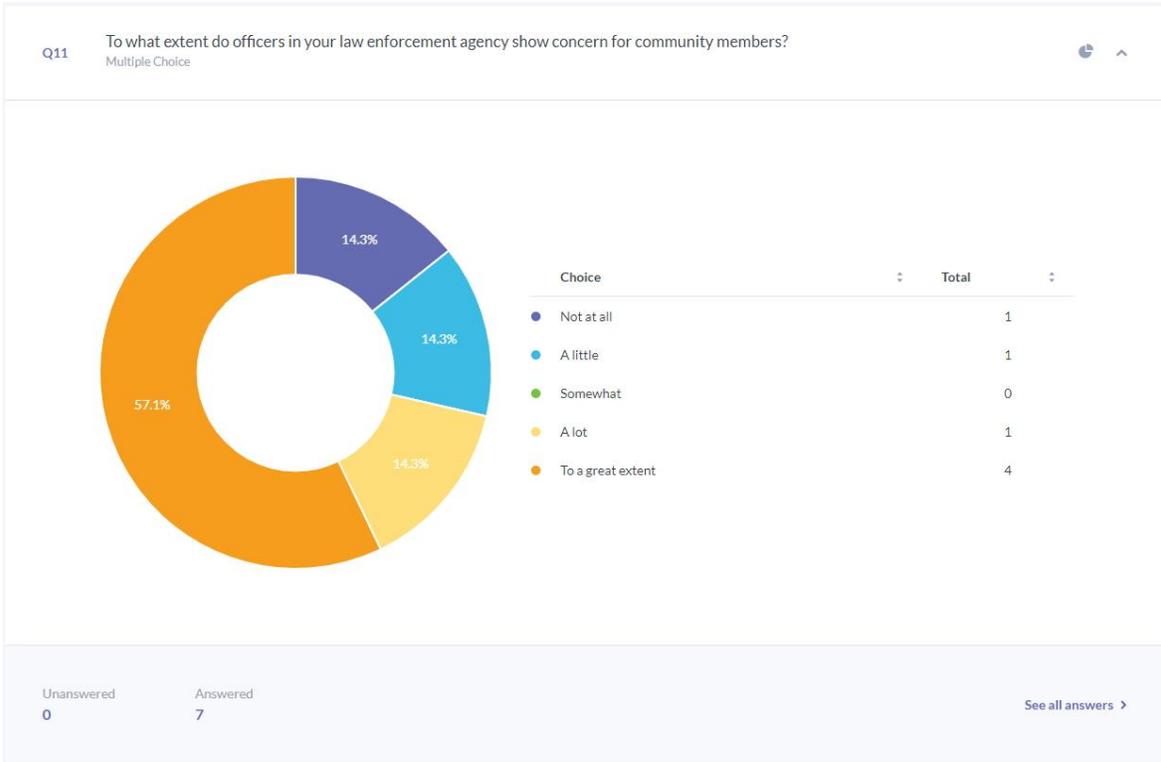
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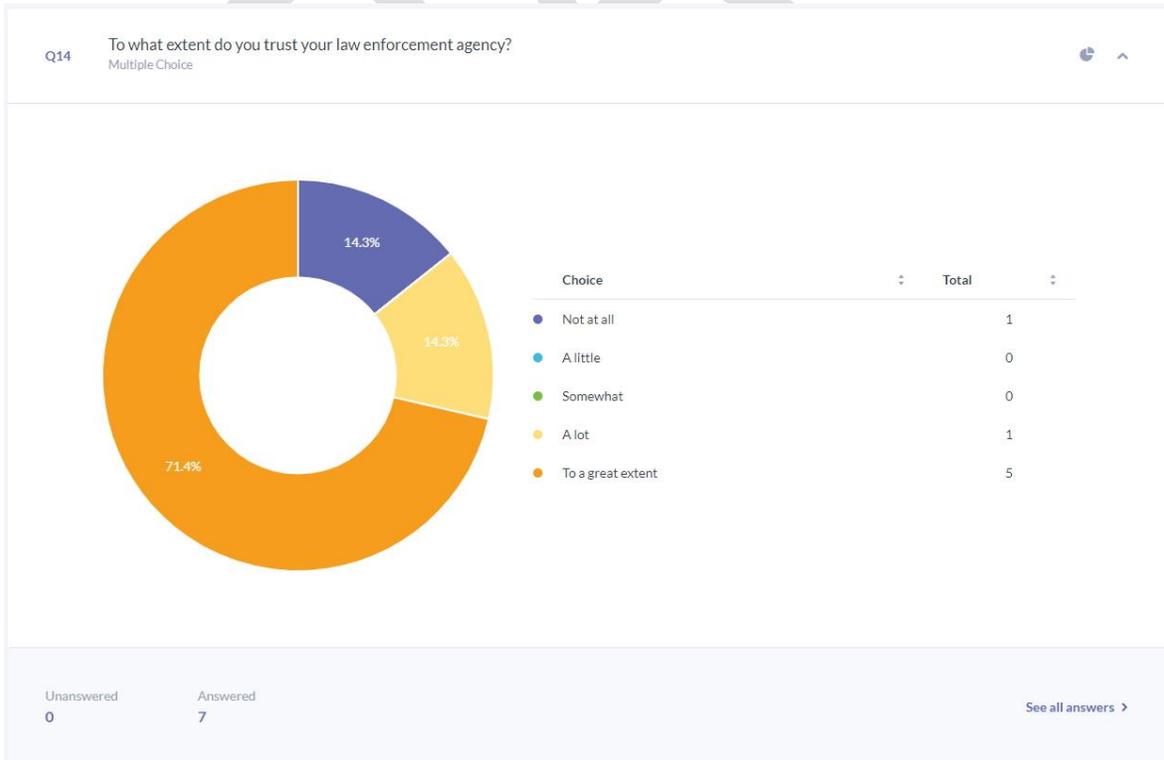
