

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: June 9, 2014

SUBJECT: AGREEMENT re: Chief Civil Deputy At-Will Employee; Amount Follows the Jefferson County Exempt Matrix System; Jefferson County Sheriff's Office; Kelli Greenspan

STATEMENT OF ISSUE:

The Jefferson County Elected Sheriff is allowed five (5) exempt unclassified service positions per RCW 41.14.070. Those employees designated as exempt unclassified shall be At-Will employees.

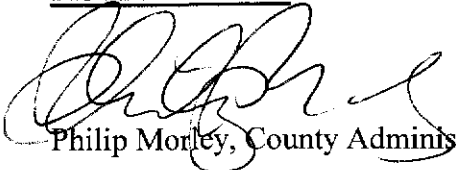
FISCAL IMPACT:

The Chief Civil Deputy At-Will Employee follows the Jefferson County Exempt Matrix System and is a budgeted position.

RECOMMENDATION:

Approve the agreement with Chief Civil Deputy At-Will Employee Kelli Greenspan.

REVIEWED BY:


Philip Morley, County Administrator

6/5/14
Date

AT-WILL EMPLOYMENT AGREEMENT
Kelli Greenspan

THIS AGREEMENT made and entered into this 1st day of March 2014, by and between Jefferson County, a political subdivision of the State of Washington, hereinafter called 'Employer', and Kelli Greenspan, hereinafter called 'Employee', both of whom understand as follows:

WITNESSETH:

WHEREAS, The Jefferson County Elected Sheriff is allowed a number of exempt unclassified service positions per RCW 41.14.070; and those employees designated as unclassified shall report to the Jefferson County Sheriff or designee.

WHEREAS, Employer desires to retain the services of said Kelli Greenspan as the a exempt unclassified service appointment as the Chief Civil Deputy of the Civil Division for the Jefferson County Sheriff's Office;

WHEREAS, it is the desire of Employer, to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Employer to:

(1) Secure and retain the services of Employee and to provide inducement for Employee to remain in such employment;

(2) To provide a just means for terminating Employee's services at such time as Employee may be unable to fully discharge the essential duties of the position due to disability or when Employer may otherwise desire to terminate employ; and,

WHEREAS, Employee desires to accept employment as Chief Civil Deputy, of the Civil Division for Jefferson County, Washington;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties and obligations of Employee:

Duties and obligations of the Employee shall include those outlined in the job description for the Chief Civil Deputy as presently adopted, and as may be amended in the future.

Section 2. Term

Employee shall be employed subject to the terms of the agreement for an indefinite term commencing on March 1, 2014.

Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from the Employee's position with Employer.

Employee is hereby granted continuing employment status with Employer and agrees to remain in the exclusive employ of the Employer and shall not accept other employment or become employed by any other employer except as provided herein.

The term "employed" shall not be construed to include occasional actions for which the Employee is financially compensated, provided they are consistent with Chapter 42.23 RCW and the Jefferson County Personnel

Administration Manual, Chapter 11, Section 14, Outside Employment, and Appendix 'B', Code of Ethics Policy and Procedures.

The term of this agreement is subject to the language of Section 18 below.

Section 3. Termination and Severance

Employee's employment with the Employer is "At-Will." "At-Will" is defined as allowing either Employee or Employer to terminate their agreement at any time, for any reason permitted by law, with or without cause, and with or without notice. The At-Will status of the Employee is modified only by the terms of this Agreement.

In the event Employer no longer wishes to avail themselves of the services of Employee, Employer shall endeavor to give Employee thirty (30) days notice so that she may obtain suitable employment elsewhere. The Employer shall provide Employee time off and/or other flexibility in work duties as may be necessary to seek other employment. After the evaluation period, should the Employee be terminated by the Employer without cause during such time that Employee is willing and able to perform her duties under this agreement, then the Employer agrees to pay Employee, as severance, a cash payment equal to three (3) months of Employee's then current annual compensation, including salary and the amount paid by Employer for Employee's health, dental and vision coverage. Such payment shall fully and finally release the Employer from any and all further obligations to Employee under this Agreement. Further, the payment of said severance is expressly conditioned upon the Employee and the Employer executing an employment release and settlement agreement in a form that is mutually agreeable to the Employer and the Employee. Any severance shall be paid in a lump sum within thirty (30) days of termination unless otherwise agreed to by Employer and Employee.

