

## **2017 Proposed Watermaster Budget – Morrow County**

**4/3/2017**

### **2017 Budget Request:**

In recent years, Morrow County has provided between \$7,500 - \$10,000 per year. This amount supported .1 FTE of an Administrative Assistant and office expenses. It also included reimbursement of time/materials for a Umatilla County Assistant Watermaster to conduct work exclusively within Morrow County. However, in the past we have not had Morrow County reimburse Umatilla County when their Assistant Watermaster performed work on upper Butter Creek. Umatilla County would like us to now start billing for this work. As such the 2017-2018 budget request is for \$12,217 which we believe will cover this additional work.

### **History of Watermaster Office Funding:**

The history of the Watermaster office funding goes back to the early 1900's. The legislature formed the State Engineer's office in 1905, which is the predecessor to the Oregon Water Resources Department (OWRD). Shortly after the State Engineer's office was formed, the State Engineer designated Watermaster Districts. These Watermasters were County funded employees. In 1962, the State took over funding for these positions with the law remaining that the County was to provide office space and office equipment (ORS 540.080). Also, the law remained on the books that the County or the water users concerned would provide funding for any assistants the Watermaster may need (ORS 540.080).

Today, there are three Watermaster districts that cover portions of Morrow County (See attached map). District 4 covers the south part and is based out of Canyon City and is located at the Grant County Courthouse. District 21 is based out of Condon and is located at the Gilliam County Courthouse. District 5 is based out of Pendleton within Umatilla County and the office is within the Oregon Water Resources - North Central Region building. Grant, Gilliam and Umatilla County have historically meet and currently meeting the above statute requirements in providing to their respective Watermasters.

### **SERVICES SUPPORTED BY PAST COUNTY FUNDING:**

In the past, the Umatilla Basin Watermaster's Office (District # 5) has provided the following activities and services for water users and others in Morrow County:

Umatilla Basin Assistant Watermaster (See Table A below)

- Research and interpret water rights; court decrees, well logs, ORS's and OAR's.
- Resolve customer complaints via phone, walk-ins, mail, email and field visits.
- Operate, measure and maintain Butter Creek, Five Mile, and County Line Recharge gaging stations.
- Distribute water during times of shortages or complaints on, Butter and Little Butter Creeks.
- Manage the Butter Creek Accumulation and Rotation System.
- Assist Hydrographic Technicians with flow measurements.
- Read Well flowmeters as needed.
- Respond to Dry Well Complaints.
- Measure water level of wells.

### **Umatilla County Budgeting 2017**

Umatilla County has told us they don't want to hire county employees for the Watermaster's office but would rather the State hire the staff with the county providing the funding. Because of this desire, OWRD is working with Umatilla County to transfer the existing Umatilla County Employees over to state service. It is currently

unknown how much funding may be provided to accomplish this goal. OWRD is also working through the state budget process to request approval for these positions should the funding become available from the Counties.

**Table A -**

<b>Total Annual Estimate for Umatilla Basin Assistant Watermaster as a State Employee</b>			
Assistant Watermaster NRS 2 - (1.0 FTE)			
Total Personal Services			\$89,262
Services and Supplies			\$19,052
		Total	\$108,314

Office Assistant III – Pendleton Office (See Table B below)

- Research and provide water right and well log information to the public.
- Responsible for maintenance, accuracy, and updating water right records and well logs in office.
- Assist with invoicing and expense tracking.
- Process outgoing and incoming mail and invoices.
- Reconcile time sheets for department head approval.
- Inventory office supplies and order as needed.
- Other duties as assigned by Watermaster.
- Assist with Bureau of Reclamation contract invoicing, mailings.
- Attend the Umatilla River Operation meeting and record minutes.

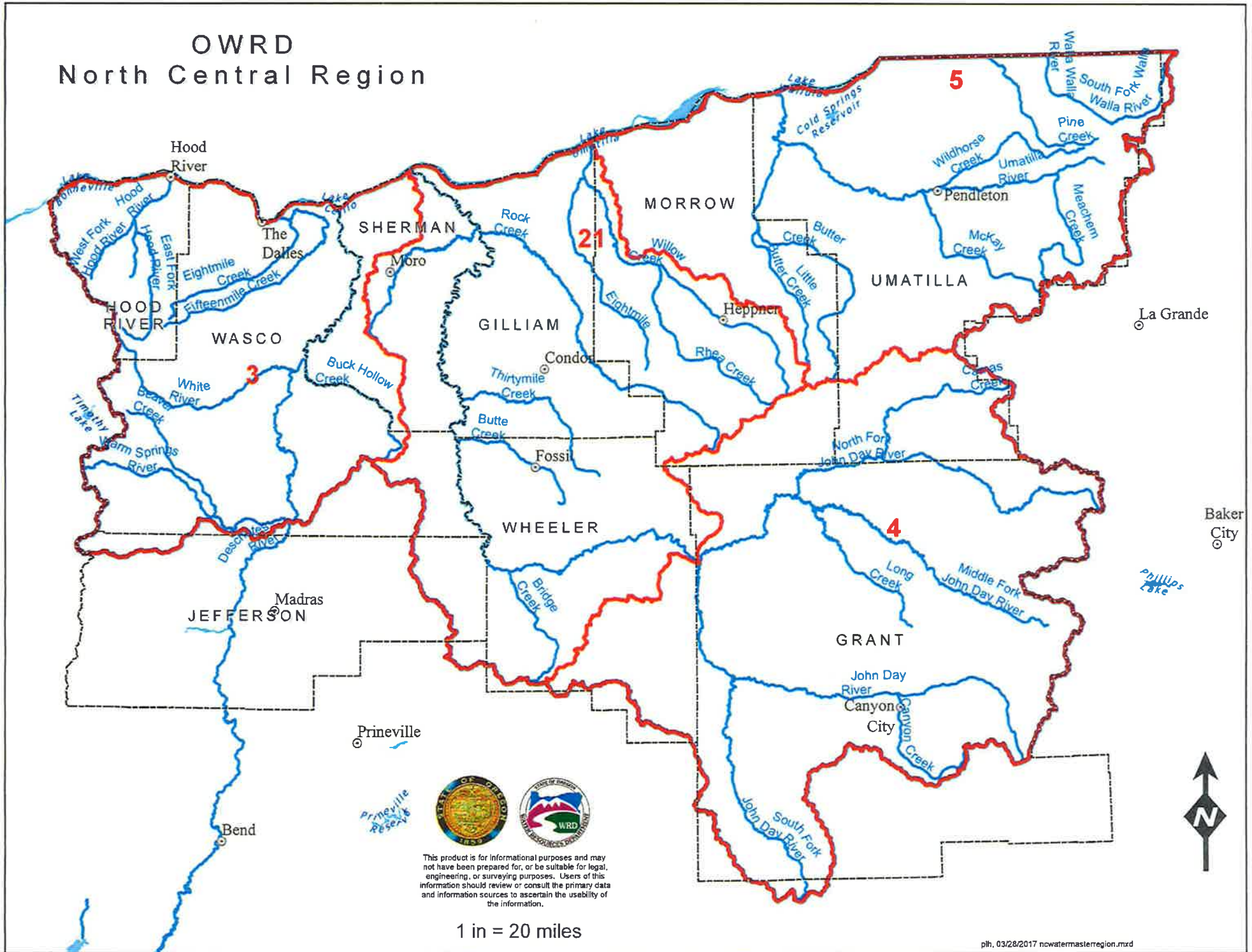
**Table B -**

<b>Total Annual Estimate for an Administrative Assistant III + misc. office expenses as a State Employee</b>			
Administrative Assistant III (1.0 FTE)			
Total Personal Services			\$60,973
Office Expenses			\$13,919
		Total	\$74,892

**Summary:**

**OWRD will provide the best possible service to the public we can with the resources and staff available. We constantly strive to increase efficiency and to utilize technology to help with our workload. Morrow County has been an important partner in water management for decades and the Department appreciates any support the county makes to support water management services for water users within the county.**

