



## Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5115)**

Meeting: 10/21/19 08:55 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5115

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# Meeting Attachments

### ATTACHMENTS:

- 102119 Human Resources Third Quarter Report (PDF)
- 102119 Maintenance Third Quarter Report (PDF)
- 102119 Sheriff Third Quarter Report (PDF)

# Human Resources Quarterly Review

July-September 2019

## CURRENT EMPLOYMENT UPDATE

Active Employees: 222

3<sup>rd</sup> Second Quarter:

New Hires:	20
Separation of Employment:	16
Openings:	5

## HR Completed

- Updated the Employee Handbook of Policies & Procedures
- Successfully created and introduced the Employee Portal. Added quick access links to Updated Handbook and Frequently Used Forms
- Created an online form for Maintenance Requests
- Recruitment
  - 5 positions currently Open
  - All 932 applicants were tracked through HR/received rejection letters
- Separation of Employment—assisted with all terminations.
- Completed 3<sup>rd</sup> Quarter Random Drug Testing (according to updated policy)
- Completed Exit Interviews with majority of all separating employees
- Remain point person for County Website
- Employee of the Quarter completed for 3<sup>rd</sup> Quarter—gaining recognition
- Attended local MPR (Midwest Public Risk) Conference, Connell Seminar and SHRM (Society of Human Resource Management) Conference
- New Member Elect for MPR
- Hired Benefits Clerk/HR Assistant
- Benefits are now conducted in HR
- Conducting personal orientations for new hires/benefits
- Completed Flu Shot Clinic
- Transferred Medical/Workers Comp files, now housed in HR
- Assisted County Counselor with ongoing litigations

## In Progress

- Continuing to Evaluate Benefits (Work Comp/Medical/FMLA/COBRA)
- Annual Performance Evaluations
  - Create standard form
  - Education supervisors
  - Set schedule
  - Conduct
- POET Program—need Campus Security test completed, and to implement the use of the testing for future hires in Highway and Corrections.
- Conduct I-9 audit
- Continue to update HR portion of Tyler
- Continuing to build relationships and spread awareness, provide education of Human Resources.

Quarterly report 10/21/2019

3<sup>rd</sup> quarter projects.

1. New Led lights have been installed in the hall of the County Resource building.
2. New flooring will be installed in the county Resource building entry way.
3. All H-VAC filters have been changed out in county buildings.
4. I've had the walls repaired and painted and new flooring installed in the sheriffs 1st floor office.

Some painting has begun on the 2<sup>nd</sup> floor historic courthouse and jail visitation area.

B-Pod lower jail windows have all been resealed.

Circuit court building

1. H-VAC problems have been on-going, as we start the heating season some issues will need to be addressed.
2. Lighting issues in courtrooms and restrooms have been seen to.
3. HVAC unit Condensing fans have all been replaced.
4. Programing changes are being made as needed. (H-VAC unit)

New this quarter.

1. I have reached out to Carson Nursery for help with 2020 land scaping plans.
2. We have received the snowplow and spreader. And add a 2<sup>nd</sup> snow blower this season.
3. We have received the 3<sup>rd</sup> floor scrubber
4. Construction on the maintenance building should start in December
5. Stainless steel shower liners will start this quarter
6. Bids are out for lighting protection.
7. Bids are out for a bucket truck.
8. The new Sam Appleby monument was paid for by the Utopia club and next to the new flag pole.
9. American Legion monument restoration is almost finished.

Richard Teague.

10/20/2019

updated

## Quarterly Report – Patrol Division

July – September 2019

- Sheriff Brad Cole announces the completion of a combined operations in the Linden Area over the past few months. Christian County Deputies along with members of the Missouri State Highway Patrol participated in an operation concentrating in and along the river access area focusing on impaired driving and underage drinking. Deputies worked several hours in the extreme heat conditions and made numerous stops and contacts for many traffic violations. Operations such as these promote highway safety and aids in the protection of our citizens, as well as those who choose to visit Christian County.
- The Christian County Sheriff's Office completed our Back 2 School Backpack Giveaway. The program allowed students to tell us what they want to be when they grew up. The backpacks were given to students who had submitted creative drawings to Our Office.
- The 2019 Christian County Citizen Academy began on August 5<sup>th</sup>. The Academy completed on October 14<sup>th</sup> with a graduation ceremony held to recognize their achievements. The Citizens Academy was held on each Monday night and allowed the participants a firsthand look at the daily duties of a deputy, their equipment, their training, and responsibilities as they serve the Citizens of the County.
- Captain Seiner and Deputy Buchness attended a Career Fair, on the grounds at Fort Leonard Wood. The Sheriff's office is always seeking exceptional employees that have a desire to continue serving Citizens and are seeking a new path as they attempt to enter their civilian lifestyle. Many employers from all over the state were in attendance at the Career Fair and several potential employees stopped by and visited the Christian County Sheriff's Office booth as well.
- Myself, Captain Koch and Commissioner Phillips attended a meeting with members of the Cook Foundation. The Christian County Sheriff's Office received a \$61,000 donation to fund the purchase of a Canine and obtain an appropriate vehicle for the new program.
- On August 31<sup>st</sup>, Deputy Watson represented The Christian County Sheriff's Office as he attended The Billings Community Day, at the City Park. This event is sponsored by The

City of Billings and has several local Citizens attending and communicating with local officials.

