

Agenda Summary Report (ASR)

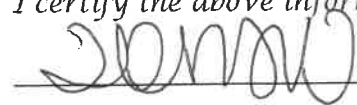
Franklin County Board of Commissioners

DATE SUBMITTED: 09-6-2023	PREPARED BY: Kelly Fields
Meeting Date Requested: 09-13-2023	PRESENTED BY: Judge Trinity Orosco
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Expansion of Probation Officer Position from .5 FTE to 1.0 FTE	
FISCAL IMPACT: Mental Health Sales Tax to fund Grade 17 with Benefits; up to \$130,000	
BACKGROUND: <p>Historically District Court has staffed a .5 FTE Work Crew Supervisor Position and .5 FTE Probation Officer position with a single staff member filling both roles. Recently District Court determined the need for a full-time Work Crew Position which left the Probation Officer position vacant. Prior to filling the role, District Court was notified that the Prosecutor's Office plans to increase Superior Court filings in District Court through the Felony Diversion Program. The purpose of this plan is to provide increased defendant supervision from District Court's probation department, allow access to support services otherwise not available in Superior Court with the goal of reducing recidivism, reduce filings in Superior Court, address the backlog of cases and reduce the attorney burden on the Office of Public Defense.</p> <p>Additionally, with the creation of a Therapeutic Court, the need for participant supervision cannot currently be met by our currently employed Probation Officer. By allowing the creation of a full-time position, District Court can fully support the needs of the filings by the Prosecutor's Office, the appointment of counsel through the Office of Public Defense and support the needs of the Felony Diversion Program participants.</p> <p>District Court requests the position be funded by the mental health sales tax. RCW 82.14.460(3) provides for the operation or delivery of chemical dependency or mental health treatment programs and services. "Programs and services" include case management. Subsection (4) allows for the purpose of providing new or expanded programs.</p>	
RECOMMENDATION: Recommend Commissioners sign attached resolution permitting the creation of a second full-time Probation Officer Position to support the expansion of the Felony Diversion Program and Therapeutic Court Program.	
COORDINATION: District Court, Human Resources, Franklin County Prosecutor's Office – Shawn Sant, County Administrator Mike Gonzalez, Commission.	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Resolution 2. Probation Officer Job Description 	

3. RCW 82.14.460

HANDLING / ROUTING: District Court

I certify the above information is accurate and complete.

A handwritten signature in black ink, appearing to be "J. M. W.", written over a horizontal line.

Name, Title

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: EXPANSION OF PROBATION OFFICER POSITION TO 1.0 FTE; GRADE 17

WHEREAS, District Court anticipates increased filings from in the Prosecutorial Felony Diversion Program; thus, expanding the current program; and

WHEREAS, District Court needs probation support for the participants of the newly created Therapeutic Court program; and

WHEREAS, in order to fully support the Prosecutorial Felony Diversion Program and Therapeutic Court a second full-time Probation Officer is needed; and

WHEREAS, the mental health sales tax funds under RCW 82.14.1460 permit the use for the purpose of providing case management services to new or expanded programs related to chemical dependency or mental health treatment; and

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners authorizes the reclassification of the part-time probation officer position of a full-time Probation Officer (full-time, exempt, non-bargaining) at Grade 17, on the 8-hour Non-Bargaining Seven Step Matrix.

AND, BE IT FURTHER RESOLVED, the reclassified position may be advertised and posted per county policy.

APPROVED this ____ day of September, 2023

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Attest:

Chair Pro Tem

Clerk to the Board

Member

Originals: Auditor
AOC

cc: District Court



FRANKLIN COUNTY JOB DESCRIPTION

Probation Officer

Effective Date: September 2023	Bargaining Unit: N/A
Department: District Court	FLSA Status: Exempt
Reports to: District Court Administrator/Probation Director	PCN: 1270PRBOFC
Grade/Salary Schedule: Grade 17 / NB80	

SUMMARY

The Probation Officer carries a caseload and develops probation agreements in accordance with court rules and clients' needs, performs pre-sentence investigations, supervision of clients for compliance with court orders, and provides other services as alternatives to incarceration for misdemeanor offenders. Provides supervision for Felony Diversion Program participants and Therapeutic Court participants.

ESSENTIAL FUNCTIONS OF THE JOB

- Conducts interviews, background investigations, evaluations, and provides written and/or oral reports of treatment and alternative sentencing recommendations to the court. Obtains arrest and convictions records, abstract of driving records, and other pertinent information on individuals as needed by the court.
- Attends sentencing hearings and participates in court proceedings as required.
- Enters, updates, retrieve, and processes data from software or systems according to statutory guidelines, and current processes or procedures.
- Works closely with treatment agencies to coordinate the required reporting system to the court, assist selected individuals for placement in substance abuse treatment and mental health treatment programs and maintains a current referral resource file of state approved treatment agencies.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge of modern principles, methods, and practices in district court proceedings and processes.
- Proficient knowledge of the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- General skills in troubleshooting, decision making, and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General computer skills and proficiency in Microsoft Office Suite, the internet for research, and the ability to learn and develop proficient skills in the County-wide, and District Court resource planning software.
- Ability to maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.

FRANKLIN COUNTY JOB DESCRIPTION

Probation Officer

- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and remaining calm during emergency situations.

WORK ENVIRONMENT

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.

