

**Teton County Idaho Commissioners' Meeting Agenda**  
**Monday April 25, 2016 9:00 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

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**9:00 MEETING CALL TO ORDER** – Bill Leake, Chair  
*Amendments to Agenda*

**9:05 TIGER GRANT SUPPORT LETTER**

**BORD OF EQUALIZATION** *if necessary*

Property Exemption Applications

1. Agricultural – Landownership 5 Acres or Less
2. Non-Profits

**9:30 OPEN MIC** (*if no speakers, go to next agenda items*)

**9:45 THE DEVELOPMENT GROUP** – Ted Hendricks

**PLANNING AND BUILDING** – Jason Boal

1. Recreation
  - a. Work Plan
2. Land Use Development Code
3. County Provided Property Inquiries
4. Parcel Rectification Ordinance Update
5. Survey Review MOU – City of Driggs

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Landfill Cap Post Closure Plan
  - b. Seasonal Help
  - c. Tipping Fee Waiver Forms
2. Road & Bridge
  - a. Gravel Crushing Contract
  - b. Magnesium Chloride Request for Bids

- c. Road and Bridge Seasonal Truck Driver
3. Engineering
  - a. Packsaddle Road Offering Update
  - b. Smith Canyon Record of Survey
  - c. Cache Bridge State/Local Agreement
  - d. W6000S Wetland Mitigation Project
4. Facilities

**11:45 TETON COUNTY JUVENILE PROBATION** – Renee Leidorf

1. Quarterly Report

**12:00 MISDEMEANOR PROBATION & TETON DRUG COURT ADMINISTRATION**

**1:00 PUBLIC HEARING** – Continuation 4-11-16  
Hearing for new fees (Adopt Resolution 2016-0425)

**ADMINISTRATIVE BUSINESS** (*will be dealt with as time permits*)

1. Approve Available Minutes
2. Other Business
  - a. Beer & Wine Licenses, if any
  - b. Polling Place Accessibility Grant
  - c. START Board Appointment Letter
  - d. Response to Public Inquiries
  - e. Communication Update
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(b)&(f)

**ADJOURNMENT**

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**Upcoming Meetings**

May 9 9:00 am Regular BoCC Meeting

June 13 9:00 am Regular BoCC Meeting

July 11 9:00 am Regular BoCC Meeting

May 23 9:00 am Regular BoCC Meeting

June 27 9:00 am Regular BoCC Meeting

July 25 9:00 am Regular BoCC Meeting

**Local Highway Technical Assistance Council**

3330 Grace Street  
Boise, Idaho 83703

Phone 208.344.0565  
Fax 208.344.0789  
Toll Free 1.800.259.6841

[www.lhtac.org](http://www.lhtac.org)



Mac Pooler  
Chairman

Terry Werner  
Vice Chairman

Mark Rekow  
Secretary/Treasurer

Jeff R. Miles, PE  
Administrator

April 12, 2016

Commissioner Leake  
Teton County  
150 Courthouse Dr.  
Driggs, ID 83422

RE: State/Local Agreement (Project Development), Key #19030 Packsaddle Rd Teton River Bridge

Dear Commissioner Leake:

Enclosed is the original State/Local Agreement (SLA) documents for the above referenced project. This document is the standard agreement between the Idaho Transportation Department and Teton County for a project funded with money from the Federal Highway Administration.

Please review these documents and, after acceptance by the County, please sign. Return the signed State/Local Project Development Agreement and the ITD Payment Portal receipt to the Local Highway Technical Assistance Council (LHTAC) at the above mentioned address. Please process your local match through the ITD Payment Portal in the amount of Four Thousand dollars and no cents (\$4,000). This money may be considered a deposit to cover the State's expenses and will be used as a portion of the County's match at the conclusion of this project. LHTAC will process the agreement through ITD and return a fully executed document the Teton County.

After ITD's approval of this project, Federal money for this project can be obligated. At that time, the County will be ready to select a Consulting Engineer. Before selecting a Consultant, please consult the most recent edition of the Guidelines for Local Public Agency Projects published by ITD. LHTAC will assist Teton County in Consultant selection and negotiating an agreement to develop the plans, specifications and an estimate following the protocol for a federal aid project.

LHTAC is committed to helping Teton County through the federal aid process and developing a successful project. If you have any questions, or need additional information, please contact us.

If you have any questions or need additional information please feel free to contact us.

Sincerely,

Scott A. Ellsworth, PE  
Federal-aid Manager

Enclosure

**Council Members**

Association of Idaho Cities  
Mayor Mac Pooler  
City of Kellogg

Mayor Paul Loomis  
City of Blackfoot

Mayor Diana Thomas  
City of Weiser

Idaho Association of Highway Districts  
Commissioner Dan Schaeffer  
Hillsdale Highway District

Commissioner Terry Werner  
Post Falls Highway District

Commissioner Gilbert Hofmeister  
Power County Highway District

Idaho Association of Counties  
Commissioner Don Ebert  
Clearwater County

Commissioner Mark Rekow  
Gem County

Commissioner Lee Staker  
Bonneville County

Ex-Officio Members  
Stuart Davis, Executive Director  
Idaho Association of Highway Districts

Caitlin Rusche, Government Affairs Associate  
Idaho Association of Counties

Seth Grigg, Executive Director  
Association of Idaho Cities

STATE/LOCAL AGREEMENT  
(PROJECT DEVELOPMENT)  
PROJECT NO. A019(030)  
PACKSADDLE RD TETON RIVER BRIDGE  
TETON COUNTY  
KEY NO. 19030

PARTIES

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the IDAHO TRANSPORTATION BOARD, by and through the IDAHO TRANSPORTATION DEPARTMENT, hereafter called the State, and TETON COUNTY, acting by and through its Board of Commissioners, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested that the State include in its Idaho Transportation Investment Program Federal-Aid Project No. A019(030), described as Packsaddle Rd Teton River Bridge. Project development is to be performed by Sponsor's staff/Consultant Engineers. The purpose of this Agreement is to set out the terms and conditions to accomplish the project development phase of this project.

**NOTE:** Securing the services of a consultant for project development services must follow the process outlined in the Idaho Transportation Department Guidelines for Local Public Agency Projects.

Since certain functions under this Agreement are to be performed by the State, requiring the expenditure of funds, and since the State can only pay for work associated with the State Highway System, the Sponsor is fully responsible for all costs incurred by the State related to the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

## SECTION I. GENERAL

1. It is necessary to develop construction plans and specifications in order that federal participation may be obtained in the construction costs of the project. Federal-aid for project development and right of way is available on this project.
2. Federal participation in the project is at the rate of 92.66%; local participation is 7.34%. Scheduled funding for this project is listed in the approved Idaho Transportation Investment Program, and subsequent revisions. Current estimated funding is as follows:
  - a. Project Development - \$57,000
    - (PE-\$4,000, PL-\$16,000, PC-\$37,000)
  - b. Right-of-Way - \$0
  - c. Utilities - \$0
  - d. Construction Engineering - \$79,000
    - (CE-\$4,000, CL-\$16,000, CC & Cont.-\$59,000)
  - e. Construction - \$385,000
  - f. Total Estimated Project Costs - \$521,000
3. The Sponsor's match for this project will be provided as follows:
  - a. Cash in the amount of 7.34 percent of the entire project (current estimate \$38,241);
4. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at:  
<https://apps.itd.idaho.gov/PayITD> .
5. This project shall be designed to State Standards as defined in the current version of the Idaho Transportation Department's Design Manual, or as subsequently revised. The current version of the Design Manual can be viewed at the following web site:  
<http://itd.idaho.gov/manuals/ManualsOnline.htm>.
6. All information, regulatory and warning signs, pavement or other markings, and traffic signals required and warranted will be developed as a part of the plans, regardless of whether the work is done as a portion of the contract or by the Sponsor's forces.

7. If the project is terminated prior to completion, the Sponsor shall repay to the State all federal funds received for the project, and shall be liable to the State for any un-reimbursed incidental expenses as provided for in Section II, Para 1 of this Agreement.
8. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

SECTION II. That the State shall:

1. Provide the following services incidental to the project development:
  - a. Assist Sponsor in the selection of a Consulting Engineer and negotiations as needed, and furnish the Agreement for Engineering Services and any supplements thereto, to be used between the Sponsor and Consultant Engineers on this project.
  - b. Review Preliminary Environmental Evaluation and recommend other appropriate environmental documentation.
  - c. Furnish to the engineers copies of materials test reports and other data applying to the project and available to the State.
  - d. Provide a hearing officer to conduct a formal public hearing as necessary.
  - e. Assign State personnel or assist in hiring a qualified relocation agent consultant to determine relocation entitlements and assistance which might be required by the project.

- f. File with the Federal Highway Administration applications for exceptions to AASHTO Standards when appropriate and for government land withdrawals for rights-of-way and airport clearance.
  - g. If requested by the Sponsor, assist in negotiations with public carriers and utilities for agreements on behalf of the Sponsor.
  - h. Review the Consultant plans, estimates, reports and environmental studies, and issue notice of approval.
  - i. Supply roadway summary sheets and such standard drawings as may be required to supplement the plans.
  - j. Print and assemble plans, special provisions, specifications and contracts.
  - k. Advertise for bids and let the construction contract. Prior to construction, the parties will enter into a separate agreement covering responsibilities of the parties relating to construction.
2. Within sixty (60) days of receipt of appropriate documentation from the Sponsor showing expenditure of funds for project development, reimburse the Sponsor for eligible expenses at the approved Federal-aid rate.
  3. Bill the Sponsor for costs incurred by the State under this Agreement for project development, if those costs exceed the amount set out in Section III, Paragraph 1.
  4. Bill the Sponsor for any federal funds to be repaid by the Sponsor if the project is terminated prior to completion, and the Sponsor has been reimbursed with federal funds for preliminary engineering and/or right-of-way acquisition.
  5. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.

SECTION III. That the Sponsor shall:

1. Pay to the State, before the State begins the incidental services referred to in Section II, Paragraph 1, the sum of **FOUR THOUSAND DOLLARS (\$4,000)**, estimated to be the total expense to the State. In addition, pay to the State the cost of all incidental services provided by the State upon receipt of the billing provided for in Section II, Para 3.
2. Sponsor warrants that it will repay any federal reimbursements on this project if the project is terminated prior to completion.
3. With the assistance of the State, hire a consultant for development of the project.
4. Make timely payment of all consultant invoices throughout the design of the project. Periodically the Sponsor may submit allowable Consultant invoices and receipts to the State showing payment of same. The State will reimburse the Sponsor for eligible expenses less the Sponsor's match.
5. Advertise for formal public hearing if required.
6. Coordinate the relocation of utilities within the right-of-way of the project. Federal-aid utility relocations will be processed in accordance with the applicable provisions of 23 CFR and the Sponsor's utility policies and procedures.
7. Acquire all rights-of-way and easements needed to provide for construction and maintenance of the project.
8. Employ an approved certified general appraiser to complete all appraisals and an independent certified general appraiser to review appraisals required for the project.
9. Review the appraisal reviewer's statement of the estimated fair market value and approve an amount to be just compensation for each parcel to be acquired.
10. Provide a monthly right-of-way status report (ITD-2161), and forward it to the project manager.

11. Before initiating negotiations for any real property required for right-of-way, establish, in writing, an amount considered to be just compensation, under Idaho law, Federal Regulations or any other applicable law, and make a prompt offer to acquire the property for the full amount established.
12. Make a good faith effort, in accordance with Real Property Acquisition Policies Act of 1970, to acquire the real property by negotiation. Employ a State Approved Negotiator if necessary.
13. Inform the property owner, in those cases where he indicates a willingness to donate a portion of his real property for rights-of-way, of all his rights including his right to full compensation in money for land and damages, if any, in accordance with Idaho Code.
14. Provide relocation assistance and payments for any displaced person, business, farm operation, or nonprofit organization in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; 49 CFR 24; 23 CFR 710; the Idaho Real Property Acquisition Act of 1971; Title 40, Chapter 20; and Title 58, Chapter 11; Idaho Code, as amended, and regulations promulgated thereunder. No individual or family shall be displaced until decent, safe and sanitary replacement housing is available to the relocatees for immediate occupancy. In addition, advise the State of any relocations required by the project and upon request of the State, authorize the State to negotiate on the Sponsor's behalf for all relocation assistance and payments, the cost of which will be assumed by the Sponsor at the time of negotiation.
15. Ensure to the greatest extent practicable that no person lawfully occupying the real property shall be required to move from his home, farm or business without at least ninety (90) days written notice prior to advertisement of the project.
16. Before advertisement for bids, provide a certification that all rights-of-way, easements, permits, materials sources and agreements necessary for the construction



of the project have been acquired in accordance with the provisions of this Section. Provide a value of any right-of-way donations obtained, which may be credited as a matching share.

17. Evaluate the impact the project might have on the quality of the human environment and prepare and furnish to the State an environmental evaluation that includes cultural resources and any other documentation required by the National Environmental Policy Act.
18. At all required public hearings, furnish all necessary exhibits and provide for a representative of the Sponsor to describe the project; present information about the location and design, including alternates; discuss the tentative schedules for rights-of-way acquisitions and construction; discuss the Sponsor's relocation assistance program; discuss the economic, sociological, and environmental effects of the project; and answer all questions concerning the project.
19. Comply with Appendix A, Title 49 CFR, Part 21, attached hereto and made a part hereof. By this agreement Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Appendix A if the property is used for the same purpose it was originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor should contact the State prior to disposing of any property acquired under this agreement.
20. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final acceptance. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.

21. Comply with all other applicable State and Federal regulations.

**EXECUTION**

This Agreement is executed for the State by its Engineering Services Division Administrator, and executed for the Sponsor by the Board of Commissioner, attested to by the Clerk, with the imprinted Corporate Seal of Teton County.

**IDAHO TRANSPORTATION DEPARTMENT**

\_\_\_\_\_  
Engineering Services  
Division Administrator

**ATTEST:**

**TETON COUNTY**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairman, Board of Commissioners

(SEAL)

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

By regular/special meeting  
on \_\_\_\_\_.

Reviewed by FS

*DW* 3/31/14

hm:19030 SLAPD.docx

**Appendix A**  
**Non-Discrimination Agreement for Local Public Agencies**

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, the Sponsor has designated a Title VI Coordinator who is responsible for monitoring practices, procedures, policies, and documents for compliance with Title VI. This individual is the designated liaison for Title VI program activities and for coordinating compliance monitoring with the Idaho Transportation Department Equal Employment Opportunity Office.

Assurances of Non-Discrimination

49 CFR Part 21.7

The Sponsor hereby gives assurances:

1. That no person shall on the grounds of **race, color, or national origin**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Sponsor regardless of whether those programs and activities are Federally funded or not. The Federal-aid Highway Transportation Act of 1973 added **sex** to the list of prohibitive factors. **Disability** was added through Section 504 of the Rehabilitation Act of 1973. **Age** was subsequently added in 1975 under the Age Discrimination Act. **Minority populations and low-income populations** were added by Presidential Executive Order 12898. **Limited English proficient persons** was added by Presidential Executive Order 13166.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility (i.e. lands change to roadways, park and ride lots etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.

Further assurance is given that the Sponsor will comply with all requirements of **Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973**. Public agencies are required to have completed a self-evaluation of all their programs and services (including pedestrian facilities) by 1992. In addition, public agencies with 50 or more employees were required to develop an ADA Transition Plan describing in detail how corrections would be made. If corrections could not be made within one year (or 1993), the Plan was to include a detailed schedule of how corrections would be made (CFR 28 35.105 & 35.150).

4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sponsor by the Idaho Transportation Department (ITD) under the Federally-Funded Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants.
5. That the Sponsor shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements: *The (Sponsor), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full*

*opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, or disability in consideration for an award.*

6. That the Sponsor shall insert the clauses of Attachment 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the Sponsor shall insert the clauses of Attachment 2 of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. The Sponsor agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

#### Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin, sex, or disability; the nature of the complaint; the date the complaint was filed; the date the investigation was completed; the disposition; the date of the disposition; and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.

6. Collect statistical data (race and sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.
7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Participate in an annual review of the Sponsor's Title VI Program, the purpose of which is to determine to what extent the Sponsor has complied with Title VI requirements including the ADA. This review is conducted one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date. The format for the Title VI review will be provided each year to the Sponsor for completion. A determination of compliance will be made by ITD's EEO Office based on the information supplied in the review. This review of the Sponsor's Title VI Program may also include an on-site review in order to determine compliance.

### **Discrimination Complaint Procedure**

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.

- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD, or USDOT, if they are dissatisfied with the final decision rendered by the Sponsor. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department  
Equal Employment Opportunity Office – External Programs  
EEO Manager  
PO Box 7129  
Boise, ID 83707-1129  
208-334-8852

Federal Highway Administration  
Idaho Division Office  
3050 Lakeharbor Lane, Suite 126  
Boise, ID 83703  
208-334-9180

### **Sanctions**

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Distribution: EEO Office  
Appendix A revised: 03-09, 08-10

## Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

### 1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

### 2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### 3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

### 4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

### 5. Sanctions for Non-compliance

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

### Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

## Attachment 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Idaho will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation ITD (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Idaho all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

### HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Idaho, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Idaho, its successors, and assigns.

The state of Idaho, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)\* (2) that the state of Idaho, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.<sup>1</sup>

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<sup>1</sup> Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.





