



STATE OF NEW YORK  
DIVISION OF CRIMINAL JUSTICE SERVICES  
OFFICE OF PROBATION AND CORRECTIONAL ALTERNATIVES  
80 Wolf Road  
Albany, New York 12205  
<http://criminaljustice.state.ny.us>

SEAN M. BYRNE  
ACTING COMMISSIONER

ROBERT M. MACCARONE  
DEPUTY COMMISSIONER  
AND DIRECTOR  
(518) 485-7692  
(518) 485-5140 FAX

Honorable Michael P. Hein  
Ulster County Executive  
Ulster County Office Building  
244 Fair Street  
P.O. Box 1800  
Kingston, NY 13601

July 6, 2010

Dear County Executive Hein:

On November 18, 2009, Governor David A. Paterson signed into law the Child Passenger Protection Act or Chapter 496 of the Laws of 2009, referred to as "Leandra's Law". As you are aware, this important new law will help reduce drunken driving in New York State and promote traffic and community safety. "Leandra's Law" charged the NYS Division of Probation and Correctional Alternatives with the responsibility to promulgate regulations governing the monitoring of compliance by persons ordered to install and maintain ignition interlock devices on vehicles they own or operate. These regulations were promulgated as emergency regulations on April 23, 2010. Section 358.4 of these regulations requires that every County establish an ignition interlock program plan with respect to usage of ignition interlock devices and monitoring the compliance of an operator subject to installation of an ignition interlock device as directed by the sentencing court.

In order to facilitate this process, the Office of Probation and Correctional Alternatives (OPCA) prepared a simple plan document, which was largely prescriptive in format to ease preparation and submission. OPCA has received your plan and very much appreciates its timely submission. We have carefully reviewed and hereby approve your plan. I would like to take this opportunity to compliment you on its thoroughness, the extensive level of cooperation you received in its preparation and the incorporation of forms into the plan. Your plan indicates that Ulster County will be well-positioned to implement the new law on August 15<sup>th</sup>.

I would like to take this opportunity to make a few observations regarding the new statewide ignition interlock initiative and the newly promulgated regulations. In the process of crafting the new regulations the workgroup learned that first time offenders have a relatively low recidivism rate and are not likely to need the higher levels of technology and scrutiny offered by Class III devices. Additionally, there was a lot of feedback from counties concerning the cost of the

devices and what they perceived would be high rates of “unaffordability”. Given these factors the workgroup crafted regulations that allow for different levels of devices with different levels of costs so that monitors can match risk with appropriate devices. Higher risk cases can receive higher Class devices and lower risk cases can receive lower Class devices. The selection of all Class III devices for both probation and conditional discharge cases could inflate the cost to operators and increase the number of waivers granted by the court due to the increased cost of the devices, without providing the commensurate increase in public safety. As counties move forward with the implementation of the interlock initiative, OPCA recommends that the monitors of both the probation and conditional discharge cases be allowed the flexibility to choose the Class of device for each operator so they can align the risk of the operator with the appropriate level of device.

OPCA looks forward to our continued work together as we implement this new public safety measure. Should you have any questions please feel free to call or e-mail Walter Cogswell at 518-485-5168 or [Walter.Cogswell@dpc.state.ny.us](mailto:Walter.Cogswell@dpc.state.ny.us).

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert M. Maccarone".

Robert M. Maccarone  
Deputy Commissioner and Director

c Melanie S. Mullins, Probation Director  
John Miller, STOP-DWI Coordinator

# New York State Division of Criminal Justice Services

Office of Probation and Correctional Alternatives

## Ignition Interlock Program Plan Amendment

County: Ulster

Date Last Full Plan Submitted: June 15, 2010

Date Amended / Modified: June 23, 2010

Amended / Modified as Follows:

Section 9 of original submission was replaced with following:

Section 9) The vendor will notify the Monitor of the following negative events via email. The Monitor will then notify the appropriate Court and DA as specified in the attached table.

