

Request for Legislative Action

Ord. # 5680
Sponsor: Dan Tarwater III
Date: October 17, 2022

Completed by County Counselor's Office			
Action Requested:	Ordinance	Res.Ord No.:	5680
Sponsor(s):	Daniel T. Tarwater III	Legislature Meeting Date:	10/17/2022

Introduction
Action Items: ['Repeal']
Project/Title: AN ORDINANCE repealing Schedule I to Chapter 2, Jackson County Code, 1984, relating to County associates not within the Merit System, and enacting, in lieu thereof, one new Schedule relating to the same subject.

Request Summary
The Sheriff recommends the addition of an Undersheriff/Colonel position to Schedule I to Chapter 2 of the Jackson County Code, as approved by the Merit System Commission, the County Executive, and the Director of Human Resources. The desired outcome of the new position is to reduce the span of control of commanders at the Sheriff's Office, allowing for more efficient operations, and to allow for an additional level of review below the Sheriff, thereby reducing the Sheriff's administrative workload and enhance his ability to collaborate with the community in which we serve. Funding for the position is secured with salary savings recognized in 2022. The revised Job Description is attached.

Contact Information			
Department:	Sheriff	Submitted Date:	9/30/2022
Name:	Elizabeth A. Money	Email:	EMoney@jacksongov.org
Title:	Office Administrator	Phone:	816-541-8017

Budget Information			
Amount authorized by this legislation this fiscal year:			\$ 0
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
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Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5658	September 12, 2022
5611	March 28, 2022
5373	June 29, 2020
Prior Resolution	
Resolution:	Resolution date:
20104	March 11, 2019

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Not spending money	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> This legislative action does not impact the County financially and does not require Finance/Budget approval. 	

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History

Submitted by Sheriff requestor: Elizabeth A. Money on 9/30/2022. Comments:

Approved by Department Approver Michael L. Montgomery on 9/30/2022 4:16:34 PM. Comments:

Not applicable by Purchasing Office Approver Barbara J. Casamento on 10/3/2022 11:17:46 AM.
Comments:

Approved by Compliance Office Approver Katie M. Bartle on 10/3/2022 3:05:07 PM. Comments:

Not applicable by Budget Office Approver Mark Lang on 10/4/2022 3:03:10 PM. Comments:

Approved by Executive Office Approver Sylvia Stevenson on 10/4/2022 4:20:28 PM. Comments:

Approved by Counselor's Office Approver Elizabeth Freeland on 10/12/2022 3:45:50 PM. Comments:

Jackson County

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, associates may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UNDERSHERIFF – 06256

Working Title: Colonel
Department: Sheriff
Pay Grade: 370NM
Reports to: Sheriff
FLSA Status: Exempt

GENERAL PURPOSE

The associate in this class supervises and coordinates the activities of the five divisions of the Sheriff's Office to ensure effective law enforcement in Jackson County. The associate assists with the coordination of safety, security, and wellness within the Sheriff's Office to include the Corrections Department. The associate receives general directives as to goals and objectives of the Sheriff, including the operating budget.

ESSENTIAL JOB FUNCTIONS

- Establishes policies and procedures to implement the departmental goals and objectives defined by the Sheriff; reviews reports of divisions activities to identify problem areas; refers problems to Bureau Majors for resolution or becomes personally involved in the resolution of the non-routine problems; identifies the need for new services and locates possible sources of funding.
- Reviews the performance of Bureau Majors, both formally and on a day-to-day basis, e.g., the deployment of staff; weighs training needs with available resources and authorizes the scheduling of training courses.
- Informs the Sheriff of general information concerning department activities and of all unusual or unique situations such as natural catastrophes, homicides, or unexpected staffing demands (e.g. strike by another local law enforcement agency).

