

**Attachment A--
Ending Year Fund Balance/Reserves As Percent of General Fund**

1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
17.60%	21.20%	19.30%	18.25%	14.14%	9.44%	7.80%	8.20%	8.30%	10.60%	12.60%

ATTACHMENT B

SURVEY OF CITY/COUNTY GENERAL FUND RESERVE POLICIES AND PERCENTAGES

Entity	GF Reserve %	Comments
State of Washington	1.1%	No policy—this is current level (2005-2007)
Whatcom County	8.33%	The current actual level. They are trying to aim for 15% as a guideline but not formal (and not attained)
King County	6% target	
Clark County	6% target	
Spokane County	No policy	Have tried to aim for 10% but not attained.
Pierce County	5% - 8%	Currently have 6%
City of Seattle	5%	They also have Revenue Stabilization Fund with 1.5% as a target
City of Bellevue	5% target	Not attained. They also put .6% into RCO type account
City of Everett	No specific GF	10% target for all city funds combined.
Standard & Poors Agency	5%	
City of Tacoma	8%	

11. May perform the duties of Sergeant.

10. May supervise activities of volunteer personnel.

9. May perform duties in specialty units in accordance with policies of the unit, and depending on experience.

STATEMENT OF OTHER DUTIES

8. Testify as a credible witness in court as required.

7. Prepare required reports and maintain necessary records.

6. Guard prisoners at hospitals and/or in court; transport prisoners to and from jail and court.

5. Interview and investigate citizen complaints; respond to inquiries; provide information to the public on laws and ordinances; assist in resolving problems; make referrals to appropriate agencies as necessary.

4. Issue notices of infraction and citations to violators of state laws and county ordinances; serve warrants of arrest.

3. Investigate and report accidents; administer emergency first aid until aid car arrives.

2. Respond to reported crime scenes; take action to secure the scene; interview victims and witnesses; gather and preserve evidence; arrest suspects; prepare required reports.

1. Patrol unincorporated Snohomish County to deter and discover crimes; conduct crime scene investigations; enforce laws and ordinances; render public assistance as needed.

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

STATEMENT OF ESSENTIAL JOB DUTIES

The primary duties of this class are in support of the County's Sheriff's Office law enforcement functions. Responsibilities include protecting life and property, enforcing laws and ordinances, and investigating crimes throughout Snohomish County.

BASIC FUNCTION

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

Spec No. 4023

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. An associate of arts degree or 90 credits of college level course work including courses in law enforcement, criminal justice, or a closely related field is preferred. Must be United States citizen; minimum 21 years of age, no maximum age. Must pass job related tests.

In addition, applicants for lateral entry deputy sheriff must have been employed as a full time, paid, fully commissioned sworn officer in a civilian law enforcement agency for at least 12 of the last 24 months, and must provide documented successful completion of a state basic law enforcement academy. Completion of the Equivalency Academy is required within one year from date of hire if the applicant is not already certified in the State of Washington. Experience as a Tribal Officer will be considered provided all the above requirements are met.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a medical examination and a psychological evaluation.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic law enforcement practices and procedures.
- English grammar, word usage, spelling and punctuation.
- Basic computer knowledge.
- Defensive driving.

Ability to:

- Use discretion and maintain confidentiality of information.
- Keyboarding skill using various computer applications; minimum 20 net words per minute.
- Interpret laws, rules and regulations.
- Communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background.
- Maintain accurate and orderly records and files.
- Perform strenuous physical tasks.
- Work independently in stressful situations; follow oral and written instructions.

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DEPUTY SHERIFF**

Spec No. 4023

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- Problem solving skills to analyze situations and determine proper course of action; assertively handle situations encountered; observation skills and attention to detail.
- Use and care of firearms and law enforcement equipment.
- Operate a motor vehicle at high speeds; read and use road maps.
- Use standardized radio codes and procedures.
- Establish and maintain effective working relationships with office personnel, personnel of other agencies, and the general public.

WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; daily wearing protective gear and equipment; precise control of fingers and hand movements; daily strenuous physical tasks; and lifting, moving and carrying objects over 20 pounds

Shift, holiday and weekend work are required. Overtime and call back may be required.

Class established: Pre-1974
Spec. No. 4023
EEO Category: 4
Pay Grade: 601

Previous job description approved 9/6/2000

Approved by the Snohomish County Civil Service Commission February 10, 2006.

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS OFFICER

Spec No. 4019

BASIC FUNCTION

To supervise and maintain the security and monitor the daily activities of work release inmates in a residential work release facility and manages and supervises offenders who are placed into non custody community corrections programs. To monitor, supervise and maintain custody of prisoners in a minimum security and work release facility.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Books work release inmates and other inmates placed into the facility or community corrections program; checks for outstanding warrants and other criminal history information on computer terminal; enters booking information into computer system; conducts personal and property searches; takes fingerprints, photographs and other identification data; releases residents at completion of sentence.
2. Monitors inmates released to and returned from work, education and treatment programs, and outside appointments and visits; verifies that work release inmates and program participants are where they are authorized to be through periodic work site and program checks; and monitors electronic equipment for inmates on Home Detention and reports all breaches of conditions.
3. Supervises the activities of inmates within the work release facility and their movement from one area to another; supervises and documents food service; supervises work release inmates in cleanup activities; verifies need and makes arrangements for medical and health care; monitors use of prescribed medications per medical instructions.
4. Conducts regular security checks; screens and searches visitors; conducts periodic searches of work release inmates and program participants and the areas accessible to them to prevent the flow of contraband into the facility or program; administers or arranges for breathalyzer or urinalysis to detect suspected drug or alcohol use.
5. Investigates suspected rule violations; takes informal action to correct prisoner behavior as appropriate; writes violation reports and submits them to supervisor; participates in work release and program participants disciplinary proceedings as assigned; arranges for transfer of work release inmates returned to the maximum security jail by disciplinary board or other authority and maintains them in secure custody until removed.
6. Conducts a thorough orientation which includes explaining program procedures and rules; answers questions and discusses problems related to the jail situation; works with department, program and professional staff to develop appropriate intervention with work release inmates and program participants who are having family, employment or emotional problems.
7. Provides direct one-on-one or group assistance to work release inmates and program participants as needed and provides appropriate assistance through interpersonal skill procedure.

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS OFFICER

Spec No. 4019

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Receives, records and maintains court and other documents related to work release inmates and program participants; receives and releases cash to work release inmates; responds to requests for information concerning work release inmates in accordance with department policy.
9. Assists in the risk/needs assessment of inmates and have input into their case reviews and program placement.
10. Performs related job duties as required; and, perform the functions of all shifts of work release

MINIMUM QUALIFICATIONS

No previous experience is required for entry level Corrections Officer. Prefer one (1) year of work experience as a custody officer, community corrections officer, probation or parole officer, or work in a work release or community corrections facility, detention or juvenile center; OR, college level coursework in the area of corrections, law enforcement, police science, law and justice or social services related to correctional rehabilitation. A second language is preferred. Applicants for lateral entry Corrections Officer must be currently employed as a full time, paid, Corrections Officer in a city or county correctional center or in a state prison detention facility AND have at least 24 months experience in that capacity. These qualifications must be met at the time of application and also at the time of appointment. Completion of the Washington State Criminal Justice Training Academy is required within six months from the date of hire. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. Candidates must be at least 21 years of age at time of application. A valid Washington State driver's license, unrestricted except as to vision, will be required prior to appointment.

WHEN PERFORMING FIELD CHECK DUTIES:

Employees in this position must be eligible to carry limited commission from the Snohomish County Sheriff's Office. Must qualify with a firearm on a regular basis. Work may involve strenuous physical tasks. Employees must become certified in CPR and First Aid within one (1) year from date of hire.

