



Board of County Commissioners Agenda Request

9B

Agenda Item #

Requested Meeting Date: 9/28/2021

Title of Item: Personnel Committee Recommendations (VCET Deputy & Admin Asst)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director, and Sheriff Dan Guida or designee		Estimated Time Needed: 8 minutes
Summary of Issue: <p>The personnel committee unanimously recommends hiring a full-time VCET (Violent Crime Enforcement Team) Deputy Sheriff (Grade 8) and a full-time VCET Administrative Assistant (Grade to be determined, estimate Grade 4 or 5). Both of these are grant-funded positions that will sunset if the grant funds are no longer available. (It should be noted that these VCET State grants have been issued for decades so it is anticipated this will be a long-term grant-funded opportunity.) Following Board support, the grant submittal will be made in October 2021. The positions will be filled following approval of the grant request. As Sheriff Guida previously explained, this is a joint powers team including Aitkin, Mille Lacs, and Itasca County, along with the the local police departments. A copy of the PowerPoint previously viewed by the Board is attached.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve hiring one full-time VCET Deputy Sheriff and one full-time VCET Administrative Assistant, contingent upon grant approval. These positions will sunset if the grant funds are no longer available.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Grant funded positions. Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		
Deputy Wage scale is \$24.49 - \$36.42/hour. Admin Asst scale is \$18.00 - 26.68/hour (Est Grade 4) or \$19.52 - \$29.11/hour (Est Grade 5). If approved today, this job description will be submitted to the job evaluation consultant for classification (Grade) determination.		

Legally binding agreements must have County Attorney approval prior to submission.



VIOLENT CRIME ENFORCEMENT TEAM (VCET) ADMINISTRATIVE ASSISTANT

This is a grant-funded position.

Department Sheriff's Office
Grade Grade (to be determined)
Reports to To be determined
FLSA Status Non-exempt
Union Status Non-union

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Manager.

Job Summary

The purpose of this position is to provide administrative support to the RCV CET Task Force Commander, Sergeants, and Investigators by maintaining, coordinating and implementing administrative responsibilities and maintaining current/accurate databases with specialized information in a highly confidential environment. This position serves as the primary resource for all unit personnel and manages all office support functions and projects within the unit. This position must also assist the public with inquiries on the status of records/cases, in accordance with the Minnesota Government Data Practices Act.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

Receives technical direction from the County Attorney's office on civil process form and procedure.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Answer phones, order supplies, monitor equipment needs. Schedule appointments and maintain calendars as assigned. Collate and distribute mail. Write and edit documents from letters to reports and instructional documents. Serves as notary public.



Position Description

2. Collect data on arrests, drug seizures, VCET case info, etc., in various databases to use in quarterly/annual statistical reports.
 3. Track department buy funds in database, complete bi-weekly/monthly audits with Commander.
 4. Monitor cases to make sure forfeiture forms are served to suspects, registered owners, lien holders, etc. for VCET and RCSO non-DWI cases.
 5. Advise AIM (Aitkin/Itasca/Mille Lacs) accounting and RCSO property room on monies that need to be deposited into the forfeiture holding fund and when those monies are ready to be forfeited or returned.
 6. Send forfeiture case files to County Attorneys, monitor criminal/civil case from start to finish. Track and advise accounting department on forfeiture shares with VCET partners.
 7. Place administrative holds/drops on vehicles with the Department of Motor Vehicles (DMV).
 8. Certified in BCA/CJIS Portals system to run criminal history, driver's license, vehicle, gun information etc.
 9. Enter guns seized into ATF E-Trace, track federal forfeitures in E-Share, enter VCET actions into the Regional Information Sharing System (RISS Safe De-confliction System), enter finished forfeiture information into the SAFES notification system, create and enter information into E-Grants.
 10. Collect information and forms to apply for yearly VCET insurance with Risk Management and the MCIT/LMIC.
 11. Collect information and relevant forms from the partners in gang prevention, prepare contracts, send out and collect signed copies.
 12. Report to various state/federal/county departments on meth lab/marijuana grow operations.
 13. Schedule and coordinate staff and other meetings, including quarterly VCET Advisory Board Meeting, take and distribute minutes, represent supervisor in internal and external meetings as required.
 14. Monitor department cases in Zuercher, add Minnesota Offense Codes (MOC) codes for VCET and other RCSO departments, close cases.
 15. Assist Commander in VCET grant applications, various presentations, attend Office of Justice Programs (OJP) trainings.
 16. Monitor property involved in forfeitures including cars being titled with DMV and sold at auction, sale of forfeited jewelry, property being put into public service.
 17. Monitor case dispositions for use in closing cases in the Records Management System (RMS) systems and helping property room return or dispose of evidence. Locate and send letters to claimants for returned money/property.
 18. Monitor impound lot list for cars brought in that need action taken.
 19. Keep Confidential Informant files updated.
 20. Collect information and files to assist in annual OJP, State Auditor and department audits.
 21. Receives and processes bills and vouchers for approval by the Commander and/or Sheriff.
 22. Maintains an accurate and complete filing system, both electronic and physical, in order to ensure accurate and efficient retrieval of required information.
 23. Attends training as needed.
- Performs other related duties as assigned or apparent.