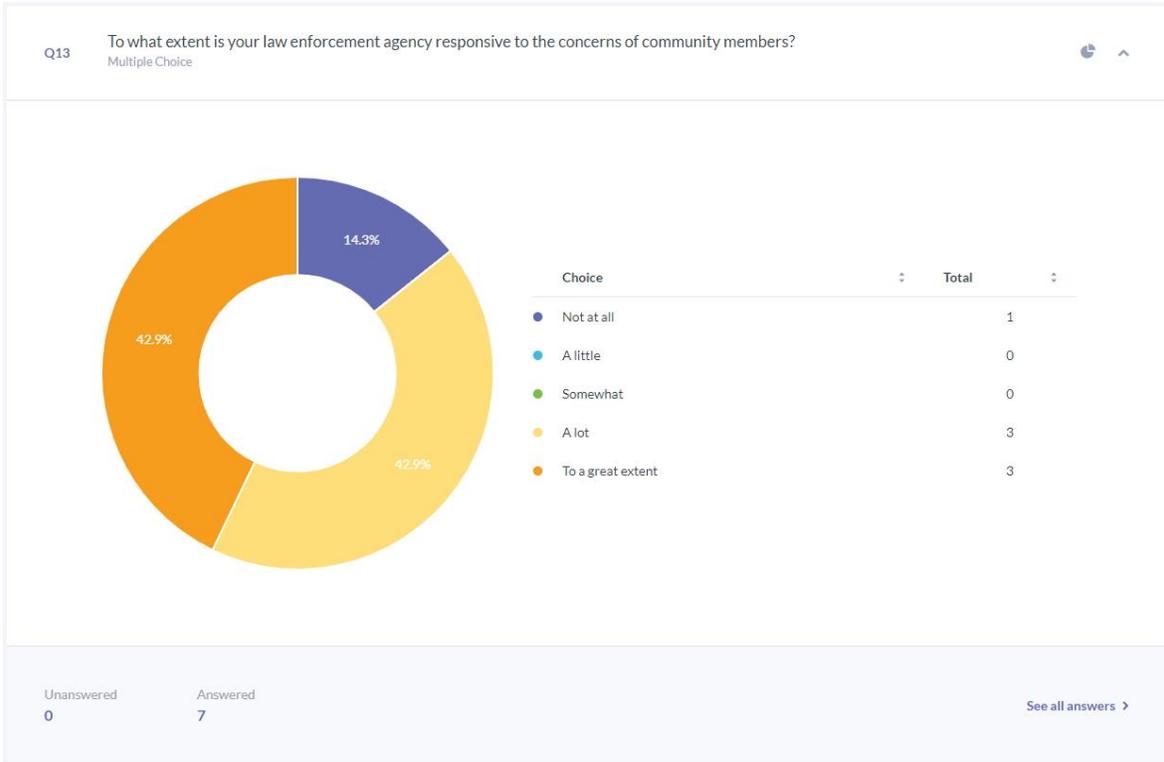
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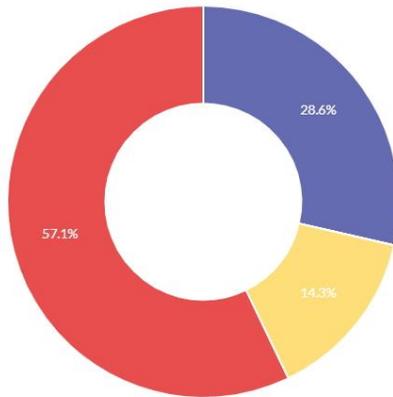




