

REQUEST FOR LEGISLATIVE ACTION
EXECUTIVE OFFICE

FEB 13 2019

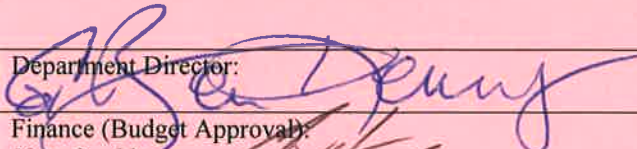


Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20098

Sponsor(s): Jeanie Lauer

Date: March 11, 2019

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: A resolution authorizing the transfer of \$237,726.00 from Sheriff's Office Department of Corrections overtime (2701-5030) to Sheriff's Office Department of Corrections regular salaries (2701-5010) for the purpose of creating three positions, one supervisor and two deputies, to serve as a transitional team for Sheriff's operations within the Department of Corrections.</p>																						
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$237,726.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$237,726.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$237,726.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td>FROM: 001-2701-5030</td> <td>\$237,726.00</td> </tr> <tr> <td>TO: 001-2701-5010</td> <td>\$237,726.00</td> </tr> <tr> <td>001-2701-5010 Salaries</td> <td>\$183,642.00</td> </tr> <tr> <td>001-2701-5060 Insurance</td> <td>\$50,484.00</td> </tr> <tr> <td>001-2701-7190 Wearing Apparel</td> <td>\$3600.00</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$237,726.00	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$237,726.00	Amount budgeted for this item * (including transfers):	\$237,726.00	Source of funding (name of fund) and account code number;		FROM: 001-2701-5030	\$237,726.00	TO: 001-2701-5010	\$237,726.00	001-2701-5010 Salaries	\$183,642.00	001-2701-5060 Insurance	\$50,484.00	001-2701-7190 Wearing Apparel	\$3600.00		
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date):</p>																						
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Captain David Epperson, Commander, (816) 541-8017</p>																						
<p>REQUEST</p>																							

SUMMARY	A resolution authorizing the transfer of \$237,726.00 from Sheriff's Office Department of Corrections overtime (2701-5030) to Sheriff's Office Department of Corrections regular salaries (2701-5010) for the purpose of creating three positions, one supervisor and two deputies, to serve as a transitional team for Sheriff's operations within the Department of Corrections.	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: 	Date: 1-2 Feb 2019
	Finance (Budget Approval): If applicable 	Date: 2/13/2019
	Division Manager: 	Date: 2/14/2019
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

EXECUTIVE OFFICE

JAN 22 2019

TO: County Executive Frank White

FROM: Sheriff Darryl Forté

DATE: 01-17-19

SUBJECT: Creating Sworn Deputy Positions at the Jackson County Jail

Sir,

It is my intention to create a Sheriff's Office Transition Team at the Jackson County Jail to advise and make recommendations for further law enforcement presence and actions. As I'm sure you're aware, 59 positions were cut from Correction's personnel for 2019. Chief Administrative Officer Ed Stoll advised that the funding for the expunged positions was moved into the Corrections Overtime fund line (2701-5030). I will utilize this funding to create one Sheriff's Office Sergeant and two Sheriff's Office Deputies that will comprise the Transition Team.

Deputy Audrey Kelley will be promoted to Sergeant on January 19th, 2019. We understand that the funding for the positions will not be available until the 2019 budget is approved. We will compensate Sgt. Kelley with back pay to January 19th, 2019. The deputy positions were estimated at Deputy V, due to the fact that the personnel have not yet been identified. The Health Insurance Benefits were also calculated at the highest available package.

The funding transfer will be as follows:

- POSITIONS:
 - Sergeant 1
 - Salary \$62,878
 - Health Insurance \$16,827.72
 - Uniform Maintenance \$1,200
 - Total \$80,905.72 = \$80,906
 - Deputy V
 - Salary \$60,382
 - Health Insurance \$16,827.72
 - Uniform Maintenance \$1,200
 - Total \$78,409.72 = \$78,410
 - X2 Deputies \$156,820
 - Total for three positions **\$237,726**

An RLA for the funding transfers will be composed when the 2019 Budget is adopted and will be presented to the Jackson County Legislature for approval. We appreciate your cooperation and assistance with this transition and look forward to future endeavors.

