

DENNIS CONARD, SHERIFF

Item 10
06-18-13



Michael K. Brown
Chief Deputy Sheriff

Clifford G. Tebbitt
Jail Administrator

EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689 (FAX)

400 WEST 4th STREET
DAVENPORT, IOWA 52801-1104

www.scottcountyiowa.com
sheriff@scottcountyiowa.com

June 11, 2013

Memo To: Scott County Board of Supervisors

From: Sheriff Conard 

REF: Addition Staffing for Fine Collector and Court Compliance Positions

Scott County has had an agreement with the Iowa Department of Corrections (D.O.C.) for a number of years that provided for the D.O.C. to provide two employees to provide court compliance (identify offender needs and problems through various intake and counseling techniques to devise a plan for the offender to successfully complete the court ordered financial obligations) and pre-trial release duties.

Major Cliff Tebbitt was assigned to monitor the effectiveness of the program and, based on his recommendation; an analysis was done to see if the Sheriff's Office could provide this service at a cost savings.

An initial meeting with Associate Court judges provided information on how the judges would like to see court compliance organized, a recommendation that the fine collection efforts in the County Attorney's Office be expanded and an offer was made to allow the Sheriff's Office to begin a release on own recognizance program (court would provide guidelines to the Jail for release of prisoners on their own recognizance in lieu of posting bond).

Based on this discussion Major Tebbitt, along with Human Resources, developed a job description for a full time court compliance position in the Sheriff's Office. The position was taken to the Hay Committee and a recommendation of Hay points of 198 was made. This translates to a starting salary of \$34,851. Based on the projected salaries of a starting employee in a court compliance position and the salary and benefits of a fine collector position in the County Attorney's Office, there are sufficient funds in what we had been paying the D.O.C. to allow for the hiring of 2 court compliance positions for the Sheriff's Office and a fine collection position in the County Attorney's Office.

Considering the amount we were anticipating paying D.O.C. for this fiscal year and the anticipated costs of these three positions, we are looking at a savings of \$27,500. The recommended changes in the table of organization meet the requirements in Policy D for being done outside of the budget process. Additionally, Assistant County Attorney Amy Devine indicates that at a minimum, we could bring in an additional \$100,000 to \$150,000 in the first year with potential growth every year after that. Every



other county that has increased their number of fine collectors have increased their revenues. Before Alma Bakoylis was full-time, collections for the County were \$42,487. The very first year Alma Bakoylis went to full-time status, we saw an increase of just over \$100,000. The year after that, when a part time assistant was added, we saw an increase of an additional \$121,000. This fiscal year's projections indicate revenues at \$443,050.

Discussions with County Attorney Mike Walton indicate that he is in agreement with this proposal.

Attached is the spreadsheet related to the actual costs of the staffing changes and a job description for the Court Compliance Coordinator.

Attorney's Office - Fine Collection Coordinator
 Sheriff's Office - Court Complince Coordinator

Position	Current Hay	Proposed Hay	FTE Change	New Salary	Additional Salary	Benefits¹	Total
Fine Collection Coordinator	223	223	1		\$34,237	\$21,629	\$55,866
Court Compliance Coordinator	0	198	2	\$34,851	\$69,702	\$43,459	\$113,161
Sub total							\$169,028
Anticipated Revenue Increase							\$100,000
Total²			3				\$69,028

Notes:

FY14 Salaries (based on entry level)

1. Benefits includes IPERS, FICA & Health Benefits
2. Revenue increase anticipated between \$100,000-\$150,000 based on experiences of other counties.



06/13

SCOTT COUNTY JOB DESCRIPTION
DRAFT

Class Title: Court Compliance Coordinator

Working Title: (Same)

Department: Sheriff

Hay Point Value:

Job Summary

Under supervision of the Sheriff's corrections division programs sergeant provides service to the court system for court compliance coordination. Identifies offender needs and devises plan for offenders to successfully complete the course of program participation. Investigates and reports findings and recommendations on a variety of cases concerning persons assigned to the Court Compliance Program.

