

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

29th

day of

October

20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached School Resource Officer Agreement with Sturgeon R-V Schools.

Done this 29th day of October 2024.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick

Kip Kendrick
Presiding Commissioner

Justin Aldred

Justin Aldred
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Sturgeon R-V Schools**, a political subdivision of the State of Missouri, herein “School District,” and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein “Boone County.”

WHEREAS, the Boone County Sheriff’s Office (BCSO) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSO wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2024-2025, the contemplated Twenty-Five Percent (25%) reimbursement would total Twenty Thousand One Hundred Fifty-Nine Dollars and Eighty-Nine Cents (\$20,159.89), payable on or before May 1, 2025; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District’s High School during the regular school year to provide law enforcement services. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff and shall be provided County-issued law enforcement equipment for the performance of duties pursuant to this Agreement. School District shall provide access to School District’s facilities as mutually-agreed by the parties which shall include a dedicated work space for the SRO.
2. **PAYMENT.** School District shall pay County Twenty Thousand One Hundred Fifty-Nine Dollars and Eighty-Nine Cents (\$20,159.89) on or before May 1, 2025, as a partial

reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.


3. **TERM.** This Agreement shall remain in full force and effect through the regular 2024-2025 academic year, or until June 30, 2025, whichever first occurs.
4. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
5. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of School District and Boone County. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
6. **RECORDS.** Each party shall be the custodian of any records generated by that party pursuant to this agreement. Said records shall be retained by the respective agency in accordance with applicable law.
7. **LIABILITY.** Each party shall be responsible for all claims, damages, and losses sustained or alleged to be caused by its own personnel in accordance with applicable law.
8. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
9. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Missouri, and any action relating to the same shall be brought in the Circuit Court of Boone County, Missouri.
10. **BINDING ON SUCCESSORS.** The covenants, agreements, and obligations herein contained shall extend to, bind, and inure to the benefit of the parties hereto and their respective successors and approved assigns.
11. **COMPLETE AGREEMENT.** All negotiations, considerations, representations, and understandings between the parties are incorporated herein, shall supersede any prior agreements, and may be modified or altered only in a writing signed by the parties hereto.

12. **AUTHORITY OF SIGNATORIES.** Each of the persons signing this Agreement on behalf of either party represent that he/she has been duly authorized and empowered, by order, ordinance or otherwise, to execute this Agreement and that all necessary action on behalf of said party to effectuate said authorization has been taken and done.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized officers on day and year indicated by their signature below.

**STURGEON R-V
SCHOOL DISTRICT**

By:



Dated: 9/18/24

BOONE COUNTY, MISSOURI

By:



Kip Kendrick, Presiding Commissioner

Dated: 10/29/2024

ATTEST:

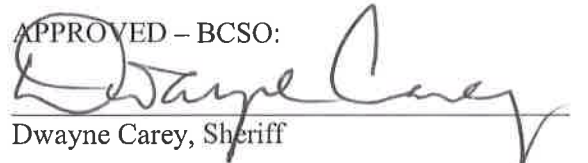


ATTEST:



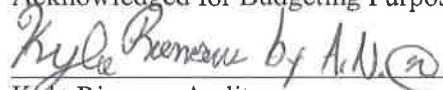
Brianna L. Lennon, County Clerk

APPROVED – BCSO:



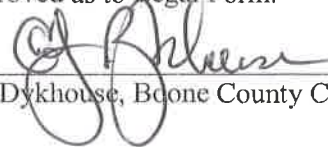
Dwayne Carey, Sheriff

Acknowledged for Budgeting Purposes:



Kyle Rieman, Auditor

Approved as to Legal Form:



C.J. Dykhouse, Boone County Counselor

589-2024

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October Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the 29th day of October 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 2510 to cover Class 3 Costs.

Done this 29th day of October 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

RECEIVED

OCT 16 2024

BOONE COUNTY AUDITOR

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET AMENDMENT

10/9/24

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Transfer From Decrease Transfer To Increase

Table with columns: Dept, Account, Fund/Dept Name, Account Name, Transfer From Decrease, Transfer To Increase. Contains two rows of budget amendment data.

8,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

BA to budget funds for the remainder of 2024.