Minimum Qualifications

Two years of post-secondary education with courses in computer, communication, and office skills, plus two or more years of related experience; or equivalent combination of education and experience. Office experience in law enforcement or a criminal justice setting is preferred. Typing speed of 50 w.p.m. or higher. Must have the ability to focus and work productively with continual interruptions. Must be self-motivated and able to make decisions, effectively prioritize workload, handle multiple tasks simultaneously, and work independently with minimal supervision.

Proficiency in Microsoft Word, Excel and PowerPoint.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must be able to obtain MN notary within three months of initial employment.

Criminal Justice Info Service (CJIS) Certificate issued by Bureau of Criminal Apprehension (BCA) preferred at time of hire, but not required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Modern office procedures and practices.
4. Clerical procedures necessary to process, sort, verify and file documents or other material in accordance with departmental office procedures.
5. Business English, spelling, grammar and punctuation.
6. Basic math.
7. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
8. Data practices law and policies.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 50 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Preparing and comprehending legal documents.
5. Utilizing MS Office software.
6. Time management, organization, multi-tasking, and prioritizing work.
7. Communications including proper grammar, sufficient to respond to telephone and in-person questions, complaints and requests without prejudice or ridicule that will assure prompt and reliable service to the public based on established departmental policies and procedures



Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain a high degree of confidentiality.
3. Handle multiple tasks simultaneously.
4. Manage time and workload effectively.
5. Work independently, exercise good judgment, and meet deadlines.
6. Use discretion in the handling of confidential information. Maintain confidentiality.
7. Exercise independent judgment in developing work methods and operating procedures in order to implement departmental activities and policies and perform duties under emergency situations.
8. Follow oral and written instructions.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork,



Position Description

leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

08/25/2021 – final draft



Position Description

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



AIM VCET

AIM=Aitkin/Itasca/Mille Lacs



PROBLEM STATEMENT Aitkin County

- 2019 - 84 Drug cases
- 2020 - 95 Drug cases
- 2021 - 62 Drug cases (on track for 112)
- I believe that drug addictions are a significant cause of the majority of crimes in our region.
- Having an impact on drugs will impact our safety and result in living in better communities.
- Working with other Drug Task Force units resulted in seizures of Guns and Drugs 2X



SOLUTIONS

Proactive patrol with staff dedicated to the problem

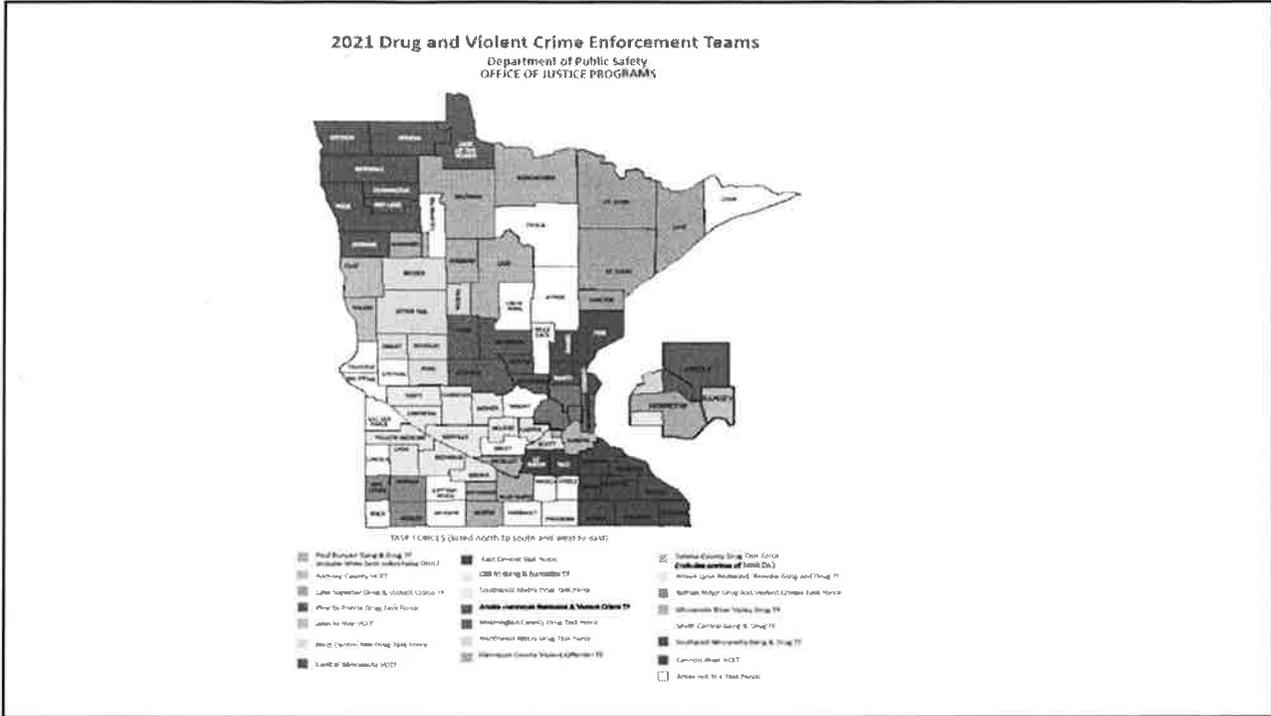
Training on dealing with investigations and trafficking