Respectfully,

A handwritten signature in cursive script, appearing to read "Darryl Forté".

Sheriff Darryl Forté

JACKSON COUNTY JOB DESCRIPTION

TITLE: Sergeant 1 PAY LEVEL: SP8 CODE: 4201-06262-001
WORKING TITLE: Sergeant 1 FLSA: NE DATE: 11/05/2014
DIVISION: Sheriff DEPARTMENT: Sheriff
BARGAINING UNIT POSITION: Yes CIRCUMSTANCE: Reclassification
LOCATION: Jackson County ANALYST: Michelle Chrisman
SUPERVISES: Deputy Sheriff 1-5

*PERCENTAGE OF TIME ACCOUNTABILITY

80%	1. Supervision of subordinate employees.
20%	2. Respond to calls for service and investigations.

*percentages and accountability varies with assignment

SCOPE:

The employee in this class is responsible for supervising and participating in the activities of Patrol, Courthouse or other assigned positions. Incumbent may be charged with the responsibility of supervision of full and part time sworn Sheriff's Deputies and civilian personnel during the performance of their daily duties. Incumbent frequently participate in the work performed by Sheriff's Deputies and in some assignments are required to become involved in situations requiring extreme physical exertion. Incumbent will often assume complete charge in the absence of a higher ranking officer. Incumbent will work independently in performing regularly assigned duties under the general orders of Superiors. This employee reports directly to the supervising Captain.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

- *1. Knowledge of department policies, procedures, rules, regulations, Memorandum of Understanding, General Orders and Operations Orders.
- *2. Knowledge of modern effective supervisory and personnel administration methods.
3. Knowledge of Merit and personnel rules regarding supervision of personnel.
- *4. Knowledge of applicable County and local municipal ordinances, State statutes, Federal and case law.
5. Knowledge of criminal court processes, locations, dates, and forms pertinent to violations of County and local municipal ordinances, State statutes, and Federal law.
- *6. Knowledge of the County's geographic characteristics including boundaries, jurisdictional boundaries of the County's municipalities, major highways, and other roads.
- *7. Knowledge of the accepted principles and methods of law enforcement for investigating crimes and apprehending suspects.
- *8. Knowledge of how evidence is used in criminal prosecutions, rules of evidence, and how to collect allowable court evidence.
- *9. Knowledge of criminology: the study of crime and criminals as social phenomena.
10. Knowledge of the philosophy of community oriented policing and general social problems and cultural diversity of citizenry.

KNOWLEDGE AND SKILLS: (continued)

- *11. Knowledge of the procedures and methods for processing accidents, including required information, accepted diagramming techniques, collection of evidence steps to be taken to reduce hazards, and emergency measures: extricating trapped victims, first aid, and cardiopulmonary resuscitation (CPR).
- *12. Knowledge of the techniques used to determine the circumstances of death by examination of the body.
- 13. Knowledge of the County's purchasing, budgeting, finance, and personnel policies and procedures.
- *14. Knowledge of and skill in the operation of mobile and base radio communication systems, including Federal Communication Commission policies and procedures.
- *15. Knowledge of the procedures for processing warrants, both inside and outside of the County.
- *16. Knowledge of extradition procedures for suspects, including types of crimes for which extradition is pursued, necessary forms, weapons authorizations, and the legal rights of individuals being extradited.
- *17. Knowledge of the proper, professional, effective, and efficient use of an emergency vehicle including available emergency lighting, sound equipment and for firearms.
- *18. Knowledge of and skill in safe driving techniques and local/state traffic regulations.
- 19. Knowledge of community service organizations and locations of facilities and buildings.
- *20. Skill in gathering and preserving all types of physical evidence: fingerprints, weapons, hair, blood, etc.
- *21. Skill in the rapid assessment of pertinent facts of a situation and choosing the appropriate course of action for a wide variety of situations, including those which represent a threat to the life of an officer or citizen; observing and monitoring people's behavior.
- *22. Skill in planning, organizing, directing, reporting, evaluating, and supervising activities of subordinate employees to accomplish various assigned duties.
- *23. Skill in written communication to record all pertinent information in an accurate and concise fashion.
- *24. Skill in conducting crime scene investigations and questioning witnesses and suspects.
- *25. Skill in testifying in court and grand jury hearings.
- 26. Skill to maintain acceptable level of physical fitness to meet department standards; remain in a standing or sitting position for extended period of time.
- *27. Skill in effectively communicating the English language by phone, police radio system, in person or in a group or one-to-one setting; eliciting relevant information from people of varied backgrounds, and in varied emotional states.