Handwritten signature of Requesting Official

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- Checkboxes for schedule of previously processed Budget Revisions/Amendments, fund-solvency schedule, and comments: Cover Class 3

Agenda (circled handwritten text)

Auditor's Office signature

Auditor's Office

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER signature

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER signature

DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- Procedures for budget amendment: County Clerk schedules first reading, public inspection, Commission sets Public Hearing date, 10-day notice, and approval restrictions.

Year	<u>2024</u>	Opening Balance	<u>26,025.21</u>
Fund	<u>251 SHERIFF TRAINING FUND</u>	Actual YTD Credits	<u>18,717.69</u>
Acct	<u>1000 CASH & INVEST IN TREASURY</u>	Actual YTD Debits	<u>19,090.64</u>
Account Type	<u>A ASSET</u>		
Normal Balance	<u>D DEBIT</u>	Current Balance	<u>26,398.16</u>

Period	Debits	Credits	Current Balance
January	<u>834.60</u>		<u>26,859.81</u>
February	<u>958.53</u>	<u>8,705.00</u>	<u>19,113.34</u>
March	<u>897.95</u>	<u>287.23</u>	<u>19,724.06</u>
April	<u>1,025.43</u>	<u>531.94</u>	<u>20,217.55</u>
May	<u>2,602.53</u>		<u>22,820.08</u>
June	<u>1,183.47</u>	<u>3,177.16</u>	<u>20,826.39</u>
July	<u>808.93</u>	<u>81.59</u>	<u>21,553.73</u>
August	<u>1,074.00</u>	<u>1,304.57</u>	<u>21,323.16</u>
September	<u>8,875.29</u>	<u>4,630.20</u>	<u>25,568.25</u>
October	<u>829.91</u>		<u>26,398.16</u>
November			
December			
Post Closing			

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

Leasa Quick

From: Kari Bailey
Sent: Wednesday, October 2, 2024 8:42 AM
To: Leasa Quick
Subject: RE: 2510 Sheriff Training Fund Activity

According to the spreadsheet, there is currently \$3620.60 of outstanding charges. The biggest of the expenses is upcoming hotel charges.

From: Leasa Quick <LQuick@boonecountymo.org>
Sent: Monday, September 30, 2024 12:44 PM
To: Kari Bailey <KBailey@boonecountymo.org>
Subject: FW: 2510 Sheriff Training Fund Activity

Can you tell me how much training is planned for the remainder of the year? I need to get an estimate to send with the paperwork.

Thanks!

From: Aaron Neugarten <ANeugarten@boonecountymo.org>
Sent: Monday, September 30, 2024 12:38 PM
To: Leasa Quick <LQuick@boonecountymo.org>
Subject: 2510 Sheriff Training Fund Activity

Hi Leasa,

I have a P-card purchase of \$2,085 for a registration in dept. 2510. This will make the entire dept. overdrawn by about \$10. Do you have a plan for a BA?

Thank you,

Aaron Neugarten – Accountant II

Auditor's Department / Boone County Government, Missouri
801 E. Walnut Street, Room 304 / Columbia, MO 65201
tel: 573.886.4276
aneugarten@boonecountymo.org

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October Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the 29th day of October 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve a request to hire above the Flexible Hiring Range for position number 433, Deputy Court Marshal, and does hereby authorize an appropriation of \$26.44 per hour for the salary of said position.

Done this 29th day of October 2024.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
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day of

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20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 988, Custodial Supervisor, and does hereby authorize an appropriation of \$22.00 per hour for the salary of said position.

Done this 29th day of October 2024.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

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Term. 20 24

County of Boone

In the County Commission of said county, on the

29th

day of

October

20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the recommendations from the Job Classification Committee for requests for Budget Year 2024 contained within the attached "Recommendations from the Job Classification Committee for the Fourth Quarter of Budget Year 2024" memo dated October 23, 2024.

Done this 29th day of October 2024.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick

Presiding Commissioner


Justin Aldred

District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Human Resources & Risk Management

Angela Wehmeyer
Director, Human Resources
& Risk Management
awehmeyer@boonecountymmo.org



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

October 28, 2024

Recommendations from the Job Classification Committee for the Fourth Quarter of Budget Year 2024

The Job Classification Committee met in person on Wednesday, October 16, Friday, October 18, and Monday, October 21 to review and discuss requests for new job classifications and pay range adjustments from the following departments for the current 2024 budget year:

1. 13th Judicial Circuit Court-Juvenile Justice Center

The Committee discussed requests from the 13th Judicial Circuit Court to create two new classifications due to the receipt of grant funding from the Office of Juvenile Justice and Delinquency Prevention through the Building Local Continuums of Care to Support Youth Success grant effective October 1, 2024, through March 31, 2026.

