



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** September 17, 2020

**Staff Contact:** Sheriff Ken Furlong, KFurlong@carson.org

**Agenda Title:** For Possible Action: Discussion and possible action regarding a request to reclassify the Prevention Program Coordinator position (CCEA T42), and to move that position from its existing inclusion in the Carson City Employees Association (CCEA) to the Carson City Deputy Sheriff's Association (CCDSA). (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office (CCSO) Prevention Program Coordinator position is currently vacant due to a staff member's retirement. This request is to reclassify the position of Prevention Program Coordinator from its existing inclusion in CCEA to CCDSA so that the position can meet the Drug Abuse Resistance Education (DARE) program requirements of a sworn officer with Nevada Peace Officer Standards and Training (POST) certification. With this reclassification, the salary will no longer be a CCEA grade/group of T42 and will instead be subject to a Deputy Sheriff's merit step salary range as provided for in the CCDSA collective bargaining agreement.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** 10 mins

### Proposed Motion

I move to approve the reclassification of the Prevention Program Coordinator position for inclusion in CCDSA.

### Board's Strategic Goal

Safety

### Previous Action

N/A

### Background/Issues & Analysis

The position of Prevention Program Coordinator is responsible for many duties including, but not limited to, engagement with the DARE program; the planning, organization and implementation of events such as National Night Out, Cops and Kids, DOJ Cops and Kids Community Policing; the procurement of prevention and outreach grants; implementation and delivery of substance abuse, crime and violence prevention programs; and serving as a community liaison officer for the CCSO with third-party participants such as youth, parents, schools and law enforcement agencies. In addition, the Prevention Program Coordinator must follow and meet all policies and requirements to become a "DARE Officer."

The DARE national program requires training and certification in DARE education. It also requires the DARE Officer to be a sworn officer with POST certification. This certification requirement demonstrates the need for the Prevention Program Coordinator to be a sworn peace officer. With this reclassification, the CCSO will also provide the Prevention Program Coordinator with all School Resource Officer (SRO) training and the position

will be housed under and report to the SRO program Sergeant. With this critical change, there would be an increase in the presence of an SRO-trained officer in the school district, thereby increasing law enforcement's relationship with the youth/student population as well as faculty and parents.

Finally, approval of this request would increase the effectiveness of both the DARE program and the SRO program, leading to a more personal relationship with the youth, which will in turn increase the community prevention of substance abuse, crime and violence. Such a result would be wholly consistent with CCSO's vision of providing the highest level of service to the community, facilitated by exemplary, highly-trained professionals.

Both employee associations, CCEA and CCDSA, have been consulted on this request and they have expressed no objection to the proposed position reclassification.

**Applicable Statute, Code, Policy, Rule or Regulation**

D.A.R.E. America Policy #04-01 Selection of D.A.R.E. Officer Candidates; D.A.R.E. America Policy #04-03 D.A.R.E Officer Proficiency Requirements

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** General Fund - Currently 1012005-500101 thru 1012005-500271 Salaries and Benefits will be moved to 1012012-500101 thru 10102012-500271 Salaries and Benefits.

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The Prevention Program Coordinator position in FY 21 is currently budgeted for a total cost, with salary and benefits, of \$97,300. The cost of a new entry level Deputy Sheriff to replace the current vacancy would be a total cost, with salaries and benefits, of \$86,545. As the position has been vacant since June, 2020, the salary savings and lower total cost would not impact the current FY 21 budget. The current cost, with salaries and benefits, to fill the vacancy within the current position grade/group would be a total cost for a year of \$68,671 but would still require POST certification and DARE training. Year-over-year increases would follow the CCDSA collective bargaining agreement so merit and benefits increases would adjust accordingly. Please see attached salary analysis.

**Alternatives**

Do not approve reclassification of the position.

**Attachments:**

[Prevention Programs Coordinator Job Desc..pdf](#)

[DARE officer.pdf](#)

[DARE America policy.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Vote Recorded By)



# Prevention Programs Coordinator

Class Code:  
00307

Bargaining Unit: CARSON CITY EMPLOYEES ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY  
Established Date: Jul 1, 2015  
Revision Date: Mar 5, 2018

## SALARY RANGE

\$20.48 - \$30.72 Hourly  
\$42,599.86 - \$63,899.68 Annually

### DESCRIPTION:

Under general supervision, responsible for the provision of training and community outreach programs related to crime, substance abuse and violence prevention.

### EXAMPLE OF DUTIES:

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.***

- Implements and delivers law enforcement based youth education programs using DARE Plus, DARE Keeping It Real and supplemental materials; develop partnerships and collaboration with schools, parents, teachers and students.
- Implements and delivers substance abuse, crime and violence prevention programs; composes press releases and media notifications; manages contractors.
- Community liaison officer for Sheriff's Office with third-party participants to include: youth, parents, schools and law enforcement agencies; represents the City on committees and boards.
- Research, organize, facilitate and coordinate presentations and activities for community based and after school safety fairs, parent teacher organizations, community agencies, civic organizations and citizen training.
- Processes approved training requests; maintains training records; maintains schedules for in-service training and coordinates and/or schedules outside training; assists with travel arrangements and claim forms.
- Compose and manage grants that fund DARE and Cops and Kids Community Prevention Programs; maintains accurate activity logs, statistical data, and supporting documentation for grant reporting, strategic planning and other required reports; completes and submits compliance reports as required.

