

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING CHAPTER 3 APPOINTED OFFICERS AND DEPARTMENTS OF THE SCOTT COUNTY IOWA CODE, BY AMENDING SECTIONS 3-2(S), 3-15 and 3-16 THERETO

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY IOWA:

Section 1. That Chapter 3 of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SECTIONS:

3-2. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR  
3-15 YOUTH JUSTICE AND REHABILITATION CENTER

3-16 AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE YOUTH JUSTICE AND REHABILITATION CENTER DIRECTOR

Section 2. That Section 3-2(S) of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

SEC. 3-2 AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR

S. The County Administrator shall present to the Board of Supervisors a recommended candidate for all department head position vacancies. The County Administrator will use a broad-based advisory selection committee represented by at least three elected office holders and three department heads in an advisory capacity during the selection process. The final decision relative to filling department head vacancies shall be made by the Board of Supervisors based upon the aforementioned selection process. For purposes of this section department head positions include the Director of Information Technology, Director of Facilities and Support Services, Director of Community Services, Director of Human Resources, Director of Planning and Development, Youth Justice and Rehabilitation Center Director, Director of Budget and Administrative Services and County Engineer. The advisory selection committee members may also include the Health Department Director, or Conservation Director.

Section 3. That Section 3-15 entitled Youth Justice and Rehabilitation Center of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

- A. There shall be a Youth Justice and Rehabilitation Center that focuses on juvenile justice and ensures the safety and security of detainees housed at the facility.
- B. The Youth Justice and Rehabilitation Center shall be headed by a Director appointed by the Board of Supervisors.
- C. The Youth Justice and Rehabilitation Center Director shall report to and be accountable to the County Administrator for the performance of the department's duties and responsibilities.
- D. The Youth Justice and Rehabilitation Center Director shall be a full-time employee of the County.

Section 4. That Section 3-16 entitled Authority, duties and responsibilities of the Youth Justice and Rehabilitation Center Director of the Scott County Iowa Code, be and the same is hereby amended to read as follows:

- A. The Youth Justice and Rehabilitation Center Director serves as the principal management official in the Youth Justice and Rehabilitation Center with direction, operation and control of the functions of the Youth Justice and Rehabilitation Center Director.
- B. The Youth Justice and Rehabilitation Center Director shall have direct administrative authority over the employees of the Youth Justice and Rehabilitation Center including responsibility for administrating collective bargaining agreements and County personnel polices as appropriate to the Department.
- C. The Youth Justice and Rehabilitation Center Director shall develop and implement policies and procedures to meet the changing needs, regulations and guidelines pertaining to the operation of the Center and supervision of its clients.
- D. The Youth Justice and Rehabilitation Center Director shall ensure appropriate coordination and performance of the admission, supervision and release of juveniles in accordance with Departmental and legislated procedures and guidelines.
- E. The Youth Justice and Rehabilitation Center Director shall ensure appropriate documentation of Center activities are logged and maintained for internal and external audit, including but not limited to: detainee daily logs, medication records, visitation records, Child Nutrition Program, and court orders for placement or release.

F. The Youth Justice and Rehabilitation Center Director shall participate on local juvenile justice committees to ensure the Center functions and community role is appropriately conveyed and provide coordination with other juvenile justice systems in the area.

G. The Youth Justice and Rehabilitation Center Director shall create and conduct appropriate training for new and current staff to ensure adherence to regulatory requirements, departmental procedures and behavior management programs.

H. The Youth Justice and Rehabilitation Center Director shall administer the grievance procedures for detainees and investigate complaints in accordance with guidelines and takes appropriate action.

SEVERABILITY CLAUSE. If any of the provisions of this ordinance are for any reason illegal or void, then the lawful provisions of this ordinance, which are separable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

EFFECTIVE DATE. This ordinance shall be in full force and effective after its final passage and publication as by law provided.

First Consideration: August 18, 2022,  
Second Consideration \_\_\_\_\_,  
Third Consideration \_\_\_\_\_,

\_\_\_\_\_  
W. Ken Beck  
Chairman, Board of Supervisors

Attest: \_\_\_\_\_  
County Auditor

Published on \_\_\_\_\_.