Type of event	Failure Report Recipients	Notification Method	Notification Timeframe
Operator failed to install IID	Appropriate Court, DA	email	with-in three days of learning of the event
Operator Not Complied with service visit requirements	Appropriate Court, DA	email	with-in three days of learning of the event
Report of Alleged tampering or attempt a circumvention	Appropriate Court, DA	email	with-in three days of learning of the event
Report of failed rolling re-test, BAC =0.05%	Appropriate Court, DA	email	with-in three days of learning of the event
Report of a missed rolling re-test, BAC = 0.05%	Appropriate Court, DA	email	with-in three days of learning of the event
Report of lockout	Appropriate Court, DA	email	with-in three days of learning of the event



**New York State**  
**Division of Probation and Correctional Alternatives (DPCA)**

# **IGNITION INTERLOCK PROGRAM PLAN**

**DAVID A. PATERSON**  
**GOVERNOR**



**ROBERT MACCARONE**  
**STATE DIRECTOR**



**ULSTER COUNTY IGNITION INTERLOCK PROGRAM PLAN**

**INSTRUCTIONS:** In accordance with New York State Division of Probation and Correctional Alternatives (DPCA) Rules and Regulations 9 NYCRR Section 358.4, every county, and the City of New York, shall establish an ignition interlock program plan with respect to the usage of ignition interlock devices and monitoring compliance of any operator subject to the condition of an ignition interlock device as directed by a sentencing court. Such plan shall be approved, as applicable, by the county executive, county administrator, etc., and in cities with a population of one million or more, the mayor, and become effective on or before August 15, 2010. **The plan shall be filed with DPCA no later than June 15, 2010.** Where a plan has been amended by the county/city, it shall be promptly filed with DPCA in advance of its new effective date. Please complete all portions of the attached plan and return **no later than June 15, 2010** to:

**Walter Cogswell  
Community Corrections Representative III  
NYS Division of Probation and Correctional Alternatives  
80 Wolf Road – Suite 501  
Albany, New York 12205**

**Or E-Mail**  
[Applications2010@dpca.state.ny.us](mailto:Applications2010@dpca.state.ny.us)

NOTE: This plan form has been prepared so that you may check appropriate boxes and type responses into expanding text boxes.

\*\*\*\*\*

Plan prepared by:  
Name: Melanie S. Mullins  
Title: Probation Director  
Phone Number: 845-340-3216  
E-Mail: mmul@co.ulster.ny.us  
Address: Street:733 Broadway  
City: Kingston, NY  
Zip Code: 12401

Questions about plan should be directed to:

Same as above  
Or

Name  
Phone  
E-Mail

1. Every county/city shall develop a plan in consultation with the county/city’s probation director, district attorney, and in New York City the district attorney from each of the five boroughs, sheriff or Police Commissioner where applicable, STOP–DWI Coordinator, a representative of its drinking driver program where applicable and where more than one program exists in the county, a representative designated by the county executive, a superior and local criminal court judge designated by the administrative judge for the county, and in New York City a superior and local criminal court judge designated by the deputy chief administrative judge, a representative of an agency providing legal services to those unable to afford counsel in criminal cases designated by the county executive. A county/city may consult with other persons or entities as the county executive deems appropriate with respect to development of its plan. Indicate those consulted in the preparation of this plan. Check all that apply:

- District Attorney and in NYC the District Attorney from each of the five boroughs
- Drinking Driver Program Representative
- Local Criminal Court Judge
- Police Commissioner (Specify Department \_\_\_\_\_ )
- Probation Director
- Representative of Legal Services for Indigent
- Sheriff
- STOP-DWI Coordinator
- Superior Court Judge
- Other (Specify \_\_\_\_\_ )
- Other (Specify \_\_\_\_\_ )

2. Every plan shall specify monitoring by the probation department where the operator is subject to a period of probation supervision.

- The Probation Department is designated as the monitor where the operator is subject to a period of probation.

3. Every plan shall specify the persons or entities responsible for monitoring where an ignition interlock device has been imposed pursuant to a conditional discharge. The following are designated to monitor conditional discharge cases:

- District Attorney
- Drinking Driver Program
- Police Commissioner (Specify Department \_\_\_\_\_ )
- Probation
- Sheriff
- STOP-DWI Coordinator
- TASC
- Traffic Safety Board Representative
- Other Agency or Organization\* (Specify: \_\_\_\_\_ )

\*Must be similar individual, agency or organization; cannot be a qualified manufacturer and/or installation/service provider.