Networking with neighboring agencies to share information and resources

Developing relationships with community members for information sharing on community issues

Funding opportunities

- MN Legislature allocates funding for VCET teams
- Normally 3.5M per year with one year grant cycle
- 2022 4.5M per year with two year grant cycle
- Clay/Wilkin group closed doors with ND/MN issues (\$110,000)



2020 VIOLENT CRIME ENFORCEMENT TEAM ELIGIBILITY CRITERIA

Local units of government, tribes, county sheriff offices, and police departments are eligible to apply for funding. Minnesota multijurisdictional Violent Crime Enforcement Teams (VCETs) must be structured in a way that incorporates elements that have proven successful. Those elements are:

1. VCET must be comprised of at least three separate law enforcement agencies. Multi-county VCETs are required in counties with a population of less than 100,000.
2. VCET must have at least 3 full-time officers assigned and co-location of the VCET officers is strongly preferred. There can also be additional full-time, part-time or liaison officers assigned.
3. VCET must be under the operational direction of a full-time commander or team leader.
4. VCET targets violent offenders and/or felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have a significant multijurisdictional impact.

5. VCET operates in accordance with the Multijurisdictional Task Force Operating Procedures and Guidelines Manual and adheres to any other requirements for procedure or accountability that may be adopted by the Violent Crimes Coordinating Council.

6. An active governing board is in place that meets at least quarterly and plays a significant role in developing and monitoring VCET priorities, budgets, and operational policies and procedures. The board must hold staff accountable for adhering to the Guidelines Manual and for producing meaningful results in accordance with jurisdictional threats and strategies.

7. VCET has a Joint Powers Agreement (JPA) that addresses a formal framework for planning and coordination of case activities. Membership, personnel commitments, targets, operations, resources, equipment, use of forfeitures, and management and liability would be specific topics that must be addressed in the JPA.

8. VCET enters data into any statewide system implemented for the purpose of information sharing or officer safety. This includes gang information, as well as RISSnet and eTrace.

9. Seizures of cash, real property and personal property must be completed in accordance with all applicable laws and regulations and all VCETs must promptly report forfeitures in accordance with MN. Statute 609.5315, subd. 6.

10. Net forfeiture proceeds must be claimed and used for the benefit of the VCET when the related case is considered and reported as a VCET arrest.

11. All VCETs will be reviewed annually for compliance with statutory certification requirements in Minnesota Statute 299A.642 establishing the Violent Crimes Coordinating Council (VCCC).

What have we done so far?

Meetings with all Agencies for level of involvements as well as meetings with MNBCA on funding
Meetings with County Attorney's groups for JPA and documents as well as discussions of potential issues.

Aitkin County - Centrally located so will be the "home base" for operations as well as the provider for the Task Force Commander initially. Working on "problem statement" and workspace. Will be fiscal host for Admin staff dedicated to supporting the position (100% funded by grant monies).

City of Aitkin - Agreed to dedicate one FT LE to group

Itasca County – Agreed to 1-2 FT LE to group and CAs working on JPA

Grand Rapids – Agreed to dedicate one FT LE to group

Mille Lacs Co – Agreed to dedicate 1-2 FT LE to group

All agencies are 100% committed to this project and dedicated to community safety for all

NEXT STEPS

Seek and receive funding for budget from Board/State Grant with intent to be formally organized early 2022

Complete office space

Start training for staff dedicated to the VCET team

Hire Administrative assistant