



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

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**PERSONNEL COMMITTEE**

Monday, October 11, 2021  
6:00 P.M.

Washington County Quorum Court Room

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Robert Dennis  
Willie Leming  
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair  
Evelyn Rios Stafford  
Shawndra Washington

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**A G E N D A**

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

4. **CHAIRMAN'S REPORT**

5. **AN ORDINANCE CREATING ONE POSITION OF DEPUTY CORONER IN THE CORONER BUDGET; AND, APPROPRIATING THE AMOUNT OF \$8,744 FROM THE UNAPPROPRIATED RESERVES TO THE CORONER BUDGET FOR 2021**

Item 21-O-113 (5.1 – 5.2)

6. **AN ORDINANCE CREATING THE CRIMINAL JUSTICE COORDINATING COMMITTEE COORDINATOR POSITION IN THE COUNTY JUDGE BUDGET FOR 2021** Item 21-O-118 (6.1)

7. **PUBLIC COMMENT**

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

8. **ADJOURNMENT**



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43 Life Insurance Matching 10000419.1016 22  
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51 JOSEPH K. WOOD, County Judge \_\_\_\_\_ DATE  
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56 BECKY LEWALLEN, County Clerk

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58 Introduced by: **JP Lisa Ecke**  
59 Date of Adoption:  
60 Members Voting For:  
61 Members Voting Against:  
62 Members Abstaining:  
63 Members Absent:

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66 Committee History:  
67 Quorum Court History:

## Washington County Deputy Coroner Job Description

**Job Code:** 17  
**Exempt:** Yes  
**Department:** Coroner  
**Reports To:** Coroner  
**Location:** Coroner's Facility  
**Date Prepared:** February 13, 2018  
**Date Revised:**

### GENERAL DESCRIPTION OF POSITION

Responsible for the investigation of human death cases reported to the coroner under Arkansas law and rendering of rulings as to cause, manner, and time of death.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and investigates reports of human deaths within the County as prescribed by law and policies.
2. Investigates death scenes by gathering of evidence, photographing the area and body, measuring and sketching scene and location of victim, and recording all details of scene, victim, and circumstances that would facilitate the identification of cause and nature of death.
3. Interviews witnesses, family members, acquaintances and friends of victim and investigative personnel to determine pertinent facts concerning the death.
4. Prepares and transports deceased bodies to appropriate agencies.
5. Examines physical changes such as lividity, temperature, and rigor mortis of deceased body to determine time and position at death.
6. Examines nature of any wounds to determine exact cause of death.
7. Draws body fluids such as blood, vitreous humor, and urine from victims for lab analysis and prepares reports for submission of samples to proper investigative agency.
8. Maintains written narrative reports on each case investigated and puts records into computer; submits reports with determination of nature of death to supervisor for review and completion of death certificates.
9. Attends autopsies and assists Medical Examiner as requested.
10. Answers questions from family members, insurance companies, investigative personnel, attorneys, funeral homes, etc., regarding death investigations.
11. Ensures County vehicle maintenance and maintenance of supply and equipment inventory.
12. May be required to issue subpoenas, swear witnesses or exercise the power of arrest as necessary during investigations.

13. Conducts classes for Law Enforcement Agencies, emergency personnel, and the general public concerning crime scene and evidence preservation, investigative methods and procedures, suicide prevention, criminal behavior, etc.

14. Testifies in court regarding death scene investigations.

15. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must to able to obtain diplomat American board of Medicolegal Death Investigator certification within two year of employment

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Database

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and .The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 100 pounds; frequently 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.

### **ADDITIONAL INFORMATION**

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

Considerable knowledge of the principles, practices, and terminology of forensic medicine.

Comprehensive knowledge of criminal investigative techniques.

Considerable knowledge of interviewing techniques and methods.

Ability to prepare detailed written narrative reports.

Ability to maintain a detailed record keeping system.

Ability to tactfully and effectively communicate with and gather information from family and friends of victims, investigative personnel, attorneys, and the general public.

Ability to conduct duties in uncomfortable weather conditions including cold, heat, rain, etc.

Ability to remove fluid samples from deceased bodies.

Skill in the operation of a computer.

#### **PHYSICAL REQUIREMENTS:**

Ability to lift and carry loads up to 150 pounds with assistance.

Ability to climb ladders, trees, and other obstacles within crime scenes.

Visual acuity sufficient to observe details at death scene.

Manual dexterity necessary to sketch death scene, operate computer keyboard, and draw body fluids.

Ability to communicate orally, individually and to groups.

#### **WORKING CONDITIONS:**

Work is primarily performed in the field and may require performance of duties in uncomfortable weather conditions including cold, heat, rain, etc.

#### **MINIMUM QUALIFICATIONS:**

Completion of high school; completion of training in forensic medicinal methods and terminology; considerable experience with death scene investigation or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must have vision level of or correctable to 20/20.



Must be 21 years of age or older.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

Must obtain Certification Diplomat American Board of Medicolegal Death Investigator within two year of employment

Subject to random drug testing.

ORDINANCE NO. 2021-

APPROPRIATION ORDINANCE

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CREATING THE CRIMINAL JUSTICE COORDINATING COMMITTEE COORDINATOR POSITION IN THE COUNTY JUDGE BUDGET FOR 2021.

