

TIM LANE
Scott County Sheriff

Item #4
9/4/18

SHAWN ROTH
Chief Deputy Sheriff



BRYCE SCHMIDT
Chief Deputy Sheriff

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Date: September 4, 2018

Memo To: Board of Supervisors

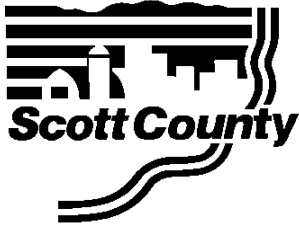
From: Sheriff Lane

REF: Organizational Change Request for a Sex Offender Registry Specialist

I am requesting an organizational change by adding a Sex Offender Registry Specialist to the Sheriff's Office. Currently Scott County has the second most sex offenders per county in the State of Iowa. The Sheriff's Office is responsible for registering 421 sex offenders annually, bi-annually or quarterly and when status changes occur. If a sex offender is homeless, registration is required weekly. There are also 123 additional sex offenders from Scott County waiting to come out of the Iowa prison system, so more are consistently added. Because of the large volume of registrants, there is a significant burden on our Criminal Investigation Division detectives. Adding the Sex Offender Registry Specialist will free up the detectives to investigate assigned crimes rather than complete registries and the corresponding paperwork.

The Hay Committee met on August 22nd and assigned the Hay Points of 177 to the Sex Offender Registry Specialist position. That equates to an annual salary of \$36,920 or a starting rate of \$17.75 per hour. The budgetary impact of this full time position is \$60,888 annually with benefits for a family plan.

Typically departmental requests for changes to its table of organization are included with its annual budget request but, according to Policy D. Classification and Compensation, with situations where the requested change provides greater efficiency of operation, adjustments to a department's table of organization outside of the budget review process is an acceptable exception. This request meets the Policy D. exception criteria. This position was previously performed by a senior volunteer who donated numerous hours of dedicated service to Scott County.



DRAFT

SCOTT COUNTY JOB DESCRIPTION

Class Title: Sex Offender Registry Specialist
Working Title: Same
Department: Sheriff – Sheriff’s Office Administration
Hay Point Value: TBD

Job Summary

Under supervision, registers and maintains sex offender registry records as required by state code. Obtains information from and registers new sex offenders as well as updates information for current registrants. Monitors offender status in regards to warrant or incarceration status. Assists with sex offender compliance checks as necessary.

Relationships

Reports to: Sergeant – Criminal Investigation Division
Supervises: N/A
Works with: Sheriff’s Office employees, other County employees, outside agencies/jurisdictions, and members of the public.

Physical/Environmental Conditions

Indoor office environment in a primarily secure area. May be exposed to angry, rude and/or violent behavior due to offender contact.

Major Duties/Performance Measures

1. Registers new sex offenders and updates information for current offenders in the Iowa Sex Offender Registry (ISORD) database and when necessary, completes hand written registrations when ISORD is off-line. Updates changes in New World System report writing database.
2. Communicates with surrounding Iowa and Illinois law enforcement and probation/parole agencies to share information on the movement and activity of sex offenders between communities.
3. Collects buccal swab DNA, photographs, and escorts new sex offenders to the jail to be

fingerprinted.

4. Maintains and updates ISORD's monthly verification list. Ensures required offenders appear in person during their respective verification month. Reports offenders who fail to appear to Detectives.
5. Monitors and provides Detectives updated lists of current sex offenders who are incarcerated or have Scott County warrants issued for them.
6. Assists in preparation and implementation of Scott County Sheriff's Office Sex Offender Compliance Check/Sweeps by collecting and providing offender information packets and pictures. Organizes and sorts packets in specific order to aide Deputies in locating offenders efficiently.
7. Accompanies and assists Detectives with compliance checks out of the office, including checking addresses provided by the offenders to ensure they are residing at given addresses.
8. Maintains accurate electronic and hard copy files of Scott County sex offenders.
9. Maintains accurate and up-to-date statistics of registrations, compliance checks, and arrests for non-compliance.
10. Utilizes Scott County GIS Mapping to check addresses for compliance with the SOR residency restriction.
11. Uses NCIC to run vehicle and driver's license information and to check wanted status on sex offenders.
12. Participates in the Scott County Sex Offender Task Force monthly meetings and provides offender registration information. Receives updates from other local law enforcement and non-law enforcement agencies.
13. Attends IOSRD annual symposium to remain current and shares information with law enforcement agencies across the state of Iowa.
14. Maintains supplies necessary to perform SOR tasks.
15. Provides back up for Clerk III as required.
16. Perform other job-related duties as necessary or assigned.

Background Requisites

Education:

High School diploma or GED equivalent required. Must obtain Certification in ISORD Registration within thirty (30) days of hire. Must pass the NCIC certification test within six (6)

months of hire.

Work Experience:

Two (2) years of clerical experience. Customer service experience preferred.

Essential Skills:

- Ability to utilize effective written, verbal and listening communication skills.
- Ability to exercise tact, courtesy, diplomacy and patience in dealing with members of the public, co-workers, outside agencies and County staff.
- Knowledge of applicable codes and regulations regarding the ISOR.
- Ability to operate general office equipment including: fax machine, computer, calculator, camera, photocopier, and scanner.
- Possess ability to effectively utilize basic computer skills in word processing, electronic spreadsheet and database applications.
- Possess ability to organize tasks to meet shifting priorities.
- Ability to maintain security and confidentiality of information.
- Ability to work independently under general supervision.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements

Incumbent frequently performs tasks while sitting or standing. Occasionally incumbent will lift objects weighing up to five (5) pounds and carry them up to ten (10) feet. Incumbent frequently performs data entry, utilizing a computer.

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

September 6, 2018

APPROVAL OF THE ORGANIZATIONAL CHANGE REQUEST TO ADD THE SEX
OFFENDER REGISTRY SPECIALIST IN THE SHERIFF'S OFFICE.

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

- Section 1. That the organizational change request to add the Sex Offender Registry Specialist in the Sheriff's Office is hereby approved as presented.
- Section 2. This resolution shall take effect immediately.