# TETON COUNTY JUVENILE PROBATION

230 N MAIN #108 • DRIGGS ID 83422 • P208-354-3862 • F208-354-2994

Renee Leidorf  
Chief Juvenile Probation Officer

## **Quarterly Commissioner Report January 1 – March 31, 2016**

ON March 31, 2016

**Total Probation Case Load = 11**

**Total number of Juveniles on formal PROBATION – 8**

Male – 4

Female - 4

**Total number of Juveniles on DIVERSION – 2**

Male – 1

Female -1

**Interstate Compact – 0**

Juveniles supervised in Teton County through ICJ – 0

Juveniles supervised in other states through ICJ -0

**Courtesy Supervision – 0**

Juveniles supervised in Teton County -0

Juveniles supervised in other counties – 0

**Juveniles in Department of Juvenile Corrections – 1**

**Pretrial Release Supervisions = 0**

**The following information has been compiled for the past THREE months**

**Number of drug tests done – 19 (Basin Alternative School – 52)**

Positive – 8

Negative – 10

Unstable-1

**How many times each drug came up positive**

NICOTINE – 1

THC (Marijuana)-7

ALCOHOL-0

AMPHETIMINES-0

CREATININE- 0

OPIATES: 0

**Probation violations filed – 4**

Juveniles whose probation was revoked due to noncompliance – 0

Juveniles whose probation was extended– 0

**Detention Days: 7 Days**

Days Juveniles spent in 5-C -5

Days Juveniles over 18 years of age spent in Madison County Jail-2

**Juveniles released from probation/diversion – Probation-1 / Diversion-0**

Cases transferred to Adult Misdemeanor Probation – 0

**Total Money Collected: \$715.00**

Cost of supervision fees – \$684.00

Drug testing fees - \$31.00

Other fees - 0

**Offenses committed by Juveniles currently on probation**

Alcohol minor consumption – 2

Battery – 2

Disturbing the peace –2

Encouraging or Aiding a Juvenile-1

Grand Theft- 1

Habitual Truancy - 1

Possession of controlled substance- 1

Possession of Drug Paraphernalia-1

Property-malicious injury to property – 2

Runaway-2

Under the Influence of a Controlled Substance-1

Training: Webinar Drug-Free Communities Grant Writing  
Recovery 2.0 Online Conference

*Recovering My Kid: Insights on Recovery for Young People – Dr. Joseph Lee*

*Cutting-Edge Approaches to Teen Recovery – Jamison Monroe*

*Rewired: Changing your Brain, Behavior and Life – Erica Spiegelman*

*Practicing Our Way into Grace, Union, and Freedom – Richard Rohr*

Huffing, Dabbing, Doping, Stashing, Clothing, and Legalization Influences, Idaho Falls

Meetings: Monthly Suicide Prevention Network of Teton Valley

Monthly District 7 Juvenile Justice Council

Monthly Teton Valley Mental Health Coalition

Monthly Meeting of Probation Officers (5C, Madison, Jefferson, Fremont and Teton)

Monthly Staff Meetings at Idaho Juvenile Correctional Center

Monthly Teton County Department Head Meetings

Hosted a Meet and Make “People Spread Love: Card Night for Idaho Youth Challenge

Academy Cadets

Misdemeanor  
Probation officer  
info from  
Judge Walker

West's Idaho Code Annotated  
Title 31. Counties and County Law  
Chapter 8. Powers and Duties of Board of Commissioners

I.C. § 31-878

§ 31-878. Misdemeanor probation services

Currentness

The board of county commissioners shall provide for misdemeanor probation services to supervise misdemeanor offenders, in those cases where such probation supervision has been ordered by the sentencing court, and perform such functions as prescribed by the administrative district judge in each judicial district. The board of county commissioners shall provide for misdemeanor probation services through employment of staff, contract or any other process that will accomplish the purposes of this section. Counties shall not be obligated to provide misdemeanor probation services beyond the funds generated by the fees collected pursuant to the provisions of section 31-3201D, Idaho Code, and any additional funds that may be annually appropriated by the board of county commissioners.

**Credits**

Added by S.L. 2008, ch. 88, § 5, eff. July 1, 2008. Amended by S.L. 2011, ch. 128, § 1, eff. July 1, 2011.

Notes of Decisions (1)

I.C. § 31-878, ID ST § 31-878

Current with emergency effective and retroactive legislation through Chapter 47 of the 2016 Second Regular Session of the 63rd Idaho Legislature.

1/13

## **MISDEMEANOR PROBATION SURVEY**

### **BLAINE COUNTY – Teresa Espedal      Chief Probation Officer**

- Salary Range - \$35K - \$60K (Benefits = 30% of Salary)
- Caseload – 180-200 probationers per PO
- Combined with Juvenile Probation
- PO's have other responsibilities
- Offer GPS/SCRAM services.

### **MINI-CASSIA ADULT PROBATION – Amber Prewitt      Chief Probation Officer**

- Salary Range - \$28,000-\$31,000 per year
- Caseload – 110-130 probationers per PO
- Independent of Juvenile Probation
- PO's have other responsibilities including Mental Health Court, DV Court, MRT Programing and Gang Interdiction.
- Not completely self-funded as of 2015
- Offer GPS/SCRAM services which generates some revenue
- One part-time and one full-time UA tech (FT tech splits time as administrative assistant)
- FT Certified Lab Tech. They also have a backup lab tech.

### **JEROME COUNTY – Kyle Fisher      Chief Probation Officer**

- Salary Range - \$35K to \$45K per year (Benefits)
- 3 FT PO's
- Caseload – 60 + Court Compliance up to 180 per PO
- \$50.00 per month supervision fee
- One-time \$50.00 fee for unsupervised probation
- Charge for instant U.A.s \$15.00 each and \$25.00 if sent to the lab
- Offer GPS/SCRAM monitoring – creates some revenue
- Authorized to carry a weapon.
- Uses LSI-R for risk screening.
- P.O.s collect all UA's (Sent to Cordant Lab).

IN THE DISTRICT COURT OF THE SEVENTH JUDICIAL DISTRICT OF  
THE STATE OF IDAHO

**ORDER PRESCRIBING THE FUNCTIONS  
OF MISDEMEANOR PROBATION  
SERVICES, I.C. § 31-878**

**ADMINISTRATIVE ORDER  
2011-07-29**

**WHEREAS**, Idaho Code §31-878 Provides that misdemeanor probation services shall perform such functions as prescribed by the administrative district judge in each judicial district, and

**WHEREAS**, THE Idaho Association of Counties Misdemeanor Probation Planning committee has approved and adopted statewide, "Standards for Adult Misdemeanor Services and Professional Responsibilities," now therefore;

**IT IS HEREBY ORDERED** that each misdemeanor probation department in the Seventh Judicial District shall establish, at a minimum, policies and procedures in accordance with the, Standards for Adult Misdemeanor Services and Professional responsibilities," as approved and adopted by the Idaho Association of Counties Misdemeanor Probation Planning committee.

**IT IS FURTHER ORDERED** that each misdemeanor probation department in the Seventh Judicial District shall provide their policies and procedures to the County Board of Commissioners for review and approval.

**IT IS HEREBY ORDERED**

Dated this 29<sup>th</sup> day of July, 2011

\_\_\_\_\_  
Jon J. Shindurling  
Administrative District Judge  
Seventh Judicial District

C: County Commissioners  
Elected Clerks  
Adult Misdemeanor Probationers Directors  
Magistrate Judges  
H:\burt\doc\adminorder\adminorder 2011 07-29 Prescribing the Functions of Misdemeanor Probation Services

JAN 3 2011

By \_\_\_\_\_

IN THE DISTRICT COURT OF THE FIFTH JUDICIAL DISTRICT  
OF THE STATE OF IDAHO

ORDER PRESCRIBING THE FUNCTIONS	)	
OF MISDEMEANOR PROBATION	)	11-01
SERVICES, I.C. § 31-878.	)	ADMINISTRATIVE ORDER
_____	)	

WHEREAS, Idaho Code § 31-878 provides that misdemeanor probation services shall perform such functions as prescribed by the administrative district judge in each judicial district, and


WHEREAS, the Idaho Association of Counties Misdemeanor Probation Planning Committee has approved and adopted statewide, "Standards for Adult Misdemeanor Services and Professional Responsibilities," now therefore;

IT IS HEREBY ORDERED that each misdemeanor probation department in the Fifth Judicial District shall establish, at a minimum, policies and procedures in accordance with the, "Standards for Adult Misdemeanor Services and Professional Responsibilities," as approved and adopted by the Idaho Association of Counties Misdemeanor Probation Planning Committee.

IT IS FURTHER ORDERED that each misdemeanor probation department in the Fifth Judicial District shall provide their policies and procedures to the County Board of Commissioners for review and approval.

IT IS HEREBY ORDERED.

Dated this 3 day of January, 2011.




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G. Richard Bevan  
Administrative District Judge  
Fifth Judicial District

C: Magistrate Probation Offices of the Fifth Judicial District  
Fifth Judicial District Magistrate Judges

Attachment: Standards for Adult Misdemeanor Services

A/13

## STANDARDS FOR ADULT MISDEAMEANOR SERVICES

*Misdemeanor Probation Philosophy: To create and foster an approach to effective supervision by holding offenders accountable through the use of sanctions and behavior change services to reduce reoffending and to protect our communities.*

Each adult misdemeanor probation department shall have policies and procedures in accordance with the following standards and professional responsibilities, reviewed and approved by County Board of Commissioners, to perform the functions prescribed by the Administrative District Judge in each judicial district.

Adult Misdemeanor Probation policies and procedures shall comply with all applicable statutes and court rules and address the following:

01. **Services.** Identifying services to adult misdemeanor probationers using evidence based practices, where practical, with the goal of protecting the public, rehabilitating the offenders and reducing recidivism and incarcerations.
02. **Assessments, and Case Plans.** How to conduct assessments of probationers under supervised probation as well as the preparation of a case plan. All assessments, evaluations, and case plans shall be maintained in some form of retrievable record; written, electronic, or as otherwise appropriate.
03. **Monitoring or Enforcing.** Monitoring or enforcing court orders shall include the use of graduated sanctions.
04. **Community Supervision.** Maintaining community supervision of probationers in their home, place of employment, and community, based on risk assessment of the adult, using at a minimum, the LSI-R( Level of Service Inventory-Revised) or another assessment instruments as approved the MPPC
05. **On-the-Job and Other Training.** Annual job-related training for adult misdemeanor probation officers may include field and on-the-job training and other training. Each policy and procedure shall identify a system for proper documentation of types of training, hours, and attendance. These policies and procedures shall require a minimum hours annually of training or course work, as required by POST, in the following:
  - a. The Idaho Statutes and criminal procedures;
  - b. Misdemeanor Probation Philosophy
  - c. Report writing;
  - d. Probation officer safety;
  - e. Case supervision for minimum, moderate, and high risk populations;
  - f. Gender specific case supervision;
  - g. Use of force;
  - h. Professional responsibility.

06. **Case Documentation.** Complete, thorough, and concise, written case documentation, including, but not limited to, ongoing case contact notes with the probationers and other pertinent parties.
07. **Professional Contact.** Identifying what will be considered appropriate and professional contact with adults under court supervision. This policy and procedure shall also address the frequency and location of contacts with probationers.
08. **Use of Force.** Use of force, including defusing volatile situations, and documenting and reporting incidents that include the use of force. The policy and procedure shall require individual written and signed reports by probation department personnel and shall include date, time, and circumstances of the incident or the use of force, and identify known witnesses.
09. **Weapons.** Policy and procedures must specifically describe department policy on officers carrying weapons.
10. **Transportation of Adults.** At a minimum, these policy and procedures must require that all adult probation officers involved in the transport of a probationer have a valid and active Idaho driver's license in good standing and that appropriate insurance is in effect for the transporting officer.
11. **Reporting Abuse.** For documenting and reporting all physical and sexual abuse, including mandatory reporting requirements accordance with Section 16-1619, Idaho Code, Child Protective Act.
12. **Search and Seizure.** Each adult misdemeanor probation department that conducts searches shall have a policy and procedure regarding search and seizure.
13. **Drug Testing.** Drug testing, and documentation of testing of any probationers under court order or diversion agreements.
14. **Minimum Job Qualifications.** Minimum job qualifications and background information required at the time of a probation officer's employment. These job qualifications are set forth in IDAPA 11.11.03, "Rules of the Idaho Peace Officer Standards and Training Council."
15. **Medical Records.** Confidentiality of probationers records, access to medical records under the guidelines of HIPAA (Health Information Portability and Accountability Act), Rule 32 of the Idaho Court Administrative Rules and Idaho's Public Records Act, Idaho Code 9-337-347.
16. **Unscheduled Jail Time.** Use of unscheduled jail time or discretionary days in jail.
17. **Medical Emergencies.** Responding to emergency medical situations of probationers under probation supervision.



## PROFESSIONAL RESPONSIBILITIES

Adult misdemeanor probation officers have professional responsibilities as it relates to the following:

01. **Legal Rights.** Respect and protect the civil and legal rights of the probationer.
02. **Discrimination.** Refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.
03. **Protection.** Respect and protect the right of the public to be safeguarded from criminal activity.
04. **Welfare.** Treat every professional situation with concern for the welfare of the individuals involved and with no intent for personal gain.
05. **Performance.** Refrain from using their positions to secure personal privileges or advantages, or allow personal interests to impair objectivity in the performance of duties while acting in an official capacity.
06. **Formal or Informal Activity.** Refrain from entering into any formal or informal activity or agreement, which presents a conflict of interest or is inconsistent with the conscientious performance of duties.
07. **Gifts.** Refrain from accepting any gift, service, or favor that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.
08. **Confidentiality.** Adhere to state and federal statutes regarding issues of confidentiality of supervised misdemeanants.,
09. **Private Information.** Preserve the integrity of private information; refrain from seeking information on individuals beyond what is necessary to implement responsibilities and to perform their duties; and refrain from revealing nonpublic information unless expressly authorized to do so.
10. **Quality of Service.** Maintain relationships with colleagues that promote mutual respect within the profession and improve the quality of service.
11. **Criticism.** Refrain from public criticism of their colleagues or their agencies or courts except when warranted, verifiable, and constructive.
12. **Unethical Behavior.** Report to appropriate authorities any corrupt or unethical behavior in which there is sufficient evidence to justify review.
13. **Civil Service Rules.** When acting in the role of administrator, make all appointments, promotions, and dismissals in accordance with established county personnel policies, applicable contract agreements, and individual merit, rather than furtherance of personal interests.
14. **Workplace.** Respect, promote, and contribute to a workplace that is safe, healthy, and free of harassment in any form.
15. **Misdemeanor Philosophy.** Encourage program development, which promotes the ideals of the state's misdemeanor philosophy.
16. **Reports.** Diligently work to ensure that all information included in their reports concerning probationers, colleagues, and others is timely, relevant and accurate.

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**IDAPA 11  
TITLE 11  
CHAPTER 06**

**11.11.06 - RULES OF THE IDAHO PEACE OFFICER STANDARDS AND TRAINING COUNCIL  
FOR MISDEMEANOR PROBATION OFFICERS**

**000. LEGAL AUTHORITY.**

Pursuant to Section 19-5109(8), Idaho Code, the Peace Officer Standards and Training Council may, upon recommendation of the Misdemeanor Probation Training Council, establish minimum basic training and certification standards for misdemeanor probation officers. (4-7-11)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 11.11.06, "Rules of the Idaho Peace Officer Standards and Training Council for Misdemeanor Probation Officers," IDAPA 11, Title 11, Chapter 06. (4-7-11)

**02. Scope.** These rules constitute the minimum standards of training, education, employment, and certification of misdemeanor probation officers in Idaho. (4-7-11)

**002. WRITTEN INTERPRETATIONS.**

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, any written statements which might pertain to the interpretation of the rules of this chapter or to the documentation of compliance with the rules of this chapter are available for public inspection and copying at cost at the Idaho State Police, Peace Officer Standards and Training, 700 South Stratford Drive, Meridian, Idaho, 83642-6202. (4-7-11)

**003. ADMINISTRATIVE APPEALS.**

Any appeals allowed under these rules shall be governed by the Idaho Administrative Procedures Act (Title 67, Chapter 52, Idaho Code) and by IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (4-7-11)

**004. INCORPORATION BY REFERENCE.**

There are no documents that have been incorporated by reference into this rule. (4-7-11)

**005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS -- WEBSITE.**

The principal place of business of the Idaho State Police, Peace Officer Standards and Training is in Meridian, Idaho. The office is located at 700 South Stratford Drive, Meridian, Idaho and is open from 8 a.m. to 5 p.m., except Saturday, Sunday and legal holidays. The mailing address is: Peace Officer Standards and Training, 700 S. Stratford Dr., Meridian, Idaho 83642-6202. The telephone number of administration is (208) 884-7250 and the telephone number of basic academy training is (208) 884-7337. The facsimile number of administration is (208) 884-7295 and the facsimile number of basic academy training is (208) 884-7398. The Peace Officer Standards and Training website at <http://www.post.idaho.gov>. (4-7-11)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

The rules contained herein have been promulgated according to the provisions of Title 67, Chapter 52, Idaho Code, and are public records. (4-7-11)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS.**

**01. Basic Misdemeanor Probation Academy.** A basic course of instruction for Misdemeanor Probation Officers as recognized by POST Council. (4-7-11)

**02. Misdemeanor Probation Department.** Any public or private agency administered by or contracted with the county, made up of one (1) or more staff to provide misdemeanor probation services to a county at the expense and concurrence of the county commissioners. Services may include intake, diversion, supervision, restitution, and community service work. (3-29-12)

**03. Misdemeanor Probation Officer.** Any employee of a misdemeanor probation department who is responsible for preparing reports to the court, making recommendations regarding conditions of probation, and the supervision of misdemeanor offenders' compliance with court orders. (4-7-11)

**04. Misdemeanor Probation Training Council.** An advisory group to the POST Council that is comprised of a Magistrate, two (2) county commissioners, three (3) misdemeanor probation department administrators, a representative of the Idaho Association of Counties, a representative of the Idaho Department of Correction, and a representative of the Administrative Office of the Courts. The purpose of the Misdemeanor Probation Training Council is to advise POST Council in the planning, development, and operation of the Basic Misdemeanor Probation Academy. (4-7-11)

**05. Part-Time Misdemeanor Probation Officer.** Any employee of a misdemeanor probation department who is responsible for preparing reports to the court, making recommendations regarding conditions of probation, or the supervision of misdemeanor offenders' compliance with court orders, and is employed less than full time or does not meet the definition of "employee" as defined in Section 59-1302, Idaho Code. (4-7-11)

**011. -- 029. (RESERVED)**

**030. MISDEMEANOR PROBATION OFFICER CERTIFICATION.**

**01. Decertification.** The POST Council may decertify any misdemeanor probation officer in the same manner as provided in IDAPA 11.11.01, "Rules of the Idaho Peace Officer Standards and Training Council." (4-7-11)

**02. Eligibility.** To be eligible for the award of the Basic Misdemeanor Probation Certificate, an applicant shall be a full-time misdemeanor probation officer employed by an Idaho misdemeanor probation department. To be eligible for the award of the Part-Time Basic Misdemeanor Probation Certificate, an applicant shall be a part-time misdemeanor probation officer employed by an Idaho misdemeanor probation department. (4-7-11)

**03. Certification.**

**a.** Any full-time or part-time misdemeanor probation officer employed on or after January 10, 2011 shall be certified by the Peace Officer Standards and Training Council within one (1) year of their initial hire date as a full-time or part-time misdemeanor probation officer. (4-7-11)

**b.** Any full-time or part-time misdemeanor probation officer employed prior to January 10, 2011 shall be certified by the Peace Officer Standards and Training Council by January 9, 2014; however, the requirement for successful completion of the POST Basic Misdemeanor Probation Academy shall be waived if the officer has been continuously employed as a misdemeanor probation officer in Idaho since January 10, 2006 and successfully completes the following: (4-7-11)

**i.** Submits a POST Certification Misdemeanor Probation Challenge Packet to POST Council, which shall include copies of training records, transcripts, certificates, diplomas, or other documents that substantiate the officer's training, education, and experience; (4-7-11)

**ii.** Passes the POST misdemeanor probation certification examination approved by the POST Council, administered by a POST Training Specialist, and conducted in the manner set forth in Subsection 031.03 of these rules; (4-7-11)

**iii.** Attends and passes the Idaho POST Misdemeanor Probation Academy's "Legal and Liability Issues" and "Appropriate Use of Physical Force" training or POST-approved equivalent; and (4-7-11)

**iv.** Satisfactorily completes a probationary period as set forth in Subsection 031.01 of these rules. (4-7-11)

**04. Applications.** All applications for award of a Misdemeanor Probation Certificate shall be completed by the applicant on the prescribed form "Application for Certification" as provided by the POST Council.