In the event Employee is terminated for cause, Employer shall have no obligation to pay the aggregate severance sum designated in this section.

If the Employee resigns following an offer by the Employer to accept resignation, whether formal or informal, then the Employee may declare a termination. The Employee shall give Employer one (1) month notice in advance of a voluntarily resignation from the appointed position, unless the parties otherwise agree.

Section 4. Salary

Employer agrees to start Employee on the Exempt Salary Matrix at Grade 17, Step 6 for Employee's first year of employment. Annual step increases will be provided in the same manner as other exempt employees of the Employer pursuant to the salary rates of the Exempt Salary Matrix.

Section 5. Performance Evaluation

Employee shall have a six (6) month evaluation period. In the event extenuating circumstances interrupt the evaluation period or result in unsatisfactory completion, the Sheriff may extend the evaluation period for up to an additional six (6) months. Employee may be terminated without notice and without cause during the evaluation period or at its completion. Performance of the Employee will be evaluated in writing by the Sheriff as least once every three (3) months during the evaluation period. The Sheriff shall review the performance of the Employee at the end of the trial period and document successful completion of the evaluation period by approving a Payroll Status Change Form, a copy of which will be placed in the Employee's employment personnel file. The Sheriff or his designee shall review and evaluate the performance of the Employee annually on or about Employee's date of appointment. It shall not be a breach of this contract or considered a default of either party if this Section 5 is not precisely or completely complied with.

The Sheriff or his designee and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of The Civil Division and shall further establish a relative priority

among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets. At the same time, the Employee shall provide a self-evaluation of the prior year's goals and objectives.

Section 6. Hours of Work

It is recognized that Employee may be required to devote time outside normal office hours to business of the Office of the Sheriff, and to that end, Employer recognizes that there will be occasions at which Employee will work non-traditional hours. Both parties recognize that Employee is an exempt employee as defined by the Fair Labor Standards Act.

Section 7. Automobile

If Employee is required through circumstance to use their own automobile for business, the Employee is entitled to receive mileage allowance in accordance with the Jefferson County Personnel Administration Manual, Appendix "D" - Travel and Transportation Policy and Procedure. The Employee Understands that they must provide their own automobile insurance in accordance with limits set out in the laws of Washington State and provide "proof of insurance" to the Jefferson County Auditor when applying for mileage reimbursement from the County.

Section 8. Personal Time Off (PTO), Holidays and Bereavement Leave

Employee will be provided Personal Time Off (PTO) in lieu of vacation and sick leave. Employee's accrued vacation balance will be carried forward as PTO. Employee's accrued sick leave balance will be available for Employee's use until exhausted. PTO shall be earned, accrued, used and administered pursuant to Chapter 6, Section 3.0 of the Jefferson County Personnel Administration Manual.

Employee shall be entitled to holidays pursuant to Chapter 6, Section 4.0 of the Jefferson County Personnel Administration Manual. This includes up to three (3) floating holidays. Since Employee through circumstance may be required to work on a traditional holiday, Employee will be allowed to choose an alternate day as the paid holiday.

Employee may request bereavement leave in accordance with the Jefferson County Personnel Administration Manual.

Chapter 6, Section 3.5 of the Jefferson County Personnel Administration Manual provides the rules and procedures for the PTO bank use and cash out and shall control for Employee unless otherwise specified in this section, except that PTO may also be used during the evaluation period.

Section 9. Disability, Health and Life Insurance Benefits

Jefferson County agrees to make required premium payments for Employee for health and welfare benefits under the terms and conditions afforded other Exempt staff of Jefferson County.

Medical and vision premiums and usual, customary and reasonable dental expenses for you and your family will be paid for by the County until your health insurance coverage through Sound Health and Wellness Trust becomes effective. As defined in the Sound Health and Wellness Trust Benefit Plan, usual, customary and reasonable means: 1) Usual fee the provider most frequently charges to most of their patients for a similar service or procedure; 2) Fees that fall within the customary range charged in a locality by most providers with similar training and experience for performing a similar service or procedure; and 3) Fees resulting from unusual circumstances or complications requiring additional time, skill and experience in connection with a particular service or procedure.