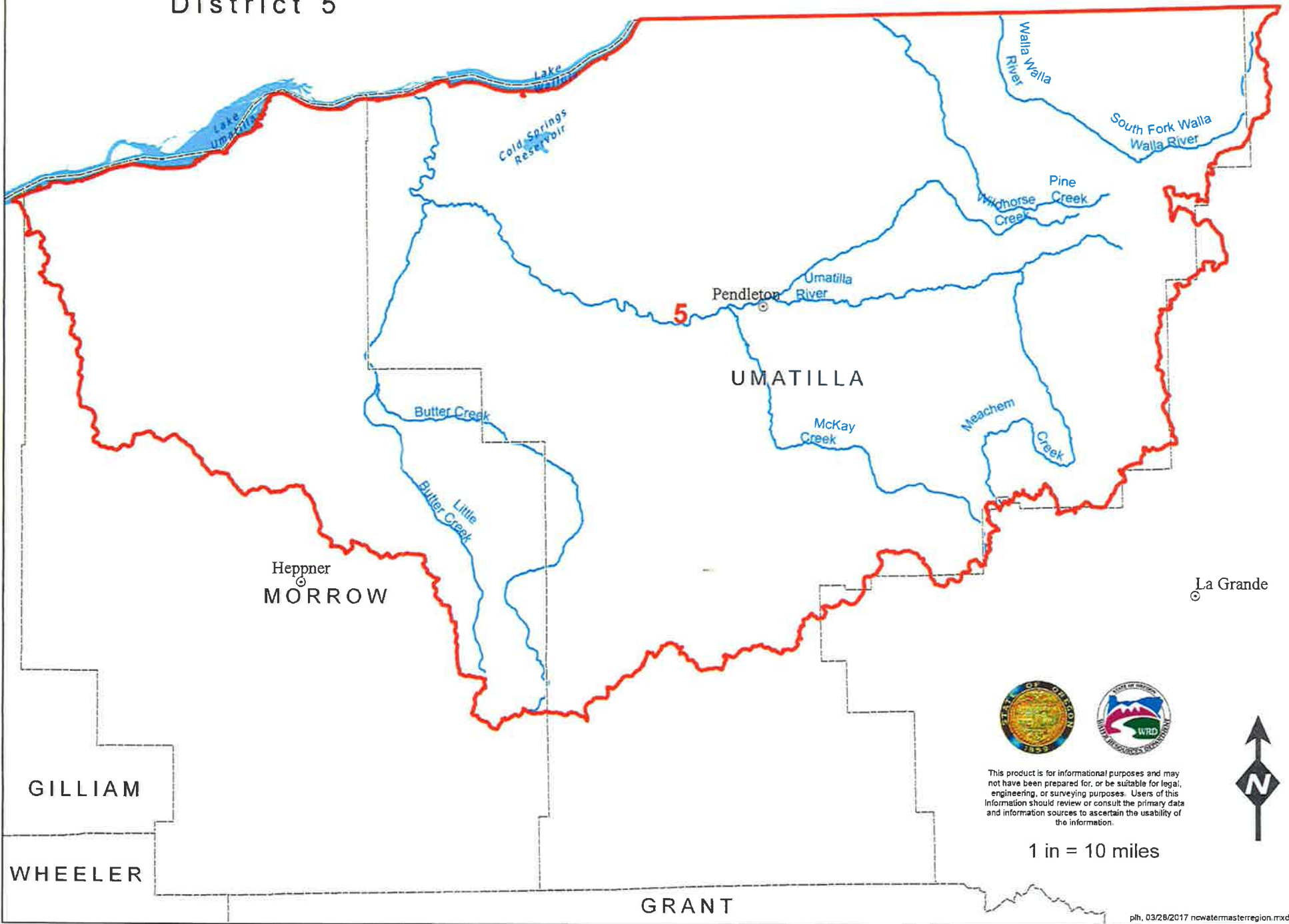
# OWRD North Central Region



This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

1 in = 20 miles

# OWRD Watermaster District 5



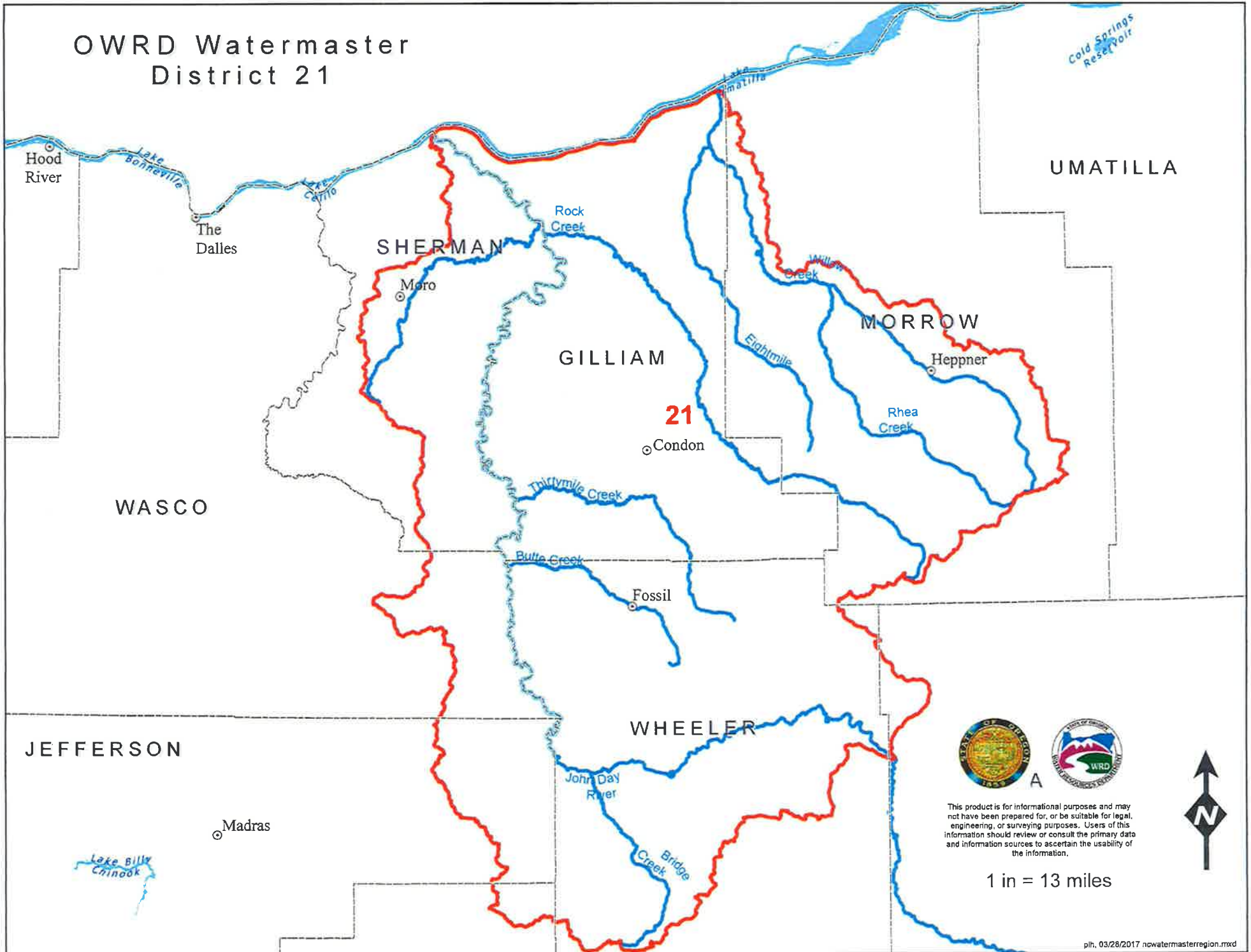
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1 in = 10 miles



# OWRD Watermaster District 21



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1 in = 13 miles





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

Item #
7h

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Karen Wolff, Human Resources Director Phone Number (Ext): X5620
Department: Human Resources Requested Agenda Date: 4/5/2017
Person Attending BOC Meeting (REQUIRED) Karen Wolff, Human Resources Director
Short Title of Agenda Item: Sheriff's Office Restructure Job Descriptions

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Discussion Only
Discussion & Action
Estimated Time: 20 minutes
Department Report
Other:

For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel Required for all legal documents
Finance Office Required for all contracts; Other items as appropriate.
Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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1. TITLE OF AGENDA ITEM: Sheriff's Office Restructure Job Descriptions

2. ISSUES, BACKGROUND, AND DISCUSSION:

At the March 15, 2107 Board of Commissioners meeting a proposal to restructure the Sheriff's Office was authorized. The next steps are to approve the new Job Descriptions and assign each to a Pay Range.

3. OPTIONS:

- A. Approve the new Job Descriptions as presented.
- B. Deny the new Job Descriptions, with reasons for the denial.
- C. Refer the Job Descriptions back to Human Resources for additional review, with direction on how to proceed.
- D. If Job Descriptions are approved, assign each to a Pay Range.

4. FISCAL IMPACT:

Included with this Cover Sheet is the spreadsheet prepared by the Sheriff's Office and the Finance Department regarding the anticipated costs of the restructure.

5. STAFF RECOMMENDATIONS:

Based on the Board of Commissioners approval of the new Sheriff's Office department structure, I recommend approval by motion of the new Job Descriptions and the new Pay Ranges.

6. SUGGESTED ACTION(S) / MOTION(S):

Move to approve the following Sheriff's Office Job Descriptions and Nonrepresented Pay Ranges to be effective 4/24/2017.

- |                             |                                  |
|-----------------------------|----------------------------------|
| - Operations Lieutenant     | Pay Range 23                     |
| - Corrections Lieutenant    | Pay Range 22                     |
| - Communications Lieutenant | Pay Range 21                     |
| - Administrative Lieutenant | Pay Range 18                     |
| - Criminal Sergeant         | Pay Range 21 (remove from Union) |
| - Communications Sergeant   | Pay Range 18                     |
| - Civil Sergeant            | Pay Range 16 (remove from Union) |

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording)         | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution      |
| <input type="checkbox"/> Other _____                            |   |

**PROPOSED REORGANIZATION OF MORROW COUNTY SHERIFFS' OFFICE - COMMAND STAFF**

Name	GL Code	Current Budget Salary	Actual Year-to-Date			Proposed		Estimated Run Out 2016-2017	Notes
			Salary Expenditure	Overtime Expenditure	Total	Annual Salary**	Annual Budget Increase/Decrease		
Ivy Zimmerman*	101-113-5-10-1020	\$ 86,541.48	\$ 58,636.11	\$ -	\$ 58,636.11	\$ 83,104.22	(\$3,437.26)	\$ 20,776.06	Promotion from Chief Civil Deputy 5 to Civil Sergeant 16C. Annual salary increase of \$3,684. Cost savings of \$6,218 in health insurance moving from Sheriff's Union to General.
Sarah Smith*	101-113-5-10-1026	\$ 50,528.76	\$ 35,121.43	\$ 170.40	\$ 35,291.83	\$ 52,488.54	\$1,959.77	\$ 13,122.13	Promotion from Asst. 911 Director 17C to Communication Sergeant 18C. Annual salary increase of \$2,956 plus taxes and retirement.
	207-113-5-10-1026	\$ 50,528.76	\$ 33,758.21	\$ 1,533.62	\$ 35,291.83	\$ 52,488.54	\$1,959.77	\$ 13,122.13	
Randy Rayburn*	101-113-5-10-1015		\$ 88,715.68	\$ 5,209.70	\$ 93,925.38				No salary change. Eligible for overtime.
Kyle Percy*	101-113-5-10-1011		\$ 76,591.88	\$ -	\$ 76,591.88				No salary change. Eligible for overtime.
Brian Snyder*	101-113-5-10-1010	\$ 104,648.06	\$ 82,124.02	\$ 7,256.14	\$ 89,380.16	\$ 115,132.73	\$10,484.67	\$ 28,783.18	Promotion from Detective 4 to Sergeant 21B. Annual salary increase \$3,395 plus taxes and retirement. Moved from Sheriff's Union to General increasing health care costs by \$7,398.
Melissa Ross	101-113-5-10-1014	\$ 76,179.63	\$ 51,280.14	\$ -	\$ 51,280.14	\$ 83,104.22	\$6,924.59	\$ 20,776.06	Promotion from Management Assistant 12E to Administrative Lieutenant 18A. Annual salary increase \$5,222 plus taxes and retirement.
	101-113-5-10-1025	\$ 56,697.95	\$ 41,744.69	\$ 2,504.75	\$ 44,249.44	\$ 58,964.23	\$2,266.28	\$ 14,741.06	
Kristen Bowles									Promotion from Communications Sergeant 19C to Communications Lieutenant 20C. Annual salary increase \$3,418.48 plus taxes and retirement.
	207-113-5-10-1008	\$ 56,697.95	\$ 41,744.69	\$ 2,504.75	\$ 44,249.44	\$ 58,964.23	\$2,266.28	\$ 14,741.06	
Dan Robbins	510-113-5-10-1001		\$ 87,071.30	\$ -	\$ 87,071.30				Promotion from P&P Director to Corrections Lieutenant. No salary change. Not eligible for overtime.
Terry Harper	101-113-5-10-1005	\$ 140,647.17	\$ 94,585.30	\$ 6,541.70	\$ 101,127.00	\$ 146,539.78	\$5,892.61	\$ 36,634.95	Promotion from Sergeant 22H to Lieutenant 23H.
Overtime	101-113-5-10-1210	\$ 80,000.00		\$ 69,542.68	\$ 69,542.68	\$ 64,957.88	\$0.00		
		\$702,469.77				\$ 715,744.36	\$28,316.71	\$ 162,696.62	