(4-7-11)

**05. Submission.** The Application for Certification form shall be submitted by the applicant to his department head who shall review it for accuracy prior to signing it and forwarding it to the Council. Certificates shall be issued to the department head for award to the applicant. (4-7-11)

**06. Minimum Standards.** Each applicant shall meet the minimum standards for employment and basic training as provided in IDAPA 11.11.01, "Rules of the Idaho Peace Officer Standards and Training Council," with the exception of fitness which shall be left to the discretion of the employing department. (4-4-13)

**07. Limitation of Part-Time Officers.** A part-time misdemeanor probation officer's certification shall be effective only during those periods when he is formally assigned by the employing department to perform the duties of a part-time misdemeanor probation officer. (4-7-11)

**08. From Full-Time to Part-Time Status.** The certification of a full-time Misdemeanor Probation officer transferring to part-time Misdemeanor Probation officer employment shall remain valid as long as the officer works at least sixty (60) hours per year as a Misdemeanor Probation officer. (4-7-11)

**09. From Part-Time to Full-Time Status.** To be certified as a full-time misdemeanor probation officer, a currently certified part-time misdemeanor probation officer, upon appointment to full-time misdemeanor probation officer status, shall submit an Application for Certification as prescribed in Subsections 030.04 and 030.05 of this rule. (4-7-11)

**031. THE BASIC AND PART-TIME BASIC MISDEMEANOR PROBATION CERTIFICATE.** The following requirements are necessary for award of the basic and the part-time basic misdemeanor probation certificate: (4-7-11)

**01. Probation.** The applicant shall have satisfactorily completed at least a six (6) month probationary period, which may include Basic Misdemeanor Probation Academy time. The probationary period may be extended by the employing department which could delay certification until the probationary period is satisfactorily completed. This six (6) months' time shall be continuous with the department the officer is employed by when applying for certification. The probationary period shall not extend over one (1) year for certification purposes. (4-7-11)

**02. Basic Training.** The applicant shall have satisfactorily completed the POST Basic Misdemeanor Probation Academy. (4-7-11)

**03. Certification Exam.** The applicant shall have passed the POST misdemeanor probation certification examination approved by the POST Council. The applicant shall be allowed two (2) attempts to pass the examination with a minimum score of seventy-five percent (75%). The attempts shall be no less than thirty (30) days apart and no more than six (6) months apart. If an applicant fails both attempts or fails to retake the examination within six (6) months, he shall reapply and successfully complete the POST Basic Misdemeanor Probation Academy prior to taking the certification examination again. (4-7-11)

**04. Misdemeanor Probation Training Manual.** The applicant shall have satisfactorily completed forty (40) hours of POST-approved, supervised misdemeanor probation training in the employing department, or another department if necessary. Evidence of the successful completion of such training shall be submitted to POST Council. (4-7-11)

**032. LAPSE OF MISDEMEANOR PROBATION OFFICER CERTIFICATION.** The certification of any misdemeanor probation officer shall be considered lapsed if the officer does not work as a misdemeanor probation officer in Idaho a minimum of sixty (60) hours per year for three (3) consecutive years. Provided, however, that an Idaho POST-certified misdemeanor probation officer who remains in a juvenile probation officer duty assignment with a law enforcement agency that is a part of or administered by the state of Idaho or any political subdivision thereof shall retain their POST certification provided they work at least sixty (60) hours per year in that capacity. The three-year period provided herein shall be tolled during any time period that a misdemeanor probation officer is the subject of a POST decertification investigation and is no longer employed in law enforcement. (4-7-11)

**01. Three to Five Years.** A misdemeanor probation officer who has been out of misdemeanor probation officer employment status from three (3) to five (5) years and who wants to reactivate certification shall meet the following POST requirements: (4-7-11)

- a.** Submit a POST Certification Misdemeanor Probation Challenge Packet; (4-7-11)
- b.** Pass the POST misdemeanor probation certification examination approved by the POST Council, administered by a POST Training Specialist, and conducted in the manner set forth in Subsection 031.03 of this rule; and (4-7-11)
- c.** Satisfactorily complete a probationary period as set forth in Subsection 031.01 of this rule. (4-7-11)

**02. Over Five Years.** A misdemeanor probation officer who has been out of misdemeanor probation officer employment status for over five (5) years shall attend the POST Basic Misdemeanor Probation Academy and comply with the requirements of Section 031 of these rules to reactivate certification. The Council may waive this requirement on a showing of good cause by the officer supported by clear and convincing evidence that during a substantial part of the time out of misdemeanor probation officer employment, the officer was engaged in an occupation requiring criminal justice training, skill, and experience. This evidence shall be submitted with a POST Certification Misdemeanor Probation Challenge Packet. Upon receiving a waiver, the officer shall meet the following POST requirements: (4-7-11)

- a.** Pass the POST misdemeanor probation certification examination approved by the POST Council, administered by a POST Training Specialist, and conducted in the manner set forth in Subsection 031.03 of this rule; and (4-7-11)
- b.** Satisfactorily complete a probationary period as set forth in Subsection 031.01 of this rule. (4-7-11)

**03. Over Eight Years.** A misdemeanor probation officer who has been out of misdemeanor probation officer employment status for over eight (8) years shall attend the POST Basic Misdemeanor Probation Academy and comply with the requirements of Section 031 of these rules to reactivate certification. No waiver of this requirement shall be granted by the Council. (4-7-11)

**033. -- 999. (RESERVED)**

# Subject Index

## D

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    Misdemeanor Probation  
        Officer 3  
    Misdemeanor Probation Training  
        Council 3  
    Part-Time Misdemeanor Probation  
        Officer 3

## L

Lapse Of Misdemeanor Probation  
    Officer Certification 4  
    Over Eight Years 5  
    Over Five Years 5  
    Three to Five Years 5

## M

Misdemeanor Probation Officer  
    Certification 3  
        Applications 3  
        Certification 3  
        Decertification 3  
        Eligibility 3  
        From Full-Time to Part-Time  
            Status 4  
        From Part-Time to Full-Time  
            Status 4  
    Limitation of Part-Time  
        Officers 4  
    Minimum Standards 4  
    Submission 4

## T

The Basic And Part-time Basic  
Misdemeanor Probation  
Certificate 4  
    Basic Training 4  
    Certification Exam 4  
Misdemeanor Probation Training  
    Manual 4  
    Probation 4

<b>Misdemeanor Probation: Tentative Budget</b>		
<b>Account Number</b>	<b>Tentative Budget</b>	<b>Comments</b>
0401-0000 SALARIES - Chief Misdemeanor PO	46,654.00	Assumes 40 hrs/wk at 96% of same pay grade as Chief JPO (8)
<b>TOTAL 'A' SALARIES</b>	<b>46,654.00</b>	
0410-0000 RETIREMENT	5,281.23	
0411-0000 SOCIAL SECURITY & MEDICARE	3,569.03	
0412-0000 LIFE INSURANCE	71.00	
0413-0000 MEDICAL INSURANCE	5,000.00	Varies considerably depending upon employee's family situation
0416-0000 WORKMAN'S COMPENSATION INSURANCE	1,400.00	
<b>TOTAL 'D' BENEFITS</b>	<b>15,321.26</b>	
0431-0000 ALL TRAVEL & TRAINING EXPENSES for PO	1,300.00	Assumes use of county vehicle by Misdemeanor PO
0440-0000 SUPPLIES-OFFICE, POSTAGE, H2O	800.00	For PO
0470-0000 VEHICLES - FUEL, GASOLINE	1,500.00	
0475-0000 VEHICLES - REPAIRS	1,000.00	For PO vehicle
0480-0000 DRUG & ALCOHOL TESTING	7,000.00	???
0528-0000 DUES / MEMBERSHIPS	120.00	
0559-0000 OTHER MISCELLANEOUS EXPENSES	500.00	
<b>TOTAL 'B' EXPENSES</b>	<b>12,220.00</b>	
0806-0000 CAPITAL- OFFICE EQUIPMENT	0.00	I believe county already provides computer, desk, etc. for PO
0801-0000 CAPITAL- VEHICLE	15,000.00	Purchase vehicle for PO? Inherit from Tri-County?
<b>TOTAL 'C' CAPITAL OUTLAY</b>	<b>15,000.00</b>	
<b>TOTAL ESTIMATED EXPENSE BUDGET</b>	<b>\$89,195</b>	
	15,000.00	One time expenses for first year only
	<b>\$74,195</b>	Estimated on-going expenses



<b>Drug Court: Tentative Budget</b>			
<b>Account Number</b>		<b>Tentative Budget</b>	<b>Comments</b>
0416-0000	WORKMAN'S COMPENSATION INSURANCE	500.00	
<b>TOTAL 'D' BENEFITS</b>		<b>500.00</b>	
0431-0000	ALL TRAVEL & TRAINING EXPENSES for Drug Court Administrator	3,000.00	Assumes use of private vehicle w/mileage reimbursement by Drug Court Admin
??		5,000.00	Travel to national conference?
0440-0000	SUPPLIES-OFFICE, POSTAGE, H2O	600.00	
0480-0000	DRUG & ALCOHOL TESTING	6,912.00	8 times/month @\$6 * 12 participants * 12 months
0484-0000	CONTRACT DRUG COURT ADMINISTRATOR	12,480.00	8 hrs/wk @ \$30
???	Drug Court Incentives	1,000.00	
0559-0000	OTHER MISCELLANEOUS EXPENSES	500.00	
??	Recovery Support Services/Professional Services	2,000.00	
<b>TOTAL 'B' EXPENSES</b>		<b>31,492.00</b>	
0806-0000	CAPITAL- OFFICE EQUIPMENT	3,000.00	Need computer, desk, etc. for Drug Court Administrator? Inherit from Tri-County?
<b>TOTAL 'C' CAPITAL OUTLAY</b>		<b>3,000.00</b>	
<b>TOTAL ESTIMATED EXPENSE BUDGET</b>		<b>\$34,992</b>	
		3,000.00	One time expenses for first year only
		<b>\$31,992</b>	<b>Estimated on-going expenses</b>

<b>Misdemeanor Probation &amp; Drug Court - Tentative Revenue</b>	
<b>Revenue Source</b>	<b>Tentative Budget</b>
Fees paid by Drug Court Participants & other Probationers during FY 15 that went directly to Tri-County	60,000.00 was \$74K in FY15
Additional amount paid to Tri-County by Teton County during FY 15	62,406.00
Drug Court Administrator	4,600.00
Drug tests for DC participants	4,700.00
Estimated total available Cash	\$131,706.00

**Magistrate Court**

Comparison Madison/Fremont/ Teton/ and Jefferson Counties for 2013, 2014,2015

Case Type	Madison			Fremont			Teton			Jefferson		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Felony-Drug	22	21	20	18	21	21	3	10	7	29	18	22
Felony- DUI	3	1	3	3	3	5	7	5	6	3	5	1
Felony-All Other	31	34	31	28	30	30	11	17	11	32	35	34
MD-Drug	100	71	97	80	82	37	20	38	29	67	72	44
MD-DUI	25	28	28	53	36	32	51	76	66	45	51	33
MD- Traffic	246	214	206	226	170	189	72	75	56	199	239	224
MD-All Other	283	293	268	293	301	301	97	141	90	536	758	451
Total Cases Filed	710	662	653	701	643	615	261	362	265	911	1178	809
Cases Filed Only Include New Filings. Does <b>Not</b> Include Reopened or Appealed Cases												
Infractions	2787	2838	2822	2169	2295	1971	713	698	479	2759	2331	2703



# *Tri-County Probation*

*FREMONT-MADISON-TETON*

*Joint Powers Governing Board Meeting*  
Madison County Commissioners Room

April 12, 2016

9:00 P.M.

General Session Items:

- Introduction and Welcome
- Approval of Minutes January 26, 2016
- Tri-County Probation Historical Overview of Active Supervision By County (Shay)
- Tri-County Adult Probation Caseload Reports (Shay, Ben, Greg, James, Mark)
- Tri-County Probation Review and Possible Changes
- Benefits of County participation as Tri-County Probation
- Drug Court Coordination (Burt Butler)
- Drug Testing cost comparison (Ryan & Bobbie)
- Budget Review (Kim & Ryan)
- Next Meeting?
- Executive Session I.C. 74-206 (1) (b)  
"To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;"

Problem Solving Courts by County				
	Madison	Fremont	Teton	Other Counties
4/12/2016	14	10	7	4
1/26/2016	9	7	9	5
7/21/2015	12	8	6	8
4/14/2015	11	9	8	5
1/20/2015	9	7	7	4
10/21/2014	10	11	6	11
7/15/2014	10	13	5	7
4/29/2014	10	10	3	3
1/21/2014	8	9	5	3
7/9/2013	6	5	6	6
4/9/2013	3	4	7	3
1/15/2013	3	7	9	9
10/16/2012	3	7	9	9
7/24/2012	10	5	9	14

4/24/2012	6	6	6	9	11
1/24/2012	11	6	6	6	8
10/18/2011	13	5	7	7	1
1/25/2011	9	7	7	7	4
10/19/2010	9	8	8	3	7
7/20/2010	10	7	7	5	7
10/20/2009	6	9	9	3	3
7/14/2009	3	11	11	2	10
1/7/2009	1	13	13	1	9
10/23/2008	3	9	9	1	9

### Tri County Probation Caseload

	Active Supervision	Mail in Supervision	Specialty Courts	Total
4/12/2016	194	45	41	280
1/26/2016	191	41	43	275
7/21/2015	218	51	28	297
1/20/2015	217	52	34	303
10/21/2014	227	65	38	330
7/15/2014	243	67	35	345
4/28/2014	273	58	32	363
1/21/2014	234	55	29	318
7/9/2013	217	54	21	292
4/9/2013	210	31	23	264
1/15/2013	192	44	30	266
10/16/2012	179	40	31	250
7/24/2012	266	52	38	356
4/24/2012	234	55	27	316

1/24/2012	257	58	36	351
10/18/2011	253	57	32	342
1/25/2011	273	60	24	357
10/19/2010	297	58	30	385
7/20/2010	303	61	30	394
10/20/2009	288	90	33	411
7/14/2009	334	66	33	433
1/27/2009	314	66	32	412
10/23/2008	443	96	38	577



<b>Tri County Active Supervision By County</b>			
	<b>Madison</b>	<b>Fremont</b>	<b>Teton</b>
<b>4/12/2016</b>	<b>75</b>	<b>91</b>	<b>68</b>
<b>1/26/2016</b>	<b>65</b>	<b>97</b>	<b>76</b>
<b>7/21/2015</b>	<b>77</b>	<b>93</b>	<b>89</b>
<b>4/14/2015</b>	<b>57</b>	<b>106</b>	<b>90</b>
<b>1/20/2015</b>	<b>83</b>	<b>101</b>	<b>86</b>
<b>10/21/2014</b>	<b>91</b>	<b>103</b>	<b>85</b>
<b>7/15/2014</b>	<b>83</b>	<b>103</b>	<b>85</b>
<b>4/29/2014</b>	<b>93</b>	<b>104</b>	<b>63</b>
<b>1/21/2014</b>	<b>109</b>	<b>90</b>	<b>85</b>
<b>7/9/2013</b>	<b>82</b>	<b>100</b>	<b>85</b>
<b>4/9/2013</b>	<b>42</b>	<b>80</b>	<b>76</b>
<b>1/15/2013</b>	<b>52</b>	<b>62</b>	<b>75</b>
<b>10/16/2012</b>	<b>55</b>	<b>82</b>	<b>74</b>
<b>7/24/2012</b>	<b>66</b>	<b>91</b>	<b>95</b>
<b>4/24/2012</b>	<b>83</b>	<b>108</b>	<b>85</b>
<b>1/24/2012</b>	<b>100</b>	<b>115</b>	<b>87</b>
<b>10/18/2011</b>	<b>98</b>	<b>113</b>	<b>85</b>
<b>1/25/2011</b>	<b>61</b>	<b>97</b>	<b>89</b>
<b>10/19/2010</b>	<b>69</b>	<b>115</b>	<b>84</b>
<b>7/20/2010</b>	<b>81</b>	<b>105</b>	<b>93</b>
<b>10/20/2009</b>	<b>86</b>	<b>94</b>	<b>79</b>
<b>7/14/2009</b>	<b>88</b>	<b>112</b>	<b>102</b>
<b>1/27/2009</b>	<b>81</b>	<b>112</b>	<b>95</b>
<b>10/23/2008</b>	<b>130</b>	<b>126</b>	<b>159</b>



# *Tri County Probation*

*Fremont-Madison-Teton*

*Joint Powers Governing Board Meeting*

## Probation Officer Case Load Report Madison, Fremont, Teton, Clark

*Assistant Chief Shay Plagmann*

**Total Caseload: 9**

-High Supervision	9
-Med Supervision	0
-Min Supervision	0
-Mail In	0

**Clark County : 3**

Home visits conducted:  
-2 contacts at home  
-0 resulting in probation violations

Probation Violations:

-2

Transfers to Felony Probation:

-0

Number currently engaged in treatment:

-9

Supervision Cases By County:

-7 Madison  
-1 Fremont  
-0 Teton  
-1 Other County



# Tri County Probation

Fremont-Madison-Teton

## Joint Powers Governing Board Meeting

### Probation Officer Case Load Report Teton County

#### Officer Ben Mattson

Total Caseload: 68

- Drug Court 7
- High Supervision 10
- Med Supervision 29
- Min Supervision 29
- Mail in 6

*7 ← receive high level of supervision of multiple UAs + visits every month*

#### PRIMARY CHARGES

- DUI 49
- Battery 2
- Domestic Battery 1
- Disturbing the Peace 1
- Poss. Of drug Parph. 5
- Poss. Of cont. sub. 4
- Driving Without Privileges 2
- Petit Theft 2
- Assault 1
- Violation of no contact order 1

Home visits conducted:

- 15 contacts at home
- 2 resulting in Probation Violations

Probation Violations:

- 6 Total

Transfers to Felony Probation:

- 0

Number Currently Engaged in Treatment

- 22 Drug and Alcohol Treatment
- 4 Drug and Alcohol Education Class

Tri County Courtesy Supervision Cases:

- 2 from Madison



# Tri County Probation

Fremont-Madison-Teton

## Joint Powers Governing Board Meeting

### Probation Officer Case Load Report Fremont County

#### Officer Greg Malstrom

Total Caseload: 91

-High Supervision	22
-Med Supervision	23
-Min Supervision	46
-Out of State	21

#### PRIMARY CHARGES

DUI	32
Poss. Of Drug Parph/Sub	15
Minor Consumption	4
Concealed Weapons	1
Battery	5
Domestic Battery	2
Dist The Peace	7
DWP	5
Telephone Harassment	1
Petite Theft	7
Reckless Driving	4
Inattentive Driving	1
Poss. of Stolen Property	2
Stalking	1
False Info	1
Alcohol to Minors	1
Indecent Exposure	1
Obstruction	1

Home visits conducted:

- 38 contacts at home
- 5 resulting in Probation Violations

Probation Violations:

- 17 Total

Transfers to Felony Probation:

-0

Number Currently Engaged in Treatment

- 18 Drug and Alcohol Treatment
- 2 Domestic Violence Treatment

Tri County Courtesy Supervision Cases:

-13 from other Counties



# Tri-County Probation

FREMONT-MADISON-TETON

## Joint Powers Governing Board Meeting

### Probation Officer Case Load Report Madison County

#### *Officer Mark Backstein*

Total Caseload: 74

-High Supervision	17
-Med Supervision	23
-Min Supervision	7
-Mail In	18
-No LSI	9
Home visits conducted:	31
Contacts at home:	21
Probation violations	6

#### PRIMARY CHARGES:

DUI	14
Trespass of Privacy	0
Disp. To a minor	0
Unlawful Entry	0
Petit Theft/Wil. Con.	9
Poss. Para/Poss. Cont.	28
Battery/Dist. Peace:	11
Frequenting	2
Resisting or Obstructing	1
Inattentive/Reckless Driving	4
Injury to a Child	1
DWP	2
Oper. Vehicle W/O Con.	1
Open Container	1

*Some clients have more than one case*

Number currently engaged in treatment:

28 - Drug/Alcohol, Domestic Violence, Sex Offender, Petit Theft  
7 waiting for polygraph and assessments

Tri County Courtesy Supervision Cases:

0 from Teton 8 from Fremont

10 from outside counties (Bonneville, Bannock, Jefferson)



# Tri County Probation

Fremont-Madison-Teton

Joint Powers Governing Board Meeting

## Probation Officer Case Load Report

### Officer James Hymas

Total Caseload: 28  
 -High Supervision 23  
 -Med Supervision 5  
 Home visits conducted:  
 -32 contacts at home

Graduations: 4  
 Termination: 1  
 Case Break down by County:  
 -Fremont 10  
 -Madison 14  
 -Jefferson 2  
 -Bonneville 1  
 -Teton 1

5 on Medium Supervision are graduates that have not completed all terms of probation but have completed all Drug Court requirements

*- Also Transition House mgt.*

**Upper Valley Drug Court**  
**Madison, Fremont, Jefferson**

Total Caseload: 6  
 -High Supervision 6  
 Home visits conducted:  
 - 14 contacts at home  
 - 0 State Hospital

Graduations:  
 Terminate: - 1

**Upper Valley**  
**Mental Health Court**

2015 Case Misdemeanor Filings						
County	Drug	DUI	Motor Vehicle	Other	Total	Percent
Fremont	98	49	192	339	678	40%
Madison	91	34	228	284	637	37%
Teton	45	82	105	159	391	23%
TOTAL	234	165	525	782	1706	100%
County	Population	Percent				
Fremont	13,242	22%				
Madison	37,536	61%				
Teton	10,170	17%				
TOTAL	60,948	100%				
2016 County Contributions						
	1/2 @ 1/3	1/4 Misd	1/4 Population	Total	800 Admin Fee	
Fremont	\$ 43,246.60	\$ 27,245.36	\$ 14,271.38	\$ 84,763	\$ 85,563	
Madison	\$ 43,246.60	\$ 27,245.36	\$ 39,570.64	\$ 110,063	\$ 110,063	
Teton	\$ 43,246.60	\$ 10,379.18	\$ 11,027.88	\$ 64,654	\$ 65,454	
TOTAL	\$ 129,739.81	\$ 64,869.91	\$ 64,869.91	\$ 259,480	\$ 261,080	
Jefferson owes 1/4 of Drug Court Probation Officer (James Hymas) plus Bene					\$ 13,015	
						259480

Total for Redwood testing-Drug Courts- Mental health Courts and regular case loads		Drug Court pay back Madison and Teton Counties F&M	Mental health payback Madison County F&M	Tri County Fremont and Madison case loads Misd. Only
Month	Amount	Amount	Amount	Amount
Nov-15	\$ 2,710.10	\$ 2,210.18	\$ 244.50	\$ 244.92
Dec-15	\$ 3,319.65	\$ 2,698.93	\$ 262.20	\$ 358.52
Jan-16	\$ 3,592.70	\$ 3,160.40	\$ 279.30	\$ 153.00
Feb. 16	\$ 1,782.78	\$ 1,508.08	\$ 63.10	\$ 211.60
Mar-16	\$	\$	\$	\$
Apr-16	\$	\$	\$	\$
May-16	\$	\$	\$	\$
Jun-16	\$	\$	\$	\$
Jul-16	\$	\$	\$	\$
Aug-16	\$	\$	\$	\$
Sep-16	\$	\$	\$	\$
Oct-16	\$	\$	\$	\$
	\$ 11,405.23	\$ 9,577.59	\$ 849.10	\$ 968.04



Month	Total for Instant testing-Drug Courts- Mental Health Courts and regular case loads		Drug Court pay back Madison and Teton Counties F&M		Mental health payback Madison County F&M		Tri County Fremont and Madison case loads Misd. Only	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Nov-15	\$	120.00	\$	-	\$	11.00	\$	-
Dec-15	\$	189.75	\$	-	\$	-	\$	-
Jan-16	\$	343.40	\$	116.38	\$	6.00	\$	121.02
Feb. 16	\$	869.50	\$	624.00	\$	121.00	\$	124.50
Mar-16			\$		\$		\$	
Apr-16	\$		\$		\$		\$	
May-16	\$		\$		\$		\$	
Jun-16	\$		\$		\$		\$	
Jul-16	\$		\$		\$		\$	
Aug-16	\$		\$		\$		\$	
Sep-16	\$		\$		\$		\$	
Oct-16	\$		\$		\$		\$	
	\$	1,522.65	\$	740.38	\$	138.00	\$	245.52

Lab Numbers

Annually

Anita Salary	26,000
Anita Benefits	8,600 (calculated at 1/3 of salary)
Lab Budget	36,000 (reagents and supplies)
Water, etc.	1,000

Total: 71,600

---

Drug Tests	Estimating at 150 per week	7800 tests
Average of \$7 dollars per test if ETG is sometimes included:		\$ 54,600
Average of \$5 dollars per test with less ETG testing:		\$ 39,000

After losing Bonnaville Co. drug testing, costs per drug test were calculated as shown above. Closing the Tri-County Lab + sending tests to Redwood saved \$20-30K - much. The difference between the two is roughly 20,000 to 30,000 between the lab and sending out the tests to Redwood.

Bonnaville Co. quit using Tri-County Lab because they could get testing done for about \$1-2 less per test w/ Redwood. Turnaround time is 2-3 days.

- MORE ML NOTES. -

### Benefits of Tri-C probation:

- POs work together + communicate about who is moving about + in/out jail
- Drug testing lab was great
- 2/3 days for results from Redwood
- Collaboration + information-sharing w/ other co. ET's
- Shared POs for home visits
- Shared training + info w/ other POs

BURT: Many smaller counties have a  
Single Probation Director oversee both juvenile + Adult

**Magistrate Court**

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Infractions	2787	2838	2822	2169	2295	1971	713	698	479	2759	2331	2703

## CURRENT YEAR DATA - 11

### # OF DRUG COURT AND MENTAL HEALTH COURT PARTICIPANTS JULY 2015 TO JUNE 2016

DISTRICT SEVEN 2015-2016		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average total
Bingham County/Felony	27	23	23	22	25	26	28	32	32					26.38
Bingham County/Misdemeanor	22	18	18	20	20	19	17	19	21					19.00
Bonneville County/Felony	42	43	45	45	43	45	45	45	45					44.50
Bonneville Misdemeanor	40	36	43	39	40	47	44	44	44					42.13
Bonneville County/Child Protection	10	8	9	9	13	13	14	13	14					11.63
Bonneville Veteran Treatment Court	2	0	0	0	0	1	1	2	2					0.75
Bonneville County YAC	34(16 bpa)	33	35	35	33	34	34	37	35					34.50
Bonneville DV Drug Court	20	24	20	17	20	20	21	26	23					21.38
Madison/Jefferson Fremont County/Felony	28	20	20	23	28	25	24	23	24					23.38
Madison/Jefferson Fremont County/Misd.	23	23	23	23	24	23	22	21	23					22.75
Teton County/Misdemeanor/Felony	12	9	10	10	10	12	13	11	10					10.63
Lemhi Custer Adult Felony/Misdemeanor	21	22	23	22	20	21	22	21	22					21.63
Butter/Custer County Misdemeanor/Felony	7	4	5	5	6	6	6	6	5					5.38
<b>SUB-TOTAL:</b>		263	274	270	282	292	291	300	300					284.00
<b>JUVENILE</b>														
Bingham County/Juvenile	0	2	2	0	0	0	0	0	0					0.57
Bonneville County/Juvenile	8	16	16	18	18	18	17	17	13					16.63
<b>SUB-TOTAL:</b>		18	18	18	18	18	17	17	13					17.20
<b>Grand Total Drug Court Average: (270)</b>		281	292	288	300	310	308	317	313					301.20
<b>MENTAL HEALTH</b>														
Bonneville County/Mental Health (25)		21	19	20	23	23	22	21	20					21.13
Bingham County/Misd & Fel./Mental Health (10)		5	5	4	4	5	6	9	9					5.88
Upper Valley - Mental Health/ misd & fel. (10)		9	9	10	10	10	11	10	9					9.75
<b>TOTAL MENTAL HEALTH AVERAGE: (45)</b>		35	33	34	37	38	39	40	38					36.75
<b>JUVENILE MENTAL HEALTH CT</b>														
Bonneville15		12	13	14	15	14	14	15	15					14.00
Upper Valley 15		8	9	9	10	10	10	10	9					

# Misdemeanor Probation

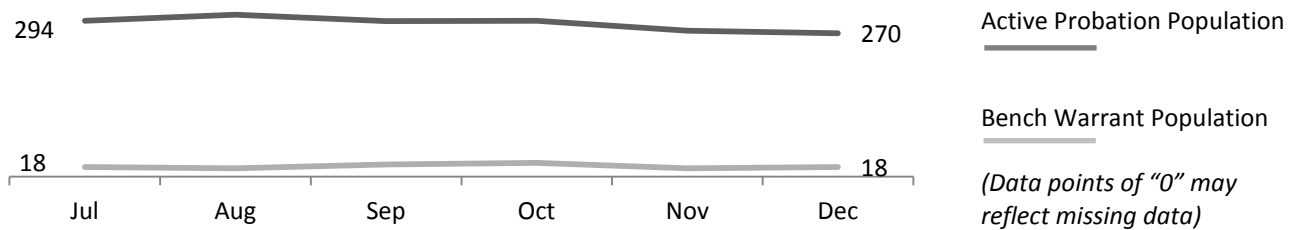
2015

MADISON-FREMONT-TETON-CLARK

January –December

12 of 12 months of data submitted

## Probation Population Trends



For comparison purposes, counties were grouped by average probation population accordingly:

**Small:** Less than 150      **Medium:** 151 – 500      **Large:** 501 +

Your county is included in the group: **MEDIUM**

The data below allows comparison of your county with your group of counties and with the state.

## Supervision- Collections

Total Collections    **\$179,985.03**

Collections per Probationer

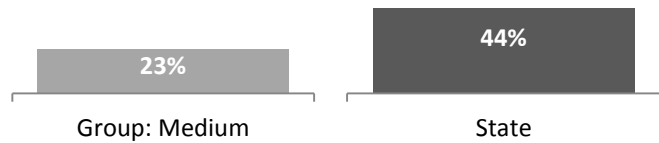
County                    **\$51.81**  
 Group: Medium        **\$30.50**  
 State                     **\$36.30**

*Avg. Monthly Collections / Avg. Monthly Active Probation  
 Counties without fee data not included in calculations*

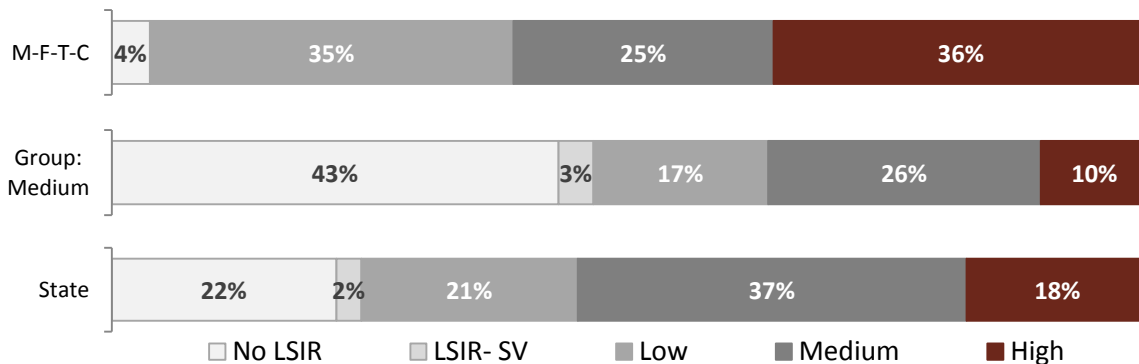
## Bench Warrants

Monthly Average- County:        **18**

% with Bench Warrant-County:    **6%**



## LSIR Scores: December 2015 Probation Population



Data is from monthly surveys submitted by misdemeanor probation staff and is limited to months for which survey was completed.

Provided By: Idaho Supreme Court Planning and Research Dept.

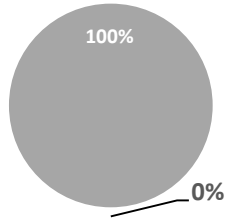
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## Intakes & Discharges

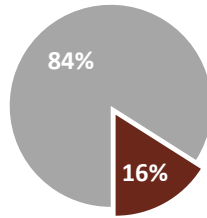
Total Intakes **196**

Total Discharges **198**

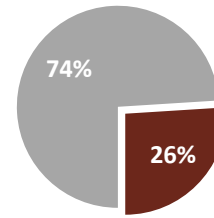
M-F-T-C



Group: Medium



State



■ Successful  
■ Unsuccessful

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## Probation Officers

Full-Time **5**

Part-Time **0**

*(Monthly Average)*

For any questions related to this summary or monthly probation data reporting, please contact:

**Christina Iverson**  
Idaho Supreme Court  
Statewide Alternative Sentencing Manager  
208-947-7479  
[civerson@idcourts.net](mailto:civerson@idcourts.net)

# Idaho Misdemeanor Probation

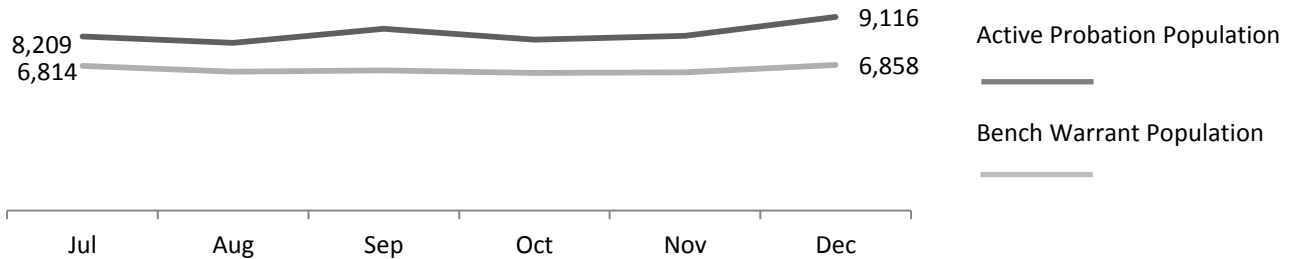
2015

## STATEWIDE SUMMARY

January -December

80% response rate

### Probation Population Trends



For comparison purposes, counties were grouped by average probation population accordingly:

**Small:** Less than 150      **Medium:** 151 – 500      **Large:** 501 +

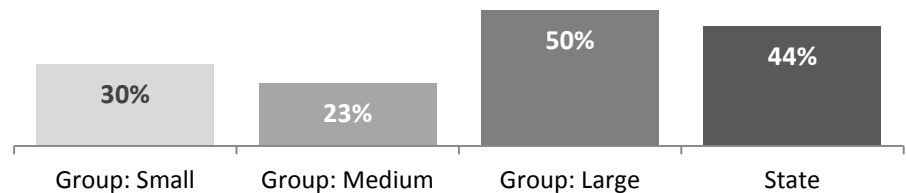
### Total Population

As of December 2015

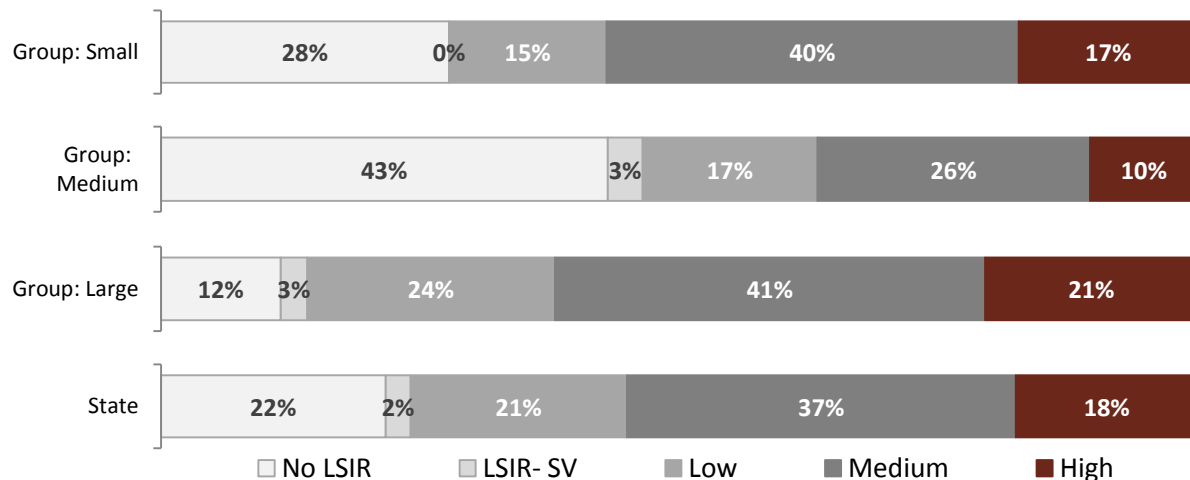
#### By Group

Small      **2,091**  
 Medium      **2,850**  
 Large      **11,033**  
**State**      **15,974**

### Percentage of Population with Bench Warrants



### LSIR Scores: December 2015 Probation Population



Data is from monthly surveys submitted by misdemeanor probation staff from individual counties. The above data is limited considering not all counties submitted each month.

