<table>
<thead>
<tr>
<th>Year</th>
<th>Ending Year Fund Balance/Reserves As Percent of General Fund</th>
</tr>
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<tbody>
<tr>
<td>1998</td>
<td>17.60%</td>
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<tr>
<td>1999</td>
<td>21.20%</td>
</tr>
<tr>
<td>2000</td>
<td>19.30%</td>
</tr>
<tr>
<td>2001</td>
<td>18.25%</td>
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<tr>
<td>2002</td>
<td>14.14%</td>
</tr>
<tr>
<td>2003</td>
<td>9.44%</td>
</tr>
<tr>
<td>2004</td>
<td>7.80%</td>
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<tr>
<td>2005</td>
<td>8.20%</td>
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<tr>
<td>2006</td>
<td>8.30%</td>
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<tr>
<td>2007</td>
<td>10.90%</td>
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<tr>
<td>2008</td>
<td>12.60%</td>
</tr>
<tr>
<td>Entity</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>City of Tacoma</td>
<td></td>
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<tr>
<td>Standard &amp; Poor's Agency</td>
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<tr>
<td>Pierce County</td>
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<td>Spokane County</td>
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<tr>
<td>King County</td>
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<tr>
<td>Whatcom County</td>
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<tr>
<td>State of Washington</td>
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<tr>
<td>Survey of City/County General Fund Reserve Policies and Percentages</td>
<td></td>
</tr>
</tbody>
</table>

**Survey of City/County General Fund Reserve Policies and Percentages**

**Attachment B**
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 intention 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 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 Sonoita County to deter and discover crime; conduct crime scene investigations; enforce laws and ordinances; render public assistance as needed.

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

STATEMENT OF ESSENTIAL JOB DUTIES

Investigating crimes throughout Sonoita County.

The primary duties of this class are in support of the County’s Sheriff’s Office Law Enforcement function. Responsibilities include protecting life and property, enforcing laws and ordinances, and performing functions. Services include investigating crimes, rendering public assistance, and performing police work.

BASIC FUNCTION

DEPUTY SHERIFF

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

Ability:

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

Knowledge of:

KNOWLEDGE AND ABILITIES

Employees must be armed at all times while on duty and must carry official office identification.

Examination, a medical examination and a psychological evaluation.

Examination includes a complete background investigation, fingerprinting, criminal record check, polygraph
examination, employment examination AND pre-employment examination including, but not
limited to, a civil service examination; AND pre-employment examination including, but not

Appointment:

A valid Washington State, Drivers License, unrestricted except as vision, is required prior to

SPECIAL REQUIREMENTS

be considered provided all above requirements are met.

The applicant is not already certified in the State of Washington. Experience as a Tribal Officer will
The applicant is not already certified in the State of Washington. Experience as a Tribal Officer will
be considered provided all above requirements are met.

In addition, applicants for lateral entry deputy must have been employed as a full time,

related to the field. Must be a United States citizen: minimum 21 years of age, no maximum age. Must pass job

Minimum Qualifications:

High school diploma or GED certificate. An associate's degree or 60 credits of college
Shift, holiday and weekend work are required. Overtime and call back may be required.

Over 20 pounds

Shifts and hand movements, daily strenuous physical tasks; lifting, moving and carrying objects

Shifts and hand movements, daily strenuous physical tasks; lifting, moving and carrying objects

Positions in this class typically require daily dealing with difficult or difficult interactions;

Working Conditions

Other agencies, and the general public:

Establish and maintain effective working relationships with office personnel, personal or

Establish and maintain effective working relationships with office personnel, personal or

Use standardized radio codes and procedures.

Use standardized radio codes and procedures.

Operate a motor vehicle at high speeds; read and use road maps.

Operate a motor vehicle at high speeds; read and use road maps.

Use and care of firearms and law enforcement equipment.

Use and care of firearms and law enforcement equipment.

Handle situations encountered, observation skills and attention to detail.

Problem solving skills to analyze situations and determine proper course of action; assertively

Abilities:

Knowledge and Abilities (continued)
7. Provides direct one-on-one group assistance to work release inmates and program participants as needed and provides appropriate assistance through interpersonal skill.

6. Conducts a thorough orientation which includes explaining program procedures and rules.

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; answers questions and discusses problems related to the jail situation; works with department members.

4. Conducts regular security checks; screens and searches visitors; conducts periodic searches of inmate areas; observes work release facility and their movement from work release areas.