HUMAN RELATIONS:

- 1. Informs subordinates of scheduling or work assignment changes, new rules and regulations, new policies and procedures, and general and/or special orders; of specific County problem areas experiencing high rates of crime; contacts subordinates to check on activity, answer questions, provide instruction, direct investigations, and provide motivation; directs subordinates involved in crime scene investigation and evidence processing.
- 2. Exchanges information with other local law enforcement agencies pertaining to specific crimes, suspects, area crime trends, interdepartmental training or other assistance; exchanges information with various courts and prosecuting attorneys pertaining to warrants, investigations, and extraditions.
- 3. Discusses performance evaluations with each subordinate and counsels them regarding strengths and areas for improvement.
- 4. Provides information and assistance to citizens in a courteous manner to promote a positive, professional public image for the department; answers citizen questions regarding aspects of police work or the status of specific cases, exercising tact and sensitivity regarding sensitive situations or information. Maintain moral integrity.

HUMAN RELATIONS: (Continued)

5. Interviews victims, witnesses, informants, and suspects to collect information relevant to criminal investigations. Gives relevant testimony before Municipal and Circuit courts, and Grand Juries concerning criminal and/or civil proceedings.
6. Contacts or ensures the contact of relatives of persons injured or deceased in accidents, heart attacks, suicides, or homicides.
7. Contacts travel agents to arrange for transportation of Deputies and prisoners.
8. Investigates complaints registered against subordinates; collects information, contacts the Deputy in question, and prepares a written report of findings and recommendations for submission to the supervising Captain.
9. Confers with the supervising Captain regarding current supply levels and needs, operating costs for department vehicles, etc.

ILLUSTRATIVE TASKS: (This is not an inclusive list; other related tasks/duties may be assigned)

1. Develops work schedule for sworn and non-sworn subordinate staff to ensure an evenly balanced weekly coverage of duties. Takes into account special events, staff absences due to training or leave, and minimizes the use of overtime. Revises schedule as necessary to adjust for sick leave and other unexpected demands, requesting the use of auxiliary staff when necessary.
2. Reviews reports submitted by subordinates; screens reports for completeness, accuracy, proper organization, spelling, grammar, and crime classification. Determines the appropriateness of classification by examining the situation description and requesting clarification when necessary.
3. Inspects personnel and equipment to ensure compliance with department policies and procedures; investigates complaints or allegations of misconduct against employees, initiates progressive discipline as appropriate or submits recommendations to the supervising Captain.
4. Identifies training needs of subordinates through observation of performance, personal contact, and/or review of reports; conducts training sessions as required.
5. Processes crime scenes by identifying, collecting, and ensuring the preservation of physical evidence; conducts thorough examination of both the immediate scene and the surrounding area; takes appropriate photographs, routes evidence for analysis; and requests assistance when required.
6. Arrests suspects named on warrants or observed in the commission of crimes; places suspects in custody following department guidelines.
7. Investigates deaths; attempts to determine the cause of death through examination of the body and surrounding area; takes photographs and writes detailed reports of findings and supporting evidence; notifies the Medical Examiner's office in cases of unnatural or violent deaths; witnesses autopsies to collect and preserve evidence.
8. May be required to perform work in other department units as required by staffing shortages, rotational training, reorganization of responsibilities, etc.
9. Counsels and provides technical advice or assistance to subordinates; resolves operating problems requiring relatively higher degree of knowledge and experience or authority.
10. Reviews the performance of subordinates on an on-going basis and conformance to established policy and procedures; participates in the formal review process; makes recommendations to supervising Captain regarding necessary progressive discipline.