Provided By: Idaho Supreme Court Planning and Research Dept.



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## Supervision Fees

Total Fees Collected  
**\$3,670,822.53**

## Collections per Active Probationer

<b>By Group</b>	Small	<b>\$ 25.20</b>
	Medium	<b>\$ 30.50</b>
	Large	<b>\$ 40.24</b>
<b>State</b>		<b>\$ 36.30</b>

*Avg. Monthly Collections / Avg. Monthly Active Probation Population  
Counties not providing fee data excluded from calculations above*

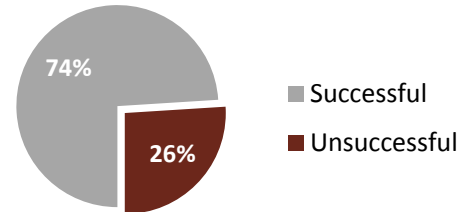
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## Intakes & Discharges

Total Intakes **6,767**  
Total Discharges **7,404**

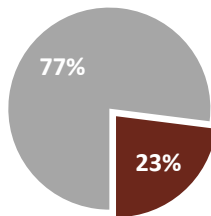
## Discharges by Outcome: State

State

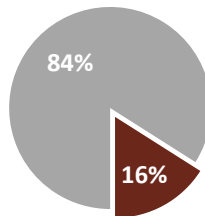


## Discharges by Outcome: By Group

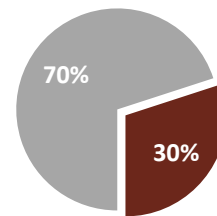
Group: Small



Group: Medium



Group: Large



## Probation Officers

Full-Time **83**  
Part-Time **6**

*(Monthly Average)*

For any questions related to this summary or monthly probation data reporting, please contact:

**Christina Iverson**  
Idaho Supreme Court  
Statewide Alternative Sentencing Manager  
208-947-7479  
[civerson@idcourts.net](mailto:civerson@idcourts.net)

*Data is from monthly surveys submitted by misdemeanor probation staff from individual counties. The above data is limited considering not all counties submitted each month.*

**Provided By:** Idaho Supreme Court  
Planning and Research Dept.



# Jerome County Misdemeanor Probation Use of Force Report

<b>Date:</b>	<b>Time:</b>	<b>Reporting Officer</b>	<b>Location</b>		
<b>Defendants Name</b>			<b>Date of Birth</b>	<b>Race</b>	<b>Sex</b>

**Type of Force Deployed (Check All that Apply):**

Physical techniques:  OC Spray:  Baton:  Other Force:  \_\_\_\_\_

Taser:  (Serial No): \_\_\_\_\_

**Warning Type before Taser Utilized: (Check All that Apply):**

No Warning:  Verbal Warning:  Laser Function:  Spark Function:

After Warning... Subject Submitted:  Taser Deployed:

Type of Deployment: Drive Stun:  Probes:  Number of deployments: Probe \_\_\_\_\_ Drive \_\_\_\_\_

Was the Taser deployment effective? Yes  No

If deployment ineffective list contributing cause: \_\_\_\_\_

Firearm:  (Serial No): \_\_\_\_\_

Force used on an Animal(s):  Type of Animal: \_\_\_\_\_

Injury to Subject as a result of Force:  Injury to Officer(s):

1. Attach a copy of Officers narrative to this report include names and addresses of all witnesses to use of force.
2. Supervisors will interview all witness to use of force and attach a copy of statements to this report.
3. Prisoner Injury Forms will be attached to this report.

Taser Submitted for Download to: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by the Chief of Probation: \_\_\_\_\_ Date: \_\_\_\_\_



# Jerome County Misdemeanor Probation Prisoner Injury Form

<b>Date:</b>	<b>Time:</b>	<b>Reporting Officer</b>	<b>Location</b>		
<b>Subjects Name</b>		<b>Date of Birth</b>	<b>Race</b>	<b>Sex</b>	

**Description of Injury discovered/reported:**

**How injury was incurred:**

**Medical Information:** (Indicate pre/post discovered medical conditions and treatment subject received including medical facility)

**Investigating Supervisors Comments:**

**Injury to Subject as a result of Force:**   
**If yes a copy of this report must be attached to Use of Force Report**

Taser Submitted for Download to: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by the Chief of Probation: \_\_\_\_\_ Date: \_\_\_\_\_

**JOB TITLE:**

**Adult Misdemeanor Probation Officer**

**DEPARTMENT:**

Bonner County Justice Services

**SUPERVISOR:**

Director, Bonner County Justice Services

**SUPERVISION EXERCISED:**

None

**EXEMPT STATUS :**

Non - Exempt

**LAST REVISION:**

4/2015

GENERAL PURPOSE

Performs a variety of working level professional duties as needed to manage a probation caseload of adult misdemeanor offenders. Provides Court-ordered supervision and monitoring of clients convicted of misdemeanor offenses.

SUPERVISION RECEIVED

Works under the close supervision of the Director and/or the Probation Manager.

SUPERVISION EXERCISED

None

OTHER INFORMATION

Incumbent performs work that involves a wide variety of work situations that involve a high degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization, primarily with other law enforcement employees, courts, and other agencies as well as heavy communication with clients and their families. Impact may be significant to adults and their families as incumbent makes recommendations that may result in detention, continued probation or other legal ramification to the adult, which may also result in liability for the County in cases of error. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged in contact with adults. Travel is regular, not typically extending beyond the County.

ESSENTIAL FUNCTIONS

1. Performs on going case management functions to provide probation services to adult misdemeanor offenders, relating to court-ordered conditions. Maintains an up to date file on all clients with appropriate documentation in the computer program.
2. Officer will prepare and submit affidavits, and warrant requests to the Court for clients who violate probation terms and conditions. Officer will be responsible to notifying the court through a closing report when the client has completed his/her court-ordered conditions. Notify the Court when the client's level of supervision has changed.
3. Attend Court proceedings such as Show Cause hearings, First Appearances, Preliminary trials, Criminal hearings, and Child Protection hearings. Provide testimony as needed with respect to observations, actions, client progress, and sentencing recommendations.
4. Meet with clients regularly in various settings such as, office meetings, field meetings, home visits, work visits, jail and Court. Instruct clients in probation obligations, regulations, and practices. Make available any services available within the community that can assist the client with their needs.
5. May respond (on a 24-hour basis) to requests for assistance/intervention by clients, parents, law enforcement or other agencies or individuals in order to insure compliance with probation conditions. May be requested by those individuals or clients to assist in high risk, crisis situations such as suicide or threats of harm to others.
6. Ensure probation clients compliance with Court orders by way of but not limited to:
  - a. Scheduled and unscheduled meetings with clients.
  - b. Random urinalysis and alcohol testing for the presence of controlled substances and alcoholic beverages. Perform observed catch drug-testing of clients to ensure compliance with probation conditions. Receive education and training on the

- property and safe handling of urine and exposure to carriers of blood-borne diseases, such as HIV virus and Hepatitis.
- c. Random home visits and home evaluations.
  - d. Random searches, as ordered by the Courts, of persons, residence or property under the control of the client.
  - e. Employment verification and work site visits.
  - f. Computer checks through the ISTARs, ILETS, and NCIC databases, in addition to other available resources.
  - g. Administer various assessment tools to determine the need for drug and alcohol treatment and/or counseling. Acquire funding for various treatment options.
  - h. Monitor regular reports from treatment providers to ensure client attendance in approved treatment programs.
  - i. Establish and maintain contacts with key individuals involved in each specific case; i.e., law enforcement officials, victims, Victim Advocates, prosecutors, defense attorneys, Judges, family members, counselors, etc.
  - j. Establish and maintain contacts with individuals, providers, and community members that are essential in monitoring compliance. Attend regular staff meetings with prosecutors, Victim Advocates, and treatment providers. Coordinate with the various agencies and keep them apprised of client compliance with Court orders.
  - k. Maintain various files to document written verification of client attendance at ordered meetings, training, therapy, counseling, classes, etc.; update file records to show progress and completion of obligations.
  - l. Perform field checks such as; random bar checks, and all other areas known to be frequented by offenders, attend community functions, or sporting events.
7. Attend regular staff meetings within the Probation Department. Exchange pertinent information related to policies and procedures, individual cases, or safety concerns. Support Probation staff by assisting with client contacts, urinalysis, covering Court or partnering with each other in potentially hazardous situations.
  8. Attend training's throughout the year in various locations to keep abreast to new trends, issues, and probation practices. At least (40) forty hours per year of training required.
  9. May be expected to attend specialty Courts and outside agency staffing pertinent to enforcing the Courts orders and monitor client progress and compliance.
  10. Follow department and county procedures as defined in training manuals.
  11. Must be a certified probation officer by the State of Idaho Peace Officer Standards and Training (P.O.S.T.) Council and must maintain ongoing training each year to retain certification.
  12. Must be certified in the Defensive Tactics (D.T.) standards as required by the Idaho P.O.S.T. Council for the appropriate use of self-defense.
  13. Must be certified in First-Aid and CPR and must maintain certification as required by the State of Idaho.

#### MINIMUM QUALIFICATIONS

##### Education and Experience:

1. Graduation from a college with an Associate's Degree in Social Sciences, Criminology, or related area.
2. Minimum two years experience in a related field such as law enforcement, corrections, or probation.

##### **Preferred Knowledge, Skills and Abilities:**

1. General knowledge or experience in the following categories: Criminal justice system; procedures related to a variety of Court processes; laws governing probation compliance and sanctions; computer skills; basic bookkeeping; communication skills both written and verbal; basic public relations; legal terms and definitions; problem solving; planning and goal setting; ability to prioritize multiple tasks both expected and unexpected; ability to work well with others in a "Team Concept" environment.
2. Ability and experience in working with "high risk" individuals and families and occasionally in high stress/high risk environments.

3. Experience and /or training in proper two-way radio communications with Central Dispatch, and Law Enforcement.
4. Certified to operate the Alco-sensor III
5. Understand the proper procedures in the handling of bodily fluids collected during testing procedures.
6. Full understanding of exposure to communicable diseases.

**Special Qualifications:**

1. Must possess a valid driver's license demonstrating history of good driving record
2. Must provide reliable transportation.
3. Must be willing to work irregular hours.
4. Must have ability to be trained and certificate in using various equipment e.g. Alco-Sensor III, Capstun, etc. as well as continuing education in Officer Safety Training.
5. Must maintain Defensive Tactics (D.T.) certification in order to maintain safety in and out of the field. Must be re-certified in D.T. on a yearly basis.

**Work Environment:**

1. Tasks require a variety of physical activities occasionally involving muscular strain such as walking, standing, turning, stooping, sitting, reaching, and the potential for restraining and confining clients to minimize the risk of harm to all people involved. Must have excellent verbal, written, listening skills. Mental application utilizes memory for details, ideas, written and verbal communication, and emotional stability, discriminator thinking, guided and creative problem solving that may result in a significant impact on clients and their families. Considerable travel may be required in the course of performing daily job duties. Must be able to recognize situations and that pose risk(s) to clients and colleagues and to immediately address those risks so as to minimize the harm to all persons.

# Expectations

The Jerome County Policy Manual and Code of Ethics serve well in guiding and assisting employees in their decisions regarding conduct and procedures. However, not all situations can be anticipated, and in those situations not specifically mentioned, the policy manual and Code serve as good guides. Still, some situations may come about, that are still not clearly comprehensible. Therefore, not to the exclusion of these documents, there are some clarifying expectations for employees of Jerome County Adult Misdemeanor Probation:

- Employees may not fraternize with any individuals who are on any type of active probation/parole supervision.
- Employees shall not knowingly engage in substantial business with any probationers/parolees, unless approval is obtained from the Administrator.
- Employees shall immediately notify their supervisor of any contact or actions with or by law enforcement or any court, not related to their usual duties while in the employ of Jerome County.

Employees shall never act under the color of their authority in order to obtain favor or benefit, or influence others for personal gain.

## Code of Ethics

*This Code of Ethics is a summary statement of the standards by which Jerome County's Misdemeanor Probation employees agree to act and is a declaration of the general principles of acceptable, ethical and professional behavior. All employees shall:*

- Have a sincere commitment to provide the highest quality service to those placed under their care and authority.
- Respect and get along with all those who they come in contact, i.e. clients, co-workers, treatment providers, law enforcement etc, and treat them as they want to be treated.
- Acknowledge the inherent worth and individuality of each person and therefore, will not unjustly discriminate against clients, co-workers or colleagues.
- Strive for professional excellence through regular assessment of personal strengths, limitations and effectiveness and continue in education and training.
- Accept the responsibility to self, co-workers, clients and associates to maintain physical, mental and emotional well-being.
- Support the profession of justice workers through participation in various qualified organizations that promote high standards of service delivery.
- Acknowledge and respect the legally allowed confidential nature of the professional relationship with clients.
- Respect all ethical justice workers, treatment providers and others in the field, and work together amicably to promote a fair and healthy justice system within the community.
- Conduct their business and personal lives with honesty and uncompromising integrity so as to project a professional image in all aspects and not sully the name of Jerome County, co-workers or the profession by any behavior on or off duty.



## 100 Timekeeping

### I. PURPOSE

To supplement Jerome County Policy 401.

### II. POLICY

1. Standard Work hours will 4 ten hours days with the office being closed on Friday. There will be one day a month that both misdemeanor probation officers will be in the office after normal hours to better serve those who can not get off work for their monthly check-in. The probation officers will be expected not to accumulate more than the normal forty hours for the work week. It will be their responsibility to set up a work schedule where they will flex those hours. The misdemeanor probation will select a set time and schedule for the after hour check in and submit it to the administrator.
2. Probation officers will be expected to conduct home visits and field checks at least two times a month as well as on an as needed basis. The probation officers will be expected to notify the administrator of the plans for field checks and come up with a plan to flex the time so as to not accrue comp time if possible. Any accrument of comp time must be approved by the Administrator.
3. Anticipate weather, road conditions and other potential problems. Plan accordingly so that you will be ready to begin work promptly. Lateness, poor planning, unreasonably altering schedules, or other time problems will be noted and may constitute a performance issue.
4. Deviation from set work hours will sometimes occur and employees must, at the earliest opportunity, advise and clear this with the Administrator, in writing if requested.
5. Deviation from the standard work schedule, resulting in a shortage of hours worked, will be made up with compensatory, vacation time or flex time, at the discretion of the Administrator, depending on situation and need.
6. ***Overtime, comp or paid, must be justified and pre-approved by the Administrator (unless emergent), in order for compensation to be disbursed.***
7. Court appearances for PV's/OSC's are always a priority, and must be handled by the assigned probation officer unless other arrangements are made, confirmed and approved by the Administrator.

8. Mandatory, unanticipated call-outs to the office, field or into court on a regularly scheduled day off or during off-schedule hours, will be given credit for the hours worked.
9. Work related telephone calls received at home outside of work hours will be given credit in increments of 15 minutes, for actual time spent on the telephone and worked in relation to the issue.
10. Time off and schedule adjustments for the set schedule must be pre-approved. If sick, either call the Administrator by cellular phone, if unavailable you may leave a message on the office voice mail, as much in advance as possible.

## **200 Dress and Personal Appearance**

### **I. PURPOSE**

To supplement Jerome County Policy 705.

### **II. POLICY & PROCEDURE**

Employees will present themselves in dress and personal appearance in a professional, conservative manner so as to impart such an image to the general public, the court and clientele. Dress that compromises safety is not allowed. The administrator will have the final say on appearance issues. For clarification, the following guidelines should also be considered:

#### **Court and other formal settings:**

All attire must be serviceable, clean and neat in appearance. Collar shirts in court must have a tie. All attire must be professional and considered appropriate in a court room or professional setting. In the winter, a tie is not required if wearing a pullover sweater.

#### **Office setting:**

All attire, including polo shirts must be serviceable, clean and neat in appearance. Jeans may be worn if clean, in good repair and not wrinkled.

Clothing or accessories that are garish, gaudy or display poor taste, commercial logos, slogans etc are not permitted at any time on duty. Exposure of skin in the midriff and upper thigh is not allowed.

### **300 Communications/Radio Use**

#### **I. PURPOSE**

To assist employees in making decisions about the use and benefits of the various communications equipment available to them. Items such as two-way radios, cell phones, telephones, etc, are vital to the mission, but improper use can cause confusion, threaten safety and be financially costly. And to supplement Jerome County Policy 503.

#### **II. POLICY & PROCEDURE**

**Radios:** Handheld radio usage is limited to employees who have received training, are competent in radio operations, and are authorized by the Administrator. Abuse or neglect of a 2-way radio can have severe consequences related to safety. Any operation contrary to FCC rules and training, and abuse or negligent care or operation will result in substantial discipline. The primary reason for using the radio is when an officer is out in the field, to enhance safety. Handheld radios are assigned to each probation officer.

**Cell Phones:** Cell phones provided by the county will only be used for official business. A cell phone shall be carried at all times when out in the field with sufficient battery charge.

**Office Telephones:** Office telephones are limited to official business but it is understood that occasionally calls of a personal nature may need to be made or received. This is allowable as long as the calls are kept short and do not interfere with work. Long distance calls for county business are charged to the county and monitored; therefore, they should be of the duration necessary only to conduct business. Long distance calls of a personal nature are the employee's responsibility to pay, i.e. phone card, or a collect call.

## 400 Intakes

### I. PURPOSE:

To establish a clear and consistent protocol for the intake of probationers. To ensure that no significant items related to intake and supervision are disregarded during this process. To clearly define for the probationer, the terms, conditions and expectations of probation, assist in the delivery of outside services, and set the tone for future contacts.

### II. POLICY

All who have been placed on supervision and unsupervised probation by the court to this office will be given a *scheduled time for orientation at the time of court for the soon available time.*

### III. PROCEDURE

A. Meet with probationer and complete the intake if at all possible if they report from court, within five days of sentencing.