Fund	Category	Current Budget			Budget Balance	Proposed Salary Estimated Run-Out	Budget Balance	Notes
		Adopted Budget	YTD Expenditures	Estimate Run Out 16-17				
#101-113 Sheriff	Personnel	\$ 2,795,740.00	\$ 1,725,509.62	\$ 862,754.81	\$ 207,475.57	\$8,030.22	\$ 199,445.35	Fund #101-113 is sufficient with proposed changes. The overtime GL will need to be monitored. Fund #207 is sufficient.
#207	Personnel	\$ 232,931.00	\$ 146,133.35	\$ 73,066.68	\$ 13,730.98	\$1,408.68	\$ 12,322.29	
		\$ 3,028,671.00	\$ 1,871,642.97	\$ 935,821.49	\$ 221,206.55	\$ 9,438.90	\$ 211,767.64	

\*Individuals are eligible for overtime.  
\*\*Proposed annual salary includes benefits and taxes.






## Human Resources

P.O. Box 788 • Heppner OR 97836  
(541) 676-5620

Karen Wolff  
Human Resources Director  
kwolff@co.morrow.or.us

**TO:** Morrow County Board of Commissioners  
**FROM:** Karen Wolff, Human Resources Director   
**DATE:** April 4, 2017  
**RE:** Sheriff's Office Restructure Next Steps

At the March 15, 2017 Board of Commissioners meeting a proposal to restructure the Sheriff's Office was authorized, with a target effective date of April 1, 2017. Attached are Organizational Charts that were presented at this meeting showing the current department structure (Exhibit A) and the new department structure (Exhibit B).

The next steps are:

- Approve the new Job Descriptions
- Approve the Pay Range for each Job Description
- Set an actual effective date.

The following positions have new Job Descriptions and the Pay Range is noted. All positions are Nonrepresented, and on the Nonrepresented Wage Scale.

- |                             |                                  |
|-----------------------------|----------------------------------|
| - Operations Lieutenant     | Pay Range 23                     |
| - Corrections Lieutenant    | Pay Range 22                     |
| - Communications Lieutenant | Pay Range 21                     |
| - Administrative Lieutenant | Pay Range 18                     |
| - Criminal Sergeant         | Pay Range 21 (remove from Union) |
| - Communications Sergeant   | Pay Range 18                     |
| - Civil Sergeant            | Pay Range 16 (remove from Union) |

There will be no changes to the Patrol Sergeant Job Descriptions. This position will remain at Pay Range 21.

All of the Job Descriptions are attached. (Exhibit C)

Each position was placed on the JobMeas™ formula. Exhibit D shows the JobMeas™ evaluation of the current position and the new position. The blue background indicates a current position. Exhibit E lists only the new structure positions. The blue background positions on this Exhibit have made no change to the Job Description or the Pay Range. Exhibit F is the Nonrepresented Wage Scale and Exhibit G is the Sheriff's Office Represented Wage Scale.

With this restructure, the census of the Sheriff's Office will be something like this:

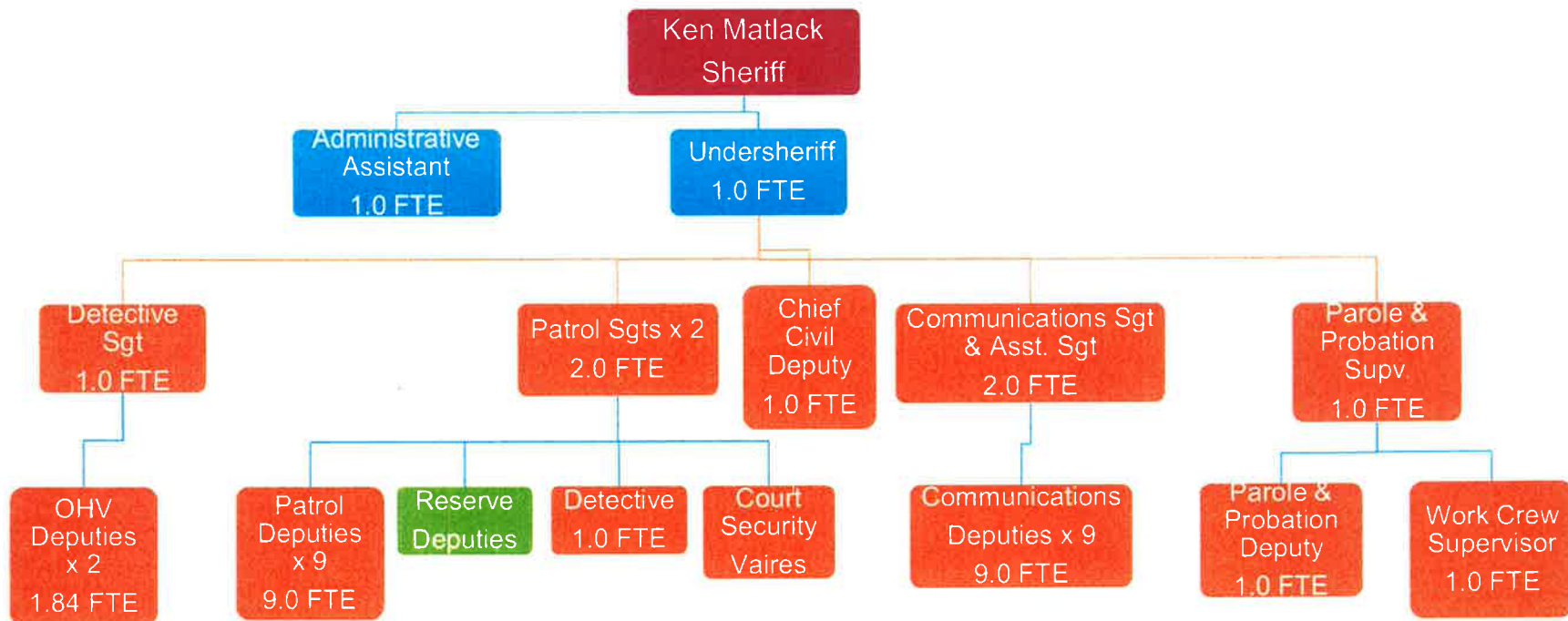
Elected:	1
Nonrepresented:	10
Represented – Patrol and Corrections	12
Represented – Communications	8
All other (OHV, Marine, Court Security, Reserves)	5 (Part-time) + Reserves

Based on the approval by the Board of Commissioners for the new structure of the Sheriff's Office, I recommend approval of the new Job Descriptions as listed above and the listed Pay Range for each position.

I would recommend an effective date of April 24, 2017. This is the beginning of a new Pay Period. The two employees who will be changing insurance will have time to complete the necessary paperwork and have the appropriate premiums withheld from their paychecks. This date will also allow time for the Notice of Decision paperwork to be completed and submitted to the department and the employee and the notices to the Union to be filed. This will also have this process completed, for the most part, prior to Budget Hearings.

I am available for any questions regarding the JobMeas™ process, Job Descriptions, Wage Scales and any other subjects related to this process.