Relationships

Reports to: Support Services Sergeant

Supervises: N/A

Works with: Court judges, all levels of Jail staff, various community service and law enforcement agencies, County staff, other government departments/agencies and the public.

Physical/Environmental Conditions

Primarily indoor office work. Exposure to violence and/or physical safety hazards associated with control of inmates/court mandated offenders.

Major Duties/Performance Measures

1. Plans, coordinates and monitors the Court Compliance Program; prepares and presents accurate written and oral reports on offenders for the Courts and outside agencies in compliance with established deadlines. Reports include but are not limited to violation reports, reports of modification and/or revocation of program participation.

2. Conducts interviews with offenders, gathers and verifies information; prepares and secures court compliance program agreement for participation and payment of Court ordered financial obligations.
3. Develops plan for offenders to successfully complete program. Prepares agreements and instruction letters for offenders. Monitors contracts for compliance with terms/conditions and notifies Court of individuals who have failed to comply with agreement.
4. Works closely with court judges and area public and non-profit agencies providing structured services to individuals referred for court mandated participation in the program.
5. Communicates with offenders explaining conditions of supervision, legal terms, legal documents, policies and procedures in a clear and understandable manner.
6. Attends court weekly to respond to program questions and schedule appointments with offenders referred by the court; attends community meetings to explain program requirements.
7. Facilitates collection of fines and fees by screening referred offenders. Prepares documents for repayment of Court ordered financial obligations. Maintains records of fines and/or fees collected.
8. Maintains case records, files and database for monitoring and management. Compiles reports for the court, provides status notices to involved parties of status of the cases and prepares correspondence.
9. Monitors changes to laws and regulation relevant to the program and coordinates with the County Attorney to update program policies and procedures.
10. Serves as backup to Alternative Sentencing Coordinator and Fine Collection Coordinator as needed.
11. Performs other duties as assigned.

Background Requisites

Education: High School diploma or GED required.

Work Experience: Experience with court services or probation system administration preferred.

Essential Skills:

- Must possess valid driver's license.

- Ability to deal effectively and tactfully with individuals from diverse cultures and socioeconomic statuses, all levels of staff, Clerk of Court, Court Administrator, Attorneys, law enforcement agencies and the public.
- Demonstrated knowledge of correctional facilities, inmate management and legal procedures.
- Knowledge of the Code of Iowa.
- Professional knowledge of casework and counseling theories and techniques as they related to human behavior.
- Must possess effective communication skills, including written, verbal and listening.
- Must possess the ability to maintain composure and exercise sound judgment under stressful circumstances.
- Capacity to independently organize and prioritize workload under limited supervision.
- Ability to organize and prioritize a voluminous and demanding workload in compliance with established deadlines.
- Ability to perform basic mathematical tasks.
- Ability to operate general office equipment including multi-line phone, personal computer, scanner and photocopier.
- Ability to effectively utilize word-processing and spreadsheet systems.
- Working knowledge of legal procedures and the court system.
- Ability to accurately collect, evaluate, verify and record information necessary for determination of program eligibility.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical and Mental Ability Requirements

Incumbent performs majority of duties while sitting, standing or walking. May climb up to four flights of stairs. Incumbent performs a large percentage of work while typing and utilizing a keyboard.

Prepared by: _____ Date _____

Approved by: _____ Date _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 20, 2013

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE
SHERIFF'S OFFICE AND ATTORNEY'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the Hay points for the Court Compliance Coordinator position in the Sheriff's Office be set at 198 resulting in a salary scale of \$34,851 (minimum); \$47,151 (maximum).

Section 2. That the table of organization for the Sheriff's Office be increased by 2.0 FTE to allow for the position of Court Compliance Coordinator.

Section 3. That the table of organization for the Attorney's Office be increased by 1.0 FTE (2.0 FTE total) to allow for an additional Fine Payment Coordinator.

Section 4. This resolution shall take effect July 1st.