1. Attempt to locate the probationer by phone or address and set an appointment if five business days have elapsed and they have not made contact. Check to see if they are in custody, and if so, meet with them there if practical. Check other reasonable avenues.

2. Send a letter setting the appointment date and time if unable to locate. If the probationer does not respond to this letter, and other attempts to locate have been unsuccessful, a probation violation seeking an OSC and Warrant may immediately be applied for and sent to the court and appropriate prosecutor.

B. Complete the Client Intake form, any releases of information, and other relevant forms. Review the Court Judgment and Addendum, Probation Agreement and set the fees schedule. Clearly communicate all requirements and expectations. Give a copy of the Approved List of Providers if applicable. Take a digital photo (head and shoulders), and set up the next appointment with a reminder of what must be accomplished on or before that date.

C. Immediately enter the relevant data into the database, including terms with the due dates and providers, next appointment, photo, etc. Make a file with any necessary documentation mailed, enter additional data. Make sure the file is neatly organized in conformance with existing procedures.

## 500 Field Supervision

### I. PURPOSE

Home and field visits are extremely beneficial in monitoring offender's behavior, and may serve as a deterrent to future criminal activity, as well as interrupt behavior in a stage where it can be addressed. They also provide officers with information that they may not otherwise receive and that might be beneficial for supervision. Examples of these types of visits are: homes, worksites, collateral contacts, bars, etc. Visits at the jail or court are not considered field visits. Home and field visits carry more risks to probation officers than other types of contacts and are to be carefully and thoughtfully conducted.

### II. POLICY

- Field visits shall be accomplished using sound judgment and reason.
- Officers doing field visits should carry the authorized tools with them that they are competent with and will give them an advantage.
- Two officers will accompany each other on home or field visits, if a probation officer is not available then a request for a law enforcement officer will be made, if no one is available then no visit will be made at that time.
- Law enforcement will be contacted when ever illegal behavior or contraband is found during a visit.
- Probation Officers will not knowingly put themselves into a situation that is clearly within the responsibility of law enforcement.
- Probation Officers will not use their personal vehicles to conduct field supervision, they will use a vehicle provided by the county.
- Probation Officers will carry county supplied firearms and equipment unless approved by the Administrator.

### III. PROCEDURE

- *Officers will notify the probation secretary and/or Chief Probation Officer that they are on a field visit(s) with as much detail as possible.*
- Officers will sign out and back in on the white board.
- Officers will always carry their cell phones, badges and ID with them on visits.
- Officers are strongly encouraged to take handcuffs, two way radio and firearm if qualified.
- Home visits by a Probation Officer without a partner or law enforcement are not allowed.
- Officers are encouraged to take pertinent case information with them.
- *Officers are encouraged to wear bullet proof vests when ever they are accompanying law enforcement or when ever they are making field checks or going to make an arrest.*

## **600 Release of Records/Information**

### **I. PURPOSE**

To establish a clear and consistent procedure regarding the releasing of information on files and information kept and managed by this office, to promote victim safety, limit prejudice, limit liability and ensure legal compliance.

### **II. POLICY**

Only that information deemed as “public information” may be released to the public. Case notes and other sensitive and internal information/records may only be released to a requester, outside of authorized court personnel, after a written request by the requestor has been submitted to Court and the Court directs this office to release the documents specifically requested. The probation office will not provide case sensitive information to 3<sup>rd</sup> parties, unless they have specific case standing, such as direct victims, or unless they are under subpoena

### **III. PROCEDURE**

- A. Refer requesters of records/information of public information to the clerks department at the courthouse
- B. For case management activities related to exchanging information to providers or other interested parties, have the probationer sign a Release of Information form and forward copies appropriately. File the signed and witnessed copy in the file folder and make case notation.
- C. Occasionally, people will call to inform on probationers, which can be helpful, but which also must be listened to with some skepticism. We may listen to concerns but not comment on the probationer’s progress to anyone without standing that is beyond the realm of public information. Always attempt to obtain the caller’s identifying information because it may be vital in further legal proceedings; however, respect the caller if they wish to remain confidential.
- D. Refer any questions or issues that may arise to the administrator or Legal Services.

## **700.00 FIREARMS PURPOSE**

To establish guidelines and procedures governing Jerome County Misdemeanor Probation Department issued firearms and ammunition (training, qualification, safety, carrying, care and maintenance).

### **POLICY**

The Jerome County Misdemeanor Probation Department is committed to the belief that increased training enhances professionalism and decreases the likelihood of injury to officers and citizens. Therefore, officers are required to demonstrate annual proficiency in the use of firearms. Only officers who first receive training in the Jerome County Misdemeanor Probation Department's use of force and firearms policy and demonstrate proficiency in their application are authorized to carry firearms. All Jerome County Misdemeanor Probation Department qualifications and sponsored firearms training shall be administered by Idaho POST certified firearm instructors or equivalent certification. Firearms qualification is a combination of skill and discretion. Jerome County Misdemeanor Probation Department training emphasizes proper use of force decision-making (when to shoot as well as how to shoot).

### **Definitions**

#### **Department**

Jerome County Adult Probation.

#### **Department Officer**

A sworn officer of Jerome County Adult Probation Department.

#### **Law Enforcement Action**

Arrest and or detain a subject

#### **Administrative No Gun Status**

The lack of technical ability to qualify, as determined by Firearms Instructor.

#### **Annual Firearm Qualification**

Firearms qualification takes place at least once a calendar year.

#### **Firearm Training**

There will be a minimum of 20 hours of training consisting of use of force decision-making (when to shoot as well as how to shoot) along with Department firearms and use of force policy review and comprehension that each officer must participate and complete each calendar year.

#### **Firearm**

A firearm is a county issued weapon capable of firing a projectile by means of an explosive charge (e.g. gunpowder) as its propellant. All firearms are to be utilized in accordance with applicable department policies.



### **Magazine or “Source of Feed”**

A magazine is the component of an automatic or semi-automatic weapon which contains and then feeds ammunition into the weapon.

### **Medical No-Gun Status**

The lack of physical ability to qualify with a firearm as determined by the department physician.

### **Proper Use of Force Decision Making**

Proper use of force decision making is determined by the continued assessment of appropriate force alternatives and their application.

## **Authorized Firearms/Ammunition**

### **General**

1. Only firearms and ammunition which are issued by the Department shall be carried while on duty.
2. Commencing on July 1, 2009, all officers will be issued a county owned firearm, as the firearm for duty carrying to the exclusion of all other firearms unless the Chief Probation Officer has granted written special permission.
3. When off-duty the probation officer will not carry his duty weapon unless they have received written permission from the Chief Probation Officer.

### **Security of Weapons**

1. All department officers while on-duty are prohibited from carrying a department issued or approved firearm in a purse, briefcase, fanny-pack, pouch, carrying bag, backpack, or any similar carrying device.
2. Officers are responsible for the care, cleaning and security of weapons issued to them. Department officers shall keep their department issued and/or approved weapons in good, serviceable condition at all times. All weapons shall be kept clean and free from excessive amounts of oil and ready for inspection.
3. All probation officers are required to secure their duty weapons at their residence in such a way that they cannot be stolen, possessed and or discharged in an unauthorized manner. A department officer may leave the department issued weapon at the probation office in the department safe the need arises.

### **Repair**

1. Officers shall report and explain any weapon malfunction to a department armorer. Department issued weapons shall only be repaired by department armorer.
2. Department issued or department approved weapons which become defective will be immediately removed from service.

3. If a department issued weapon must be replaced, the department officer will report to department armorer for an exchange. The department armorer shall record the information (e.g., weapon, model number, serial number) on the department officer's firearms record.

## **Ammunition**

1. Ammunition approved for use in department issued weapons is limited to the ammunition approved by the Chief of Probation per written memo. No other ammunition is authorized unless written approval is given by the Chief of Probation.
2. All semi-automatic pistols carried by officers shall be carried with a chambered round and a fully loaded magazine. Additional magazines, when carried, shall also be fully loaded with duty ammunition.

## **Firearm Safety**

### **General**

1. In general, all firearms shall be carried holstered or in a gun bag or gun box.
2. Department officers are prohibited from the use of shoulder holsters and cross-draw holsters.
3. When a weapon is not holstered or not in a gun bag or gun box, department officers shall handle the weapon in the following manner:

#### **Semi-Automatic Pistol**

In the event a semi-automatic pistol is to be examined, inspected or handled, it first must be made safe in the following manner:

- a. Keep weapon pointed in a safe direction with the finger off the trigger;
- b. Remove the source of feed (magazine);
- c. Eject round by cycling the slide;
- d. Rack the weapon three (3) times;
- e. Lock the slide to the rear; and
- f. Physically and visually inspect the weapon for any live rounds.

### **Modifications**

Officers are prohibited from affixing any attachment, grip, extension or other equipment, or in any way modifying any department issued firearm without written approval from the Chief of Probation and the department armorer. Further examples of inappropriate modifications are:

- Any color other than matte black;
- Peep, V-notched, Laser, or Fiber Optic sighting systems;
- Extended magazine tubes or magazines that provide larger capacity;
- Magna-Port barrels, slides or Flash Suppressors;
- No reduced trigger pull and/or weight; and
- Flashlights and their attachments.

### **Prohibited Uses**

1. The use of a firearm is categorized as deadly/lethal force. The use of a firearm must be in strict compliance with this department's Use of Force policy.
2. An officer shall not unnecessarily display or at any time use any weapon as an intimidation device.
3. The firing of warning shots is strictly prohibited.

### **Firing at a Moving Motor Vehicle**

1. Firearms shall not be discharged at a person in a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force or serious bodily injury. Officers shall not knowingly place themselves into the path of a moving vehicle or into the likely path of a vehicle that is currently stopped but is under the immediate control of a driver. When feasible, officers should attempt to move out of the path of any moving vehicle to a position of cover. Officers shall not discharge their weapon except in instances where the officer's life or life of others is in immediate peril and there is no reasonable or apparent means of avoiding the threat.

Shooting at moving vehicles is generally not an effective means of immediately halting the progress of a closely approaching vehicle. Additionally, such action frequently produces unintended consequences.

A moving vehicle may become an uncontrolled deadly weapon that could seriously injure or kill the occupants of the vehicle and/or subjects in its path. The potential harm to others in the area may outweigh the need to immediately apprehend the suspect.

Bullets fired at a moving vehicle may miss the intended target or ricochet and cause injury to officers or other innocent persons.

### **Firing from a Moving Motor Vehicle**

1. Officers shall not fire from a moving vehicle. Shooting from a moving vehicle increases the danger to the public.

### **Use of Force Reporting**

1. The use of a firearm must be reported in strict compliance with the department's Use of Force policy.
2. Any use of a firearm must comply with the department's Use of Force Policy.

## **Firearm Inspections**

### **General**

Although a firearm instructor shall inspect each weapon during qualification at the range, at least once every six months the department armorer shall ensure that a firearm inspection is conducted for all department officers. The inspection shall determine: that the department officer has an updated Firearm Record, that the department officer carries a fully loaded weapon and that the department officer carries department approved ammunition. To inspect the department officer's ammunition, the department officer shall be required to remove the magazine from their holstered weapon. The armorer conducting the inspection shall prepare an Inter-Office Memorandum to the Chief of Probation, documenting the results of the inspection, and be kept as part of the departments Firearm Record file.

### **Inspection Procedure**

For all semi-automatic pistol inspections officers shall be directed to clear their firearm and make it safe by performing the following:

- a. Remove the firearm from the holster;
- b. Keep their finger off the trigger and point the muzzle of the firearm in a safe direction or down range;
- c. Officers remove the magazine from the pistol. Then, while keeping their finger off the trigger, officers shall be instructed to rack the slide to the rear several times to extract and eject the chambered round. Officers shall then lock the slide to the rear;
- d. The weapons, ammunition, magazines and overall condition are inspected for cleanliness;
- e. Magazines are filled and with their finger off the trigger, and weapon pointed in a safe direction (clearing barrel or down range), department officers are instructed to charge or load their weapon; and
- f. While keeping their finger off the trigger department officers shall be instructed to re-holster and secure their firearm.

## **Bi-annual Inspections**

1. All department officers shall have their department issued weapon inspected at least once every six (6) months by the department armorer.
2. The department armorer will conduct at least a minimum of two (2) inspections throughout the year. Department armorers are required to attend Glock armorer school and comply with all certification and re-certification requirements associated with becoming and remaining a Glock certified armorer.
3. The following procedures will be adhered to:
  - a. Inspections will be performed on all department issued semiautomatic pistols carried by department officers;
  - b. Inspections may only be conducted at locations equipped with either a clearing barrel or a range;
  - c. Monthly, an Inter-Office Memorandum shall be submitted by the department armorer, to the Chief of Probation, listing all inspections made during the previous month and identifying those department officers not in compliance and what steps have or will be taken to bring those department officers into compliance. The original Inter-Office Memorandum will be retained as part of the department Firearms Record.

## **Firearms Training**

### **General**

1. All department officers are required to train and qualify with their department issued duty firearm annually. Certified firearms instructors will provide corrective measures for any deficient firearm techniques and/or any failure to adhere to safe handling procedures.
2. All department officers that fail to qualify with their duty weapon shall relinquish department issued firearms and not be allowed to carry any firearm until such time as they can meet the minimum qualification standards set by the department. The firearms instructor shall notify The Chief of Probation by Memo of any officer failing to meet the minimum qualification standards set by the department within 8 hours of the officer failing to qualify. The Chief of Probation shall upon being notified relieve the officer of their arrest powers and limit their activities to office duties only until such time as the officer is able to meet the minimum qualification standards set by the department.
3. The Chief of Probation or his/her designee shall ensure that all department officers are scheduled to qualify on an annual basis. The firearms instructor shall be in charge at all times when personnel are on the firing range for qualification.
4. The department armorer shall thoroughly inspect all department issued or approved weapons annually to ensure that all weapons are safe and that they are properly maintained.
5. The standards for all firearms qualifications must meet or exceed the Idaho Peace Officer Standards and Training guidelines for active duty law enforcement personnel.
6. Training sessions for semi-automatic pistols, include but are not limited to: stress training, advanced training and proper use of force decision-making to adequately prepare for real life situations.

### **Accidental or Unintentional Firearm Discharge**

1. The Chief of Probation shall require department officers that experience an accidental or unintentional discharge or that have improperly used a weapon to receive and successfully complete firearms re-training. An Inter-Office Memorandum shall be submitted to the officer informing them of the requirement re-training indicate the time and date of training. A copy of the investigation and report on the incident precipitating the re-training shall be attached. A copy of the Inter-Office Memorandum and of the investigation and report on the incident precipitating the re-training shall be kept as part of the officers Firearm Record File.

2. Re-training sessions shall not be scheduled for a department officer on leave or on furlough. The department officer shall be carried working and assigned to the Pistol Range under the most similar conditions to the actual incident (e.g., weather, time, etc.), if feasible.
3. All accidental or unintentional firearm discharges are classified as uses of force incident and will be investigated by the Chief of Probation and or his/her designee.

## **Firearms Qualification**

### **Failure to Qualify**

1. Failure to successfully complete the required training and qualification at the indicated intervals, or to adhere to all safety protocols of the department, shall result in the administrative actions listed below:
  - a. Officers who fail to qualify shall be relieved of their firearm and shall sign a Revocation Notice acknowledging not only that the department officer is in a no-gun status but also that the department officer is prohibited from making any arrest and or participating in any activities in the field (home visits);
  - b. Those department officers who fail to qualify after four (4) remedial training sessions within forty-five (45) days of their initial failure to qualify shall be subject to disciplinary action, up to and including, a recommendation for termination of employment; and
  - c. The firearms training officer will notify the Chief of Probation of a department officer's administrative no-gun status and will provide progress reports for forty-five (45) days to the Chief of Probation.
2. While department officers may be temporarily relieved from the authorization to carry a weapon and are prohibited from making any arrest and or participating in any activities in the field (home visits) that could jeopardize their safety, they are not relieved of their duty to immediately report to the proper authority any situation that requires law enforcement action.

### **Firearm Failure**

1. Failure to qualify with the on-duty firearm will require that the department officer be scheduled for an immediate remedial training session; upon failure to qualify, the firearm shall be seized and the Chief of Probation notified immediately of the date and time of the remedial training session. Neither the department officer nor the Chief of Probation may postpone the remedial training session.
2. If a remedial training session is missed or if the department officer fails to qualify at the initial remedial training session, the department officer will not be permitted to carry any firearm on or off-duty.

3. Department officers placed in an administrative no-gun status after failing an initial remedial training session are limited to a total of four (4) remedial training sessions, to be completed within a forty-five (45) day period.
4. Department officers placed in an administrative no-gun status will be subject to medical review after the second remedial training session within the forty-five (45) day period.

### **Medical Deferment**

1. A Medical Deferment does not necessarily excuse a department officer from firearms training and qualification.
2. Department officers excused from any session(s) of the Training and Qualification Program for a medical condition (as determined by the department physician) shall be advised of a temporary revocation of authority to carry any department issued weapon during the deferment.
3. Authority to carry a firearm is revoked by the department physician when the department officer is either medically unable to take part in or complete a required firearm training and qualification session. The revocation shall take place regardless of whether the department officer has previously qualified for the current year.
4. Any department officer that is deemed temporarily disabled (incapacitated by illness or injury, physically or mentally impaired in a way that substantially limits activity, especially in relation to employment) and does not have an on-duty status i.e., light duty, restricted duty, etc., shall not attempt to participate in qualification. The Chief of Probation shall provide the department officer with a Duty Status Form (letter), indicating a medical no-gun status. The Chief of Probation shall also provide the department officer with a verbal notification of the no-gun status. Upon being notified by the Chief of Probation of his/her no-gun status the department officer shall immediately surrender any department issued weapons.
5. The department officer relieved of his/her firearm shall sign the Revocation Notice prepared by the Chief of Probation, acknowledging that the department officer is in a no-gun status and is prohibited from making any arrest and or participating in any activities in the field (home visits). A copy of the Revocation Notice shall be retained by the department officer and the original kept as part of that department officer's Firearm Record.
6. While department officers may be temporarily relieved from the authorization to carry a weapon and are prohibited from making any arrest and or participating in any activities in the field (home visits) that could jeopardize their safety, they are not relieved of their duty to immediately report to the proper authority, any situation that requires law enforcement or court action.

### **Failure to Attend**

1. The annual Firearms Training and Qualification Program starts in January and concludes in December. The dates will be determined by the Chief of Probation.
2. Failure to attend any required training sessions shall result in the following administrative action:



- a. The immediate revocation of authorization to carry a firearm;
- b. Department officers shall be required to sign the Revocation Notice provided by the Chief of Probation acknowledging that department officers are relieved from carrying a firearm and are prohibited from making any arrest and or participating in any activities in the field (home visits) that could jeopardize their safety;
- c. This revocation shall remain in effect until such time as the department officer attends a training and qualification session; and
- d. It is incumbent upon each department officer as well as Chief of Probation to ensure attendance in order to avoid further administrative action.