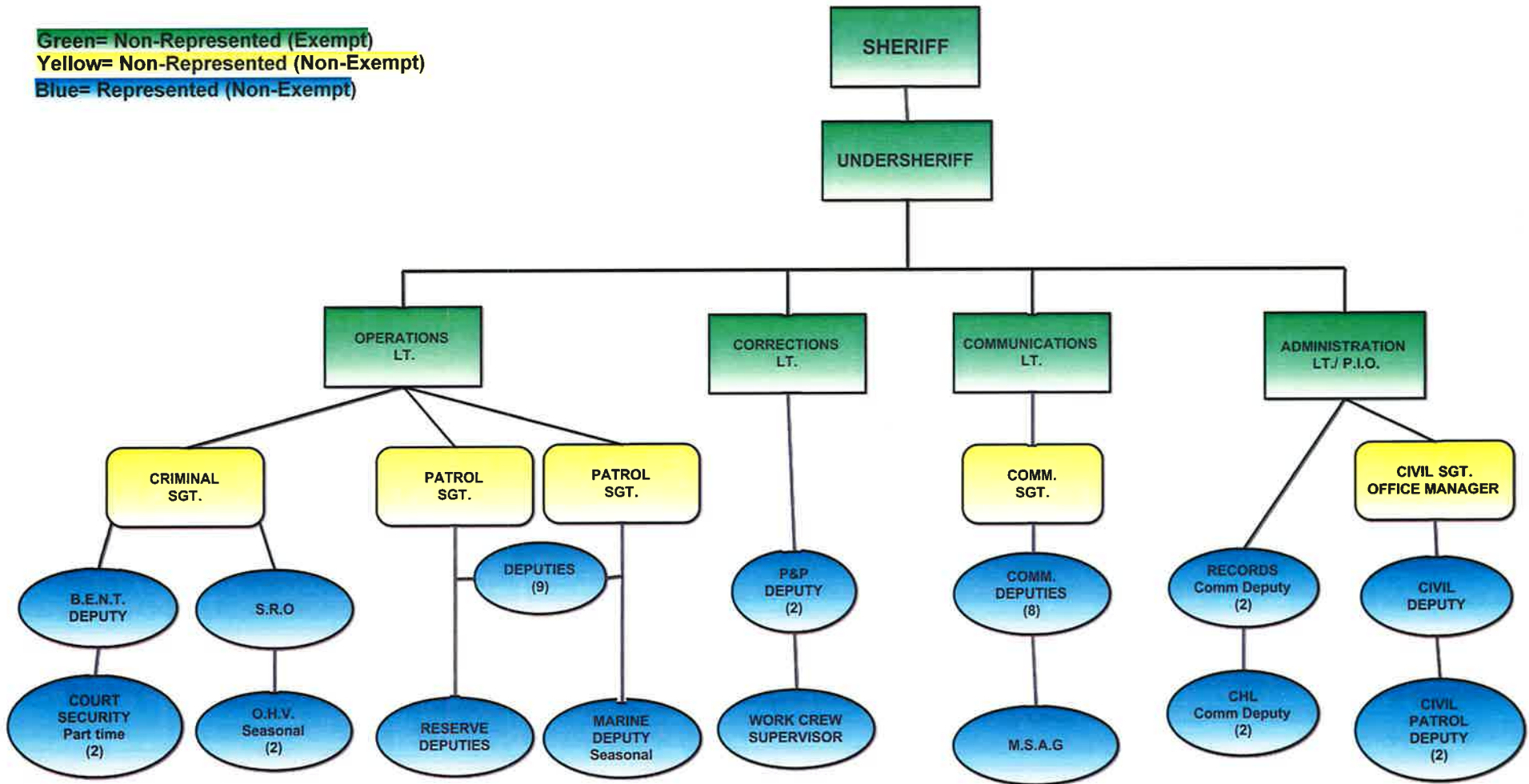
# Sheriff's Office



Total FTE, including Sheriff = 25.0 FTE

February 2017

Green= Non-Represented (Exempt)  
 Yellow= Non-Represented (Non-Exempt)  
 Blue= Represented (Non-Exempt)





## Exhibit C

### JOB DESCRIPTION

**Date Prepared:** September 19, 2016

**Position Title:** Operations Lieutenant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff

**Position Overview:**

Under the direct supervision of the Undersheriff, the Operations Lieutenant manages the Criminal and Patrol Divisions. The Operations Lieutenant is the direct line supervisor of the Criminal Sergeant, the two Patrol Sergeants and provides oversight for both the Criminal and Patrol Division. The Criminal Lieutenant performs a variety of advanced level professional, technical, supervisory law enforcement tasks.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** 3 fulltime and 2 part-time

**Reporting Positions:**

Criminal Sergeant (1)

Patrol Sergeant (2)

OHV (2)

**Working Environment:**

Work is accomplished at the Sheriff's Office in Irrigon, Heppner and Boardman, as well as in the field. This position is subject to call out and the hazards associated with law enforcement officers.

**Qualifications:**

1. Education - Associate's Degree in Criminal Justice or equivalent.
2. Experience - Five years of law enforcement experience.
3. Certification - Advance Certificate from the Board on Public Safety Standards and Training.
4. Equipment used-AR 15, Shotgun, 40 cal pistol, body wire, radio, computer, vehicle, typewriter, calculator, copy machine, fax machine, telephone, DVD and photography equipment.
5. Knowledge and ability to apply federal, state and local laws, regulations and ordinances.
6. Knowledge and ability to direct and conduct the processing of a crime scene.

7. Ability and skill to utilize accepted practices and techniques in the supervision, motivation and direction of patrol personnel.
8. Knowledge and ability to implement accepted policies, practices and techniques of the Sheriff's Department.
9. Knowledge and ability to organize and direct the execution of drug search warrants.
10. Ability to serve as an expert witness in court proceedings.
11. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
12. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
13. Ability to work as a member of and supervise investigations of a multi-agency major crimes team.
13. Valid Oregon Driver's License.

**Essential Job Functions:**

The essential functions include, but are not limited to, the following. Additional functions may be identified and included by the Sheriff or Undersheriff.

1. As needed, will act as "Sheriff" in the event the Sheriff and Undersheriff are unavailable.
2. Serves as second in command for the position of Emergency Manager for Morrow County.
3. Inspects, reviews and monitors work of subordinates.
4. Inspects vehicles, equipment and supplies as part of basic equipment maintenance.
5. Researches, reviews and interprets policies, rules, procedures and laws.
6. Commends, applies corrective action, and assigns performance evaluations to subordinates.
7. Completes and/or reviews reports and necessary documentation.

8. Conducts training and identifies training needs of personnel.
9. Performs supervisory functions involving personnel utilization and counseling.
10. Directs and coordinates activities of an assignment.
11. Conduct thorough background investigations on new employees.
12. Coordinate Search and Rescue training and missions.
13. Supervise evidence room personnel for compliance to department policies.
14. Perform as Oregon Certified Medicolegal death investigator for Morrow County For the Oregon State Medical Examiner's Office.

**Primary Job Duties: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.**

**Job Duty Outline:**

- I. Supervise narcotics and other specialized investigation.
  - A. Supervise the execution of search warrants.
  - B. Coordinate and assist with investigation efforts with other law enforcement agencies.
  - C. Supervise undercover investigations.
  - D. Make arrests and issue citations.
  - E. Appear in court as an expert witness.
  - F. Manage and utilize Confidential Reliable Informants in the investigations.
  - G. Provides oversight of Criminal and Patrol Division mission and activities.
- II. Receive and respond to requests and calls from citizens.
  - A. Determine nature of call.
  - B. Determine appropriate response.
  - C. Respond to requests for assistance from other law enforcement agencies.

III. Department Organization

- A. Communicate with other department employees to effectively and efficiently coordinate work programs.
- B. Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
- C. Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.



## **JOB DESCRIPTION**

**Date Prepared:** November 1, 2016

**Position Title:** Parole/ Probation/ Corrections Lieutenant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff/ Sheriff

### **Position Overview:**

Under the direct supervision of the Undersheriff, the Corrections Lieutenant manages the Corrections Division. The Corrections Lieutenant is the direct line supervisor of (2) Parole/ Probation Deputies and (1) Work Crew Supervisor.

The Corrections Lieutenant assigns work, reviews written reports, court documents and evaluates the performance of the Parole/ Probation deputies and the Work Crew Supervisor.

Other responsibilities include:

- Participates in the selection and training of staff.

- Initiates disciplinary action and is responsible for progressive discipline.

- Assists in the development and implementation of department goals and objectives, policies and procedures.

- Assists in the development of reports concerning department operations.

- Reviews and evaluates services provided.

### **Resources Influenced:**

- Annual Operating Budget:**

- Total Employees in your chain-of-command:** 3 fulltime

### **Reporting Positions:**

- Parole/ Probation Deputies (2)

- Work Crew Supervisor (1)

### **Working Environment:**

Work is accomplished at the Sheriff's Office in Irrigon and Heppner, as well as in the field. This position is subject to call out and the hazards associated with being a Community Corrections Deputy.

### **Nature and Scope:**

This is professional work requiring the application of specialized knowledge in the area of corrections, parole and probation. The Corrections Lieutenant works under the direct supervision of the Undersheriff.

Work may be performed in stressful and dangerous situations. Work assignments may vary to include all hours of the day or night including weekends and holidays when necessary. Established policies, procedures, statutes and regulations govern tasks. The Corrections Lieutenant exercises independent judgment when applying policies,

procedures and is responsible for applying thorough knowledge of current systems. Including methods and practices involving supervision of offenders as well as supervision of staff. Delegates work, monitors performance and provides instruction to the Corrections staff.

**Distinguishing Characteristics:**

The Corrections Lieutenant provides supervision and guidance to staff that are responsible for monitoring, supervising and/or managing adult offenders. The Corrections Lieutenant must have seven years of experience working in a criminal justice setting, including at least four years managing a caseload of adult offenders.

**Essential Types of Duties:**

1. Performs all aspects of employee supervision. Effectively recommends hiring and firing. Assigns and reviews work, evaluates performance, initiates corrective action and responds to grievances.
2. Conducts caseload audits.
3. Staffs difficult and/or problematic cases with Parole & Probation Deputies.
4. Assists the Undersheriff/ Sheriff in the implementation of department policies and procedures.
5. Establishes and maintains contact with social service agencies and community organizations that may provide some form of assistance to offenders.
6. This position shall be required to be firearms certified and shall satisfactorily complete quarterly and/or annual firearm qualifications.
7. Performs other related duties as assigned.

**Qualifications:**

**Knowledge and Skills:** Requires thorough knowledge of criminal thinking patterns, resulting criminal behavior and cognitive restructuring techniques. Knowledge of family violence and sex offender issues and supervision. Knowledge of Oregon criminal justice system, Oregon Criminal Code, Oregon Sentencing Guidelines, Department of Corrections Administrative Rules, Board of Parole Administrative Rules, Interstate Compact and Oregon Case Management System.

**Experience and Training:** The Corrections Lieutenant must be DPSST certified as a Parole and Probation Officer, have a Bachelor's degree in a behavioral science and five years of experience working in a criminal justice setting. At least four of those years must involve managing a caseload of adult offenders. An equivalent combination of education and experience may be substituted for the Bachelor's degree.

**Abilities:** Requires the ability to communicate effectively, both verbally and in writing. Ability to supervise and provide guidance to employees. Ability to pass a thorough background investigation. Ability to obtain clearance to access the Oregon Department of Corrections computer system and Law Enforcement Data System.

## **JOB DESCRIPTION:**

**Date Prepared:** November 2, 2016

**Position Title:** Communications Lieutenant / 911 Director

**Rank:** Lieutenant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff/ Sheriff

Under the general direction of the Undersheriff/ Sheriff, the purpose of this position is to assist in the coordination and management of the Morrow County Sheriff's Office Communication Center. The Communication Center provides public safety services to the Morrow County Sheriff's Office, Boardman Police Department, area Fire Departments, and Emergency Medical Services. The Communication Lieutenant provides division level oversight via communication senior staff for the productive dispatch and receipt of emergency and non emergency communications, for staff development and training, and for management of automated Computer Aided Dispatch and for Records Management, a public safety 450 MHz and VHF radio system and overall telecommunications within the agency. The Communications Lieutenant will perform other communications/management functions as directed.