Section 10. Retirement

Employee shall be a contributing member of the Washington State Public Employees Retirement System (PERS) and Social Security in the same manner afforded all other Exempt staff of Jefferson County, and Employer shall make employer contributions as afforded all other Exempt staff of the Employer.

Section 11. Dues and Subscriptions

Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement and for the good of the Jefferson County Sheriff's Office, as budgeted.

Section 12. Professional Development

Employer hereby agrees to pay the registration, travel and subsistence expenses of Employee for official travel, meetings, short courses, seminars, and occasions appropriate to the position and adequate to continue the Employee's professional development, which may include, meetings and conferences of professional associations, and/or state, and regional groups of which Employee serves as a member as authorized by the Employer and as budgeted funds allow. Time while at such training is considered time worked.

Section 13. Uniform Expenses

Employer will pay for the cost to furnish the Employee with uniforms and gear required for the position of Chief Civil Deputy. The Sheriff shall establish authorized uniform standards and either post such standards or include such standards in the Policy & Procedures of the Sheriff's Office. Uniforms shall only be worn in the line of duty and shall conform to the established uniform standard. Once issued or purchased, uniform items and equipment must be repaired and cleaned by the Employee at the Employee's expense, except in the event that the Sheriff alters the established uniform standards in such a way that a uniform or equipment that had previously been authorized becomes de-authorized, if Employee has such a uniform or equipment – whether from the initial issue or purchased previously with her own funds – shall be entitled to have such uniforms or equipment replaced at the cost of the Sheriff's Office with an authorized substitute whenever the Sheriff shall determine the employee may no longer wear such de-authorized uniform or equipment. The Employer shall replace and repair uniforms, equipment, personal clothing, and personal items which are damaged while in the line of duty. The filing of an incident report is a prerequisite to the repair or replacement of the item in question. Replacement and repair shall not be authorized for normal wear and tear of personal uniform items.

Section 14. Indemnification and Bond

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties resulting from the exercise of judgment or discretion in connection with the performance of duties or responsibilities, unless the act or omission involves unlawful, willful or wanton ("ultra vires") conduct. The Employee may request and the Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim against Employee individually must be made with prior approval of the Employer for indemnification, as provided in this Section, to be available.

Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees

to pay Employee reasonable consulting fees travel expenses when Employee serves as a witness, advisor or consultant to Employer beyond Employee's service to the Employer regarding pending litigation.

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Employer is a member of the Washington Counties Risk Pool ("WCRP") and as such the WCRP provides coverage for most third-party liability claims against the Employer County or Employee arising in tort or seeking money damages based on statutory or constitutional violations. In those circumstances, the Employee would be provided a defense by the WCRP. In other circumstances not covered by the WCRP Joint Self-Insurance Liability Policy, the Jefferson County Prosecuting Attorney's Office ("the PAO") or other appointed outside counsel shall defend, hold harmless and indemnify the Employee for acts or omissions in connection with the performance of the duties or responsibilities of serving as Chief Civil Deputy. "Ultra vires" conduct on the part of the Employee would not trigger representation by either the PAO or appointed outside counsel.

Section 15. Other Terms and Conditions of Employment

The Sheriff in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the ordinances, charter or any other law.

All provisions of the Jefferson County Code of Ordinances and/or other regulations, rules, and policies of the Employer, including, but not limited to the Jefferson County Personnel Administration Manual, and regulations and rules of the Employer relating to PTO, holidays and other fringe benefits, working conditions and conduct as they now exist or hereafter may be amended, also shall apply to Employee as they would to other exempt employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee except as herein provided.

Section 16. No Reduction of Benefits

Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such reductions across-the-board for all management exempt employees of the Employer.

Section 17. Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

EMPLOYER: Jefferson County, Washington
 Jefferson County Sheriff
 79 Elkins Road
 Port Hadlock, WA 98339

EMPLOYEE: Kelli Greenspane
 1407 31st Street
 Port Townsend, WA 98368

Either party shall notify the other in writing as to a change of address, and that address shall be substituted for purposes of mailed notice under this section.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as provided by law. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 18. General Provisions

The text herein shall constitute the entire agreement between the parties. Any prior oral or written representations, statements or assurances between the parties are null and void.