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Q15 If you had contact with an officer in your law enforcement agency during the past 12 months, to what extent did the officer sufficiently explain his or her actions and procedures?
Multiple Choice



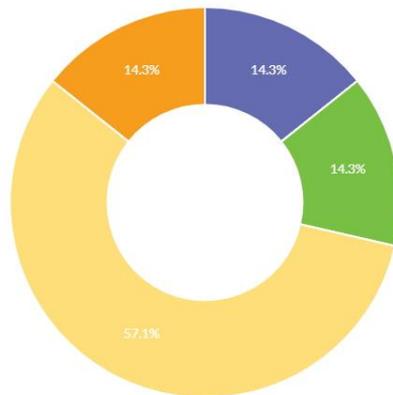
Choice	Total
Not at all	2
A little	0
Somewhat	0
A lot	1
To a great extent	0
N/A	4

Unanswered
0

Answered
7

[See all answers >](#)

Q16 To what extent is your law enforcement agency effective at proactively preventing crime?
Multiple Choice



Choice	Total
Not at all	1
A little	0
Somewhat	1
A lot	4
To a great extent	1

Unanswered
0

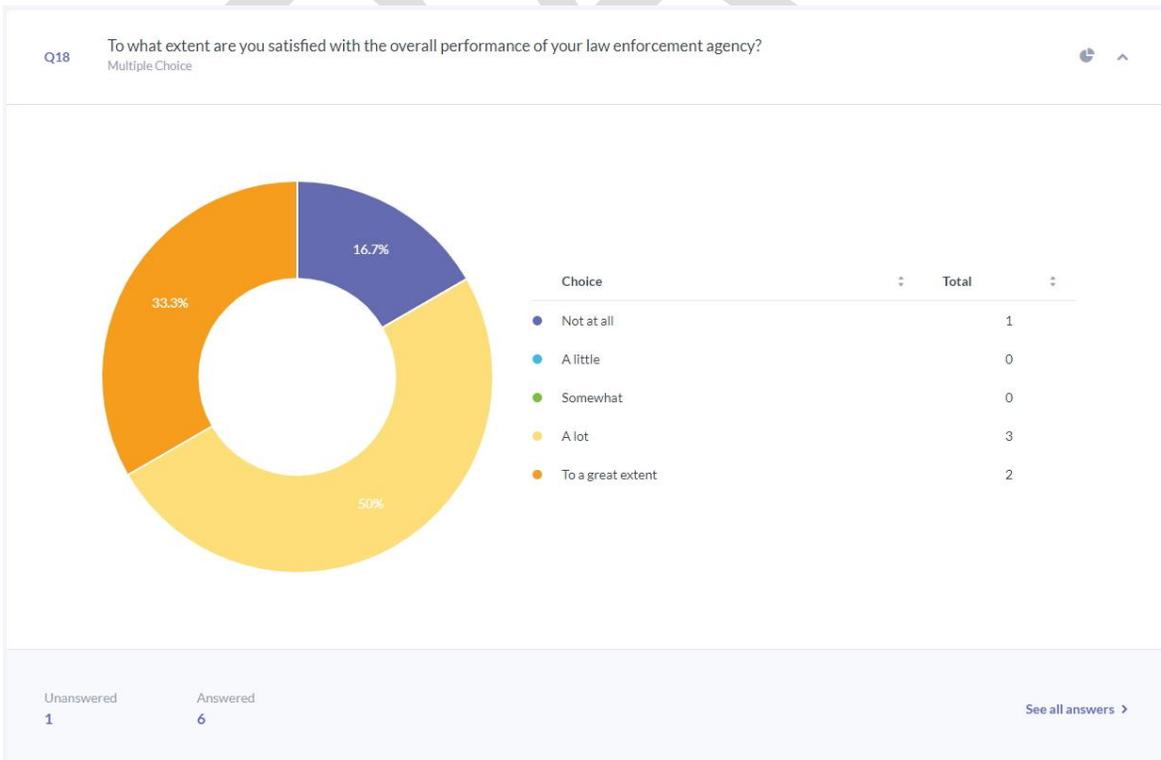
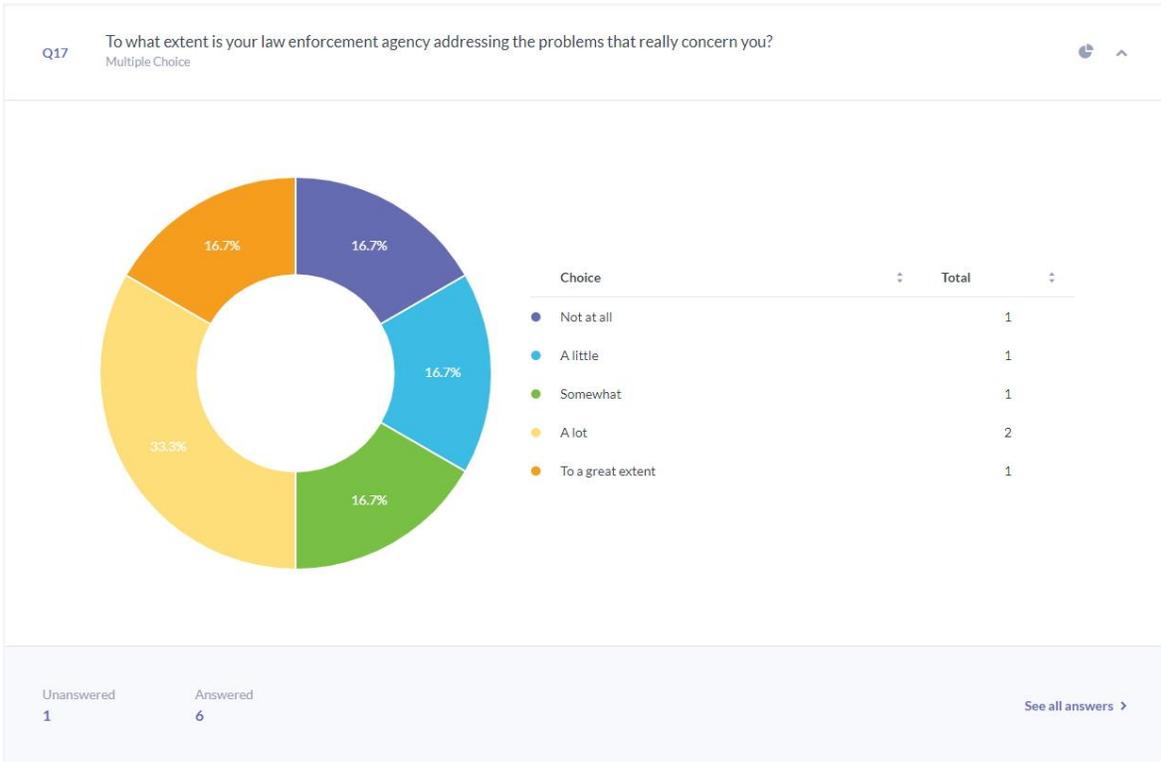
Answered
7