### **Resources Influenced:**

Annual Operating Budget

Total Employees in your chain of command (9)

### **Reporting Positions:**

Communications Sergeant (1)

Communication Deputies (8)

### **Working environment:**

Work is accomplished at the Sheriff's Office. This position is subject to call out for prisoner escort and some operations at the north end annexes.

### **Education and Experience:**

- Graduation from High School or possession of a GED; and
- The equivalent of : five (5) years of paid employment experience in public safety dispatching within the past seven (7) years; or
- Five (5) years of current paid employment with a public safety agency or private emergency medical services agency with high level Computer Aided Dispatch (CAD), radio and telephone operation; or successful completion of a probationary period as a communications dispatcher with the Morrow County Sheriffs Office.



**Certificates:**

- Possession of Supervisory Certificate or able to acquire within one (1) year
- Possession of the Basic Certificate in dispatch and Telecommunications issued by the Department of Public Safety Standards and Training
- Possession of the Emergency Medical Dispatch (EMD) certificate of completion.
- Possession of Field training Evaluation Program certificate of completion.

**Equipment used:** Phone and related software, radio at base and portable, typewriter, fax, computer, CAD, VCR/DVD, cell phone and all general office equipment.

**Knowledge and Abilities:**

Emergency Medical Dispatch system and protocols  
Principles and practices of public administrations  
Principles and practices of public safety dispatching and 911 services  
Computer aided dispatching and equipment  
Complex radio and phone systems  
Incident Command System  
F.C.C rules and regulations  
Emergency service plans and programs  
Verbal and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty  
Budget preparation and management of 911 center  
Budget preparation of OEM monies  
General knowledge of Emergency Management Principles  
Conflict resolution  
City, county and state government organizations  
Officer Safety  
Pat Down Procedures  
Basic Civil Process procedures

**Essential Job Functions:**

Organization and direction of the Morrow County Communications Center activities according to established policies and procedures.

Evaluates and completes performance reviews for subordinate employees. Manages overall work flow of the Center. Interviews and selects employees, significant recommendation in reassignments, terminations and disciplinary actions. Plans and coordinates and arranges of appropriated training of subordinates.

Receives and processes requests for tapes of calls and radio activity regarding events for user agencies such as the District Attorney's Office and City Police.

Prepare time sheets, determine accuracy, keep copies, approve overtime, if applicable, and provide to accounting

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and /or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data information.

**Mathematical Aptitude:** Required the ability to perform addition, subtraction, multiplication, and division. Calculate decimals and percentages.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Physical Ability:** tasks involve the ability to exert moderate, though not constant physical effort. Typically involving some combinations of climbing and balancing, stooping, kneeling, crouching, and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 to 40 pounds).

**Environmental Factors:** Task can occasionally be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, toxic/poisonous agents, violence, disease, or pathogenic substances.

**Emotional Factors:** Tasks involves communicating with distraught and/or disorientated, argumentative, and non-cooperative individuals and requires explicit gathering of essential information mainly through verbal communication but occasionally in person to person contact. Work environment contains periods of high activity, and emotional events countered with periods of low activity.

Entry level and promotional testing for dispatch personnel, conducts testing to establish eligibility lists, coordinates application and testing process

Preparation and monitors the budget, controls and monitors expenses within budget, assures fiscal responsibility and cost consciousness. Responsible for accurate accounting of the divisions financial operations, including billing for services, manages E9-1-1 excise revenue. Signature authority on vouchers and purchase orders

Manages the repair, maintenance and replacement of enhanced 911 radio and telephone equipment.

Coordinates, develops and maintains specialized emergency activities, including evacuations of the Center and mutual aid; coordinates with participating departments and outside agencies.

Significant involvement in the collective bargaining process. Participates as a member of the collective bargaining team.

Communicates with personnel and bargaining unit to resolve labor related issues and grievances.

Responds and participates during actual Emergency Operations Center Activities.

**Important Job Functions:**

Working knowledge of coordinating with the jails, DA's office, other law enforcement agencies and the Courts on the placement and release of prisoners and arranging for transportation as needed

Performs duties of call taker/dispatch positions as needed, answer business and emergency calls for service, maintain working knowledge of and adapts to continuing changes in policies and procedure to each agency.

Prioritizes need for service, runs checks through DMV files, contacts complainant and suspects via telephone, monitor officer safety, confirms warrants and maintains LEADS Certification.

Receives and write commendations on employees and routes to appropriate agencies.

Receives and processes requests for tapes of calls and radio activity regarding events for user agencies such as the District Attorney's Office and City Police.

Attends meetings and represents the Sheriff at assigned meeting and other functions as assigned. Attends seminars and other training conferences as required.

Serve civil papers

**Typical Tasks:**

- Operates base radio console equipment, transmitting and receiving routine emergency messages
- Receives emergency and routine requests for service from the public via 9-1-1, alternate emergency lines and direct lines.
- Dispatches appropriate emergency vehicle, equipment and personnel in response to those requests, in accordance to established policies and procedures.

- Operates data terminal for information pertaining to daily public safety operations, and general emergency services
- Maintains written logs, files, and computer information in the prescribed manner, updates computer files, and performs other clerical functions and tasks as directed
- Performs other related duties as assigned

### **Knowledge, Skills, and Abilities**

Knowledge of:

- Current contract with contracted jail
- Extradition procedures and criteria
- Parole & Probation Procedure
- Juvenile prisoner system
- MSAG procedure for E-911 accuracy
- General public safety radio and telephone communications systems
- Police, fire, and medical emergency procedures
- Primary roads, streets, highways, major buildings, and public facilities within county boundaries
- Reading and interpreting maps and maintaining accurate records
- Policy and Procedure as MSAG Coordinator related to E-911

## JOB DESCRIPTION

**Date Prepared:** November 2, 2016

**Position Title:** Administrative Lieutenant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff/Emergency Manager

**Position Overview:** Under the direct supervision of the Sheriff and the Undersheriff/Emergency Manager, the Administrative Lieutenant carries out a variety of administrative, secretarial, and technical work activities which may be sensitive and/or confidential in nature. The Administrative Lieutenant directly supervises the Civil Sergeant and provides oversight to all members of the Civil Division. The Administrative Lieutenant also directly supervises members assigned to the Records, CHL, and Mapping Units. Maintains office personnel and confidential files, participates in collective bargaining strategy meetings, office business practices and efficient work standards. The Administrative Lieutenant may also be required to interpret variations in standard operating procedures and speak with the media.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** The Administrative Lieutenant directly supervises the Civil Sergeant and provides oversight to all members of the Civil Division. The Administrative Lieutenant also directly supervises members assigned to the Records, CHL, and Mapping Units.

**Reporting Positions:**

**Working Environment:** The work and responsibilities are performed in the Sheriff's Office and at various locations of public meeting in Morrow County as well as meetings at various other locations outside of Morrow County.

**Qualifications:**

1. Education - Associate's degree or equivalent. Experience may be substituted for the Associates Degree.
2. Experience – Five years working in a law enforcement environment plus three years of office management experience including progressively responsible office management or administrative program management.

3. Equipment used - Computer, telephone, typewriter, printer, postage machine, copy machine, digital recorder, camera, personal electronic devices and assorted tools.
4. Ability to directly supervise staff; complete annual employee evaluations and quarterly reviews.
5. Ability to complete complex and difficult assignments that requires the use of initiative and individual judgment.
6. Ability to communicate effectively with the media as the Public Information Officer (PIO) representing the Sheriff's Office or Morrow County Emergency Management at the discretion of the Sheriff and/or Undersheriff/Emerg. Mgr.
7. A thorough knowledge of secretarial techniques and software programs and procedures and the ability to implement them.
8. Ability to develop a working knowledge of various state and federal laws, regulations and guidelines relating to Public Meeting Law, Open Records and the Freedom of Information Act.
9. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
10. Ability to learn and implement Sheriffs' Office and County procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
11. Must possess a valid Oregon Driver's License.

### **Essential Job Functions**

#### **Physical:**

- Ability to lift 40 pounds (box of paper).
- Ability to sit for extended periods of time.
- Ability to word process at 40 wpm.
- Ability to operate a motor vehicle.
- Regular and predictable attendance.

#### **Mental:**

- Ability to read, write and comprehend English in order to read and apply Oregon Revised Statutes and complete state and federal forms.
- Ability to perform basic math functions.
- Ability to comprehend complex issues and commit these issues to writing.
- Ability to maintain confidentiality.

**Job Duty Outline:**

- I. Provide management support for the Sheriff, Undersheriff/Emergency Manager.
  - A. Directly supervise the Civil Sergeant and provide oversight to all members assigned Civil Division duties.
  - B. Custodian of Records and also directly supervises work of persons assigned to duties in the Records, CHL and Mapping (MSAG) Units.
  - C. Respond to informational inquiries from the public, agencies, and organizations.
  - D. May be required to communicate directly with media as the Public Information Officer (PIO) at the discretion of the Sheriff or the Undersheriff/Emergency Manager.
  - E. Maintain office personnel files and confidential files including all medical and personal information.
  - F. Open, review and distribute mail, including confidential correspondence.
  - G. Answer the telephone in a professional and courteous manner.
  - H. Represents the Sheriff or the Undersheriff / Emergency Manager by speaking to the public in person, telephone or written correspondence on administrative/operational issues as directed.



II. Prepare and maintain minutes at required meetings.

- A. Make all necessary arrangements for Public Meetings; provide sign-in sheets and agendas.
- B. Transcribe Minutes and prepare for approval.
- C. Manage all documents related to the required meeting.
- D. Distribute completed Minutes to meeting partners.

III. Compile, track and retain documents.

- A. Compile, organize, track, process and retain documents, contracts, and agreements, includes handling of materials or correspondence which may be sensitive and complex in nature.
- B. Maintain current budget information for the Sheriff and the Undersheriff / Emergency Manager.
- C. Perform detailed objective and subjective law enforcement research for trends and assessment needs, collect and compile data for administrative and annual reports.
- D. Follow up on assignments to determine progress and date of completion on ongoing discipline and administrative investigations.

IV. Office Organization

- A. Communicate with other Sheriff's Office employees to effectively and efficiently coordinate work programs for progress and status.
- B. Communicate with employees from other organizations and agencies in order to coordinate and implement mutual aid and other shared duties.
- C. Communicate with members of the general public in order to inform them on programs and provide appropriate information about Sheriff's Office activities and the direction the Sheriff's Office.
- D. The listed job duties are not inclusive of all assigned work. Administration reserves the right to assign other duties as needed and necessary.