This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

Upon execution of this Agreement by the Employer and Employee, the effective date of this Agreement is deemed to be March 1, 2014.

If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Jefferson County, as a political subdivision and local government of the State of Washington, is subject to the Public Records Act, codified at Chapter 42.56 RCW, and as such this Agreement (and any attachments) is a "Public Record" subject to that state law.

Section 19. Expiration

This agreement shall renew automatically on January 1st of every year, unless either the Employer, acting through the Sheriff or his/her designee, or Employee terminate the Agreement in a manner consistent with Section 3 of this Agreement. If termination of this Agreement is undertaken by either party to this Agreement in a manner consistent with Section 3 and if the terms of Section 3 and this Section are in conflict, then the terms of Section 3 shall control.

IN WITNESS WHEREOF, the Board of County Commissioners has caused this agreement to be signed and executed and duly attested by its Clerk, has ratified in writing the execution of this Contract by the County Commission and the Employee has signed and executed this agreement the day and year written below.

EXECUTED this ____ day of _____, 2014.

EMPLOYEE:

Kelli Greenspane

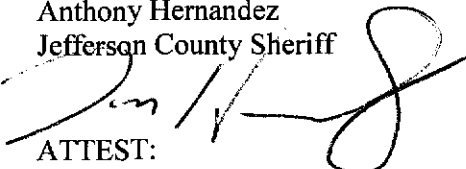
JEFFERSON COUNTY BOARD OF COMMISSIONERS

John Austin, Chair

EMPLOYER:
Anthony Hernandez
Jefferson County Sheriff

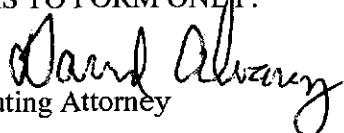
Phil Johnson, Member

David Sullivan, Member



ATTEST:
Carolyn Avery
Deputy Clerk of the Board

APPROVED AS TO FORM ONLY:

David Alvarez  5/30/14
Deputy Prosecuting Attorney

JEFFERSON COUNTY
Job Description

Position:	Chief Civil Deputy	FLSA:	Exempt – Admin.
Department:	Sheriff's Office	Union:	Exempt
Annual Hours:	2080	Civil Service:	Exempt – Appointed
Exempt Salary Grade:	17	Location:	Courthouse (primarily)
BBP:	No	Adopted:	March 2014
HIPAA:	Level 3	Approved by:	Human Resource Manager <i>Eric Lundgren</i>

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Supervises and coordinates activities of the Civil Division of the Sheriff's Office, by performing the following duties.

2.0 SUPERVISION RECEIVED

2.1 Persons in this position are given significant discretion, within the scope of federal, State, County and Sheriff's Office policy and regulations, in the routine performance of their duties; supervision and guidance for day-to-day operations are received from the Sheriff or his designee.

3.0 SUPERVISION EXERCISED

3.1 This position is in charge of the Civil Division within the Sheriff's Office. Responsibilities include assisting the Undersheriff with interviewing, training, planning, assigning, accounting for attendance, oversight of the off-hours emergency calls, and directing work. Position also provides input for appraising performance and assist in addressing complaints and resolving problems. The work is highly confidential.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Receive all civil legal papers to be served or executed in the County and enters them into the civil docket.

4.2 Review contents of orders such as summons, garnishment, property seizure, and arrest orders for adherence to State laws and County ordinances. Review process for correctness of information to assure presumptive legalities.

4.3 Coordinate Courthouse security services with Superior and District courts.

4.4 Assign Courthouse security details, exercise evacuation plans and procedures.

4.5 Assign cases to Civil Division employees or Patrol Deputies for execution of court orders, for the most efficient operation of the Civil Section.