3. Monitors use of prescribed medications and medical instructions.

2. Monitors inmates released to and returned from work release facility, education and treatment programs, and outside appointments and visits.

1. Books work release inmates and other inmates placed into the facility or community custody.

STATEMENT OF ESSENTIAL JOB DUTIES

- A minimum security and work release facility.
- A residential work release facility and manages and supervises offenders who are placed into non-supervised and maintain the security and monitor the daily activities of work release inmates.
- To supervise and maintain the security and monitor the daily activities of work release inmates.

BASIC FUNCTION

CORRECTIONS OFFICER

SNOHOMISH COUNTY JOB DESCRIPTION

Spec No. 4019

Procedure.
Employees must become certified in CPR and First Aid within one (1) year from date of hire. Employees performing field check duties will be required prior to appointment age time of application, a valid Washington State driver’s license, unrestricted except as to vision, psychological examination and physical examination. Candidates must be at least 21 years of age time of application. A valid Washington State driver’s license, unrestricted except as to vision, psychological examination and a physical examination. Candidates must be at least 21 years of age.

Special Requirements

Required within six months from the date of hire. Must pass job related tests.

Minimum Qualifications

1. Performs related job duties as required and performs the functions of all shifts of work release program placement.

   2. Assists in the risk needs assessment of inmates and have input into their case reviews and policy.

   3. Receives, records and maintains court and other documents related to work release inmates.

   4. Receives, records and maintains court and other documents related to work release inmates.

   5. Receives, records and maintains court and other documents related to work release inmates.

   6. Receives, records and maintains court and other documents related to work release inmates.

   7. Receives, records and maintains court and other documents related to work release inmates.

   8. Receives, records and maintains court and other documents related to work release inmates.

   9. Receives, records and maintains court and other documents related to work release inmates.

   10. Performs related job duties as required and performs the functions of all shifts of work release program placement.
The employee reports to the Corrections Supervisor. The work is periodically reviewed for

SUPERVISION

up rights.

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

PHYSICAL EFFORT

shift, other county employees and the general public.

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

Ability to:

• rules and regulations pertaining to corrections and work release.
• disciplinary hearing process.
• counseling methods and techniques.
• individual and group behavior;
• defensive and courteous driving rules.

Knowledge of:

CORRECTIONS OFFICER

SNOHOMISH COUNTY JOB DESCRIPTION

Spec No. 4019
Working Conditions

Correction Officer

Snohomish County Job Description
KNOWLEDGE AND ABILITIES

CANDIDATES FOR EMPLOYMENT MUST SUCCESSFULLY PASS A CRIMINAL HISTORY BACKGROUND INVESTIGATION, A

LATERAL ENTRY SPECIAL REQUIREMENTS

WSCCA is also required.Completion of the Washington State Criminal Justice Academy and also at the time of appointment.

Applicant for lateral entry Custody Officer must be currently employed as a full-time, paid, adult

LATERAL ENTRY MINIMUM QUALIFICATIONS

months of employment.

Applicant for lateral entry Custody Officer must be currently employed as a full-time, paid, adult

SPECIAL REQUIREMENTS

rehabilitation. A second language preferred. Must pass job related tests.

MINIMUM QUALIFICATIONS

CUSTODY OFFICER

SNOHOMISH COUNTY JOB DESCRIPTION

Spec.0.422
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.

SUPERVISION

Hostility and potential for violence are considered in the performance of this work. The work involves stimulating situations involving human conflict, anger, stress, and potential for violence. The work involves stressful situations such as restraining or controlling physically ill persons or breaking up fights of inmates who are responding to emergencies. Elements of this work are performed during all shifts.

PHYSICAL EFFORT

The work involves strenuous physical tasks such as restraining physically ill persons or breaking up fights of inmates who control persons or breaking up fights of inmates who are responding to emergencies.

ABILITY TO:

Activity:

- Ability to:

- Ability to:

- Ability to:

- Ability to:

- Ability to:

- Ability to:

SNOHOMISH COUNTY JOB DESCRIPTION

CUSTOMS OFFICER

Spec No. 4022
Performs duties as assigned.

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

7. Serves on various committees such as, training, safety, classification, wellness, wear and tear, etc.

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.