The Job Classification Committee makes the following recommendations for two new position classifications to be implemented in the 2024 budget year:

- **Create a new classification for a Court Grant Funded Temp on a range 25. The pay rate for the position shall be set at \$22.00 per hour for the duration of the grant period.**
- **Create a new classification for a Court Grant Funded Temp II at on a range 35. The pay rate for the position shall be set at \$30.00 per hour for the duration of the grant period.**

Both positions will be budgeted for 40 hours per week through March 31, 2026 and be eligible for all applicable county benefits.

2. Boone County Joint Communications

The Committee discussed requests from the Director of Joint Communications to reclassify an existing Training/Quality Assurance Coordinator to a Training/Quality Assurance Manager due to the expansion and development of

the Boone County Joint Communications Emergency Telecommunicator training program.

The Job Classification Committee makes the following recommendation to be implemented in the 2024 budget year:

- **Reclassify Position 793, Training/QA Coordinator (Non-Exempt, Class Code 409200, Range 35) to a new classification of Training/QA Manager, FLSA Exempt, on a Range 49.**

The job descriptions for the new classifications are attached hereto.

Angela Wehmeyer
Director of Human Resources
& Risk Management



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Continuum Navigator</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Superintendent of Juvenile Justice Center</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/1/2024</u>
DEPARTMENT: <u>Juvenile Justice Center</u>	Range: <u>25</u>	JOB CODE: <u> </u>

SUMMARY:

This is a grant-funded position, currently expiring in April 2026, that will work within the Juvenile Justice system in the 13th Circuit. This position is funded by the Office of Juvenile Justice and Delinquency Prevention through the Building Local Continuums of Care to Support Youth Success grant opportunity. This position will assist in completing three main goals: 1) Complete a Sequential Intercept Map and Gap Analysis process; 2) Create a Continuum of Care plan with implementation timeline; and 3) Create an Implementation and Sustainability plan.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Engage and develop relationships with community stakeholders to create a Continuum Collaborative Team.
- Act as a liaison between the juvenile justice system and community-based organizations.
- Participate in Sequential Intercept Map (SIM) and Gap Analysis process.
- Attend at least quarterly team meetings.
- Create and initiate data collection process.
- Assist in development of sustainability plan, including procedures and protocols.
- Seek feedback from stakeholders.
- Prepare and complete grant-related documentation.
- Develop comprehensive post-release plans for detained juveniles.
- Assist in identifying proper services and supports for justice-involved youth.
- Provide guidance, motivation, and knowledge to help youth and their family connect with identified community providers.
- Work with youth to establish goals and timelines to meet them.

KNOWLEDGE AND SKILL:

1. Must possess exceptional organizational skills.
2. Must possess exceptional verbal and written communication skills.
3. Must possess a working knowledge of office computer applications.
4. Must possess the ability to establish and maintain effective working relationships with subordinates, associates, clients, parents, youth, community organizations, and general public.
5. Ability to track grant outcome information.
6. Ability to work with and relate to individuals of diverse backgrounds, including detained youth, in a professional and compassionate manner.
7. Ability to handle multiple tasks, prioritize projects, and meet timelines for weekly, monthly, and annual deadlines.
8. Ability to work independently and as a member of a team.
9. Ability to adhere to high standards of confidentiality.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

Graduate from a four-year college or university with a degree in Criminal Justice, Criminology, Psychology, Sociology, Social Work or a related field. Experience with grant funding processes is preferred. Must be 21 years of age.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Court Grant Funded Temp II **NEW:** X **REVISED:**
(Please check one)

REPORTS TO: Superintendent of Juvenile Justice Center **FLSA:** Non-Exempt **DATE:** 10/1/2024

DEPARTMENT: Juvenile Justice Center **Range:** 35 **JOB CODE:**

SUMMARY:

This is a grant-funded position, currently expiring in April 2026, that will work within the Juvenile Justice system in the 13th Circuit. This position is funded by the Office of Juvenile Justice and Delinquency Prevention through the Building Local Continuums of Care to Support Youth Success grant opportunity. This position will assist in completing three main goals: 1) Complete a Sequential Intercept Map and Gap Analysis process; 2) Create a Continuum of Care plan with implementation timeline; and 3) Create an Implementation and Sustainability plan.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Engage and develop relationships with community stakeholders to create a Continuum Collaborative Team.
- Act as a liaison between the juvenile justice system and community-based organizations.
- Have oversight over two Court Grant Funded Temp staff, who will be working with youth in juvenile detention and youth under community supervision.
- Participate in Sequential Intercept Map (SIM) and Gap Analysis process.
- Analyze recommendations from SIM report.
- Prioritize implementation of recommendations.
- Coordinate at least quarterly team meetings.
- Create and initiate data collection process.
- Develop sustainability plan, including procedures and protocols.
- Oversee creation and implementation of a non-siloed, publicly accessible resource site.
- Seek feedback from stakeholders.
- Prepare and complete grant-related documentation.
- Develop comprehensive post-release plans for detained juveniles.
- Assist in identifying proper services and supports for justice-involved youth.

KNOWLEDGE AND SKILL:

1. Must possess exceptional organizational skills.
2. Must possess exceptional verbal and written communication skills.
3. Must possess a working knowledge of office computer applications.
4. Must possess the ability to establish and maintain effective working relationships with subordinates, associates, clients, parents, youth, community organizations, and general public.
5. Ability to track grant outcome information.
6. Ability to work with and relate to individuals of diverse backgrounds, including detained youth, in a professional and compassionate manner.
7. Ability to handle multiple tasks, prioritize projects, and meet timelines for weekly, monthly, and annual deadlines.
8. Ability to work independently and as a member of a team.
9. Ability to adhere to high standards of confidentiality.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs from below waist to above shoulders and transporting distances up to 50 feet.

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MINIMUM QUALIFICATIONS:

Graduate from a four-year college or university with a degree in Criminal Justice, Criminology, Psychology, Sociology, Social Work or a related field. Experience with grant funding processes is preferred. Must be 21 years of age.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Training/QA Manager</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Deputy Director</u>	FLSA: <u>Exempt</u>	DATE: <u>09/24/24</u>
DEPARTMENT: <u>Boone County Joint Communications</u>	JOB CODE: <u>XXX</u>	

SUMMARY:

This position reports to the Deputy Director and works in coordination with the Operations Manager in matters of training, quality assurance/quality improvement, and policy development. This position is responsible for the planning, creation, organization, implementation, and instruction of the training and quality assurance programs and has direct supervision of the training and quality assurance staff for Boone County Joint Communications (BCJC).

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Plans, organizes, coordinates, implements, conducts, and evaluates the comprehensive training program to develop and enhance Joint Communications staff performance, including new hire, training staff, promotional, and continuing education training.
- Develops and coordinates all in-house training academies, including course development, certification course scheduling, and in-house trainer coordination; administers in-house training academies as needed.
- Schedules, develops, and coordinates quarterly in-service training (at a minimum), and recommends and approves off-site training classes for Joint Communications personnel.
- Evaluates the training program for effectiveness and recommends changes to the Deputy Director and/or Administration.
- Communicates and coordinates employee training needs with the Operations Manager to ensure mandatory training requirements are met.
- Provides feedback to Shift Supervisors related to Communications Training Officers (CTOs) and/or trainees and their performance during the training process.