- Several Patrol Deputies and members of the Criminal Investigation Division attended two days of specialized training in Springfield. The training was presented by members of the Missouri State Highway Patrol, Division of Drug and Crime Unit. The course was titled: Interdiction for the Protection of Children. All members that attended the course was highly impressed with the material and knowledge they were able to obtain.
- Deputies attended and received MILO training on a portable small arms training simulator. The MILO simulator teaches use of force, tactical judgment, and firearms training. This is a great system for providing quality, realistic scenarios for the trainees. It provides hundreds of different scenarios to prepare deputies to identify, process, and comprehend information about how to respond to any situation.
- Captain Seiner visited with the children from Sunrise Baptist Church as they donated water and snacks to our deputies during the excessive heat conditions. We're always happy when Citizens share and support Our Deputies.
- Sheriff Cole and members of the Sheriff's Office attended the 9/11 Memorial Service on the Courthouse Lawn. Many employees and others were in attendance and showed their support for all the lives lost and lives effected on that catastrophic day.
- Captain Seiner and Koch attend DPS training in Springfield. The event was sponsored by Springfield Police Department and was attended by many local officials, as well as Department of Public Safety Director, Sandy Karsten. Topics covered ranged from issue on the local level as well as methods Director Karsten's Office could assist as we conducted a round-table discussion for several hours.
- Safe at Home Training was conducted by a member of Missouri's Secretary of State Office. This program is extremely important to assist victims of domestic violence, stalking and harassment. Deputies were instructed on the proper methods of handling a person that is enrolled and correct method of reporting their confidential addresses.
- Deputy Williams assisted attendees at the Christian County Lions Club 4<sup>th</sup> Annual 5K Run & Walk on September 14<sup>th</sup>. He was able to provide information about the Sheriff's Office and got to visit with many young supporters. Deputy Williams was also available to cheer on the participants and encourage good health.

- Sheriff Cole spoke at a Community Foundation of the Ozarks event to explain the significant need for new laptops to aid our Deputies on Patrol. Impact 100 presented the Sheriff's Office with a \$1,200.00 check for the Community Impact Grant to help support our deputy needs.

## **Third Quarter Report**

### **Christian County jail**

10-10-2019

To: Sheriff Brad Cole

From: Captain Ronnie Floyd

#### **Third quarter 2019:**

##### **Accomplishments Achieved in the Jail:**

- We have promoted Jeffrey Harms to Corporal on A- Nights. Officer Richard Renno has been promoted to Corporal on B- Nights.
- We have started an Active Acting Sergeant program starting in September. This is a 30-day program to see which Corporal will be qualified to assume the position. This program will run until the end of October. Presently there are two participants, Corporal Sanders and Corporal Harms.
- We are currently testing for a Corporal spot on Transportation. At this time, we have five Officers interested in testing, awaiting the results from the testing.
- We have continued a training program outside Christian County. This being conducted by Greene County Sheriff's Office Jail Division. This will allow for all Officers here in the Jail to attend. This is at no cost to Christian County Sheriff's Office. All Officers that have attended, have stated they enjoy and received great training from this class.
- We have completed the installation of the phone system (Homeway). There have been a few issues. They have been top notch on assisting in any problem that we may have with the new system.

- The leaks into the pod previously reported on the east and west side of the Jail complex seems to be fixed with the repairs made.  
However we have had some issues with the caulking around the windows have either been removed or faulty. This issue has been addressed with Maintenance, with the repair of the lower level and the upper level at a later date.
- The Jail has purchased 15 new radios for the Officers. This has replenished the broken radios and allowing the Officers to have fully functional radios.
- With the approval of the County Commission, the Christian County Jail will have improvements done in all pods within the jail. This will allow for all pods to have fabricated Stainless-steel showers. This will elevate the cost of painting and the opportunity of mold growing within the Facility.
- We have installed the Romaine Shower system in the booking shower. This will eliminate the spread of Lice and Staph. This system is working very well.
- We have recently received a van and passenger car from state auction to be issued to Transportation. With one new van ordered and awaiting arrival. This will better equip transport in their daily needs and assignments.
- We have continued a working relationship with ICE and the Marshals Service. This improved relationship has allowed us to house more inmates from these two agencies.

**Daily inmate population July - September:**

- Total inmate daily – 130
- ICE / USMS Inmates daily – 26.5  
This up from 2018 second quarter by 5.0 inmates.



# CHRISTIAN COUNTY SHERIFF'S OFFICE

2019 Third-Quarter Report

Operations Division



## **Evidence and Property**

Our Property and Evidence Custodian Teresa Wallace is currently revising and developing Standard Operating Procedure (SOP) manuals. The manuals include an Evidence Unit Manual, for personnel assigned to the Evidence Room. It contains information on maintaining safe working conditions, best practices to ensure accountability, accuracy, and security. Another manual focuses on Evidence Collection and Packaging. This Training Manual is intended to be a resource for members of the Sheriff's Office to utilize in the field utilizing an electronic device such as a cell phone or their assigned Toughbook. This remote access is accomplished with Lexipol, our policy management software.

## **Criminal Investigations Department (CID)**

In October, Detective DJ Outhouse was a guest instructor at the Missouri Sheriff's Association's Deputy Conference held at Osage Beach, Missouri. Detective Outhouse gave a lecture on burglary investigations and provided the attendees with actual cases from his 20-year career as examples. This opportunity presented guests attending the conference with valuable knowledge to take back to their agencies.

The renovations of the former Prosecutors Office are nearing completion and CID is looking forward to the move into their new area. As discussed in last quarter's report, the new working environment which provides individual offices vs open spaces is expected to significantly improve the efficiency and productivity in CID.

## **Campus Security**

The Justice Center renovations are still in progress. The Security Supervisor's Office has been made operational. The x-ray machine is on order from Rapiscan, and there have been no indications that it should not arrive on time. We currently expect to have all critical security equipment online before the completion of the renovation project.