## **JOB DESCRIPTION**

**Date Prepared:** November 2, 2016

**Position Title:** Criminal Sergeant

**Department:** Sheriff's Office

**Supervisor:** Operations Lieutenant

### **Position Overview:**

Under the direct supervision of the Operations Lieutenant, the Criminal Sergeant investigates criminal cases, supervises the Drug Enforcement Deputy, School Resource Deputy and two part time Court Security Deputies. The Criminal Sergeant performs a variety of professional, technical, supervisory law enforcement tasks.

### **Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** 2 fulltime and 2 part-time

### **Reporting Positions:**

Narcotics Deputy (1)

School Resource Deputy (1)

Court Security (2)

### **Working Environment:**

Work is accomplished at the Sheriff's Office in Irrigon, Heppner and Boardman, as well as in the field. This position is subject to call out and the hazards associated with law enforcement deputies.

### **Qualifications:**

- 1) Education - Associate's Degree in Criminal Justice or equivalent.
- 2) Experience - Five years of law enforcement experience.
- 3) Certification - Intermediate Certificate from the Board on Public Safety Standards and Training.
- 4) Equipment used -Shotgun, 9mm pistol, body wire, radio, computer, vehicle, typewriter, calculator, copy machine, fax machine, telephone, DVD and photography equipment.
- 5) Knowledge and ability to apply federal, state and local laws, regulations and ordinances.
- 6) Knowledge and ability to conduct the processing of a crime scene.

- 7) Ability and skill to utilize accepted practices and techniques in the supervision, motivation and direction of patrol personnel.
- 8) Knowledge and ability to implement accepted policies, practices and techniques of the Sheriff's Office.
- 9) Knowledge and ability to organize and direct the execution of search warrants.
- 10) Ability to serve as an expert witness in court proceedings.
- 11) Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
- 12) Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- 13) Ability to work as a member of a multi-agency major crimes team.
- 14) Valid Oregon Driver's License.

**Essential Job Functions:**

The essential functions include, but are not limited to, the following. Additional functions may be identified and included by the Sheriff or Undersheriff.

1. Inspects, reviews and monitors work of subordinates.
2. Inspects vehicles, equipment and supplies as part of basic equipment maintenance.
3. Researches, reviews and interprets policies, rules, procedures and laws.
4. Commends, applies corrective action, and assigns performance evaluations to subordinates.
5. Completes and/or reviews reports and necessary documentation.
6. Conducts training and identifies training needs of personnel.
7. Performs supervisory functions involving personnel utilization and counseling.
8. Directs and coordinates activities of an assignment.
9. Conduct thorough background investigations on new employees.
10. Coordinate Search and Rescue training and missions.

11. Perform as Oregon Certified Medicolegal death investigator for Morrow County for the Oregon State Medical Examiners Office.
12. Coordinate court security personnel for Circuit Court.

**Primary Job Duties: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.**

**Job Duty Outline:**

- 1) Supervise narcotics and other specialized investigations.
  - a) Supervise the execution of search warrants.
  - b) Coordinate and assist with investigation efforts with other law enforcement agencies.
  - c) Supervise undercover investigations.
  - d) Make arrests and issue citations.
  - e) Appear in court as an expert witness.
  - f) Manage and utilize Confidential Reliable Informants in investigations.
- 2) Receive and respond to requests and calls from citizens.
  - a) Determine nature of call.
  - b) Determine appropriate response.
  - c) Respond to requests for assistance from other law enforcement agencies.
- 3) Office Organization
  - a) Communicate with other office employees to effectively and efficiently coordinate work programs.
  - b) Communicate with employees from other offices and agencies in order to coordinate and implement the work program.
  - c) Communicate with members of the general public to coordinate work programs and provide appropriate information about county activities.

## **JOB DESCRIPTION:**

**Date Prepared:** March 1, 2014      Next review, January 1, 2015

**Position Title:** Communications Sergeant/911 Coordinator  
**Rank:** Sergeant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff

Under the general direction of the Undersheriff, the purpose of this position is to coordinate and manage the Morrow County Sheriff's Office Communication Center. The Communication Center provides public safety services to the Morrow County Sheriff's Office, Boardman Police Department, Boardman Fire Departments, Irrigon Fire Department, Heppner Fire Department, Ione Fire Department, Lexington Fire Department and the Morrow County Health District. The Communications Director provides division level oversight via communication senior staff for the productive dispatch and receipt of emergency and non emergency communications, for staff development and training, and for management of automated Computer Aided Dispatch and for Records Management, a public safety 450 MHz and VHF radio system and overall telecommunications within the agency. The Communications Director will perform other communications/management functions as directed.

### **Resources Influenced:**

Annual Operating Budget  
Total Employees in your chain of command (9)

### **Reporting Positions:**

Communication Deputies  
Records Clerk/ Relief Dispatch

### **Working environment:**

Work is accomplished at the Sheriff's Office. This position is subject to call out for prisoner escort and some operations at the north end annexes.

## **Education and Experience**

- Graduation from High School or possession of a GED; and
- The equivalent of : five (5) years of paid employment experience in public safety dispatching within the past seven years; or
- Five (5) years of current paid employment with a public safety agency or private emergency medical services agency with high level Computer Aided Dispatch (CAD), radio and telephone operation; or successful completion of a probationary period as a communications dispatcher with the Morrow County Sheriffs Office.

## **Certificates**

- Possession of Supervisory Certificate or able to acquire within one (1) year
- Possession of the Basic Certificate in dispatch and Telecommunications issued by the Department of Public Safety Standards and Training
- Possession of the Emergency Medical Dispatch (EMD) certificate of completion.
- Possession of Field training Evaluation Program certificate of completion.

**Equipment used:** Telephone systems and related software, base and portable radio systems, CAD system and all general office equipment.

## **Knowledge and Abilities:**

Emergency Medical Dispatch system and protocols  
Principles and practices of public administrations  
Principles and practices of public safety dispatching and 911 services  
Computer aided dispatching and equipment  
Complex radio and phone systems  
Incident Command System  
F.C.C rules and regulations  
Emergency service plans and programs  
Verbal and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty  
Budget preparation and management of 911 center  
Budget preparation of OEM monies  
General knowledge of Emergency Management Principles  
Conflict resolution  
City, county and state government organizations  
Officer Safety  
Pat Down Procedures  
Basic Civil Process procedures

**Essential Job Functions:**

Data Utilization: Requires the ability to evaluate, audit, deduce, and /or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data information.

Mathematical Aptitude: Required the ability to perform addition, subtraction, multiplication, and division. Calculate decimals and percentages.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Physical Ability: tasks involve the ability to exert moderate, though not constant physical effort. Typically involving some combinations of climbing and balancing, stooping, kneeling, crouching, and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 to 40 pounds).

Environmental Factors: Task can occasionally be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, toxic/poisonous agents, violence, disease, or pathogenic substances.

Emotional Factors: Tasks involves communicating with distraught and/or disoriented, argumentative, and non-cooperative individuals and requires explicit gathering of essential information mainly through verbal communication but occasionally in person to person contact. Work environment contains periods of high activity, and emotional events countered with periods of low activity.

**Important Job Functions:**

Organizes and directs the Morrow County Communications Center activities according to established policies and procedures.

Evaluates and completes performance reviews for subordinate employees. Manages overall work flow of the Center. Interviews and selects employees, and provides recommendation in reassignments, terminations and disciplinary actions. Plans and coordinates and arranges for appropriate training of subordinates.



Performs entry level and promotional testing for dispatch personnel. Conducts testing to establish eligibility lists, coordinates application and testing process.

Assists in the preparation and monitoring the budget, assists in controlling and monitoring expenses within budget, assures fiscal responsibility and cost consciousness. Assists in accurate accounting of the divisions financial operations, including billing for services and E9-1-1 excise revenue. Signature authority on vouchers and purchase orders

Monitors the repair, maintenance and replacement of enhanced 911 radio and telephone equipment.

Coordinates, develops and maintains specialized emergency activities, including evacuations of the Center and mutual aid; coordinates with participating departments and outside agencies.

Significant involvement in the collection bargaining process. Participates as a member of the collective bargaining team.

Communicates with personnel and bargaining unit to resolve labor related issues and grievances.

Responds and participates during actual Emergency Operations Center Activities.

Oversees and manages jail program, MSAG program, and Records program  
Performs duties of call taker/dispatch positions as needed, answer business and emergency calls for service, maintain working knowledge of and adapts to continuing changes in policies and procedure to each agency.

Prioritizes need for service, runs checks through DMV files, contacts complainant and suspects via telephone, monitor officer safety, confirms warrants and maintains LEDS Certification.

Receives and write commendations on employees and routes to appropriate agencies.

Receives and processes requests for tapes of calls and radio activity regarding events for user agencies such as the District Attorney's Office and City Police.

Attends meetings and represents the Sheriff at assigned meeting and other functions as assigned. Attends seminars and other training conferences as required.

Serve civil papers

Available 24 hours a day to the Communications Division for questions, management decisions and fill in if shift coverage is short.

### **Typical Tasks**

Under general supervision:

- Operates base radio console equipment, transmitting and receiving routine emergency messages
- Receives emergency and routine requests for service from the public via 9-1-1, alternate emergency lines and direct lines.
- Dispatches appropriate emergency vehicle, equipment and personnel in response to those requests, in accordance to established policies and procedures.
- Operates data terminal for information pertaining to daily public safety operations, and general emergency services
- Maintains written logs, files, and computer information in the prescribed manner, updates computer files, and performs other clerical functions and tasks as directed
- Performs other related duties as assigned

### **Knowledge, Skills, and Abilities**

Knowledge of:

- Juvenile prisoner system
- Parole and probations procedure
- MSAG procedure for E-911 accuracy
- General public safety radio and telephone communications systems
- Police, fire, and medical emergency procedures
- Primary roads, streets, highways, major buildings, and public facilities within county boundaries
- Reading and interpreting ; maps and maintaining accurate records
- Policy and Procedure as MSAG Coordinator related to E-911

## JOB DESCRIPTION

**Date Prepared:** September 6, 2016

**Position Title:** Civil Sergeant / Office Manager

**Department:** Sheriff's Office

**Supervisor:** Administrative Lieutenant

**Position Overview:** To direct and manage the activities of the Civil Division of the Sheriff's Office. Direct supervision of the Civil Deputy and supervision and oversight of any employee engaged in civil duties and enforcement. Process all Accounts Payable/Receivable for the Accounting Office. Maintain inventory of all office supplies. General supervision is received from the Administrative Lieutenant with leeway allowed for the use of independent judgment in carrying out the details of the work.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** Direct Supervision of One Civil Deputy and also supervises additional people assigned to civil division work. Supervise two patrol deputies (rotating personnel) while they are doing civil work. Provides additional oversight as needed for employees working in the Records, CHL and Mapping (MSAG) Units.