ILLUSTRATIVE TASKS: (Continued)

11. Interviews victims, witnesses, and suspects to collect all pertinent information about the circumstances surrounding a crime and submits detailed reports. Conducts neighborhood canvasses to locate witnesses; traces and locates suspects for interrogation and takes them into custody when justified.
12. Testifies as a witness in court in connection with arrests and investigations.
13. Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area.
14. Participates in community activities and makes verbal presentations to groups.
15. Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, and makes arrests.
16. Patrols a designated areas of the County by radio equipped car, or on foot, to prevent, discover, and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations;
17. Responds to calls involving fire, automobile accidents, crimes, neighborhood disturbances, and other requests from citizens.
18. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

ENVIRONMENTAL DEMANDS:

Work is performed in a variety of settings--modern office, patrol vehicle, foot patrol, etc.--exposing the employee to weather extremes, various forms of precipitation, the hazards associated with operating an emergency vehicle on public roadways, and frequent exposure to potentially life-threatening situations and blood borne pathogens or other communicable diseases.

MINIMUM QUALIFICATIONS:

Must have High School diploma/GED, Bachelor's degree preferred, be 21 years of age, and vision correctable to 20/20, pass the Sergeant examination and successfully promoted to Sergeant. Must successfully complete certified courses in personnel. Must have no felony or serious misdemeanor conviction, pass criminal background, drug screen, motor vehicle record check, and possess/maintain valid driver's license. (Also refer to the asterisks [*] in the Knowledge and Skills section of this job description)

JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Sergeant 1

CODE: 4201-06262-001

DIVISION/DEPARTMENT: Sheriff's Department

DATE: 11/05/2014

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- VISION** - Must be correctible to 20/20.
- HEARING** - Must be adequate for normal conversation and two-way radio/telephone communication.
Extensive public contact.
- SPEECH** - Must be able to speak English clearly and distinctly as well as clarify or give detailed facts and information.
- STANDING** - 15% of the time – Some standing when conducting interviews, while doing traffic and criminal investigation and processes or public relations.
- WALKING** - 15% of the time – May be required during crime scene and traffic investigations. May be required to run during performance of duties.
- SITTING** - 70% of the time – During routine patrol, proofreading and writing reports, field contacts, and traffic observations.
- LIFTING/CARRYING** - 100lbs. - May be necessary under emergency situations to lift/carry more than 100 lbs.
- PUSHING/PULLING** - 200lbs. – May be necessary under emergency situations to push/pull large objects.
- CLIMBING/BALANCING** – May be necessary to climb ladders or fence during performance of duties, must be able to maintain balance while walking or running through rough terrain or in buildings containing obstacles.
- STOOPING/KNEELING/CROUCHING/CRAWLING** – Some stooping and kneeling, crouching and crawling required during performance of duties.
- REACHING/HANDLING** - Reaching and handling required on most tasks.

Reviews for accuracy:

Incumbent

Date _____

Incumbent

Date _____

Incumbent

Date _____

Reviewing Supervisor

Date _____

Reviewing Supervisor

Date _____

Appointing Authority

Date _____

Attachment, Deputy Sheriff 5 (4201-06070-001)