## **Carrying Firearms**

### **General**

1. No department officer shall enter any jail with a firearm.
2. The taking of prescription drugs or over-the-counter medications that may inhibit a department officer's ability or judgment prohibits the department officer from carrying any weapon. Department officers shall notify the Chief of Probation that they are taking prescription or over-the-counter drugs that may inhibit their ability or judgment to carry a weapon.
3. Department officers are required to store their firearms prior to a medical evaluation or taking part in a department disciplinary proceeding. Lock boxes will be provided. Firearms shall not be removed from any holster in an unsafe manner. Department officers shall keep their fingers off the trigger and the firearm pointed at the floor during the storage process.

### **Uniform (On-Duty)**

1. Department officers shall carry their department issued firearm holstered in a department issued or approved holster, worn in accordance with department standards when on-duty.

### **Civilian Attire (On-Duty)**

1. All department officers shall carry their department issued firearm holstered, on their strong hand side, unless otherwise authorized in writing by the Chief of Probation. The written authorization shall be retained as part of the department officer's Firearm Record and shall be effective until such authorization has been revoked.
2. All department officers are prohibited from carrying a department issued or approved firearm in a purse, briefcase, fanny-pack, pouch, carrying bag, backpack, or any similar carrying device except for the purpose of transporting the firearm to a place to be locked up when not on duty.

### **Outside Employment**

Department officers may not be in uniform when engaged in outside employment. In addition, department officers may not carry or use any equipment and accessories issued by the department (e.g.,

firearm, badge, shield, identification card, handcuffs, etc.) when engaged in any outside business activity or outside employment involving private or personal security.

## **800.00 USE OF FORCE**

### **PURPOSE:**

This policy recognizes that the use of force by law enforcement requires constant evaluation. Even at its lowest level the use of force is a serious responsibility. The purpose of this policy is to provide officers of the Jerome County Adult Probation Department with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, each officer is expected to use these guidelines to make such decisions in a professional, impartial, and safe manner.

The use of force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied human encounters and, when warranted, may use force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, the limitations of their authority. This is especially true with respect to officers overcoming resistance while engaged in the performance of their duties.

This department recognizes and respects the value of human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use reasonable force and protect the public welfare requires a careful balancing of human interests.

It is the policy of the Jerome County Adult Probation Department that officers will use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control. “Reasonableness” of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any interpretation of “reasonableness” must allow for the fact that officers are often forced to make split-second decisions – in circumstances that are tense, uncertain, and rapidly evolving – about the amount of force that is necessary in a particular situation. Officers will be encouraged to leave any situation before it escalates to the need for use of deadly force if at possible.

### **POLICY:**

#### **Factors Used to Determine the Reasonableness of Force**

When determining whether or not to apply any level of force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:

1. The conduct of the individual being confronted (as reasonably perceived by the officer at the time).

2. Officer/subject factors (age, size, relative strength, skill level, injury/exhaustion and number of officers vs. subjects).
3. Influence of drugs/alcohol (mental capacity).
4. Proximity of Weapons.
5. Availability of other options (What resources are reasonably available to the officer under the circumstances).
6. Seriousness of the suspected offense or reason for contact with the individual.
7. Training and experience of the officer.
8. Potential for injury to citizens, officers and suspects.
9. Other exigent circumstance.

It is recognized that officers are expected to make split-second decisions and that the amount of an officer's time available to evaluate and respond to changing circumstances may impact their decision.

While various degrees of force exist, each officer is expected to use only that degree of force reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

## **Definitions**

### **Non-Lethal Force**

Non-Lethal force means force not likely to cause death or great bodily harm.

### **Lethal Force**

Lethal force is defined as any degree of force likely to produce great bodily injury or death, and does not necessarily involve the use of a firearm.

### **Great bodily injury**

Great bodily injury is defined as any bodily injury which is significant or substantial, not insignificant, or moderate.

### **Non-Lethal Force Applications**

Any application of force that is not reasonably anticipated to result in death will be considered non-lethal force. Each officer is provided with equipment, training, and skills to assist in the apprehension and control of suspects as well as protection of officers and the public. Non-lethal force applications may include, but are not limited to, electronic devices, body and leg restraints, and other less lethal control devices.

Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force.

This Department authorizes the use of less lethal force applications by officers and supervisors.

### **Lethal Force Applications**

Use of Lethal force is justified in the following circumstances:

1. An officer may use lethal force to protect themselves or others from what they reasonably believe would be an immediate threat of death or great bodily injury. .

### **Announcements for the Use of Force**

When it is reasonable to do so, at least one announcement indicating the application of lethal force and/or non-lethal force should be given.

### **Warning Shots**

Warning shots are prohibited.

### **Moving Vehicles**

Firearms shall not be discharged at a person in a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force or serious bodily injury.

Officers shall not knowingly place themselves into the path of a moving vehicle or into the likely path of a vehicle that is currently stopped but is under the immediate control of a driver. When feasible, officers should attempt to move out of the path of any moving vehicle to a position of cover. Officers shall not discharge their weapon except in instances where the officer's life or life of others is in immediate peril and there is no reasonable or apparent means of avoiding the threat.

Shooting at moving vehicles is generally not an effective means of immediately halting the progress of a closely approaching vehicle. Additionally, such action frequently produces unintended consequences.

A moving vehicle may become an uncontrolled deadly weapon that could seriously injure or kill the occupants of the vehicle and/or subjects in its path. The potential harm to others in the area may outweigh the need to immediately apprehend the suspect.

Bullets fired at a moving vehicle may miss the intended target or ricochet and cause injury to officers or other innocent persons

### **Authorized Weapons/Tools**

Only those devices issued by the Chief of Probation may be used. Each officer and supervisor will have training and certification in the use of less lethal weapons before using or carrying them.

### **Reporting the Use of Force**

Any use of physical force by an officer of this department will be documented promptly, completely, and accurately in an appropriate report depending on the nature of the incident. The use of particular weapons may require the completion of additional report forms as specified in departmental policy and/or law.

A written report is submitted whenever an employee:

1. Discharges a firearm, for other than training or recreational purposes;
2. Takes an action that results in, or is alleged to have resulted in, injury or death of another person;
3. Applies force through the use of Lethal or Less Lethal applications;
4. Applies weaponless physical force upon another to the extent it is likely to cause or lead to unforeseen injury, claim of injury, or allegations of excessive force.

### **Notification to Supervisors**

Supervisory notification will be made as soon as practical following the application of physical force, under any of the following circumstances:

1. Where the application of force appears to have caused physical injury.
2. The individual has expressed a complaint of pain.
3. Any application of a less lethal control device.
4. Where the individual has been rendered unconscious.

### **Medical Attention**

Medical assistance will be obtained for any person(s) who has sustained visible injury, expressed a complaint of pain, has been rendered unconscious or whenever the officer believes that the person should receive medical care.

## 900 Agent's Warrants and Arrest Policy

- I. **AUTHORITY:** The Administrator of Adult Misdemeanor Probation, and Idaho Code 20-227.
- II. **PURPOSE:** To set forth the conditions under which local detention may be used, to mandate and establish procedure governing the issuance of an Agent's Warrant and to establish time limits for submitting violation reports.  

The set forth policy concerning the arrest of probationer as per Idaho Code 20-277(5).
- III. **DEFINITIONS:** As used in this document, the following definitions shall apply:
  - A. Administrator: Administrator of Jerome County Adult Misdemeanor Probation.
  - B. Agent's Warrant: An arrest warrant issued by a Misdemeanor Probation Officer to detain a probationer during an investigation of alleged violations pending a formal hearing.
  - C. Local Detention: A county or city jail, or branch thereof, where probationers may be held in custody pending resolution of their case.
- IV. **POLICY/PROCEDURE:**
  - A. Probation Officers may direct a peace officer to place a probationer in custody in local detention facilities only when the offender is suspected of violating the conditions of probation for a violation committed in the probation officer's presence, and there is a an apparent need for detention. Probation Officers shall not affect a physical arrest unless absolutely compelled to do so by the urgency of a situation, with the immediate safety of self or others as the primary factor in consideration. Detention shall not be used either as punishment or as a means of retaliation.
  - B. Agent's Warrants for the arrest and detention of probationers may be issued only under both of the following conditions.
    1. The Department Administrator or designee must be fully advised and informed of the circumstances surrounding the request for warrant and must approve the warrant.
    2. There must be adequate evidence to indicate serious or repeated patterns of violations of conditions or a compelling need for detention because the offender is a potential danger to the public, to the property of others or to self.
  - C. If the Department Administrator or designee decides criteria for issuance of Agents Warrant is not present; the warrant shall not be issued or will be quashed.

- D. Probation officers shall have one working day to submit a sworn Report of Violation to the court and Warrant Request after having arrested a probationer on an Agent's Warrant.
- E. After obtaining an Arrest Warrant for Probation Violation the probation officer shall immediately hand carry the documentation to the Sheriff's Department which will replace the Agent's Warrant.
- G. When there is an outstanding Bench Warrant on a probationer, probation officers shall cooperate with law enforcement agencies, when asked, to aid in their apprehension.
- H. A Probation Officer's first responsibility is to his or her active caseload.

Considerations for the issuance of an Agent's warrant:

1. The need for detention should be staffed with the Administrator or designee prior to arranging the detention of a probationer, and well-documented in case notes. However, if it is not possible to staff the case prior to detaining the offender, the officer must staff it with the Administrator or designee within one working day. The officer must document this staffing in the case notes.
2. When a probationer is arrested on an Agent's Warrant and followed up with a Probation Violation report, the Prosecuting Attorney and Court of Jurisdiction must be notified in writing and the notification documented within one working day after the arrest.

**900.01      Arrests**

A probation officer may arrest a probationer due to a discretionary time or based on a valid warrant (Idaho Code 20-277(5)).

**901.00      Training**

Jerome County Misdemeanor probation officers will receive complete training yearly to arrest techniques, self defense, techniques to keeping their firearms secure from attackers. These trainings will be scheduled by the administrator of the probation department.

**902.00      *POST (Peace Officers Standards Training)***

***Jerome County Misdemeanor probation officers will be required to attend and complete POST Academy for Misdemeanor Probation Officers in a timely manner once it is made available.***

## **1000 Volunteers and Interns**

### **I. PURPOSE**

The probation office recognizes and values the contributions that are made by the interns and volunteers who have the occasion to work in this office. The expectations that we have for them are high, yet different from what we have for the various paid positions.

### **II. POLICY**

We will never abuse the good will and efforts of these people simply because they are donating services, by being unreasonable in demands or expectations for which they are not trained or qualified. Interns and volunteers do not enjoy all the rights and privileges of regular employees. Interns and volunteers will be supervised by the administrator.

Generally, interns and volunteers can further the mission of the office by assisting personnel, at a minimum, in the following ways:

- Conduct follow up calls to victims
- Observe and collect urine samples for drug testing
- Organize files
- Limited data entry
- Employment verifications
- Construct special files
- Help locate absconders
- Answer telephones
- Receive clients
- Criminal history and police report gathering
- Treatment provider follow-up
- Follow-up on probationers on Written Report

### **III. PROCEDURE**

- A. Interns and volunteers may apply with the Administrator. Volunteers and Interns must submit to a NCIC back ground check. They must be free from any felony convictions, drug related or domestic violence convictions.
- B. Interns and volunteers may only be utilized if their service directly furthers the mission and operations of the office and does not create a further liability.



# Jerome County Misdemeanor Probation

## INCIDENT REPORT FORM

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ IR#: \_\_\_\_\_ (District/CWC+ Date/Time)

Type of Incident: \_\_\_\_\_  
\_\_\_\_\_

### **COMPLETE ONLY THE INFORMATION THAT IS APPLICABLE**

#### Location of Incident:

\_\_\_\_\_ Office \_\_\_\_\_ Home – Address \_\_\_\_\_

\_\_\_\_\_ County, Jail \_\_\_\_\_ In Transport, \_\_\_\_\_ Town Hospital, \_\_\_\_\_ Other: \_\_\_\_\_

(Describe)

#### Type of Incident:

\_\_\_\_\_ Accidental Injury Requiring Medical Attention: \_\_\_\_\_ Staff, \_\_\_\_\_ Offender, \_\_\_\_\_ Visitor,  
\_\_\_\_\_ Volunteer, \_\_\_\_\_ Other

\_\_\_\_\_ Assault: \_\_\_\_\_ Offender on Staff, \_\_\_\_\_ Offender on Offender, \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Disturbance

\_\_\_\_\_ Escape: \_\_\_\_\_ Successful, \_\_\_\_\_ Attempt

\_\_\_\_\_ Offender Death: \_\_\_\_\_ Probation Use of Force, \_\_\_\_\_ Natural Causes, \_\_\_\_\_ Suicide,  
\_\_\_\_\_ Suspected Criminal Act

\_\_\_\_\_ Property Loss over \$500: \_\_\_\_\_ IDOC Caused, \_\_\_\_\_ Theft, \_\_\_\_\_ Act of God, \_\_\_\_\_ Vandalism

\_\_\_\_\_ Suicide Attempt

\_\_\_\_\_ Use of Force Involving: \_\_\_\_\_ Firearm \_\_\_\_\_ Firearm pulled and pointed at \_\_\_\_\_ Animal \_\_\_\_\_  
Person

\_\_\_\_\_ Chemical Agents, \_\_\_\_\_ Restraints \_\_\_\_\_ Physical \_\_\_\_\_ Animal \_\_\_\_\_ Person

\_\_\_\_\_ Vehicle Accident: \_\_\_\_\_ Staff Driving \_\_\_\_\_ Offender Driving \_\_\_\_\_ Injuries Involved

\_\_\_\_\_ Other: \_\_\_\_\_

#### Individual(s) Involved:

\_\_\_\_\_ Offender(s): \_\_\_\_\_

\_\_\_\_\_ Staff: \_\_\_\_\_

\_\_\_\_\_ Visitors: \_\_\_\_\_

\_\_\_\_\_ General Public: \_\_\_\_\_

\_\_\_\_\_ Elected Official(s): \_\_\_\_\_

\_\_\_\_\_ State Police \_\_\_\_\_ County Sheriff \_\_\_\_\_ City Police \_\_\_\_\_ Fire Department \_\_\_\_\_ EMS

#### Notification:

Department Head

Called

\_\_\_\_\_

Not Called

\_\_\_\_\_

Unable to Contact

\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_ Concur \_\_\_\_\_ Non-Concur



# MISDEMEANOR PROBATION OFFICER

## FIELD OFFICER TRAINING MANUAL



# PEACE OFFICERS STANDARDS AND TRAINING

## TRAINING MANUAL FOR MISDEMEANOR PROBATION OFFICERS

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### FORMS

A. POST IV-2 (Misdemeanor Probation Officer) Facility Training Record Form (Send only this form back to POST)	4
B. Maintain the following forms on file at your local agency:	
POST IV-1 (Misdemeanor Probation Officer) Training Officer Instruction Guide	11
POST IV-3 (Misdemeanor Probation Officer) Sample of Training Officer Weekly Report Form	17
POST IV-4 (Misdemeanor Probation Officer) Sample of Training Officer Evaluation Report	18

This manual is the property of the Peace Officer Standards and Training Council. It has been issued to:

< NAME OF AGENCY >

For the purpose of training

POST ID #

\_\_\_\_\_  
Officer's Name

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
1<sup>st</sup> Four Letters of  
First Name

\_\_\_\_\_  
DAY of Birth

Upon completion of the Agency Training Program, return this completed POST form to the POST Council. Included in this manual are actual forms, POST IV-1 (Misdemeanor Probation Officer) and POST IV-2 (Misdemeanor Probation Officer), as well as sample forms POST IV-3 (Misdemeanor Probation Officer) and POST IV-4 (Misdemeanor Probation Officer).

Additional forms, POST IV –3, and IV-4 will be furnished to each agency to be used and retained by the agency.

DATE PROBATION OFFICER HIRED: \_\_\_\_\_

DATE OF POST TRAINING: \_\_\_\_\_  
Date Place Class No.

AGENCY TRAINING COMPLETED: \_\_\_\_\_  
Date Location

**NOTE:** The POST IV-2 (Misdemeanor Probation Officer) form must be forwarded to the Peace Officer Standards and Training, 700 S. Stratford Dr., Meridian ID. 83642-6202, upon completion to receive 40 hours training credit toward certification.



## **Agency Training Procedures for Misdemeanor Probation Officers**

### **1. What is the Agency Training?**

Agency training is a process by which an individual probation officer receives formal instruction on the job for special and defined purposes specific to his/her agency. Assigned trainers and Facility Training Officers (F.T.O.'s) will provide the officer with practical application training for the duration of the program. As often as practical, the officer will be required to perform the tasks and show an acceptable level of competency.

Agency training is designed to cover a minimum of 40 hours of supervised training. It is recommended, however, to utilize as much time as needed to be assured of adequately covering all material sufficiently. Upon satisfactory completion of the program and submission of this manual properly completed, forty (40) hours certified training credit will be granted to the officer.

### **2. Purpose of Agency Training**

The recognition of specialized misdemeanor probation officer training is of importance to the officer and the administration s/he works for. Formal classroom training and limited demonstration cannot teach the officer all that s/he needs to know. On-the-job training specific to his/her agency is the purpose of this program.

The Agency Training Program is intended to give the probation officer instruction, direct supervision, guidance and experience so that the officer may develop good judgment, efficiency, and good habits of conduct and appearance. Agency Training will serve as an evaluation of both the probation officer and the classroom training curriculum to the P.O.S.T. Academy. The agency Training period also serves to aid in determining if the probation officer meets all requirements to become a certified officer.

### **3. Important Factors in the Misdemeanor Probation Officer Training Program**

The probation officer may have completed the Basic Misdemeanor Probation Officer Academy prior to the officer's assignment to an agency training program. The classroom instruction areas, which includes but is not limited to, assessments (including the LSI-R), case plans, communication, core programs, courtroom protocol, diversity, domestic violence, drug testing, ethics, evidence based practices, gangs, health and fitness, criminal justice, legal and liability, managing offenders with mental illness, managing sex offenders, motivational interviewing, officer safety, reports, misdemeanor probation standards, supervision strategies, and defensive tactics. All these areas have been identified as training areas that should not be postponed. This gives the probation officer basic knowledge and skills needed to operate in the agency with a training officer. For a probation officer to obtain the utmost benefit from the classroom instruction, continued education and training in the officers own department is recommended so that the officer can better apply his classroom training and learn policy, procedures, and practices specific to his/her agency.