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS OFFICER

Spec No. 4019

KNOWLEDGE AND ABILITIES

Knowledge of:

- defensive and courteous driving rules;
- individual and group behavior;
- counseling methods and techniques;
- Disciplinary hearing process
- Rules and regulations pertaining to corrections and work release

Ability to:

- learn about community correction program, practices and principles;
- satisfactorily complete required courses of training at the Washington State Criminal Justice Commission's training academy and through in-service training programs;
- read, understand and interpret work related laws, ordinances, rules and regulations;
- learn applicable federal and state laws and county ordinances and established policies, procedures and practices of the Snohomish County Department of Corrections;
- supervise groups of work release inmates and program participants;
- deal tactfully, effectively, equitably and professionally with the public, inmates and program participants;
- assess people and situations
- respond effectively in crisis or emergency situations and restrain violent or belligerent prisoners;
- type accurately, record information correctly and perform clerical tasks related to booking and other clerical aspects of the job;
- understand and follow oral instructions and written procedures and guidelines;
- speak and write with clarity and prepare required reports;
- work with minimum supervision;
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public.

PHYSICAL EFFORT

The work may involve strenuous physical tasks such as restraining violent prisoners or breaking up fights.

SUPERVISION

The employee reports to the Corrections Supervisor. The work is periodically reviewed for compliance with established directives and guidelines through written instructions, conferences and meetings.

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS OFFICER

Spec No. 4019

WORKING CONDITIONS

The work is performed within a minimum security and work release facility. Employees are required to work various shift assignments and to work weekends and holidays, as required.

Class Established: May 1980
Spec No. 521540
Revised: June 1983, January 1995, November 2000, February 2001, and June 2004
EEO Category: 4
Pay Grade: 834

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTODY OFFICER

Spec No. 4022

MINIMUM QUALIFICATIONS

No previous experience is required for entry level custody officer. Prefer one (1) year of work experience as a police or military police officer, probation or parole officer, jail attendant or guard, or work in a psychiatric facility, detention or juvenile center; OR, college level coursework in the area of corrections, law enforcement, police science, law and justice or social services related to correctional rehabilitation. A second language preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination, and a psychological examination. A post-employment physical examination and a physical fitness and agility test will be required for employment. A valid Washington State Driver's License, unrestricted except as to vision may be required dependent upon area of assignment. Candidates must be at least twenty-one (21) years old at time of application. Ability to acquire Red Cross First Aid and CPR Certificates is required. Employees may be required to carry firearms and must have the ability to qualify with a firearm on an annual basis. Satisfactory completion of the Washington State Criminal Justice Training Academy is required within six (6) months of employment.

LATERAL ENTRY MINIMUM QUALIFICATIONS

Applicant for lateral entry Custody Officer must be currently employed as a full time, paid, adult custody/corrections officer in a city, county or state agency; AND, have at least 12 months continuous experience in that capacity. These qualifications must be met at the time of application and also at the time of appointment. Completion of the Washington State Criminal Justice Academy (WSCJA) is also required.

LATERAL ENTRY SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination, a psychological examination and a post-employment physical examination. A valid Washington State Driver's License, unrestricted except as to vision may be required dependent upon area of assignments. Applicants must be twenty-one (21) years of old at time of appointment. Ability to acquire Red Cross First Aid and CPR Certificates is required. Employees may be required to carry firearms and must have the ability to qualify with a firearm on an annual basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- defensive and courteous driving rules.

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTODY OFFICER

Spec No. 4022

Ability to:

- acquire a Red Cross First Aid Certificate;

KNOWLEDGE AND ABILITIES (continued)

- satisfactorily complete required courses of training at the Washington State Criminal Justice Training Academy within six (6) months of hire;
- satisfactorily complete firearms training and pass a test of proficiency every three (3) months;
- learn, understand and interpret work related laws, ordinances, rules and regulations;
- quickly learn applicable federal and state laws and county ordinances and established policies, procedures and practices of the Snohomish County Jail;
- supervise groups of prisoners;
- exercise good judgment under stressful circumstances;
- respond effectively in crises or emergency situations and restrain violent or belligerent prisoners;
- communicate effectively with people regardless of age, sex or social, economic or cultural background, including persons with social or behavioral problems, and communicate with prisoners in both supportive and confrontive modes;
- accept and respect the individual differences of prisoners and respond in a professional manner to their needs without the interference of personal bias;

KNOWLEDGE AND ABILITIES

Ability to:

- access, input and retrieve information from computer and record information correctly and perform clerical tasks related to booking and other clerical aspects of the job;
- understand and follow oral instructions and written procedures and guidelines;
- speak and write with clarity and prepare required reports;
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public.