[See all answers >](#)



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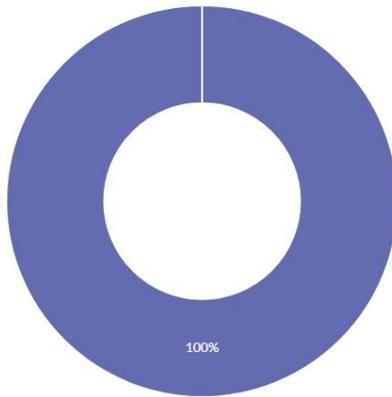




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Q19 How many times in the past 12 months have you had contact with your law enforcement agency for traffic issues (e.g., citation, warning, or vehicle crash)?
Multiple Choice



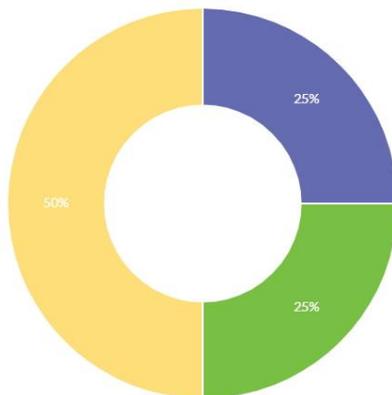
Choice	Total
0 times-if 0 times-skip next question	7
1-2 times	0
3-4 times	0
5-6 times	0
7 or more times	0

Unanswered
0

Answered
7

[See all answers >](#)

Q20 To what extent are you satisfied with your interaction(s) with your law enforcement agency for traffic issues?
Multiple Choice



Choice	Total
Very dissatisfied	1
Dissatisfied	0
Neither satisfied nor dissatisfied	1
Satisfied	2
Very satisfied	0