- Maintains a comprehensive training database by inputting, updating, and correcting employee certifications and confirms continuing dispatch education credits are sufficient for recertifications.
- Develops, distributes, and maintains appropriate training records, forms, files, and certificates pursuant to training records retention requirements.
- Submits recertifications to the National Academy of Emergency Dispatch and maintains records reflecting the certification status of full-time and part-time employees.
- Remains current on all Joint Communications equipment and procedural changes as well as updating all training materials to reflect the current environment.
- Creates handbooks, manuals, visuals, and audio aids for training sessions and presentations.
- Monitors and remains current on all developing training trends and technology in public safety communications.
- Assigns work duties and monitors the quality and progress of work performed by CTOs related to training responsibilities.
- Instructs, counsels, and evaluates CTOs who are training new personnel, when related to training duties.
- Supervises, mentors, coaches, trains, and evaluates the performance of assigned training and quality assurance staff and probationary Emergency Telecommunicators.
- Ensures adequate training and professional development of assigned training staff.
- Reviews all Daily Observation Reports (DORs) and other evaluation/feedback reports to identify trends or patterns in trainee progress.
- Organizes and administers the quality assurance process and reporting to monitor dispatch and call taking performance based on International Academies of Emergency Dispatch's (IAED) and/or Association of Public-Safety Communications Officials' (APCO) standards.
- Creates, distributes, and reviews Performance Improvement Plans for Joint Communications personnel consistently falling below agency standards/benchmarks.
- Reviews, drafts, and/or modifies policies and procedures as needed.
- Assists with developing the annual budget.
- Compiles and submits monthly, quarterly, and yearly reports and graphs to the BCJC Director using organized methods, auditing, and evaluating the training program, the program's succession rate, the completion of continuing education, and quality assurance/compliance levels.
- Represents Joint Communications and is in direct contact with all partnering agencies, Priority Dispatch, IAED, QPR, and other vendors.
- Attends and participates in various meetings and serves on committees as assigned.
- Attends and represents Joint Communications at various training courses, workshops, and conferences.
- Assists with Joint Communications' public education program.
- Performs other duties as assigned.

KNOWLEDGE & SKILLS

1. Extensive knowledge of 911 dispatch operations, equipment (e.g., CAD, mapping, etc.), and standard protocols for emergency response.

2. Considerable knowledge of state and federal laws, regulations, and guidelines governing emergency communications and dispatch services (e.g., National Emergency Number Association (NENA), APCO) and local policies and procedures pertaining to Joint Communications.
3. Extensive understanding of adult learning principles, training designs, and development, including instructional techniques and tools.
4. Extensive familiarity with quality assurance practices and performance evaluation methods.
5. Extensive knowledge of the geography of city of Columbia and Boone County.
6. Proficiency in data analysis, quality metrics, and reporting to assess staff performance and call quality.
7. Familiarity with crisis management, de-escalation techniques, and decision-making processes in high-pressure situations.
8. Knowledge of accreditation processes for the International Academies of Emergency Dispatch (IAED), APCO P33, and Commission on Accreditation for Law Enforcement Agencies (CALEA).
9. Strong leadership and motivational skills to guide and mentor staff at all levels of an organization.
10. Excellent verbal and written communication skills; ability to provide effective constructive feedback and deliver training to a diverse audience.
11. Highly organized with the ability to manage multiple tasks, training schedules, and QA responsibilities simultaneously.
12. Strong analytical skills to analyze performance data, identify trends, and recommend operational improvements and/or training needs.
13. Proficiency utilizing dispatch technology (e.g., CAD, radio equipment, telephony, recorders, etc.), simulation software, and performance monitoring tools.
14. Strong interpersonal skills with the ability to collaborate and successfully develop and manage relationships at all levels of the organization and with stakeholders.
15. Strong problem-solving skills with the ability to recognize, address, and resolve conflicts, handle complaints, and improve systems and processes.
16. Ability to use classroom technology, including but not limited to PCs, video conferencing equipment, video projectors, audio-visual systems, etc.
17. Strong public speaking skills to train, present, and/or represent Joint Communications at meetings, trainings, workshops, and/or conferences.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards.

OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

QUALIFICATIONS:

- High school diploma or equivalent
- Must possess and maintain a valid Missouri's driver's license.
- Minimum of five (5) years of experience as a public safety dispatcher/telecommunicator. Experience in a consolidated center is preferred.
- Three (3) years in a supervisory or leadership role (CTO status acceptable).
- Fully trained ETC status with Joint Communications (or ability to obtain within six months).
- TDD/TTY training.
- Communications Training Officer Certification (APCO, NENA, or equivalent).
- Proficient in the English language including proper usage, spelling, punctuation, and grammar.
- Proficient in Microsoft Word, Outlook, Excel, and PowerPoint.
- Possession of or the ability to obtain within six (6) months of hire:
 - IAED Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), Emergency Police Dispatch (EPD) certifications.
 - IAED Quality Improvement Certifications (ED-Q) in Medical, Fire, and Police (EMD-Q, EFD-Q, EPD-Q).
 - MULES certification.
 - Cardiopulmonary Resuscitation (CPR) certification.
 - 40-hour Instructor Development Course (APCO or equivalent).

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

573 -2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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October Session of the October Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the 29th day of October 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone, does hereby authorize the request to convert position 771, Cartographer (class code 109600, Range 35), from one part-time, non-benefitted position to one full-time, benefited position to be budgeted at 2,080 hours per year.

