



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, August 6, 2018  
5:30 P.M.  
Washington County Quorum Court Room

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Harvey Bowman  
Robert Dennis  
Joe Kieklak

Chair Lisa Ecke

Sue Madison  
Vice Chair Butch Pond  
Bill Ussery

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A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Adoption of Agenda
4. Deputy First Class (4.1 – 4.3)
5. Employee Handbook
6. Other Business: Any other business to be discussed by the Committee will be brought up at this time
7. Public Comments
8. Adjournment

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TIM HELDER  
SHERIFF



# Washington County Sheriff's Office

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August 2, 2018

To: JESAP and Personnel Committee

The Sheriff's Office recently had a Deputy First Class position open in the Detention Division – Community Service area. Corporal Anna Donahue requested a voluntary demotion to this position and after interviews, was selected for the position effective August 13, 2018.

Ms. Donahue has worked for the Washington County Sheriff's Office since January 31, 2005 and is a certified law enforcement officer. During her time with the Sheriff's Office she has accumulated over 1100 hours of training.

Since Ms. Donahue is a valued employee with over thirteen years of law enforcement experience with the Sheriff's Office, I would like to go outside the Program of Salary Administration Guidelines and request her hourly pay be placed at \$18.95.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Helder".

Tim Helder  
Sheriff

**Staff Training Course Report**  
**By Officer**  
**WASHINGTON COUNTY SHERIFFS OFFICE**

DATE : 08/02/2018  
 TIME : 10:46:09AM

Page 1 of 3

<u>Course</u>	<u>Score</u>	<u>Credits</u>	<u>Date</u>	<u>To Be Taken Again On</u>
<b>DONAHUE, ANNA</b>				
ACIC BASIC CERTIFICATION		4.00	03/07/2016	
ACIC BASIC CERTIFICATION		4.00	03/07/2016	
ADVANCED SUPERVISION		24.00	06/28/2012	
BASIC CERTIFICATE		0.00	12/07/2016	
BASIC POLICE TRAINING COURSE		480.00	10/16/2009	
CAREER SURVIVAL LIABILITY UPDATES/RACIAL PROFILIN		8.00	05/12/2011	
CIVIL PROCESS COURSE		6.00	09/18/2009	
CIVIL RIGHTS TRAINING COURSE		4.00	12/01/2017	
CRIME SCENE MANAGEMENT FOR CBRNE INCIDENTS		8.00	07/20/2011	
CRIME SCENE MANAGEMENT FOR CBRNE INCIDENTS		8.00	07/20/2011	
CULTURE COMPETENCE		1.50	03/10/2017	
DEFENSIVE DRIVING COURSE		4.00	05/14/2014	
DEFENSIVE DRIVING COURSE		4.00	08/10/2017	
DEFENSIVE TACTICS FOR DETENTION FACILITIES		8.00	01/30/2015	
DEFENSIVE TACTICS FOR DETENTION FACILITIES		8.00	05/31/2015	
DEFENSIVE TACTICS FOR DETENTION FACILITIES		8.00	12/31/2015	
DEFENSIVE TACTICS FOR DETENTION FACILITIES		4.00	07/15/2016	
DETENTION CENTER MEDICAL AWARENESS		2.00	04/19/2011	
DETENTION FACILITY DISCIPLINARY PROGRAM		4.00	04/17/2015	
DETENTION IN-SERVICE TRAINING-(OC/DEF-TACTICS/REST		8.00	07/19/2018	
DETENTION TRAINING OFFICER COURSE		32.00	07/20/2017	
DETENTION TRAINING PROGRAM		240.00	10/08/2007	
DOMESTIC VIOLENCE		4.00	12/11/2006	
FIREARMS TRAINING COURSE (SHARPSHOOTER)		0.00	09/04/2009	
FOUNDATIONS OF SUPERVISON		24.00	07/22/2010	
GENERAL CERTIFICATE		0.00	12/07/2016	

/ Employee Name: DONAHUE, ANNA

1856  
 Report\_Training\_Officer\_WCSO

**Staff Training Course Report**  
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Page 2 of 3

<u>Course</u>	<u>Score</u>	<u>Credits</u>	<u>Date</u>	<u>To Be Taken Again On</u>
GETTING OUT OF YOUR OWN WAY		4.00	09/08/2016	
HANDGUN ENHANCEMENT COURSE		4.00	06/20/2016	
HEARTSAVER FIRST AID		4.00	10/01/2009	10/20/2011
HEARTSAVER FIRST AID		4.00	01/25/2017	01/25/2019
INTRODUCTION TO ICS 100		3.00	08/17/2009	
JAIL STANDARDS		40.00	08/05/2005	
LAW ENFORCEMENT CODE OF ETHICS		0.00	07/31/2009	
LAW ENFORCEMENT TECHNICAL CERTIFICATE		0.00	10/16/2009	
MENTAL HEALTH FIRST AID USA		8.00	11/17/2016	
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)		4.00	08/08/2005	
O.C. (PEPPER SPRAY)		4.00	08/05/2009	
O.C. PEPPER SPRAY		4.00	08/19/2006	
PART TIME II COURSE		110.00	08/19/2006	
PREVENTING SEXUAL MISCONDUCT AGAINST OFFENDERS		8.00	06/13/2013	
RACIAL PROFILING		4.00	11/06/2006	
RACIAL PROFILING		2.00	10/23/2008	
RACIAL PROFILING		1.00	07/13/2010	
RACIAL PROFILING		2.00	01/19/2012	
RACIAL PROFILING		1.00	01/17/2013	
RACIAL PROFILING		1.00	01/09/2014	
RACIAL PROFILING		2.00	01/09/2015	
RACIAL PROFILING		2.00	01/07/2016	
RACIAL PROFILING		2.00	01/27/2017	
RACIAL PROFILING		2.00	01/11/2018	
SUPERVISOR READY RESPONSE TO SEXUAL HARASSMENT		1.00	07/13/2010	
TERMINAL OPERATIONS LEVEL 1		4.00	04/20/2005	
TERMINAL OPERATIONS LEVEL 1		4.00	03/12/2007	