Unanswered
3

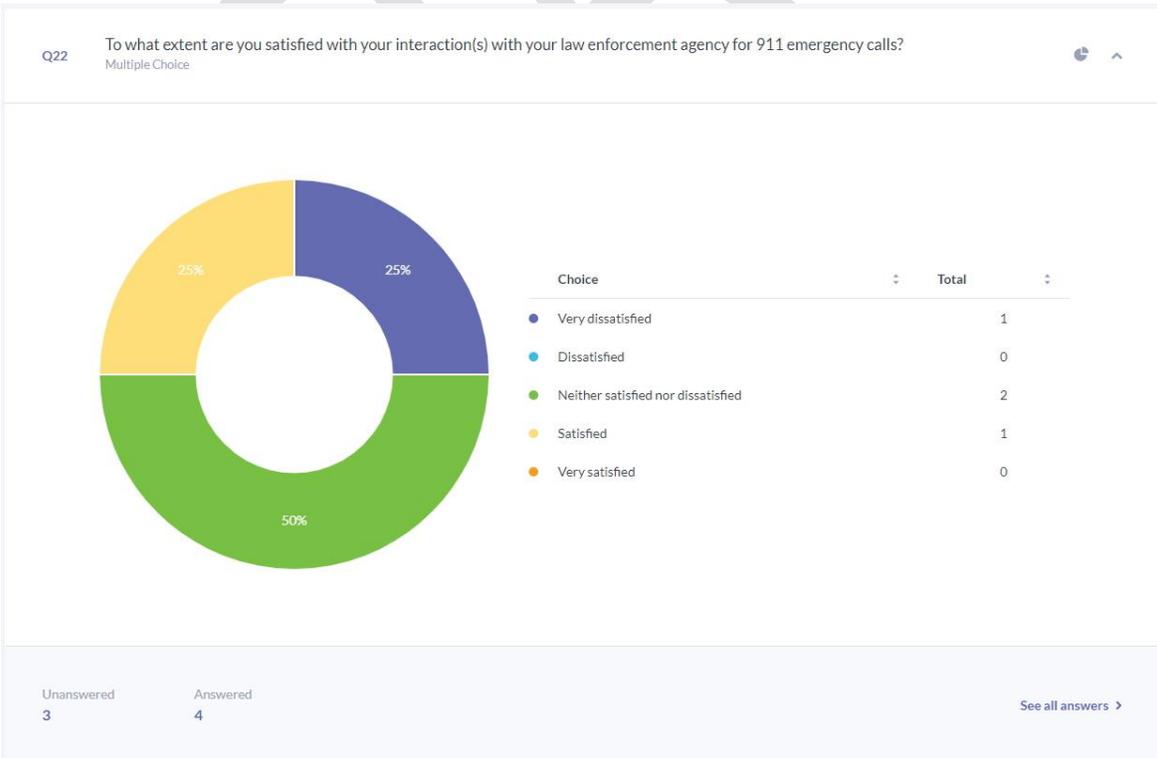
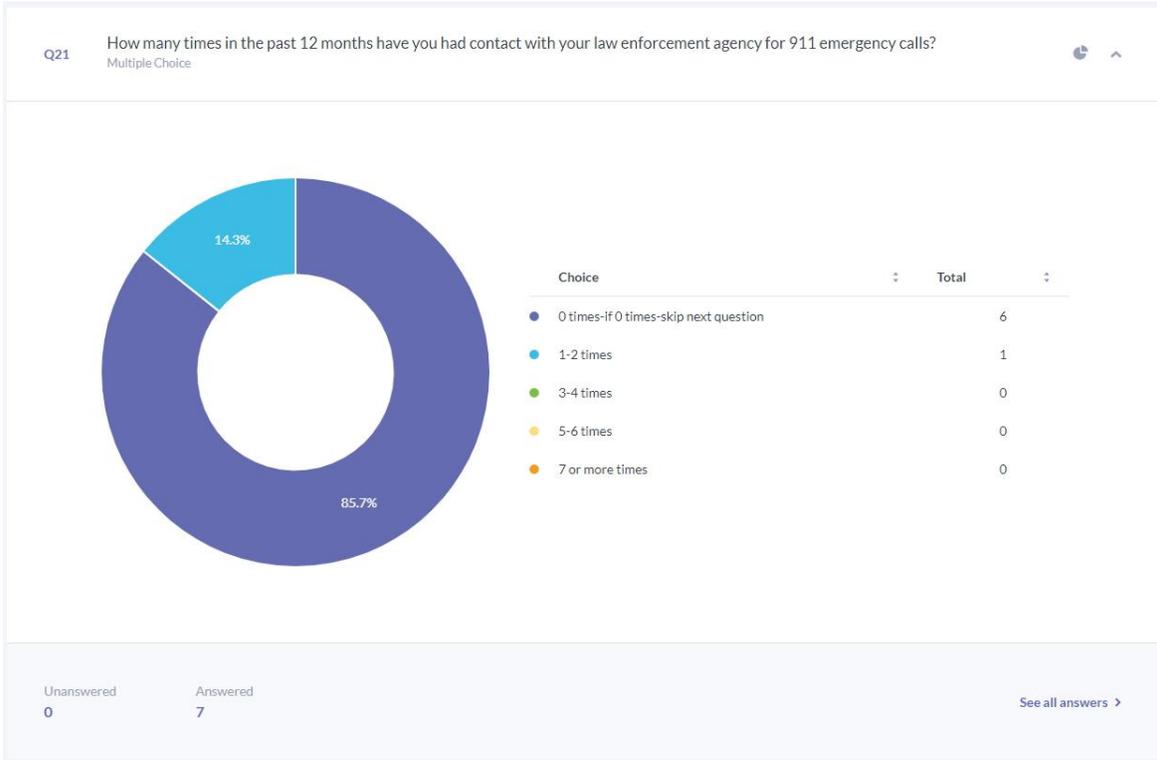
Answered
4

[See all answers >](#)