PHYSICAL EFFORT

The work involves strenuous physical tasks such as restraining belligerent prisoners or breaking up fights, or running up flights of stairs to respond to emergencies. Stressful elements of this work are considerable, and include exposure to disagreeable situations involving human conflict, anger, hostility and potential for violence.

SUPERVISION

The employee reports to a Custody Sergeant. The work is performed according to established policies and procedures and is reviewed through observation and evaluation of ability to handle a variety of work situations, reports and conferences. Unusual situations are referred to the Sergeant.

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTODY OFFICER

Spec No. 4022

BASIC FUNCTION

To monitor, supervise and maintain custody of prisoners in the Snohomish County Jail.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Books prisoners into the jail; conducts interview to determine medical, other special needs, and acceptability to book into facility; assists in checking for outstanding warrants and the criminal history information on the computer terminal; assists in entering booking information into the jail computer system; conducts personal (pat downs, strip searches), and property searches; takes fingerprints, and prepare for submission to AFIS, WASIC, and FBI, photographs and other identification data; receives, records payment of bail and money intended for prisoners; releases prisoners at completion of sentence.

2. Supervises the activities of prisoners within the jail housing areas and their movement from one area to another; supervises and documents food services; supervises prisoners in cleanup and maintenance activities; verifies need and makes arrangements for medical and health care; monitors use of prescribed medications; monitors recreational, educational and visitation activities; monitors visits and interviews with authorized persons; answers phone calls and relates information to authorized persons.

3. Supervises the preparation of prisoners for transportation to courts and other prisoner appointments.

4. Conducts regular security checks; screens and searches visitors; conducts periodic headcounts and searches of prisoners and the areas accessible to them to prevent flow of contraband into the facility; administers or arranges for breathalyzer or urinalysis to detect suspected drug or alcohol use; assists in operating the jail control room.

5. Instructs prisoners on jail rules and procedures; investigates suspected rule violations; takes informal action to correct prisoner behavior as appropriate; writes violation reports and submits them to supervisor; participates in prisoner disciplinary proceedings as assigned.

STATEMENT OF OTHER JOB DUTIES

6. Maintains custody and control of prisoners when confined to hospitals or other facilities as required; coordinates with various courts to assure that prisoners appear as scheduled for trial; processes and maintains required court documents.

7. Serves on various committees such as, training, safety, classification, wellness, wear and tear, affirmative action, equal employment opportunity, and others.

8. May be assigned temporary assignment to training officer, classification, or instructor positions.

9. Performs related duties as assigned.

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTODY OFFICER

Spec No. 4022

WORKING CONDITIONS

The work is performed within a maximum security detention facility. Employees work in housing areas and have direct prisoner contact. Employees are required to work various shift assignments, to perform all the functions of all shifts in all areas of the jail and to work weekends and holidays, as required.

Class Established: 1974 as Custodial Officer
Revised: March 1991, January 1995, November 2002
EEO Category: 4
Pay Grade: 834

Spec No. 521543

SNOHOMISH COUNTY JOB DESCRIPTION

SECURITY MARSHAL

Spec No. 4049

BASIC FUNCTION

To provide area security and public safety within limited jurisdiction (County Campuses, Courts and Justice Centers or other designated County property) and to provide assistance and information to the public, law enforcement and court officials.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Patrols and inspects the grounds and buildings within assigned jurisdiction maintaining an awareness of volatile situations, suspicious circumstances and potential weapons.