**Reporting Positions:** 3+

**Working Environment:** Majority of work will be at the Morrow County Sheriff's Office except when conducting Sheriff Sales and may occasionally have civil process outside of the office. The **Civil Sergeant / Office Manager** will spend hours sitting and using office equipment and computers. The office Manager will also have to do some lifting of supplies and material from time to time. This employee will spend time in intense concentration and hours on the computer entering information which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position; employee should be able to handle significant stress. The Office of the Civil Sergeant / Office Manager is located in a busy area of the office with constant interruptions and meetings with others on regular basis.

## **Qualifications:**

1. Education - Associate Degree or Equivalent experience with emphasis in office management.
2. Experience – Five years working in a law enforcement environment with experience in general office management, and civil process.
3. Experience in the use of personal computers, communications equipment, fax-machines, paper shredders, calculators, copy machines, and printers.
4. Knowledge and ability to utilize the laws and regulations applying to the operation of the Sheriff's Office.
5. Ability to directly supervise staff; complete annual employee evaluations and quarterly reviews.
6. Ability to make independent decisions and solve problems pertaining to the Sheriff's Office Civil Division.
7. Ability to effectively use oral and written communications in performance of duties and responsibilities.
8. Ability to maintain a high level of accuracy in preparing and entering information
9. Knowledge of office administration
10. Must possess a valid Oregon Driver's License.

## **Essential Job Functions**

### **Physical:**

- Ability to lift 40 pounds (box of paper).
- Ability to sit for extended periods of time.
- Ability to word process at 40 wpm.
- Ability to operate a motor vehicle.
- Regular and predictable attendance.

### **Mental:**

- Ability to read, write and comprehend English in order to read and apply Oregon Revised Statutes and complete state and federal forms.
- Ability to perform basic math functions.
- Ability to comprehend complex issues and commit these issues to writing.
- Ability to maintain confidentiality

### Job Duty Outline:

- I. Provides office management for the Sheriff's Office and supervises the Civil Section of the Sheriff's Office.
  - A. Directly supervise the Civil Deputy and supervise all of the patrol deputies while they are working civil duties.
  - B. Provides additional oversight as needed for persons assigned to Records, CHL, and Mapping (MSAG) Units.
  - C. Respond to informational inquiries from the public, agencies, and organizations regarding civil or records.
  - D. Official custodian of the Civil Section; reports, files, records and other data.
  - E. Answer the telephone in a professional and courteous manner.
  - F. Submit and sign claims for payment from ODOT, State Courts, A/R and A/P and any other grants or payments receivable to the Sheriff's Office.
  
- II. Office Organization
  - A. Communicate with other Sheriff's Office employees to effectively and efficiently coordinate civil programs for progress and status.
  - B. Communicate with employees from other organizations and agencies in order to effectively complete civil and office manager tasks.
  - C. Communicate with members of the general public in order to assist and inform them on their options with regards to civil issues.
  - D. The listed job duties are not inclusive of all assigned work. Administration reserves the right to assign other duties as needed and necessary.

## JOB DESCRIPTION

**Date Prepared:** February 12 2009

**Position Title:** Patrol Sergeant

**Department:** Sheriff's Office

**Supervisor:** Undersheriff

**Position Overview:** Under the limited supervision of the Undersheriff, the Sergeant supervises the Patrol Deputies. This includes coordination of work assignments, personnel management and planning. This position also manages and directs the Marine Patrol, Forest Service Patrol, Search and Rescue, Corps of Engineers grant, Seat belt and DUII over time Grants and the Heppner City contract. In addition, this position serves as a patrol Deputy and performs all of the related law enforcement duties.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command: (9)**

**Reporting Positions:**

Patrol Deputies

Reserve Deputies

Search and Rescue Members

Marine Patrol

Forest Patrol Grant

DUII & Seatbelt Grants

Oversee Heppner Patrol contract making sure City of Heppner is satisfied with the service from the Morrow County Sheriff's Office

**Working Environment:** Work is accomplished at the Sheriff's Office and in the field. This position is subject to call out and the hazards associated with law enforcement officers.

**Qualifications:**

1. Education - Associate's Degree in Criminal Justice or equivalent.
2. Experience - Five years of law enforcement experience.
3. Certification – Advanced Certificate from the Board on Public Safety Standards and Training. Completion of DPSST's Supervisory Training Course and attend additional 40 hours of supervisor training.
4. Equipment used - Weapons, radio, computer, vehicle, typewriter, calculator, copy machine, fax machine, telephone, VCR and photography equipment.

5. Knowledge and ability to apply federal, state and local laws, regulations and ordinances.
6. Ability and skill to utilize accepted practices and techniques in the supervision, motivation and direction of patrol personnel.
7. Ability to develop a positive working environment and effectively utilize all patrol personnel.
8. Knowledge and ability to implement accepted policies, practices and techniques of the Sheriff's Department.
9. Knowledge and ability to implement wage and hour laws, hiring practices in regards to the Union Contract and other personnel regulations.
10. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
11. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
12. Valid Oregon Driver's License.

**Job Duty Outline:**

- I. Provide supervision to the Patrol Division.
  - A. Serve as a resource for both the Patrol Division and the Dispatch Section regarding issues requiring timely responses.
  - B. Meet with each Deputy on a regular basis.
    1. Discuss their activities, progress and plans.
    2. Meet with Deputies yearly and quarterly performance reviews
    3. Investigate and document all Internal Investigations on Deputies
  - C. Make work assignments to Deputies, Monthly scheduling to include Vacations and Training to insure all shifts are covered.
  - D. Determine how shifts are handled, if a Deputy is absent.
  - E. Consult with the Sheriff or Undersheriff concerning the use of overtime.
  - F. Assist department personnel on crime scenes.
    1. Provide command decisions if Sergeant is the ranking officer on

- the scene.
    2. Assign the investigation to an officer.
    3. Determine procedures and processes to be used.
  - G. Department liaison for Heppner, Ione and Lexington city Councils regarding patrols and problems within each city.
- II. Manage and direct the Patrol, Marine Patrol and Forest Service Patrol functions Search and Rescue activities and training.
- A. Schedule work.
  - B. Review daily reports.
  - C. Prepare monthly and annual reports on each program.
  - D. Prepare and submit budget proposal to the Sheriff for the Marine Patrol program, Search and Rescue, Forest Patrol Contract, Corps of Engineers Grant along with Seat belt and DUII Grants.
- III. Receive and respond to requests and calls from citizens.
- A. Determine nature of call.
  - B. Determine appropriate response.
  - C. Respond to requests for assistance from other law enforcement agencies.
- IV. Perform patrol duties and tasks.
- A. Perform routine patrolling, maintaining an appropriate level of observation while traveling throughout the county.
  - B. Respond to complaints and requests for assistance from the public.
  - C. Respond to traffic violations.
  - D. Provide assistance to lost or stranded motorists.
  - E. Serve civil papers.
  - F. Perform prisoner transports.
  - G. Respond to criminal calls.



- H. Generate and submit Miscellaneous Service Reports, Crime Reports and Incident Reports.
- I. Be available 24 hrs a day to the Patrol Divisions questions or a priority call out. Fill in on shifts if coverage is short.

V. Department Organization

- A. Communicate with other department employees to effectively and efficiently coordinate work programs.
- B. Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
- C. Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.

<u>Recommended Title</u>	<u>Mental</u>		<u>Physical</u>		<u>Social</u>		<u>Envir.</u>		<u>Accnt.</u>		<u>Total Job Value</u>	<u>Skill Grade</u>
	<u>LD</u>	<u>PC</u>	<u>PS</u>	<u>Eff.</u>	<u>HR</u>	<u>SC</u>	<u>PE</u>	<u>WC</u>	<u>AC</u>	<u>IM</u>		

Asst. Comm Dir	D1	7	A3	3	B2	5	B1	3	D2	5	2109	17
Communications Sgt	D2	7	A3	3	B2	5	A3	3	D2	5	2157	18
Patrol Sgt	D2	8	B3	5	B2	7	B2	5	D2	5	2464	20
Criminal Sgt	D2	8	B3	5	B3	7	B2	6	D2	5	2517	21
Civil Sgt	D2	6	A3	2	B1	5	A3	2	D2	5	2028	16
Mgmt Asst	D3	5	A2	2	A2	5	A3	2	B2	4	1637	12
Admin Lt	D3	6	A3	2	B3	7	A3	3	D2	5	2237	18
Comm Dir	D2	8	A3	3	B2	5	B1	3	E1	5	2369	19
Comm Lt	D3	8	A3	3	B3	7	A3	3	E2	5	2579	21
P&P Manager	D3	8	B3	5	B3	7	B2	5	E2	5	2757	22
Corrections Lt	D3	8	B3	3	B3	7	B2	5	E2	5	2712	22
Dective Sgt	D2	8	B3	5	B3	7	B2	5	D3	5	2555	21
Operations Lt	D3	8	B3	3	B3	7	B2	5	E2	6	2873	23
Undersheriff/EM Dir	D3	9	B3	5	C2	8	B2	5	F1	8	3276	25

<u>Recommended Title</u>	<u>Mental</u>		<u>Physical</u>		<u>Social</u>		<u>Envir.</u>		<u>Accnt.</u>		<u>Total Job</u>	<u>Skill</u>
	<u>LD</u>	<u>PC</u>	<u>PS</u>	<u>Eff.</u>	<u>HR</u>	<u>SC</u>	<u>PE</u>	<u>WC</u>	<u>AC</u>	<u>IM</u>	<u>Value</u>	<u>Grade</u>