EE#	Employee	Position	Hourly Rate	Job Class	Grd
3774	MILLER, MICHAEL L	4201 / 001 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
9400	COVEY, CAROLE K	4201 / 002 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
8096	DICKERSON, MICHAEL L	4201 / 003 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
3948	MOYER, RODNEY P	4201 / 004 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
16119	EDWARDS, TERRY L	4201 / 005 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
8136	TYE, WILLIAM D	4201 / 006 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
10091	CURD, MARK A	4201 / 007 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
5750	DINWIDDIE, DAVID L	4201 / 008 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
8870	PHILLIPS, TRAVIS M	4201 / 009 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
12723	VAN CAMP, STEVEN A	4201 / 010 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
13704	HICKS, DAVID T	4201 / 011 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
8970	GLINES, JEREMY M	4201 / 012 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
9867	PEARSON, WINSTON D	4201 / 013 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
8886	RIECK, BRYAN E	4201 / 014 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
3788	COLE, PENNY S	4201 / 015 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
13051	DEGROFF, REBECCA L	4201 / 016 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
14239	ANDERSON, SIDNEY C	4201 / 017 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
14603	HILL, DAVID D	4201 / 018 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
14596	ESTRADA, MARK A	4203 / 001 / DEPUTY SHERIFF 5	\$24.45	6070	SP7
6536	KELLEY, AUDREY A	4278 / 001 / DEPUTY SHERIFF 5	\$24.45	6070	SP7

JACKSON COUNTY JOB DESCRIPTION

TITLE: Deputy Sheriff 5

PAY LEVEL: SP7

CODE: 4201-06070-001

WORKING TITLE: Deputy Sheriff 5

FLSA: NE

DATE: 11/05/2014

DIVISION: Sheriff

DEPARTMENT: Sheriff

BARGAINING UNIT POSITION: Yes

CIRCUMSTANCE: Reclassification

LOCATION: Jackson County

ANALYST: Michelle Chrisman

SUPERVISES: N/A

* PERCENTAGE OF TIME

ACCOUNTABILITY

40%	1. Responds to calls for service.
20%	2. Patrol duties.
10%	3. Professional, positive image maintained.
10%	4. Warrants executed.
5%	5. Information disseminated.
5%	6. Accident and criminal investigations.
5%	7. Gun permits processed.
5%	8. Courthouse security provided.

* Percentages will vary dependent upon assignment.

SCOPE:

The employee in this class is responsible for the enforcement of Federal and State statutes, and Jackson County and various municipal ordinances. The employee investigates criminal activity, locates and arrests subjects suspected or charged with offenses; responds to calls for service, provides assistance and information to citizens, and makes written reports of activity. Assignments within the department include General Assignments, Field Services, or Staff Services. The employee reports directly to the supervising Sergeant.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of the County's geographic characteristics including boundaries, jurisdictional boundaries of the County's municipalities, major highways, and other roads.
3. Knowledge of the forms, court locations, and court dates for Jackson County, Missouri ordinances, and State statutes.
4. Knowledge of the case law regarding civil rights, criteria for offenses, search and seizure, preservation of evidence, extradition procedures, forms, and the rights of arrested and/or charged individuals.
5. Knowledge of the physical layout and location of the County's courthouses, including the location of courtrooms, offices, and staff.
6. Knowledge of the procedures and methods for processing accidents, including required information, accepted diagramming techniques, collection of evidence steps to be taken to reduce hazards, and emergency measures: extricating trapped victims, first aid, and cardiopulmonary resuscitation (CPR).
7. Knowledge of accepted methods for the collection and preservation of evidence such as skid marks, fingerprints, paint analysis, photographs, and crime scene processing.

KNOWLEDGE AND SKILLS: (continued)