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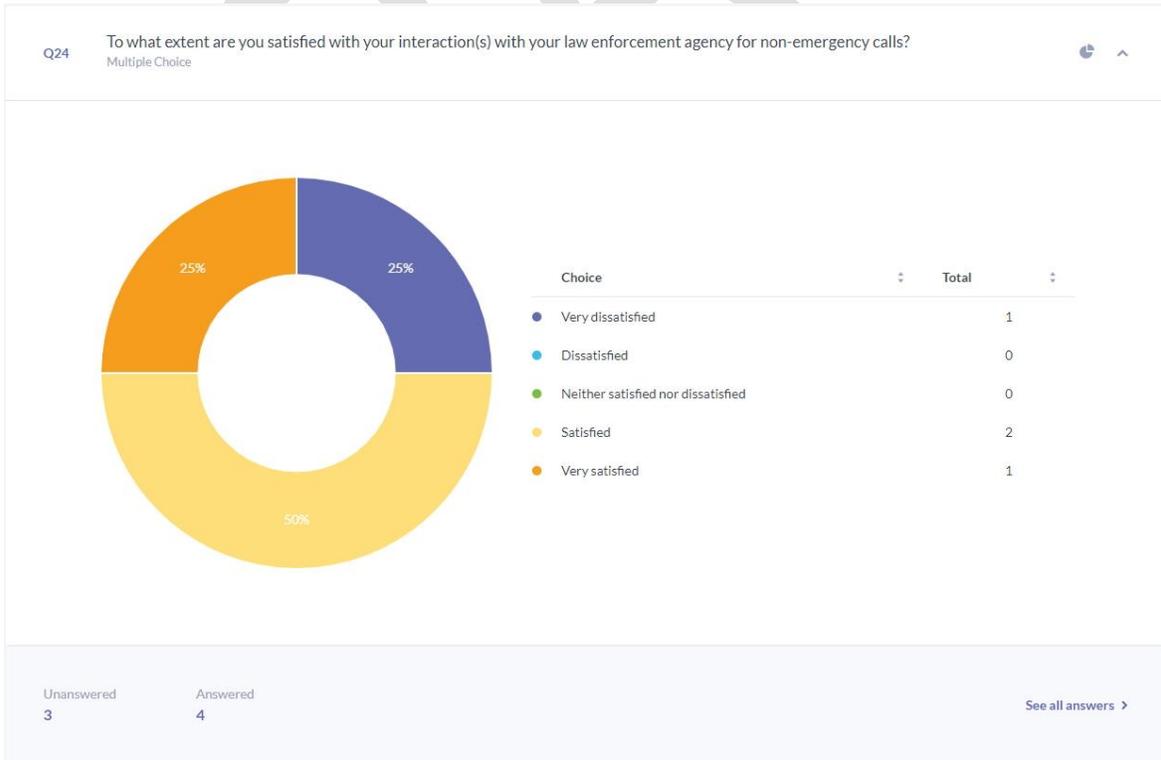
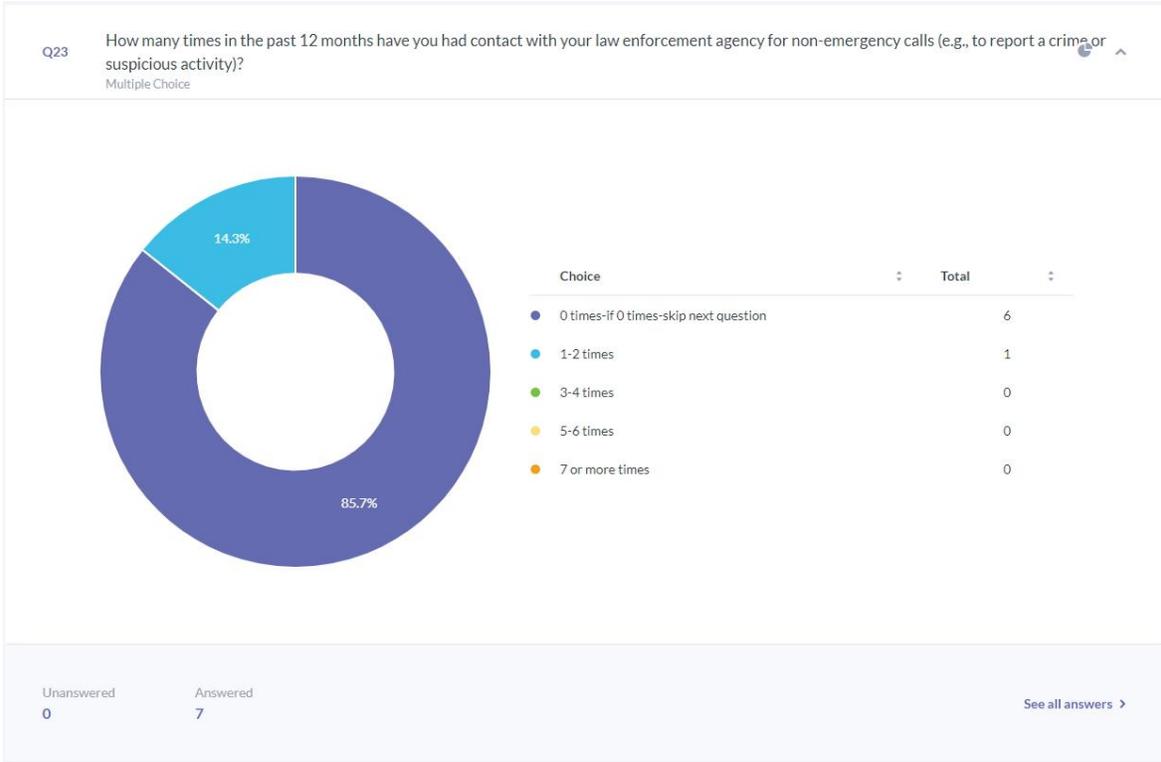
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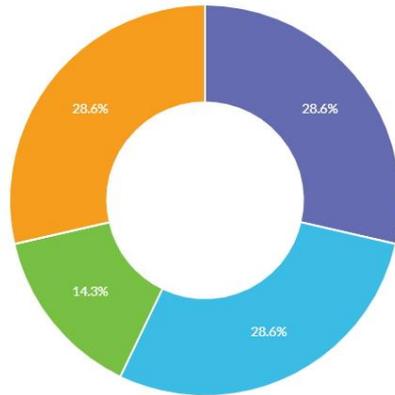
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Q25

How many times in the past 12 months have you had contact with your law enforcement agency for other contacts or interactions (e.g., attend a community meeting or talk to an officer on patrol)?

Multiple Choice



Choice	Total
0 times-if 0 times-skip next question	2
1-2 times	2
3-4 times	1
5-6 times	0
7 or more times	2

Unanswered
0

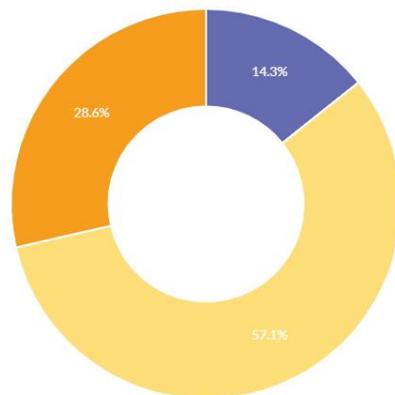
Answered
7

[See all answers >](#)

Q26

To what extent are you satisfied with your interaction(s) with your law enforcement agency for other contacts or interactions?