- Supervises and coordinates activities of assigned volunteer staff.
- Responds to, and assists with, student intervention requests; conducts hearings/meetings with youth and parents in regard to minor juvenile delinquency incidents; supervises youth and follows-up on deliverables as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

## **QUALIFICATIONS:**

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

### **Education and Experience:**

Equivalent to High School diploma or GED; AND three (3) years of sworn law enforcement experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- A valid driver's license.
- Nevada POST certification.
- DARE officer certification.

### **Required Knowledge and Skills**

Knowledge of:

- Concepts, principles and procedures of education program development and administration.
- Principles and practices of youth training and development.
- Applicable laws, rules and regulations.
- Best and current practices in the fields of prevention education and law enforcement.
- Data sampling and statistical analysis techniques.
- Computer applications related to the work
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Development, implementation, presentation and administration of prevention programs.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

- Grant writing, application, and management.
- Making effective oral presentations to large and small groups.
- Preparing clear and concise reports, correspondence and other written materials.
- Interpreting, applying and explaining complex federal, state and local laws, ordinances and regulations.
- Using initiative and independent judgment within established guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

***Under General Supervision*** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

**SUPPLEMENTAL INFORMATION:****CONDITIONS OF EMPLOYMENT:**

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment*

*is contingent upon passing the background and the drug screen.*

*6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*

*7. Carson City is an Equal Opportunity Employer.*

# Prevention Program Coordinator / DARE Deputy Salary Analysis

## FORMER/BUDGETED PREVENTION PROGRAM COORDINATOR

					Fiscal year	FY21	FY22	FY23
					<i>Merit increase</i>		<i>1.75% COLA</i>	<i>1.75% COLA</i>
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500101 FULL TIME HOURLY NONEXEMPT		63,861	64,979	66,116
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500260 BACHELORS DEGREE \$500		500	500	500
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500101 LONGEVITY PAY		1,000	1,100	1,200
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500225 MEDICARE		948	942	959
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500240 GROUP INSURANCE		11,275	12,403	13,643
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500230 PERS ER PAID		18,972	19,006	19,339
DAVIS LISA	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500250 WORKER'S COMP MUNICIPAL		744	744	744
<b>Total</b>						97,300	99,673	102,500

## ENTRY LEVEL DEPUTY

					Fiscal year	FY21	FY22	FY23
					<i>Merit increase</i>	<i>DSN 01</i>	<i>DSA 01</i>	<i>DSA 02</i>
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500101 FULL TIME HOURLY NONEXEMPT		48,052	52,857	54,692
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500101 PHYSICAL AGILITY		1,000	1,000	1,000
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500101 DSA UNIFORM ALLOWANCE		1,700	1,700	1,700
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500225 MEDICARE		736	766	793
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500240 GROUP INSURANCE		11,410	12,551	13,806
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500230 PERS PS ER PAID		20,422	22,464	23,244
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500250 WORKER'S COMP POLICE		2,427	2,669	2,762
ENTRY LEVEL DEPUTY	178	DEPUTY SHERIFF 1	2014	2752005 500250 WORKER'S COMP HEART & LUNG		798	798	798
<b>Total</b>						86,545	94,806	98,795

## ENTRY LEVEL PREVENTION PROGRAM COORDINATOR

					Fiscal year	FY21	FY22	FY23
					<i>Merit increase</i>		<i>4.5% COLA</i>	<i>4.5% COLA</i>
ENTRY LEVEL	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500101 FULL TIME HOURLY NONEXEMPT		43,345	45,296	47,334
ENTRY LEVEL	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500225 MEDICARE		629	657	686
ENTRY LEVEL	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500240 GROUP INSURANCE		11,275	12,403	13,643
ENTRY LEVEL	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500230 PERS ER PAID		12,679	13,249	13,845
ENTRY LEVEL	307	PREVENTION PROGRAM COORDINATOR	2005	1012005 500250 WORKER'S COMP MUNICIPAL		744	744	744
<b>Total</b>						68,671	72,348	76,253





# ***Policy & Procedures***

**Number: 04-03**

**SUBJECT: D.A.R.E. OFFICER PROFICIENCY REQUIREMENTS**

**Date: January 2020**

## **PURPOSE**

To establish minimum requirements to ensure that D.A.R.E. Instructors maintain an acceptable level of proficiency to effectively deliver the D.A.R.E. curricula.

## **POLICY**

The skills to effectively deliver the D.A.R.E. curriculum in the classroom deteriorate if not employed on a regular basis. To ensure that D.A.R.E. Instructors maintain the knowledge and skills necessary to effectively deliver the D.A.R.E. curriculum, the following procedure has been established.