4.6 Attach property in reliance upon writs filed with the Sheriff's office.

4.7 Maintain liaison with line personnel to assure timely service of civil process.

- 4.8 Train and instruct clerks and Deputies in how to serve civil papers.
- 4.9 Prepare legal notices of Sheriff's sales and auctions of property by arranging for posting in public places and mailing copy to newspapers.
- 4.10 Conduct sale of real and personal property legally confiscated by the County to satisfy judgments.
- 4.11 Oversee collection, recording, and deposits of legal fees gathered. Issue permits and collect fees.
- 4.12 Examine all Civil Division accounts and financial records for completeness and accuracy, Make bank deposits and balance monthly accounts; responsible to account for revenues received and distribution of revenues.
- 4.13 Provide necessary information on costs and revenues to assist in the preparation of the budget. Submit data for audits by State and County officials.
- 4.14 Perform general office duties such as typing, filing, bookkeeping and related activities.
- 4.15 Write reports on Civil Division efficiency and revenues to the Sheriff on a periodic basis. The frequency of such reports shall be determined by the Sheriff.
- 4.16 Provide general information to the public and attorneys seeking guidance in the civil process except that employee shall not provide legal advice.
- 4.17 Perform duties such as serving civil court orders, seizing property, and making arrests when on duty.
- 4.18 Develop and maintain procedures and guidelines to be used by Civil personnel for proper performance.
- 4.19 Perform other tasks as directed.
- 5.0 **COMPETENCY:** To perform the job successfully, an individual should demonstrate competency in the following areas:
 - Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
 - Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance; Meets commitments.
 - Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
 - Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Improves processes, products and services.

Quality Management - Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organizations goals and values.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

6.0 REQUIRED KNOWLEDGE AND ABILITIES

- 6.1 Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

- 6.2 Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 6.3 Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.
- 6.4 Computer Skills - Knowledge of relevant computer software programs that are utilized by the Sheriff's Office; ability to utilize the internet in a productive manner; ability to type with reasonable accuracy at 30 wpm minimum.
- 6.5 Ability to use equipment standard to area of assignment and adapt to new and/or modified equipment which may be acquired.
- 6.6 Knowledge of principles and practices of supervision.
- 6.7 Knowledge of the procedures, practices and methods involved in the service and execution of civil process.
- 6.8 Knowledge of County geography, locations and location names.
- 6.9 Ability to plan, schedule, direct and evaluate the activities of employees and office work flow of the division and to recommend effective procedures to improve efficiency as required.
- 6.10 Ability to perform effectively in the technical areas of specialization and prepare reports.
- 6.11 Ability to establish and administer effective working relationships with other employees, public and private officials, members of the legal community, and the public.
- 6.12 Ability to apply extensive and obscure guidelines to widely varied situations.
- 6.13 Ability to be covered by a special personal bond.
- 6.14 Ability to assure the efficient utilization of volunteers and department personnel, funds, materials, facilities and time.
- 7.0 MINIMUM QUALIFICATIONS**
- 7.1 Associate's degree (A.A.) or equivalent from two-year college or technical school in criminal justice, legal, accounting, or general business field; or five (5) years of related experience and/or training in criminal justice and business curriculum, and a minimum of five (5) years experience in progressively responsible law enforcement positions, including one (1) year of supervisory or lead experience; or equivalent combination of education and experience.
- 7.2 Must be a U.S. Citizen.

- 7.3 Valid Washington State Driver's License with a driving record free of serious or frequent violations and ability to maintain a valid license.
- 7.4 Must have successfully completed the Washington State Basic Law Enforcement Training Academy.
- 7.5 Must maintain status as a specially commissioned Deputy described as a Deputy, whether part-time or full-time, compensated or not, commissioned by the Sheriff, a general authority Washington law enforcement agency, to enforce some or all of the criminal laws of the State of Washington, who does not qualify as a general authority Washington peace officer for that commissioning agency, specifically including reserve peace officers, and specially commissioned full-time Deputies.
- 7.6 Must maintain all of the Jefferson County Sheriff's Office ongoing qualifications. These include, but are not limited to: Firearms, First Aid, etc.
- 7.7 Must pass a thorough background investigation which includes being fingerprinted.
- 7.8 Must have passed a psychological, physical and polygraph examination and may be subject to periodic psychological, physical and polygraph examinations as required.

8.0 PHYSICAL DEMANDS AND WORK ENVIRONMENT

- 8.1 While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions.
- 8.2 The noise level in the work environment is usually moderate.
- 8.3 While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and or move up to 50 pounds and occasionally lift and, or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- 8.4 The employee may be periodically required to operate a marked Sheriff's Office vehicle under emergency operating conditions.
- 8.5 The employee may be periodically required to work out of doors in inclement weather.
- 8.6 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change from time to time.