Done this 29th day of October 2024.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

574-2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

October Session of the October Adjourned

Term. 20 24

County of Boone

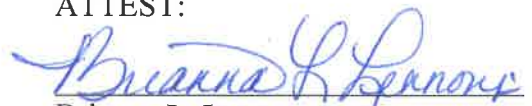
In the County Commission of said county, on the 29th day of October 20 24

the following, among other proceedings, were had, viz:

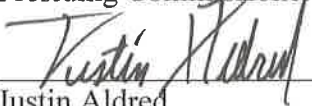
Now on this day, the County Commission of the County of Boone does hereby approve the application for the organizational use of the Boone County Courthouse Plaza and the Boone County Government Center Commission Chambers by the University of Missouri Air Force ROTC from 10:00 am on November 10, 2024, through 12:00 pm on November 11, 2024, for the Annual Veterans Day Vigil.

Done this 29th day of October 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Kip Kendrick, Presiding Commissioner
Justin Aldred, District I Commissioner
Janet M. Thompson, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Plaza as follows:

Organization: University of Missouri Air Force ROTC

Address: 918 Tiger Ave, Crowder Hall 217

City: Columbia State: MO ZIP Code: 65211

Phone: 573-882-7621 Website: airforce.missouri.edu

Individual Requesting Use: Stacey LaRocco

Position in Organization: Business Support Specialist

Address: 918 Tiger Ave, Crowder Hall 217

City: Columbia State: MO ZIP Code: 65211

Phone: 573-882-7621 Email: saldfn@missouri.edu

Event: Annual Veterans Day Vigil

Description of Use (ex. Concert, speaker, 5K): 24-hour vigil to honor all who have served

Date(s) of Use: Sunday, 11/10/24 to Monday, 11/11/24

Start Time of Setup: 10:00 am AM/PM

Start Time of Event: 11:00am AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 11:00am AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 12:00pm AM/PM

Emergency Contact During Event: Stacey LaRocco Phone: 773-396-2836

Will this event be open to the public? Yes No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters:

This event is usually covered by local media outlets and the University c

How many attendees (including volunteers) do you anticipate being at your event? 40

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application.

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

Will the majority of attendees be under the age of 18? Yes No

If yes, please note the number of adult supervisors in attendance: ___ # adults per ___ # minors

Will you need access to electricity? Yes No

Will you be using amplifiers? Yes No

Will you be serving food and/or non-alcoholic drinks? Yes No

If yes, will you be **selling** food and/or non-alcoholic drinks? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will you be serving alcoholic beverages? Yes No

If yes, will you be **selling** alcoholic beverages? Yes No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: _____

County Liquor License Number: _____

City Liquor License Number: _____

Will you be selling non-food items? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will outside vendors be selling food, beverages or non-food items at this event? Yes No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you be requesting a road and/or sidewalk closure? Yes No

If yes, what road(s) and/or sidewalk(s)? _____
Rolling roadblock from 8th Street/Walnut south to Elm Street, east to 9th

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames? Yes No

If yes, please provide the Columbia Fire Department Special Events Permit Number: _____

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes No

If yes, please provide the following:

Security Company: _____

Contact Person Name and Position: _____

Phone: _____ Email: _____

Will you be using portable toilets for your event? Yes No

**Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

A deposit is required for use of the Boone County Courthouse Plaza. Please refer to the Boone County Courthouse Plaza Rules and Regulations for the deposit fee schedule. Boone County Facilities Maintenance Staff will inspect the Courthouse Plaza before and after each event. If staff finds the Courthouse Plaza is left the condition in which it was found, the deposit will be refunded to the organization. Please indicate below to whom the refund check should be issued:

Name/Organization: Fighting Tigers Student Organization
Address: 918 Tiger Ave, Crowder Hall 217
City: Columbia State: MO ZIP Code 65211

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
4. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Organization Representative/Title: Stacey LaRocco/Business Support Specialist
Address: 918 Tiger Ave, Crowder Hall 217
Phone Number: 573-882-7621 Date of Application: 10/7/2024
Email Address: saldfn@missouri.edu
Signature: Stacey LaRocco

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymo.org.

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Brianna R. Leonard
County Clerk

K. J. [Signature]
County Commissioner

DATE: 10/29/2024