5. Instructs prisoners on jail rules and procedures. Investigates and reports suspected rule violations.


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

2. Supervises the activities of prisoners within the jail housing areas and their movement from one

1. Books prisoners into the jail; conducts interviews to determine medical, other special needs, and

Statement of Other Job Duties

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

Basic Function

Custody Officer

SNOHOMISH COUNTY JOB DESCRIPTION
Pay Grade: 834
EEO Category: 4
Class Established: 1974 as Custom Officer

Spec No. 521543

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

WORKING CONDITIONS

CUSTODY OFFICER

SNOHOMISH COUNTY JOB DESCRIPTION
1. Maintains necessary records and reports as required.

**STATEMENT OF OTHER JOB DUTIES**

Regarding changes to county facilities or offices.

To assist and direct the public to appropriate county offices; maintains current information regarding court hearings and trials.

County Campuses and Justice Centers and relaying instructions issued from the Judges during Interests with the media by providing general information during events occurring on the

8. Monitors security entrances and contracted security staff.

Investigates and reports injuries, accidents and administrators first aid when necessary.

Responds to phone, fire and duties alarms; assists in the evacuation of buildings.

Completes and submits appropriate reports and forms; testifies when required.

Arrests individuals with warrants as directed by a court order, assists individuals on county property.

Responds to and investigates reported incidents, crimes and suspicious situations within the

5. Responds to and investigates action including evacuation of building when necessary.

Takes appropriate action including securing county facilities including correctional and court facilities.

4. Searches individuals and packages; seizes weapons, contraband and potential explosives to
courts, Justice Centers and other county property.

3. Maintains order during court proceedings and other events occurring on County Campuses.

2. Enforces laws applicable to assigned jurisdiction.

Awareness of volatile situations, suspicious circumstances and potential weapons.

1. Patrols and inspects the grounds and buildings within assigned jurisdiction maintaining an

**STATEMENT OF ESSENTIAL JOB DUTIES**

To the public, law enforcement and court officials.

And Justice Centers or other designated county property (and to provide assistance and information

To provide area security and public safety within limited jurisdiction (County Campuses, Courts

**BASIC FUNCTION**

**SECURITY MARSHAL**

SNOHOMISH COUNTY JOB DESCRIPTION

Spec No. 4049
learn, understand, and apply relevant laws.
•
learn to use telecommunications hardware.
•
and the public.

establish and maintain effective working relationships with county officials, other employees

hostility and dispute.

maintain order with firmness and tact and obtain information from individuals in the face of

action.

analyze potentially dangerous situations quickly, objectively and determine a proper course of

criminal background, including persons with social or behavioral problems.

communicate effectively with people, regardless of age, sex, racial, ethnic, economic, or

Ability to:

security programs relating to office environments.

general legal terminology.

laws of arrest.

law enforcement practices and procedures.

Knowledge of:

KNOWLEDGE AND ABILITIES

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

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

Deputy is required.

Certificate. Employment will be required for employment. Ability to acquire a Red Cross First Aid/CPR

psychological examination. a pre-employment drug screening and a post-employment physical

psychological examination. a criminal background check, fingerprinting, a polygraph examination, a

background investigation, a criminal record check, fingerprinting, a polygraph examination, a

To be eligible for appointment, candidates must successfully pass a criminal history

Special Requirements

of employment. Must pass job-related tests.

security experience as a full-time sworn officer in a police law

MINIMUM QUALIFICATIONS

SECURITY MARSHAL

SNOHOMISH COUNTY JOB DESCRIPTION

SPEC. NO. 4049
Employees may be required to work evenings, weekends and holidays as necessary. Persons and other situations that necessitate the use of force, work may involve confrontations with hostile and violent conditions. Employees are required to be armed while on duty and the work is performed both indoors and outdoors in all types of weather conditions. Employees are checked for compliance against established operational procedures or guidelines.

WORKING CONDITIONS

Employee will follow established procedures under minimal supervision. Work may be spot supervised with minimal supervision and in stressful situations.

SUPERVISION

- Suspects who resist, under possible hazardous conditions or situations;
- Perform strenuous physical tasks, such as pursuing fleeing suspects on foot and restraining

Ability to:

- Speak and write with clarity and maintain complete and accurate records of daily activities;
- Understand and follow oral and written procedures and guidelines;

KNOWLEDGE AND ABILITIES (continued)

Related to booking:

- Access, input and retrieve information from computer and record information correctly as

SECURITY MARSHAL

SNOHOMISH COUNTY JOB DESCRIPTION