- Work may be performed in the following environmental conditions:
 - constantly: in an office environment.
- The noise level in the general work environment is moderate as a standard business office setting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: sitting for extended periods of time, talk or hear, use hands and/or fingers to handle, feel, or operate equipment or tools, and reach with hands and arms,
 - frequently: walk, and
 - occasionally: stand, stoop, kneel, crouch, or crawl.
- carry or transport items:
 - frequently: up to 10 pounds
 - occasionally: up to 50 pounds
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Sociology, Psychology, Criminal Justice, or related field.
- Four years of progressively responsible experience in a legal/court setting.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Ability to speak, read, and write Spanish

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.

FRANKLIN COUNTY JOB DESCRIPTION

Probation Officer

- Valid driver's license if driving a vehicle for County business.
- Correctional Services Academy training completion, or ability to obtain within six months of hire.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Sales and use tax for chemical dependency or mental health treatment services or therapeutic courts.

(1)(a) A county legislative authority may authorize, fix, and impose a sales and use tax in accordance with the terms of this chapter.

(b) If a county with a population over eight hundred thousand has not imposed the tax authorized under this subsection by January 1, 2011, any city with a population over thirty thousand located in that county may authorize, fix, and impose the sales and use tax in accordance with the terms of this chapter. The county must provide a credit against its tax for the full amount of tax imposed under this subsection (1)(b) by any city located in that county if the county imposes the tax after January 1, 2011.

(2) The tax authorized in this section is in addition to any other taxes authorized by law and must be collected from those persons who are taxable by the state under chapters **82.08** and **82.12** RCW upon the occurrence of any taxable event within the county for a county's tax and within a city for a city's tax. The rate of tax equals one-tenth of one percent of the selling price in the case of a sales tax, or value of the article used, in the case of a use tax.

(3) Moneys collected under this section must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. Moneys collected by cities and counties under this section may also be used for modifications to existing facilities to address health and safety needs necessary for the provision, operation, or delivery of chemical dependency or mental health treatment programs or services otherwise funded with moneys collected in this section. For the purposes of this section, "programs and services" includes, but is not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service. Every county that authorizes the tax provided in this section shall, and every other county may, establish and operate a therapeutic court component for dependency proceedings designed to be effective for the court's size, location, and resources.

(4) All moneys collected under this section must be used solely for the purpose of providing new or expanded programs and services as provided in this section, except as follows:

(a) For a county with a population larger than twenty-five thousand or a city with a population over thirty thousand, which initially imposed the tax authorized under this section prior to January 1, 2012, a portion of moneys collected under this section may be used to supplant existing funding for these purposes as follows: Up to fifty percent may be used to supplant existing funding in calendar years 2011-2012; up to forty percent may be used to supplant existing funding in calendar year 2013; up to thirty percent may be used to supplant existing funding in calendar year 2014; up to twenty percent may be used to supplant existing funding in calendar year 2015; and up to ten percent may be used to supplant existing funding in calendar year 2016;

(b) For a county with a population larger than twenty-five thousand or a city with a population over thirty thousand, which initially imposes the tax authorized under this section after December 31, 2011, a portion of moneys collected under this section may be used to supplant existing funding for these purposes as follows: Up to fifty percent may be used to supplant existing funding for up to the first three calendar years following adoption; and up to twenty-five percent may be used to supplant existing funding for the fourth and fifth years after adoption;

(c) For a county with a population of less than twenty-five thousand, a portion of moneys collected under this section may be used to supplant existing funding for these purposes as follows: Up to eighty percent may be used to supplant existing funding in calendar years 2011-2012; up to sixty percent may be used to supplant existing funding in calendar year 2013; up to forty percent may be used to supplant existing funding in calendar year 2014; up to twenty percent may be used to supplant

existing funding in calendar year 2015; and up to ten percent may be used to supplant existing funding in calendar year 2016; and

(d) Notwithstanding (a) through (c) of this subsection, moneys collected under this section may be used to support the cost of the judicial officer and support staff of a therapeutic court.

(5) Nothing in this section may be interpreted to prohibit the use of moneys collected under this section for the replacement of lapsed federal funding previously provided for the operation or delivery of services and programs as provided in this section.

[2023 c 101 § 1; 2021 c 296 § 7; 2015 c 291 § 5; 2012 c 180 § 1; 2011 c 347 § 1; 2010 c 127 § 2; 2009 c 551 § 2; 2008 c 157 § 2; 2005 c 504 § 804.]

NOTES:

Finding—Intent—Effective date—2021 c 296: See notes following RCW 82.14.310.

Conflict with federal requirements—2015 c 291: See note following RCW 2.30.010.

Findings—Intent—2008 c 157: "The legislature finds it necessary to clarify the original intent regarding eligible expenditures of the sales and use tax provided in RCW 82.14.460. The legislature intended that upon the original effective date of RCW 82.14.460, the moneys collected under RCW 82.14.460 would be permitted to be used for the purposes as provided in RCW 82.14.460 as clarified by section 2, chapter 157, Laws of 2008." [2008 c 157 § 1.]

Findings—Intent—Severability—Application—Construction—Captions, part headings, subheadings not law—Adoption of rules—Effective dates—2005 c 504: See notes following RCW 71.05.027.

Alphabetization—Correction of references—2005 c 504: See note following RCW 71.05.020.