<b>Communications Sgt</b>	D2	7	A3	3	B2	5	A3	3	D2	5	2157	<b>18</b>
<b>Patrol Sgt</b>	D2	8	B3	5	B2	7	B2	5	D2	5	2464	<b>20</b>
<b>Criminal Sgt</b>	D2	8	B3	5	B3	7	B2	6	D2	5	2517	<b>21</b>
<b>Civil Sgt</b>	D2	6	A3	2	B1	5	A3	2	D2	5	2028	<b>16</b>
<b>Admin Lt</b>	<b>D3</b>	<b>6</b>	<b>A3</b>	<b>2</b>	<b>B3</b>	<b>7</b>	<b>A3</b>	<b>3</b>	<b>D2</b>	<b>5</b>	2237	<b>18</b>
<b>Comm Lt</b>	D3	8	A3	3	B3	7	A3	3	E2	5	2579	<b>21</b>
<b>Corrections Lt</b>	D3	8	B3	3	B3	7	B2	5	E2	5	2712	<b>22</b>
<b>Operations Lt</b>	D3	8	B3	3	B3	7	B2	5	E2	6	2873	<b>23</b>
<b>Undersheriff/EM Dir</b>	D3	9	B3	5	C2	8	B2	5	F1	8	3276	<b>25</b>

Exhibit E

**MANAGERS AND SUPERVISORS COLA 3.000%**  
**2016-2017**

		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
	HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS	
	A	B	C	D	E	F	G	H	
COURT EXECUTIVE ASSIST. SPECIAL TRANS. CORD.	10	\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462
	11	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685
PW MANAGEMENT ASSISTANT	12	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920
	13	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166
PARKS GENERAL MANAGER OF OPERATIONS FINANCE MGT. ASSISTANT	14	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424
PUBLIC WORKS MANAGER	15	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695
GENERAL MAINTENANCE SUPERV	16	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980
ASST. COMMUNICATIONS SERGEANT	17	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279
	18	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593
COMMUNICATIONS SERGEANT	19	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922
ASST. PUBLIC WORKS DIR.	20	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269
PATROL SERGEANT HUMAN RESOURCES JUVENILE DIRECTOR	21	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632
PLANNING DIRECTOR DETECTIVE SERGEANT COMMUNITY CORRECTIONS SUPERVISOR	22	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014
PUBLIC HEALTH DIRECTOR	23	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414
DEPUTY DISTRICT ATTORNEY PUBLIC WORKS DIRECTOR FINANCE DIRECTOR	24	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835
UNDER SHERIFF	25	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277
	26	\$6,923	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741
COUNTY ADMINISTRATOR	27	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228

Exhibit F

## Exhibit G

SHERIFF DEPT. SCALE 2016-2017		COLA		2.500%			
		STEP 1 HIRE	STEP 2 1YEAR	STEP 3 2 YEARS	STEP 4 3 YEARS	STEP 5 4 YEARS	STEP 6 5YEARS
<b>REC CLK/REL.COM</b>		1	2	3	4	5	6
UNCERTIFIED	U	\$2,689	\$2,823	\$2,964	\$3,113	\$3,268	\$3,432
BASIC	B	\$2,755	\$2,893	\$3,038	\$3,190	\$3,349	\$3,517
INTERMEDIATE	I	\$2,825	\$2,967	\$3,115	\$3,271	\$3,434	\$3,606
ADVANCED	A	\$2,896	\$3,041	\$3,193	\$3,352	\$3,520	\$3,696
<b>COMM. OFFICER</b>		1	2	3	4	5	6
UNCERTIFIED	U	\$2,841	\$2,983	\$3,133	\$3,289	\$3,454	\$3,626
BASIC	B	\$2,992	\$3,141	\$3,298	\$3,463	\$3,637	\$3,818
INTERMEDIATE	I	\$3,067	\$3,220	\$3,381	\$3,550	\$3,728	\$3,914
ADVANCED	A	\$3,142	\$3,299	\$3,464	\$3,638	\$3,819	\$4,010
<b>COMM. CORPORAL</b>		1	2	3	4	5	6
BASIC	B	\$3,483	\$3,657	\$3,840	\$4,032	\$4,233	\$4,445
INTERMEDIATE	I	\$3,571	\$3,749	\$3,937	\$4,134	\$4,340	\$4,557
ADVANCED	A	\$3,657	\$3,840	\$4,032	\$4,233	\$4,445	\$4,667
<b>CHIEF CIVIL DEPUTY</b>		1	2	3	4	5	6
		\$3,602	\$3,782	\$3,971	\$4,170	\$4,378	\$4,597
<b>PATROL DEPUTY</b>		1	2	3	4	5	6
UNCERTIFIED	U	\$3,507	\$3,683	\$3,867	\$4,060	\$4,263	\$4,477
BASIC	B	\$3,691	\$3,876	\$4,070	\$4,273	\$4,487	\$4,711
INTERMEDIATE	I	\$3,784	\$3,973	\$4,171	\$4,380	\$4,599	\$4,829
ADVANCED	A	\$3,879	\$4,073	\$4,277	\$4,491	\$4,715	\$4,951
<b>DETECTIVE</b>		1	2	3	4	5	6
		\$4,675	\$4,909	\$5,154	\$5,412	\$5,683	\$5,967
<b>COMM. CORRECTIONS WORK CREW SUPER.</b>		1	2	3	4	5	6
		\$3,507	\$3,683	\$3,867	\$4,060	\$4,263	\$4,477
<b>PAROLE &amp; PROB. OFFICER</b>		1	2	3	4	5	6
Basic	B	\$3,691	\$3,876	\$4,070	\$4,273	\$4,487	\$4,711
Intermediate	I	\$3,784	\$3,973	\$4,171	\$4,380	\$4,599	\$4,829
Advanced	A	\$3,879	\$4,073	\$4,277	\$4,491	\$4,715	\$4,951

## Juvenile Department

**Morrow Co. Grant Co. Umatilla Co. Baker Co.**

<b>Supervision Fee:</b>	10.00	30.00	200.00	100.00		
Formal Court						
<b>PV-Filing Fee:</b>	100.00					
<b>Detention Fees:</b>	165.00		130.00	165.00		
<b>Attorney Fees:</b>	75.00					
<b>FAA:</b>	65.00	15.00	150.00			
<b>Urinalysis Fees:</b>						
per Pos.	20.00		25.00	10.00		
per Neg.	0.00		15.00			
per Lab test	35.00					
<b>Tobacco Fee:</b>						
1st	25.00			25.00		
2nd	50.00					
3rd	100.00					



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## **Administrative Officer**

Jerry Sorte, Administrative Officer  
gsorte@co.morrow.or.us

### **MEMORANDUM**

**TO:** Board of Commissioners  
Interested Parties

**FROM:** Jerry Sorte, Administrative Officer

**DATE:** April 4, 2017

**RE:** Administrative Officer Report

Please accept my Administrative Officer Report for March 2017. During the past month, my efforts have been devoted to project work; holding budget preparation meetings with the Finance Director and staff; project meetings with department heads; Board of Commissioners meeting preparation, attendance, and follow-up; and a host of day-to-day administrative tasks. I supervise ten employees and devote time each week to supervisory duties. I attended the Annual CEO Forum for the Boardman Community Development Association on March 23, a training seminar on March 28, and the Willow Creek Valley Economic Development Group meeting on March 29.

My objectives have been to ensure that County operations comply with the Board of Commissioners policies and all applicable state statutes. I have also worked with staff to define and streamline administrative processes. This will be an ongoing effort with the desired outcome of a more efficient administrative system. Our staff are working at full capacity, and it will be essential that we find efficiencies wherever possible.

Staff continues to add content to the new Morrow County website: [www.co.morrow.or.us](http://www.co.morrow.or.us). This has been a tool to distribute information to the public as well as to increase the transparency of our organization. Board of Commissioners meeting agendas, minutes, and packets are posted to the website. Current job openings are posted to the website, as are requests for bids and proposals.

Board of Commissioners office staff are in the process of finalizing a schedule with department heads and elected officials for department updates. The Board should expect to see written department reports included in the Board's meeting packets; in addition to brief department presentations at the Wednesday Board meetings.

Please find the following description of the primary projects with which I am currently engaged or plan to start in the relatively near future.

- Fiscal Year 2017-2018 budget preparation. Budget Committee meetings are scheduled for April 25-27, 2017, and staff are engaged in preparing the recommended budget document. This year, the narrative in support of budget requests that was submitted by departments will be included in the Budget books that are provided to the Budget Committee and available to the public. Budget books will be posted to the Morrow County website when they are ready. See [www.co.morrow.or.us](http://www.co.morrow.or.us).
- North Morrow County facility planning. This project will become a top priority. I have assembled a staff project management team. The team will create a list of options and potential path forward for this project, and present this to the Board of Commissioners when it is ready.
- Ordinance regarding road right-of-way permits. This item was last discussed at the County Court's September 7, 2016 meeting. At the time, I presented draft language to authorize the Public Works Director and his or her designee to approve permits for construction in the right-of-way. The Court expressed a desire to incorporate an appeal process. Draft ordinance language is currently being reviewed at the staff level, and I plan to bring updated draft language to the Board for consideration in the future.
- Rodeo Committee organizational structure. Staff has continued discussions with representatives from the Oregon Trail Pro Rodeo (OTPR) Committee focused on the Rodeo Committee entering into a contractual relationship with the County, as opposed to operating with County affiliation. Since staff is currently preparing the Fiscal Year 2017-2018 budget, the plan will be to budget for the OTPR Committee as we have in the past, with the understanding that that the relationship with the OTPR Committee may change during the upcoming fiscal year.

Projects that are upcoming include:

- Financial Policies Update. At the March 15 Board of Commissioner work session, the Board gave staff direction to work with the Treasurer to draft written financial policies. I anticipate that this project will begin after the adoption of the Fiscal Year 2017-2018 budget.
- Sister County discussion with Benton County. I plan to discuss next steps with the Benton County Chief Operating Officer, and will report back in the near future.
- Morrow County Code Update. The Morrow County Code needs to be updated to reflect ordinances that have been adopted after 1986. This update will help to communicate ordinance requirements that have been adopted by the County Court/Board of Commissioners.
- County smoking policy draft. At the September 28, 2016 County Court meeting the County Court directed staff to draft a policy to make the campus smoke-free outside of designated smoking areas. A draft of that policy will be brought before the Board of Commissioners when directed.