/ Employee Name: DONAHUE, ANNA

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<u>Course</u>	<u>Score</u>	<u>Credits</u>	<u>Date</u>	<u>To Be Taken Again On</u>
TERMINAL OPERATIONS LEVEL 1		4.00	03/24/2009	
TERMINAL OPERATIONS LEVEL 1		4.00	09/18/2009	
WALKING THE NARROW ROAD OF EXCELLENCE		4.00	10/26/2017	
WINNING WORKFORCE SEXUAL HARRMENT		1.00	07/13/2010	
	<b>Total Credits:</b>	<b>1,135.50</b>		<b>Total Classes: 57</b>

## WASHINGTON COUNTY

### Job Description

#### JOB TITLE: Deputy First Class

Exempt (Y/N): No

DATE REVISED: September, 2012

DEPARTMENT: Sheriff's Office

SUPERVISOR: Sergeant

#### SUMMARY:

The Deputy First Class, under the guidance and direction of the Corporal or Sergeant, protects and serves the County by enforcing laws, both traffic and criminal; as well as rendering aid when called upon. Must meet minimum requirements under state law for certification to work in the jail, plus successfully completing the law enforcement-training academy if required. The incumbent relies on experience and training in the handling of prisoners in the county detention facility, and conducts community presentations. Displays a high level of initiative, effort and commitment towards completing assignments efficiently while working with minimal supervision. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must have the ability to complete the Arkansas law enforcement Training Academy. Must have experience requirements for specific assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Protect and secure accident, disaster and crime scenes in order to preserve evidence, and protect persons and property by using techniques such as additional manpower, sealing off the area, barricades, locking and guarding establishments, properly place patrol car, and re-route traffic; administer medical aid to preserve life, minimize injuries, prevent shock and prepare for transportation to medical facility.
3. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-by's, property disputes, locate missing persons, assist motorists, and answer any other matter requiring law enforcement assistance. Must be proficient in all court processes and security.
4. Demonstrate the ability to handle complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal act as the situation requires, and perform arrests and other associated procedures.
5. Notifies next of kin and attempts to locate persons in order to convey death or serious injury message; gives emotional and physical support through personal or telephone contact, by utilizing friends, relatives or clergy and applying human relation skills.

6. Complete reports and maintain files, interview suspects and witnesses when necessary and appear in court for testimony. Must demonstrate proficiency in criminal investigation, and the use of related equipment. Serve civil process and warrants.
7. Conduct or arrange for routine maintenance required of the patrol vehicle and related equipment used in the vehicle. To include complex technical and scientific equipment, such as BAC Datamaster, Radar/Lidar, Video Equipment, Evidence Collection Equipment, Automated Fingerprint ID System.
8. Maintains public relations by conducting seminars and speaking to local groups on law enforcement, participate in manhunts, provide child information cards at community events , disseminates information in order to make the public more knowledgeable and other duties as directed by their Supervisor.
9. Collects and retains contraband and evidence in order to seize illegal items and items of evidence in criminal and civil cases, and document charges filed by following search and seizure procedures.
10. Responsible for obtaining and serving arrest warrants and taking individuals into custody as required by the court and Arkansas State Code; conducts interviews and interrogations to obtain evidence, confessions and admissions of criminal acts, and determines cause and contributing factors; advises of Miranda Warning when applicable, questions and observes suspects, drivers, occupants, and witnesses; records the information obtained.
11. Must be proficient in the booking process and the releasing process in excess of 15,000 detainees annually, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainees to jail programs, answer detainee grievances and investigate incidents within the jail.
12. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
13. Monitor maintenance of jail equipment and premises, and make arrangements for repairs.
14. Conduct jail inspections, and testify in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
15. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
16. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
17. Represent the Sheriff's Office in a professional manner to enhance the County's image.
18. Write an effective probable cause before detainment of an individual and for search warrants.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with two years or more of college courses or equivalent experience; completion of jail standards certification training course and ability to obtain state certification through the Arkansas Law Enforcement Training Academy and annual firearms qualification if required. Must have working knowledge of law enforcement, jail operations, civil process, court systems, prisoner transporting, basic first aid, CPR, and protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures are also required.

**OTHER SKILLS and ABILITIES:**

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System), and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind or domestic abuse convictions and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report. Additionally must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Driver's License.

The incumbent may be required to perform all of the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgement; good powers of observation and memory. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to respond efficiently in all emergencies, natural or man-caused disasters. The incumbent must successfully obtain State Certification in order to effectively operate a breath analyzer if required. This person must also be proficient in the use of a calculator, PC computer, vehicle, radio and typewriter.

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive vehicles, use hands and fingers to handle or feel objects or controls, reach with hands and arms; talk or hear; and smell. The employee is readily required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



**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.

While performing the duties of this job, the employee regularly works outside and will be subject to inclement weather. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration and death. The noise level in the typical work environment is moderate too loud.

**Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.**