Comments: (Provide any additional comments, if any, regarding the monitoring of conditional discharge cases here)

Provide contact information for your designated monitors: (attach additional pages if necessary)

Department/Agency: Ulster County Probation Contact Name: Melanie S. Mullins Phone Number: 845-340-3216 E-Mail: mmul@co.ulster.ny.us Address: Street:733 Broadway City: Kingston, NY Zip Code: 12401	Department/Agency: STOP-DWI Contact Name: John Miller Phone Number: 845-340-3448 E-Mail: jmll@co.ulster.ny.us Address: Street:UCLEC, 380 Boulevard City: Kingston, NY Zip Code: 12401
Department/Agency: Contact Name: Phone Number: E-Mail: Address: Street: City: Zip Code:	Department/Agency: Contact Name: Phone Number: E-Mail: Address: Street: City: Zip Code:

4. Every plan shall establish that where an operator is under probation supervision, the department selects the specific class and features of the interlock device from a qualified manufacturer in its region. The operator may select the model of the ignition interlock device, meeting the specific class and features selected by the probation department from a qualified manufacturer in the operator's region of residence.

This plan establishes that where an operator is under probation supervision, the department selects the specific class and features of the interlock device from a qualified manufacturer in its region. The operator may select the model of the ignition interlock device, meeting the specific class and features selected by the probation department from a qualified manufacturer in the operator's region of residence.

5. Every plan shall establish that where an operator has received a sentence of conditional discharge, the monitor shall select the class of ignition interlock device available from a qualified manufacturer in its region for any such operator. The operator may select the model of the ignition interlock device from within the class designated by the monitor from a qualified manufacturer in the operator's region of residence.

This plan establishes that where an operator has received a sentence of conditional discharge, the monitor shall select the class of ignition interlock device available from a qualified manufacturer in its region for any such operator. The operator may select the model of the ignition interlock device from within the class designated by the monitor from a qualified manufacturer in the operator's region of residence.

6. In the event more than one qualified manufacturer does business within its region, the county/city shall establish an equitable procedure for manufacturers to provide ignition interlock devices without costs where an operator has been determined financially unable to afford the costs and has received a waiver (waiver cases) from the sentencing court. The equitable procedure should be based upon the proportion of ignition interlock devices paid to each qualified manufacturer by operators in the county/city.

Describe the procedure that the county/city will utilize to ensure the equitable distribution of waiver cases among manufacturers operating in the county/city. This will require coordination between the courts and monitors.

The IIP Coordinator will maintain a record of the total number of IID's installed in the County based upon reports received from all vendors. The Court will notify The IIP Coordinator via email (or fax where email is not available) when a waiver is granted. The IIP Coordinator will assign the waiver cases to the appropriate vendor based upon the proportion of paid devices each installer reports. The IIP Coordinator will notify the appropriate Monitor when a waiver case is assigned and the vendor that the case is assigned to.

7. Every plan shall establish a distribution formula for any available funding earmarked for probation supervision and/or monitoring purposes associated with 9 NYCRR Part 358 (Handling of Ignition Interlock Cases Involving Certain Criminal Offenders).

Describe the distribution formula that the county/city will utilize for any funding specifically provided for probation supervision and/or monitoring purposes associated with DPCA Rules and Regulations 9 NYCRR Part 358. Counties may choose to distribute funds according to the percentage of cases handled by each monitoring entity.

Funds will be distributed between the Probation Department and STOP DWI ( IIP Monitoring Coordinator) according to the percentage of cases handled by each monitoring entity.

Provide contact information for fiscal officer:

Name: Paul Hewitt

Title: Director of Finance

Phone Number: (845) 340-3458

E-Mail: phew@co.ulster.ny.us

Address: Street:244 Fair Street

City: Kingston

Zip Code: 12401

8. Every plan shall establish a procedure whereby the probation department and any other monitor will be notified no later than five (5) business days from the date an ignition interlock condition is imposed by the sentencing court, any waiver of the cost of the device granted by the

sentencing court, and of any intrastate transfer of probation or interstate transfer of any case which either has responsibility to monitor. Such procedure shall also establish a mechanism for advance notification as to date of release where local or state imprisonment is imposed.

a. Describe the procedure the county/city will utilize to ensure the probation department and any other monitor will be notified of the ignition interlock condition no later than five (5) business days from the date an ignition interlock condition is imposed by the sentencing court.