Multiple Choice



Choice	Total
Very dissatisfied	1
Dissatisfied	0
Neither satisfied nor dissatisfied	0
Satisfied	4
Very satisfied	2

Unanswered
0

Answered
7

[See all answers >](#)



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Q27 How many years have you lived in Cape Vincent? _ years
Essay

Date	Answers
Nov 10, 2020	11
Oct 28, 2020	18
Oct 26, 2020	14
Oct 26, 2020	2
Oct 24, 2020	7
Oct 22, 2020	6
Oct 21, 2020	42

Unanswered 0 Answered 7 [See all answers >](#)

Q28 What is your gender?
Multiple Choice

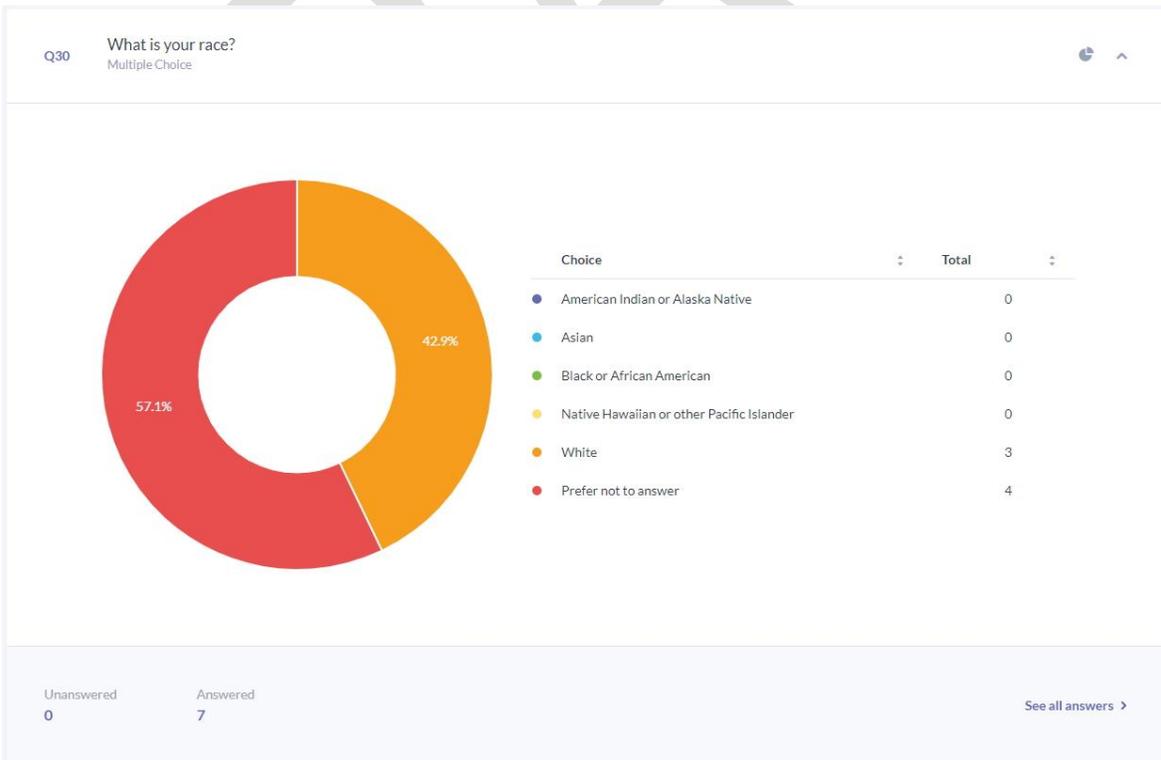
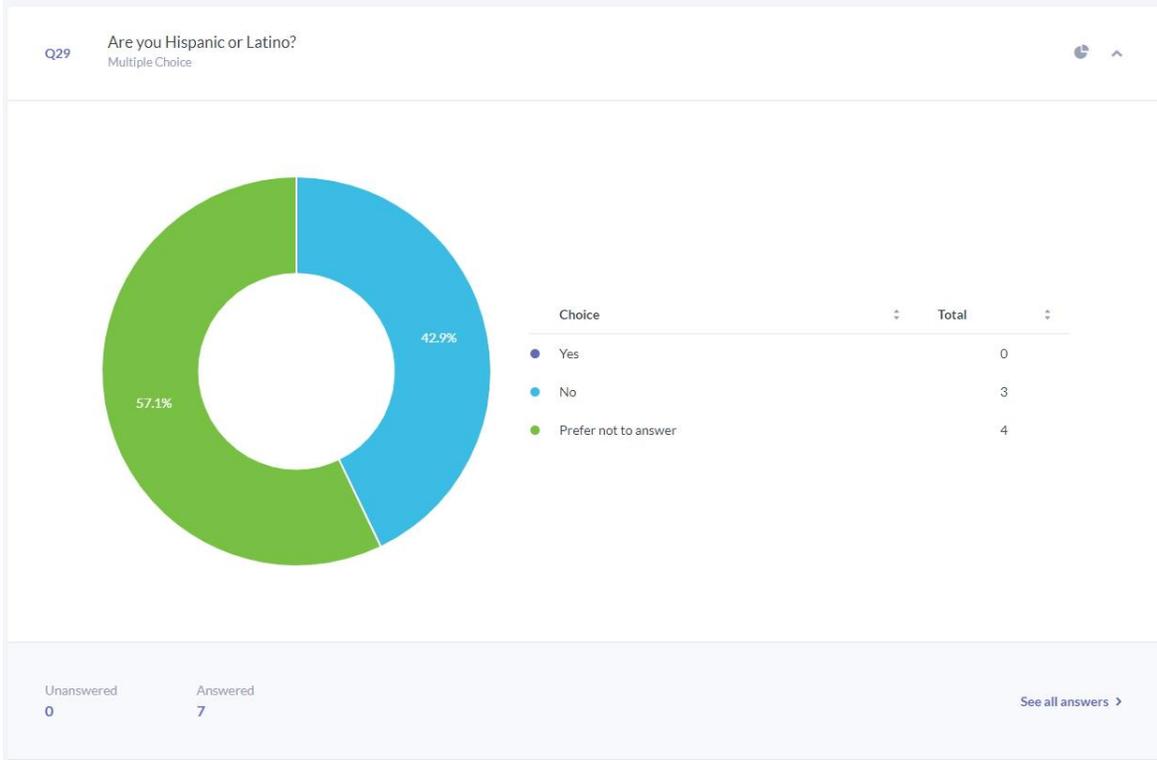
Choice	Total
Male	1
Female	3
Prefer not to answer	3