8. Knowledge of the operating procedures and the required documentation of equipment such as breath analyzers and radar equipment.
9. Knowledge of accepted principles and methods of law enforcement encompassing areas such as investigation, apprehension of suspects, rules of evidence, search, seizure, arrest, etc.
10. Knowledge of the procedures for placing suspects in custody, including proper restraints, fingerprinting and photographing.
11. Knowledge of and skill in first aid and CPR techniques, and the proper methods of personal protection against infectious or communicable diseases.
- *12. Knowledge of and skill in safe driving techniques and local/state traffic regulations.
13. Knowledge of the various statistics, trends, techniques, remedies, etc., of various subjects including crime awareness, self protection, drug abuse, shoplifting, citizens rights, citizen's role in law enforcement, juvenile crimes, Special Weapons And Tactics (SWAT) teams, and police equipment.
14. Knowledge of techniques for improving the security of residences and business establishments.
15. Knowledge of circuit court procedures for getting a waiver signed, a fugitive case filed, and weekend procedures.
16. Knowledge in organizational procedures pertaining to the establishment of citizen participation programs.
17. Knowledge of and skill in the operation of mobile and base radio communication systems, including Federal Communication Commission policies and procedures.
18. Knowledge of the proper, professional, effective, and efficient use of an emergency vehicle including available emergency lighting and sound equipment.
- *19. Skill in effectively communicating with and eliciting relevant information from people of varied backgrounds, and in varied emotional states.
20. Skill in written communication to record all pertinent information in an accurate and concise fashion.
21. Skill in the use of firearms, pepper spray, baton, and/or special weapons as required by assignment.
22. Skill in the rapid assessment of the pertinent facts of a situation and choosing an appropriate course of action, for a wide variety of situations, including those which represent a threat to the life of the officer or citizen.
- *23. Skill in disseminating information to groups of various sizes and varying levels of experience or maturity.
- *24. Skill in researching information sources for information relevant to presentation topics.
25. Ability to obtain and maintain a Missouri Class A P.O.S.T. certificate.
26. Skill and ability to upon reaching a senior status as a Deputy may be required to temporarily assume the duties of Sergeant and become eligible for assignment to specialized units.

HUMAN RELATIONS:

1. Maintains a professional, positive image for the department by displaying courteous behavior, by providing a wide array of assistance to citizens, businesses, and civic organizations.
2. Interviews victims, witnesses, informants, and suspects to collect information pertinent to a report or investigation of an accident or criminal activity.
3. Testifies before judges and/or juries during municipal, magistrate, and circuit court hearings, relating information and answering questions concerning the investigation, apprehension, and arrest of a subject. May also be required to present testimony in civil cases.

HUMAN RELATIONS:

4. Contacts the relatives of an injured or deceased victim of an accident, heart attack, suicide, homicide. In cases of death, the contact is made in person.
5. Receives and disseminates information by radio regarding individuals, vehicles, warrants, locations, etc., to/from the dispatcher, patrol vehicles, and other police jurisdictions.
6. Verifies the validity of County warrants for other police agencies by researching the warrant files, and informing the requesting agency of the information.
7. Exchanges information with other law enforcement agencies relating to the apprehension, arrest, and/or incarceration of an individual, or information relating to criminal investigations or activity.
8. Interacts with County and circuit court employees while performing investigations of disturbances, stealing, or while providing security in courthouses.
9. Conducts various citizen involvement programs, meeting with school children and various civic groups. Makes presentations geared toward the various audience experience and maturity, answers questions, and refers information of potential problems such as child abuse, alcoholism, etc., to appropriate school or other authority as appropriate. Interacts with parents, teachers, school boards, and other individuals involved in the assemblies.

ILLUSTRATIVE TASKS: (This is not an inclusive list; other related tasks/duties may be assigned)