WHEREAS, County Ordinance No. 2017-44 established the Washington County Criminal Justice Coordinating Board (the "Board"), pursuant to A.C.A. § 14-14-705; and,

WHEREAS, the Board is composed of local judges, correction officials, the prosecuting attorney, law enforcement officials, county officials, medical professionals, and mental health professionals; and,

WHEREAS, the Board is charged with, among other duties: recommending protocols and reforms to ensure the efficient administration of the criminal justice system; assisting in the access, analysis, and transfer of pertinent data; analyzing data related to the effectiveness of local crisis intervention teams and of the Washington County Regional Crisis Stabilization Unit; and, providing the County with recommendations, supported by analysis, grounded in the Board's findings; and,

WHEREAS, the Board has requested a Criminal Justice Committee Coordinator to help effectuate those duties.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. There is hereby created the position of Criminal Justice Committee Coordinator, ungraded, at an annual salary of \$60,000, in the County Judge Budget of the General Fund (10000100) for 2021.

ARTICLE 2. There is hereby appropriated the total amount of \$28,251 to the following line items in the County Judge Budget for 2021:

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43	Salaries, Full Time	10000100.1001	\$ 10,000
44	Social Security Matching	10000100.1006	765
45	Noncontributory Retirement	10000100.1008	1,532
46	Health Insurance Matching	10000100.1009	932
47	Life Insurance Matching	10000100.1016	22
48	General Supplies	10000100.2001	15,000

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JOSEPH K. WOOD, County Judge

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BECKY LEWALLEN, County Clerk

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Introduced by: **JP Lance Johnson**  
Date of Adoption:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent:

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Committee History:  
Quorum Court History:

## **TITLE: Criminal Justice Coordinator**

### **DEPARTMENT:**

Pay: \$60,000

FLSA Status: 3 year position, temporary, non-overtime eligible, salary

Location: Home Office with 40% of your time traveling locally

Supervisor: Report to County Administrator

### **NATURE OF WORK**

The Criminal Justice Coordinator (CJC) in coordination with the Criminal Justice Coordinating Council (CCJC) members is responsible for the administration of the Criminal Justice Coordinating Council. Under minimal supervision, this position works independently and autonomously taking action to align and advance the CJCC's strategic priorities for the purpose of improving the local criminal justice system. The CJC builds consensus among CJCC members in developing a strategic approach, overseeing the implementation of policies, and overseeing initiatives that result from the consensus. In addition, has the ability to work with researchers and consultants focused on the surveying and evaluating current research on public safety policies and strategies.

### **ESSENTIAL DUTIES YOU MAY INCLUDE**

- Facilitates and coordinates the planning and implementation of Criminal Justice Collaborating Council (CJCC) initiatives and activities under the direction of the CJCC Executive Committee
- Works collaboratively with CJCC partners to coordinate work plans, policies, and procedures that are updated periodically, consistent with the CJCC mission and goals.
- Recommends changes and improvements of practices and procedures to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based practices and best practices.
- Manage CJCC subcommittee meetings which may include developing the agenda, follow-up on work generated by the committees, bridging ideas and tasks among committees to ensure a comprehensive and continuous work plan.
- Works with technical assistance partners to address issues identified by the CJCC and its committees.
- Meets with elected officials and other stakeholders, as requested, to provide updates and other information necessary to carry out the function of the CJCC.
- Engage with community stakeholders to align private, NGO, and governmental services within the criminal justice continuum.
- Communicates the committee's activities and projects with the CJCC community partners and develops CJCC meeting agendas, meeting minutes, and other correspondence.
- Represents the CJCC as directed, in all coordinated justice system planning efforts and at local and state committee meetings and seminars.
- Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJCC and its programs

## **GRANT WRITING DUTIES**

- Advocates and performs research on all funding sources to evaluate prospects for grants to support the work of the CCJC.
- Develops and prepares proposals and grant applications according to guidelines; complies with all grant reporting as required by funding sources.
- Coordinates grant compliance activities with other relevant department personnel and other partner organizations.

## **Desirable Requirements:**

- Demonstrated knowledge of local criminal justice systems and county government
- Knowledge of principles, practices, procedures, and philosophies of public administration
- Demonstrated ability to support and facilitate a group in collaborative problem solving
- Excellent organizational and interpersonal skills
- Demonstrated skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner
- Skill in the preparation, presentation, and administration of budgets
- Skill and proficiency with Microsoft Word, Excel, and PowerPoint
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables
- Ability to work as an effective and collaborative team player
- Ability to write and speak effectively, including the ability to conduct effective meetings
- Ability to establish and maintain effective relationships with government officials, union officials, employees, and the general public
- Ability to provide interactive, dynamic communication with governance body

## **EDUCATION, TRAINING, AND EXPERIENCE**

- Bachelor's and/or Master's degree from an accredited college or university with a major in
- Criminal Justice, Public Administration, Social Work, Political Science, Organizational
- Development, or other closely related field required.
- Five (5) years recent experience working in the criminal justice system, public administration, or human services field required.
- Prior experience researching, writing, and managing grant awards.
- Prior experience in program and budget development.
- Proficient in MS Office, including MS Word and Excel; Adobe Acrobat experience required.
- Strong written and oral communication skills.
- Experience in a systems approach
- Must have demonstrated experience in strategic planning, data analysis, and program evaluation.
- Any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills, and abilities to perform the above duties.