The Court will email (or fax where email is not available), the IIP Order Form to the IIP Coordinator. The IIP Referral Form includes sentence information (Probation or CD), waiver status as well as basic demographic information (including address for Intra/Interstate Transfer cases) and a description of the vehicle(s) subject to IID installation. The IIP Coordinator will notify the appropriate Monitor via email, upon receipt of the IIP Order

b. Describe the procedure the county/city will utilize to ensure the probation department and any other monitor will be notified no later than five (5) business days from the date an ignition interlock condition is imposed by the sentencing court of any waiver of the cost of the device granted by the sentencing court.

The Court will email (or fax where email is not available), the IIP Order Form to the IIP Coordinator. The IIP Referral Form includes sentence information (Probation or CD), waiver status as well as basic demographic information (including address for Intra/Interstate Transfer cases) and a description of the vehicle(s) subject to IID installation. The IIP Coordinator will notify the appropriate Monitor via email, upon receipt of the IIP Order.

c. Describe the procedure the county/city will utilize to ensure the probation department and any other monitor will be notified no later than five (5) business days from the date an ignition interlock condition is imposed by the sentencing court of any intrastate transfer of probation or interstate transfer of any case which either has responsibility to monitor.

The Court will email (or fax where email is not available) the IIP Order Form to the IIP Coordinator. The IIP Referral Form includes sentence information (Probation or CD), waiver status as well as basic demographic information (including address for Intra/Interstate Transfer cases) and a description of the vehicle(s) subject to IID installation. The IIP Coordinator will notify the appropriate Monitor via email, upon receipt of the IIP Order

d. Describe the procedure the county/city will utilize for advance notification as to date of release where local or state imprisonment is imposed. Jurisdictions may wish to utilize the VINE network.

The Local Reentry Task Force Coordinator will notify the IIP Coordinator of appropriate individuals scheduled for release from DOCS. The IIP Coordinator will work with the LRTF Coordinator to ensure that the offenders to be released are provided with the necessary information to facilitate installation of the device within 10 days of release. The UC Jail Booking Office will notify the IIP Coordinator of individuals scheduled for release from the Ulster County Jail. The IIP Coordinator will work with the UC Jail Discharge Planner to ensure that

the offenders to be released are provided with the necessary information to facilitate installation of the device within 10 days of release.

9. Every plan shall establish a procedure governing failure report recipients, including method and timeframe with respect to specific notification and circumstances. Failure report recipients are all persons or entities required to receive a report from the monitor of an operator's failed tasks or failed tests pursuant to a county/city's plan which may include, but is not limited to the sentencing court, district attorney, operator's alcohol treatment provider, and the drinking driver program, where applicable. At a minimum, the procedure shall be consistent with the provisions of DPCA Rules and Regulations Section 358.7(d) with respect to sentencing court and district attorney notification of specific failed tasks and failed tests reports.

Describe the county/city plan to report operator's failed tasks or failed tests to failure report recipients. Identify report recipients, method of reporting, events to be reported, and reporting time frames.

The vendor will notify the Monitor, the Court and the District Attorney's Office in the event that the operator has not complied with service visits requirements; a report of alleged tampering with or circumventing an ignition interlock device or an attempt thereof; a report of a failed start-up re-test; a report of a missed start-up re-test; a report of a failed rolling re-test; a report of a missed rolling re-test; and/or a report of a lockout mode. Notification will be via email to all parties and will occur no later than three business days from the date of the previously mentioned events. In addition, the Monitor will notify the Court and the District Attorney's Office via email when the operator has failed to have installed the ignition interlock device on his/her own vehicle(s) or vehicle(s) which he/she operates.

#### Acknowledgement

This Ignition Interlock Program Plan has been developed in accordance with NYS Division of Probation and Correctional Alternatives Rules and Regulations Part 358.

County Executive Signature: \_\_\_\_\_

Title of County Executive: County Executive

Date