## **PROCEDURE**

1. To maintain a minimum level of proficiency, D.A.R.E. Instructors must do one of the following:

- A D.A.R.E. Instructor shall teach a full semester/series of a component of a D.A.R.E. curricula at least once in a 24-month period from the time the officer completed their last D.A.R.E. teaching assignment.
- A D.A.R.E. curricular component shall be considered:
  1. Elementary School 10 lessons
  2. Middle School 10 lessons
  3. High School 4 lessons
- A D.A.R.E. Instructor must be properly trained and certified to deliver components of the D.A.R.E. curricula.
- Mentor Officers in compliance with current and relevant D.A.R.E. America Policy and Procedure shall be deemed to be in compliance with provisions of this directive.

2. If a D.A.R.E. Instructor fails to comply with the above provisions, that officer shall be considered “inactive” and will not be eligible to deliver any component of the D.A.R.E. curricula.

3. Each state D.A.R.E. training center or State Coordinator shall be responsible for monitoring, maintaining this directive.
4. Upon verification of a D.A.R.E. Instructor's failure to meet required proficiency standards set forth in this directive, the concerned state D.A.R.E. training center or State Coordinator shall cause notification to be made to the involved D.A.R.E. Instructor, that officer's agency and the appropriate D.A.R.E. America Regional Director.
5. The concerned D.A.R.E. America Regional Director is responsible for causing notification to be made to D.A.R.E. America.
6. Before an officer who has been placed on "inactive" status can resume delivery of D.A.R.E. curricula, that officer's knowledge and proficiency must be assessed by the concerned state D.A.R.E. training center, or State Coordinator, or Regional Director. The assessment shall determine the level of remediation required to be provided to the officer to bring that officer's skills to an adequate level of proficiency.

The remediation provided to restore proficiency skills shall include at a minimum the following:

- Review of the Educational Advisor blocks of instruction
- Review of each lesson of the curricula they plan to instruct
- Other remediation as deemed appropriate by the assessor

7. Upon restoration of the officer's required minimum level of proficiency skills, the concerned state D.A.R.E. training center or State Coordinator shall cause notification of reestablishment of the officer's active status to be made to the concerned officer, the officer's agency and the appropriate D.A.R.E. America Regional Director. The D.A.R.E. America Regional Director shall cause notification to be made to D.A.R.E. America.



# ***Policy & Procedures***

**NUMBER: 04-01**

**SUBJECT: SELECTION OF D.A.R.E. OFFICER CANDIDATES**

**DATE: March 2020**

## **PURPOSE**

To establish guidelines for selecting a D.A.R.E. Instructor candidate who will maintain the integrity of the D.A.R.E. program.

## **POLICY**

A D.A.R.E. Instructor must be a uniformed law enforcement officer, meeting the minimum training standards for peace officer status in their state of residence, and who has completed the equivalent of two years as a peace officer with full police powers or approved uniformed United States Armed Forces Military member. Uniformed reserve law enforcement officers and retired law enforcement Officers are authorized with regional director approval. The D.A.R.E. Instructor candidate's employing police agency/unit shall have a memorandum of understanding with concerned school district(s) allowing implementation of D.A.R.E. after completion of the candidate's training.

## **PROCEDURE**

1. The following delineates specific areas which shall be considered when selecting a candidate:
  - a. Demonstrated ability to interact and relate to children
  - b. Oral and written communication skills that are adaptable to age-specific audiences
  - c. Ability to organize
  - d. Responsiveness to instruction
  - e. Ability to develop personal relationships
  - f. Promptness
  - g. Exemplary role model in both formal and informal situations
  - h. One who refrains from sexual, racial, stereotyping or inappropriate and insensitive

remarks

i. Flexible and able to handle the unexpected

j. Committed to careful replication of the program model

2. A D.A.R.E. Instructor must be a uniformed law enforcement officer, meeting the minimum training standards for peace officer status in his/her state of residence or approved uniformed United States Armed Forces Military member. Uniformed reserve law enforcement officers and retired law enforcement officers are authorized with regional director approval.

3. A D.A.R.E. Instructor must have completed the equivalent of two years full-time service as a police officer with full powers.

4. The D.A.R.E. Instructor candidate's agency shall have a memorandum of understanding with a school /school district to permit implementation of the D.A.R.E. curricula as designed after completion of the candidate's training.

5. It shall be the responsibility of the state training center, state coordinator or respective Regional Director to screen all applicants to ensure that the minimum selection criteria are met.

6. A waiver of minimum selection criteria will be subject to the provisions of appropriate D.A.R.E. America Policy and Procedure.

7. Applicants for D.A.R.E. Officer Training (DOT) must provide verification of candidate eligibility from the appropriate state or local coordination entity, prior to enrollment.

8. It shall be the responsibility of each training center or respective Regional Director to ensure that all national and state requirements have been satisfied prior to providing training to an applicant.