- Prepares a portion of the department's budget and reviews the budgets prepared by Bureau Majors, adjusts as deemed necessary; submits entire package to the Sheriff for review prior to submission to the budgeting process; testifies at legislative and executive committee hearings justifying the content of the budget packages; reviews monthly records of department expenditures by account codes.
- Receives complaints from citizens or OHRCC regarding actions of an individual employee; generally refers complaint to the appropriate Bureau Majors for investigation, however, becomes personally involved in very serious cases or when high ranking employees are involved; reviews the finding and recommendations of the investigating Bureau Majors; submits recommendations to the Sheriff for final determination of the appropriate course of action; frequently drafts correspondence responding to the complaint.
- Identifies questionable actions of department employees by reviewing various reports, refers problems to the appropriate Major and reviews any disciplinary recommendations; when appropriate, discusses the problem with the employee.
- Maintains personal competence and knowledge of new law enforcement methods by reading literature and attending workshops and seminars.
- Attends meetings with departmental heads, legislative committees, and County Counselor to discuss various administrative or law enforcement issues; serves on County Committees such as the Safety committee; confers with the management of other County departments and divisions on various matters relating to administration on law enforcement services.
- Attends meetings with area law enforcement agencies or other municipal groups such as city councils to discuss matters relating to specific local enforcement efforts, or to service contracts with local municipalities. Addresses various civic groups as requested; presentations pertain to the law enforcement services provided to the community by the Sheriff's Department.
- Attends staff meetings with various department employees to explain policies and procedures; counsels individual employees on various types of work-related and personnel problems; arbitrates or mandates solutions to problems between departmental employees.
- Confers with various agencies or individuals within the Criminal Justice system to develop procedures which solve specific enforcement problems to clarify court rulings which could impact on the performance of the department; examples of these contacts are the State Attorney General's office, Judges, and the Prosecuting Attorney.
- Displays honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Maintains confidentiality regarding personnel matters.
- **Performs other related duties as required/assigned.**

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MINIMUM QUALIFICATIONS

- Associate's Degree in criminology or a related field required, Bachelor's Degree preferred.
- 15 years of experience as a certified police officer with at least five (5) years command level experience.
- Must be a commissioned police officer in the State of Missouri.
- Must complete Northwestern University School of Police and Command or an equivalent certification at a comparable institution as approved by the Sheriff, (i.e. FBI Academy, Senior Management Institute for Police, etc.)
- Must possess and maintain a valid Missouri driver's license.
- Must submit to and pass a pre-employment background check and drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of County policies and procedures, especially those selected to personnel management, budget and purchasing.
- Knowledge of the accepted principles and methods of law enforcement related to all aspects of departmental operations.
- Knowledge of Jackson County ordinances, Missouri statutes, federal laws, and pertinent case law.
- Knowledge of criminology, i.e., the study of criminal behavior.
- Skill in planning, organizing, directing, and supervising activities to accomplish departmental functions.
- Skill in communicating, verbally and in written form, with people from varied backgrounds.

WORKING CONDITIONS

- Work environment is primarily indoors, within a modern smoke-free office, where noise and temperature levels are moderate.
- This associate is a commissioned police officer and is thus exposed to potentially life-threatening situations.

PHYSICAL REQUIREMENTS

- **Climbing/Balancing** – Must be able to balance oneself sufficiently to maintain body equilibrium and prevent falling while moving up and down ladders, stairs, stools, and the like, to complete various assigned tasks.
- **Crawling** - Must be able to move about on hands and knees or hands and feet, to complete various assigned tasks.

- **Crouching/Kneeling** – Must be able to crouch and/or kneel sufficiently to complete various assigned tasks.
- **Grasping/Handling** – Must be able to extend arm(s) and hand(s) in any direction sufficiently to pick up, hold, and/or otherwise work with an object, using one's hands to complete assigned tasks.
- **Hearing** – Must be able to have normal conversations and two-way radio/telephone communications; must be able to receive detailed information through oral communication, and to make the discrimination in sound, to complete various assigned tasks.
- **Lifting** - Must be able to occasionally lift up to 100 pounds of equipment and supplies, to complete various assigned tasks.
- **Mental Acuity** - Must be able to make rational decisions through sound logic and deductive processes, to complete various assigned tasks.
- **Pushing/Pulling** – Must be able to sufficiently haul, tug and/or push objects weighing up to 200 pounds, using one's arms, to complete assigned tasks
- **Sitting** – 70% of the time – Must be able to sit for long periods of time to complete various assigned tasks.
- **Speaking/Talking** – Must be able to speak English clearly to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing** – 15% of the time – Must be able to stand while completing various assigned tasks. Particularly for sustained periods of time.
- **Stooping** – Must be able to sufficiently bend one's body down and forward, requiring full motion of the lower extremities and back muscles, to complete various assigned tasks.
- **Visual Acuity** – Must be able to sufficiently operate motor vehicles, heavy equipment, miscellaneous handheld tools, to complete various assigned tasks.
- **Walking** – 15% of the time – Must be able to walk between workstations and to wait on the general public.