1. Patrols assigned district, searches for violations of the law by close observation of surroundings, paying particular attention to areas that have been identified as having high crime rates or suspicious activity; physically checks businesses and residences for security; stops and questions suspicious individuals.
2. Initiates appropriate action in response to observed violation depending upon the type of violation and the specific circumstances of each case. Violations range from minor misdemeanors and traffic violations to major crimes involving armed and/or dangerous subjects. The Deputy must deal with various factors such as the unpredictable behavior of the subject and citizens, potentially life threatening situations, isolated conditions, equipment failure, etc. Decisions must be made as to whether to initiate action or wait for assistance, how much force is appropriate and necessary, and whether or not probable cause exists for a search and/or arrest.
3. Arrests subjects when the Deputy has determined that there is probable cause, following procedures prescribed by case law and department policy; places individual in custody, following proper procedures for processing; escorts the subject before a judge for arraignment, and either escorts the subject to the County's detention center or releases the subject upon properly posted bail.
4. Assists citizens through activities including the application of first aid or CPR, assisting stranded motorists, identifying traffic and other hazards, providing directions, and by taking appropriate emergency actions as necessary to prevent loss of life and property.
5. Responds to information from the dispatcher relating to situations requiring the presence of a Deputy. The Deputy must then assess the circumstances and take appropriate immediate action.
6. Investigates traffic accidents; upon arrival at scene, Deputy checks for injuries, calls for appropriate assistance, administers first aid or CPR, ensure the safety of the scene, locate all victims and witnesses, and gathers the information, evidence, and statements necessary to properly document the accident, produce diagrams, issue citations or make arrests, and assures accident scene is properly cleared.
7. Investigates criminal activity; determines if a crime has actually occurred, initiates appropriate actions to preserve the crime scene, collects information from victims, witnesses, relatives, or neighbors; collects and preserves evidence and attempts to identify and/or locate suspects, making arrests if probable cause exists; documents activities.

ILLUSTRATIVE TASKS: (continued)

8. Enforces traffic laws at locations identified as problem areas; involves the use of observation and radar equipment, and issues citations or makes arrests when appropriate; identifies and recommends corrections.
9. Writes reports for each offense investigated and for each arrest made. All reports must be comprehensive, follow accepted formats, and must display good grammar and correct spelling because the reports are used during legal proceedings and for further investigation.
10. Verifies the validity of warrants by contacting the jurisdiction that issued the warrant; examines the warrant for appropriate information and signatures.
11. Locates individuals for which warrants have been issued by obtaining appropriate information from available computer databases, utilities, or current/past employers; once residence is located, checks with residents, neighbors, or landlords to determine when the subject would be home or determines other locations the subject could be found.
12. Apprehends and arrests subjects when located by identifying the person as the subject named on the warrant, reading the subject his/her legal rights, and placing the subject into custody. Deputies may be required to appropriate force with uncooperative subjects. If the Deputy is unable to make positive identification in the field, the Deputy must decide whether or not to take the subject into custody pending positive identification.
13. Properly allocates the time available to serve a warrant; due the number of pending warrants, the Deputy determines the probability of successful apprehension and the severity of the charge.
14. Transports prisoners held in custody in out-of-county jurisdictions back to the County for trial; these two Deputy teams are responsible for making all necessary travel and lodging arrangements. Upon accepting a subject for transport, the Deputy must ensure all paperwork for completeness, verify the identity of the subject, and determine the most appropriate mode of transportation back to the County.
15. Processes all subjects according to department policy taking into custody; completes custody report which describes the circumstances surrounding the apprehension and arrest; fingerprints and photographs the subject, removes all personal property of the subject, and completes an inventory sheet.
16. Facilitates the arraignment of the prisoner by returning the served warrant to the Clerk of the Court; escorts the prisoner before the judge and answers questions regarding the prisoner's background. The prisoner is then released on bail or transported to the County Detention Center and custody is transferred to the County's Department of Corrections.
17. Upon transport of a prisoner to the County Detention Center, releases the prisoner to the Department of Corrections, including the prisoner's personal property and advises the Corrections staff of any special problems with the prisoner relating to medical condition, diet restrictions, emotional status, etc.
18. Provides security for the County's courthouses and legislative hearing rooms upon request of the judge of legislator to prevent disturbances. Supervises the operation of and operates the fixed metal detector and hand-held metal detectors.
19. Acts as escort when it is necessary to transport prisoners within the courthouses; searches, handcuffs, and then escorts prisoners from the courthouses to the Department of Corrections upon completion of the prisoner's arraignment, hearing, or sentencing. Also provides assistance to other law enforcement agents and Department of Corrections staff during prisoner movement within the courthouses.
20. Travels to other law enforcement agencies within the state to pick up and transport prisoners to the Department of Corrections.
21. Investigates and files written reports on any and all reported disturbances occurring in the courthouses; monitors and responds to courthouse alarms.