Unanswered 0 Answered 7 [See all answers >](#)



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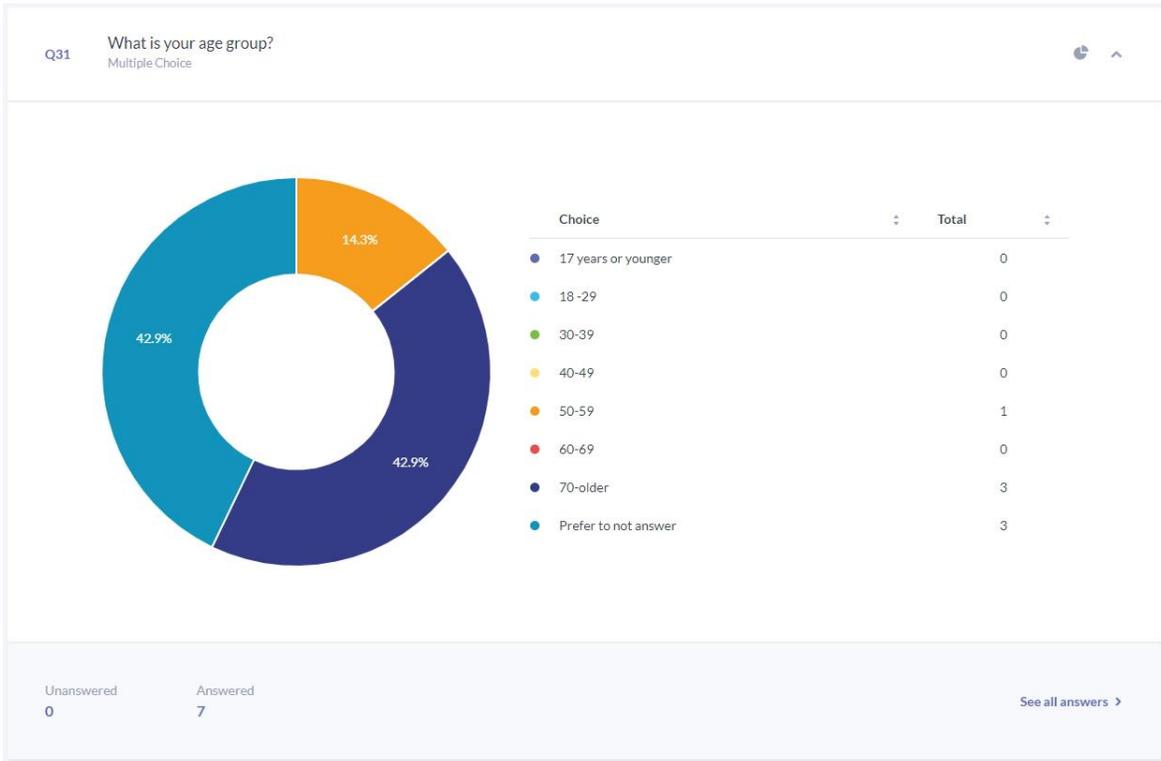
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CONCLUSION

This report is respectfully submitted by Officer-In-Charge Shaun Cuddeback. It is intended to spark conversations with the residents of the Village of Cape Vincent. Constructive suggestions, comments, and ideas concerning this community, as well as positive and negative feedback are all welcomed. A link to this report, including a list of community stakeholders present at the March 9, 2021 meeting and reform recommendations offered, will be posted, and made available on the Village website from Friday, March 12, 2021 through Monday, March 22, 2021.

The final report will be presented to the Cape Vincent Village Board of Trustees on Tuesday, March 23, 2021 in the form of a resolution to be passed in accordance with Governor Cuomo's Executive Order 203. The final report will be filed with New York State by April 1, 2021.