2. Enforces laws applicable to assigned jurisdiction.

3. Maintains order during court proceedings and other events occurring on County Campus, Courts, Justice Centers and other County property.

4. Searches individuals and packages, seizes weapons, contraband and potential explosives to prevent such items from entering county facilities including correctional and court facilities; takes appropriate action including evacuation of building when necessary.

5. Responds to and investigates reported incidents, crimes and suspicious situations within jurisdiction; controls and/or secures scene, gathers evidence and interviews witnesses and victims when necessary.

6. Arrests individuals with warrants as directed by court order, arrests individuals on county property with warrants and makes on-view arrests; transports and books individuals into jail, completes and submits appropriate reports and forms; testifies when required.

7. Responds to phone, fire and duress alarms; assists in the evacuation of buildings; investigates and reports injuries, accidents and administers first-aid when necessary.

8. Monitors security entrances and contracted security staff.

9. Interacts with the media by providing general information during events occurring on the County Campus and Justice Centers and relaying instructions issued from the judges during court hearings and trials.

10. Assists and directs the public to appropriate county offices; maintains current information regarding changes to county facilities or offices.

STATEMENT OF OTHER JOB DUTIES

11. Maintains necessary records and reports as required.

SNOHOMISH COUNTY JOB DESCRIPTION

SECURITY MARSHAL

Spec No. 4049

MINIMUM QUALIFICATIONS

Two (2) years experience as a full time, sworn, fully commissioned officer in a civilian law enforcement agency. Applicants must be a US citizen and at least twenty-one (21) years old at time of employment. Must pass job related tests.

SPECIAL REQUIREMENTS

To be eligible for appointment candidates must successfully pass a criminal history background investigation, a criminal record check, fingerprinting, a polygraph examination, a psychological examination, a pre-employment drug screening and a post-employment physical examination. will be required for employment. Ability to acquire a Red Cross First Aid/CPR Certificate.

Employees will be required to carry firearms while on duty and must qualify with firearm on a regular basis. Eligibility to receive a commission from the Snohomish County Sheriff as a Special Deputy is required.

A valid Washington State Driver's License, unrestricted except as to vision is required.

Candidates must be at least 21 years old at the time of application.

KNOWLEDGE AND ABILITIES

Knowledge of:

- law enforcement practices and procedures;
- laws of arrest;
- general legal terminology;
- safety programs relating to office environments.

Ability to:

- communicate effectively with people, regardless of age, sex, racial, ethnic, economic, or cultural background, including persons with social or behavioral problems;
- analyze potentially dangerous situations quickly, objectively and determine a proper course of action;
- maintain order with firmness and tact and obtain information from individuals in the face of hostility and dispute;
- establish and maintain effective working relationships with county officials, other employees and the public;
- learn to use telecommunication hardware;
- learn, understand and apply relevant laws;

SNOHOMISH COUNTY JOB DESCRIPTION

SECURITY MARSHAL

Spec No. 4049

- access, input and retrieve information from computer and record information correctly as related to booking;

KNOWLEDGE AND ABILITIES (continued)

- understand and follow oral and written procedures and guidelines;
 - speak and write with clarity and maintain complete and accurate records of daily activities;
- Ability to:

- perform strenuous physical tasks, such as pursuing fleeing suspects on foot and restraining suspects who resist, under possible hazardous conditions or situations;
- work effectively with minimal supervision and in stressful situations;

SUPERVISION

Employee will follow established procedures under minimal supervision. Work may be spot checked for compliance against established operational procedures or guidelines.

WORKING CONDITIONS

Work is performed both indoors and outdoors in all types of weather conditions. Employees are required to be armed while on duty and the work may involve confrontations with hostile and violent persons and other situations that necessitate the use of force.

Employees may be required to work evenings, weekends and holidays as necessary.

Class Established: June 1986
Revised: June 1988, July 1994, and November 1997
Retitled and revised: July 1999
Revised: November 2002
EEO Category:
Pay Grade: 234