ILLUSTRATIVE TASKS: (continued)

22. Issues gun permits to persons whose applications have been approved, and have met department rules for obtaining gun permits, collects and records all permits issued and money received.
23. Answers inquiries and gives directions to citizens in need of assistance in the courthouses.
24. Receives bond money for suspects; gives a receipt to the bond maker; places a copy of the receipt with the bond and money in a safe; records who made the bond, case number, and the amount of the bond in the appropriate log book.
25. Conducts presentations to adult groups ranging in size from ten to 150 on a variety of subjects related to law enforcement and crime prevention. Approaches various civic/service organizations to promote awareness of this service.
26. Researches various sources of information including the Federal Bureau of Investigation's (FBI) annual report of crime statistics, burglary reports, among others. Incorporates research into informative and effective presentations which are geared toward the interests and maturity level of the audience and fits within established time parameters.
27. May serve as a Field Training Officer (FTO); includes the direct supervision and teaching of a probationary Deputy and the filing of required progress reports and other related paperwork.
28. Conducts presentations to juvenile groups in various schools relating to Drug Abuse Resistance Education (DARE) and other programs. May participate in various community functions by setting up crime prevention and DARE displays.
29. Provides, when required, personal security services for Municipal, County, State, and/or Federal officials.
30. Upon reaching a senior status as a Deputy, may be required to temporarily assume the duties of Sergeant and become eligible for assignment to specialized units.
31. Conducts classes and instructs on use of duty firearms. Provides instruction to civilian Carrying Concealed Weapon (CCW) classes. Assists Range master in operation, care, and maintenance of the range. May be required to temporarily assume Range master's (Sergeant's) duties.

ENVIRONMENTAL DEMANDS:

Work is performed in a variety of settings--modern office, patrol vehicle, foot patrol, etc.--exposing the employee to weather extremes, various forms of precipitation, the hazards associated with operating an emergency vehicle on public roadways, and frequent exposure to potentially life-threatening situations and blood borne pathogens or other communicable diseases.

MINIMUM QUALIFICATIONS:

Must have High School diploma/GED, Bachelor's degree preferred, be 21 years of age, and vision correctable to 20/20. Must be Missouri Class A Post Certified. Must have ten (10) years' experience as a Jackson County Sheriff Deputy 1 and have satisfactory performance evaluations. Be eligible for special assignment/acting sergeant. National Incident Management System (NIMS) Certification required. Must have no felony or serious misdemeanor conviction, pass criminal background, drug screen, motor vehicle record check and possess/maintain valid Missouri driver's license. (Also refer to the asterisks [*] in the Knowledge and Skills section of this job description)

JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Deputy Sheriff 5

CODE: 4201-06070-001

DIVISION/DEPARTMENT: Sheriff's Department

DATE: 11/05/2014

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

-VISION - Must be correctible to 20/20.

-HEARING - Must be adequate for normal conversation and two-way radio/telephone communication.

Extensive public contact.

-SPEECH - Must be able to speak English clearly and distinctly as well as clarify or give detailed facts and information.

-STANDING - 15% of the time – Some standing when conducting interviews, while doing traffic and criminal investigation and processes or public relations.

-WALKING - 15% of the time – May be required during crime scene and traffic investigations. May be required to run during performance of duties.

-SITTING - 70% of the time – During routine patrol, proofreading and writing reports, field contacts, and traffic observations.

-LIFTING/CARRYING - 100lbs. - May be necessary under emergency situations to lift/carry more than 100 lbs.

-PUSHING/PULLING - 200lbs. – May be necessary under emergency situations to push/pull large objects.

-CLIMBING/BALANCING – May be necessary to climb ladders or fence during performance of duties, must be able to maintain balance while walking or running through rough terrain or in buildings containing obstacles.

-STOOPING/KNEELING/CROUCHING/CRAWLING – Some stooping and kneeling, crouching and crawling required during performance of duties.

-REACHING/HANDLING - Reaching and handling required on most tasks.

Reviews for accuracy:

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