To allow for a successful Agency Training Program, it is necessary that the field training be conducted in a manner designed to develop a technically skilled and professional officer. Therefore, the Agency Training Program requires the following:

- A. Agency Training Officers must be carefully chosen from the most skilled and effective officers in the probation department.

- B. Training Officers must possess the ability to communicate their knowledge and skills to the trainee.
- C. Training Officers must reflect the highest levels of personal integrity, character, and maturity.
- D. Initial training must be provided to all training officers, outlining the duties and responsibilities of their position.
- E. In-service training from Agency Trainers must be provided to cover the latest techniques, departmental policies, procedures and practices, and changes in the law pertaining to the supervision of misdemeanors in the system.

**4. Responsibility of the Supervisor/Administrator or Agency Designee\*\***

When a probation officer is assigned to a unit for training, the Supervisor/Administrator will be responsible for the following:

- A. Introduction of the probation officer to stakeholders pertinent to basic job functions.
- B. Familiarization of the officer with the basic operations of the agency.
- C. Assignment of a Training Officer to begin his/her orientation of agency operations.
- D. The Supervisor/Administrator or Designee should meet weekly with training officer to discuss the progress of the probation officer trainee.
- E. The Supervisor/Administrator or Designee should personally consult with the trainee and trainer when the trainer believes the trainee will not develop into a successful misdemeanor probation officer. If the supervisor, after consultation and review of documentation determines that the trainee is not likely to become a successful misdemeanor probation officer, the supervisor shall follow department policy in consultation with his/her agency director and/or Human Resource Department and legal representative to determine a proper course of action.

**\*\* A Supervisor/Administrator can appoint a designee on their behalf, such as a Senior Probation Officer or representative of the Court, or anyone who has the responsibility of supervising the officer in training.**

**5. Agency Training Officer Responsibility**

The Training Officer should have responsibility of the trainee during the agency training assignment. The trainee should follow the directions of the assigned trainer and should have the same days off and work schedules whenever this is practical.



The Trainer will ensure that the trainee is familiar with the complete operation of the agency, and all operations as applicable to your department.

Using the Field Training Guide, the Trainer shall:

- A. Explain overall operational procedures and existing policy of the agency, to include all departments of the agency.
- B. Conduct self in professional, exemplary manner.
- C. Maintain an effective student-teacher relationship.
- D. Should complete a daily training review.
- E. Advise Supervisor/Administrator or Designee weekly of the trainee's status and consult with supervisor/administrator if the trainer feels that the trainee will not develop into a successful misdemeanor probation officer.
- F. Review status with trainee and obtain his/her signature on all completed forms
- G. Allow the trainee to perform such tasks that the trainer feels the trainee has demonstrated competency and ready to assume.
- H. Notify supervisor/administrator or designee as soon as practical, should a problem arise whereby he/she believes he/she cannot fairly train or evaluate the assigned trainee.
- I. Place initials and date in the proper column of the Training Guide when the trainee has explained and demonstrated the listed tasks. The trainer shall see that the trainee places his own initials in the proper column when the trainee demonstrated competency of the assigned task. When the trainee initials the performance practice column, the trainer should insert the date or see that the trainee does so.

During the field training period, the trainer will be observing and evaluating the trainee's performance. A meaningful evaluation is possible only if the trainer affords the trainee the fullest opportunity to learn.

## **6. Description of Field Training Forms and Their Use**

### **A. POST IV -1 (Misdemeanor Probation Officer) Field Training Officer Instruction Guide**

To assist and formalize the field training program the "Field Training Guide" has been developed, which contains an extensive listing of duties and procedures. This by no means, is an exhaustive list nor is it intended to limit the field training officer's training subject material.

The trainer should allow sufficient time for explaining each listed procedure or situation. The trainer should explain and demonstrate (if appropriate) the situation or task before requiring the trainee to perform or practice the task, if performance is necessary to gain knowledge and skill. Some of the tasks may not require performance (some probation procedures cannot be performed unless specific circumstances occur, such as a probation violation hearing). In these cases, only an explanation and verbal understanding is required. When such a situation occurs, the trainer should write N/A in the spaces provided for demonstration and practice. If a listed task or procedure does not apply in your particular department, write N/A in all three spaces.

***The Agency Training Officer Instruction Guide is to be brought up to date at the end of each day's training.***

#### **B. POST IV –2 (Misdemeanor Probation Officer) Agency Training record**

This form will enable the department to quickly determine who the Field Training Officers were in the case of each trainee, what assignments were completed, the name of the supervisor/administrator accepting the record of completion, a record of the trainee signing and attesting that he or she has been instructed in all the items listed in the Field Training Instruction Guide, and finally, a record for the department head attesting that the trainee has satisfactorily completed the Agency Training Program.

***It is recommended that a copy of this record be retained in the officer's personnel file within the officer's own department.***

#### **C. POST IV –3 (Misdemeanor Probation Officer) Agency Training Officer Weekly Report**

To be executed by the agency trainer at the completion of each week. The trainer should be trained during the initial FTO training period what acceptable or norm average would be in the areas to be evaluated. The trainer's Weekly Progress Report should contain recommendations as to how the trainee can improve any unsatisfactory ratings, which should also be shared with the trainee. The Weekly Progress report shall be forwarded to the supervisor/administrator after completion.

#### **D. POST IV-4 (Misdemeanor Probation Officer) Field Training Officer Evaluation Report**

To be executed by each trainer who has been assigned to the trainee at the completion of the Agency Training Program. The comments should be specific in each of the areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Agency Training Officer's recommendations to release the trainee to regular assignments or not, as the case may be. This documentation is to be forwarded to the supervisor/administrator upon completion.

### **7. Disposition of completed forms**

Completed POST IV-1 (Misdemeanor Probation Officer) Agency Training Manual Instruction Guide, POST IV-3 (Misdemeanor Probation Officer) F.T.O. Weekly Progress Reports, and the POST IV-4 (Misdemeanor Probation Officer) F.T.O. Evaluation Report should be maintained in the trainee's personnel file within his/her own department.

**THE POST IV-2 (MISDEMEANOR PROBATION OFFICER) AGENCY TRAINING RECORD MUST BE FORWARDED TO THE PEACE OFFICER STANDARDS & TRAINING ACADEMY UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training requirements to be met for Basic Misdemeanor Probation Officer Certification.

## **POST IV –1 (MISDEMEANOR PROBATION OFFICER)**

### **FACILITY TRAINING GUIDE**

(When completed, keep in your department's officer file and return POSTIV-2 (Misdemeanor Probation Officer) for 40 hours credit to training records.)

1. Trainee Orientation
  - a. Facility Tour
  - b. Organizational flow chart
  - c. Professional Conduct
  
2. Legal and Liability Issues
  - a. Criminal Rules/Idaho Code
  - b. Probation related legal issues
  
3. Court Procedures and Protocol
  - a. Court hearings
  - b. Court protocol
  
4. Written Skills
  - a. Writing emphasis
  - b. Case plans
  - c. Court Documents
  - d. Other writing requirements
  
5. Case Management
  - a. Case flow
  - b. Supervision
  - c. Courtesy Supervision
  - d. Interstate Compact
  - e. Communication skills
  - f. Special needs
  - g. Other duties
  - h. Safety issues

**POST MISDEMEANOR PROBATION OFFICER IV-1  
AGENCY TRAINING GUIDE**

**I. TRAINEE ORIENTATION**

<b>A. Facility Tour</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Layout of Agency			
2. Procedure for arriving & leaving building			
3. Entrances and exits			
4. Administrative offices			
5. Courtroom(s)			
6. Jail			
7. Conference room, break-room, bathrooms			
8. Building security (if applicable)			
9. Parking (if applicable)			
<b>B. Organizational Flow Chart</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Chain of command			
2. Administrator/Director			
3. Agency Departments (if applicable)			
4. Judge(s)			
5. Prosecutors & Public Defenders			
<b>C. Professional Conduct</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Agency Policies and Procedures			
2. Misdemeanor Probation Standards and Professional Responsibilities			
3. Reporting for work on time			
4. Off-Duty actions and behavior			
5. Use of drugs or alcohol			
6. On-the-job conduct			
7. Sexual Harassment			
8. Insubordination			
9. Agency issued identification			
10. Sick and vacation leave			
11. Cultural diversity/Discrimination			
12. Abuse of position			
13. Bribes, gratuities, rewards, gifts			
14. Standard work hours/time cards			
15. Immoral conduct			
<hr/> Field Trainer Signature _____ Date _____ Trainee Signature _____			
<hr/> Supervisor/Administrator Signature _____ Date _____			

## II. LEGAL AND LIABILITY ISSUES

<b>A. Criminal Rules and Idaho Codes</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Access to Criminal Codes			
<hr/>			
<b>B. Probation- Related Legal Issues</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Probationer Rights			
2. Court Testimony			
3. Subpoenas – Processes and Procedures			
4. Reporting physical/sexual abuse of Probationer a. Prisoner Rape Elimination Act (PREA)			
5. Full Fourth Amendment Waiver a. Limitations			
6. Preserving Chain of Evidence a. Procedures of confiscation/transport/tag/store evidence			
7. Ethical behavior regarding personal and agency liability			
8. Other agency-specific legal issues			
9. Ex-parte Communication			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>_____</p> <p>Field Trainer Signature                      Date</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Trainee Signature</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>_____</p> <p>Supervisor/Administrator Signature                      Date</p> </div> </div>			

### III. COURT PROCEDURE AND PROTOCOL

<b>A. Court Hearings</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Sentencing			
2. Probation Violations			
a. Evidentiary			
b. Admit/Deny			
c. Disposition			
3. Discretionary/Unscheduled Jail Time			
4. Suspended Jail Time			
5. Appeals			
6. Problem Solving Courts			
7. Other (if applicable)			
<b>B. Court Protocol</b>			
	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Role of Probation Officer in Court Hearings			
2. Process explanation to probationer for Court Hearings			
3. Preparing paperwork for Court Hearing			
4. Presentation of Information to the Court			
5. Procedure for approaching the Bench in Court Hearings (if applicable)			
6. Appropriate Court Attire and Demeanor in Court			
7. Agency specific Court protocol and procedure			
<p>_____</p> <p>Field Trainer Signature                      Date                      Trainee Signature</p> <p>_____</p> <p>Supervisor/Administrator Signature                      Date</p>			

#### IV. WRITTEN SKILLS

<b>A. Writing Emphasis</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Computer Training specific to agency			
2. Spelling, neatness, legibility			
3. Proper Sentence Structure			
4. Accuracy, thoroughness			
5. Agency specific writing expectations			
<b>B. Case Plans</b>			
<b>B. Case Plans</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Proper Format			
2. Information Requirements			
3. Attachments			
<b>C. Court Documents</b>			
<b>C. Court Documents</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Types of Affidavits (Probation Violation, Early Dismissal, etc.)			
2. Format Requirements			
3. Procedure for submitting Affidavit			
4. Other documents specific to agency			
<b>D. Other Writing Requirements</b>			
<b>D. Other Writing Requirements</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Correspondence to probationers			
2. Letters to other agencies (request for Courtesy Supervision, etc.)			
3. Document probationer contact, collateral contact, behavior (field notes)			
<p>_____</p> <p>Field Trainer Signature                      Date                      Trainee Signature</p> <p>_____</p> <p>Supervisor/Administrator Signature                      Date</p>			

#### V. CASE MANAGEMENT

<b>A. Case Flow</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. New Case to the Agency			
a. Orientation (if applicable)			
2. Case Placement (Diversion/Probation) if applicable			
a. Specialized Caseloads (Problem Solving Courts, DUI, Sex Offenders, Mental Health)			
3. Intake Preparation (agency specific)			
a. Gathering and reviewing collateral information			
b. Reviewing police report for pertinent details			
c. Criminal History to include NCIC			
1. Review and understand NCIC procedures			
d. Review Victim Impact Statements			



<b>B. Supervision</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Intake Meeting a. Reviewing with probationer terms of probation b. Administering LSI-R with interview of probationer c. Obtain baseline urinalysis d. Explaining financial obligations to probationer			
2. Upholding the Court Orders a. Review and explain incentives/sanctions			
3. Community/Home Contacts a. Home contacts (assessing the safety of the home environment) b. School contacts c. Community/Employment contacts if applicable) d. Other contacts deemed by agency			
4. Review and Demonstrate risk re-assessment criteria			
5. Documentation expectations			
6. Monitoring collection of fees and restitution (if applicable)			
7. Obtaining urine samples/B.A.C. (if applicable) a. Obtaining admission from probationer b. Explain and demonstrate chain of custody			
8. Referring probationer and family to community based resources			
9. Collaboration with Jail upon probationer incarceration. a. Case planning for release (if applicable)			
10. Case Staffing Expectations			
<b>C. Courtesy Supervision</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Policy and Procedure for Courtesy Supervision			
2. Paperwork for Courtesy Supervision/State Approved Form			
3. Communicating with Accepting/sending County			
<b>D. Interstate Compact</b>			
1. Review and Demonstrate Procedures			
2. Review and explain paperwork requirements			
3. Communicating with Accepting/sending state			
<b>E. Communication Skills</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Communicating with probationers a. Review and explain principles of Motivational Interviewing			
2. De-escalating volatile situations			
3. Role model appropriate behavior (verbal and non-verbal)			
4. Communicating and collaborating with community partners			
5. Overcoming language barriers			
<b>F. Special Needs</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Criteria for Problem Solving Courts, and specialized caseloads (DUI, DV, Sex Offender, Mental Health)			
2. Identifying symptoms of mental health disorders a. Explain principles of Crisis Intervention (C.I.T.)			
3. Understanding cultural differences (personal, community) a. Procedures for supervision on reservations			
4. Review and understand A.D.A accommodations			

<b>G. Other Duties</b>	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Electronic Monitoring (if applicable) a. Use electronic monitoring equipment to monitor probationers to determine compliance and analyze results b. Demonstrate placement of monitoring equipment on probationer and explain rules and expectations			
2. Searching probationers (if applicable)			
3. Searching probationers' vehicles (if applicable)			
4. Searching homes (if applicable)			
5. Confiscating contraband (if applicable)			
6. Jail booking procedures a. Review daily jail sheet			
7. Identifying illegal drugs and paraphernalia			
8. Recognizing symptoms of substance abuse			
9. Use of electronic devices to exchange information (Smart Phone, etc.)			
10. Other tasks that are agency specific			
<b>H. Safety</b>			
	<b>Explained</b>	<b>Demonstrated</b>	<b>Practiced</b>
1. Office Safety /Escort Procedures per agency policy			
2. Field contact safety			
3. Agency specific safety and self-defense policy and procedure			
<hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Field Trainer Signature _____ Date _____</p> <p>Supervisor/Administrator Signature _____ Date _____</p> </div> <div style="width: 45%; text-align: center;"> <p>Trainee Signature _____</p> </div> </div>			

**POST IV-3 (Misdemeanor Probation Officer)**  
 (Sample form retained by Agency)

**AGENCY TRAINING OFFICER WEEKLY PROGRESS REPORT**

<b>1. Name of Trainee</b>	<b>2. Trainee Class Number</b>		<b>3. Report Date</b>		
<b>4. Agency assignment</b>		<b>5. Week #</b>			
		<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>
		<b>5</b> <input type="checkbox"/>	<b>6</b> <input type="checkbox"/>	<b>7</b> <input type="checkbox"/>	<b>8</b> <input type="checkbox"/>
<b>5. Factor</b>	POOR	FAIR	AVG.	GOOD	SUPERIOR
<b>6. Appearance</b> a. Dress and attire b. Posture and carriage c. Personal cleanliness					
<b>7. Cooperation and loyalty</b> a. Works toward a common goal b. Willing to accept responsibility c. Supports superiors d. Good team worker					
<b>8. Interest and Attitude</b> a. Seeks help with problems b. Willing to learn c. Attitude toward constructive criticism d. Shows pride in work e. Contributes to good morale f. Confidence in oneself					
<b>9. Public Contact</b> a. Professional attitude toward the public b. Ability to communicate effectively c. Tact and discretion d. Self control					
<b>10. Judgment</b> a. Common sense b. Use of good judgment under pressure c. Ethical d. Non judgmental					
<b>11. Probationers</b> a. Fair, consistent, no favoritism b. Takes control in crisis situation c. Uses verbal and non-verbal skills d. Uses officer safety skills					
<b>12. COMMENTS</b>					
<b>13. Field Training Officer Signature</b>		<b>14. Agency Supervisor</b>			<b>15. Date</b>

**POST IV-4 Misdemeanor Probation Officer**  
 (Sample form retained by Agency)

**AGENCY TRAINING OFFICER EVALUATION REPORT**

<b>1. Name of Trainee</b>	<b>2. Trainee Class #</b>	<b>3. Report date</b>
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<b>4. Agency Assignment</b>	<b>5. Agency Assignment Dates</b> <b>From</b> _____ <b>To</b> _____ <b>From</b> _____ <b>To</b> _____
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<b>FACTOR</b>	<b>COMMENTS</b>
<b>6. Officer Safety Skills</b> Does the trainee practice recommended procedures in case management of probationers? Does the trainee foresee any situations that could be volatile or dangerous? Does the trainee understand the procedures for safety in office, homes, or in the community?	
<b>7. Community Contacts</b> What is the trainee's attitude with the community? Does the trainee show proper concern for the community? Does the trainee show appropriate tact and diplomacy while addressing the community?	
<b>8. Ethics and Departmental Values</b> How is the trainee's attitude toward other employees? Does the trainee recognize the rights and dignity of all persons? Does the trainee act in a manner that is respectable to him/her and the department/agency?	
<b>9. Crisis</b> Is the trainee able and prepared to handle a crisis situation such as threat of suicide? Can the trainee demonstrate proper procedures and respond with calmness and composure?	

<b>Agency Training Officer Signature</b>	<b>Trainee's Signature</b>	<b>Date</b>
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Draft Budget Outline for a Stand-Alone Upper Valley Drug Court Coordinator

State Funding and County Funding Options

The chart below explains the comparison of stand-alone drug court coordinators in surrounding counties within the 7<sup>th</sup> Judicial District. The proposed salary range of the Upper Valley/Teton coordinator still requires to be vetted through the proper human resources of the designated county that becomes the fiscal agent of the standalone coordinator position. In addition, benefits are not included in this salary range nor are the operational needs (cell phone, computer, office supplies, travel, etc) of the standalone coordinator. However, a midrange “benefits estimate” of \$20,000 is used in Scenarios A and B discussed further in this document.

	# of drug courts	Avg # of clients	Salary Range
<b>Bingham</b>	2	50	\$38,750 to \$56,846
<b>Bonneville</b>	4	125	\$56,000 to \$62,000
<b>Upper Valley/Teton</b>	3	65	\$40,560 to \$58,000

**Idaho Supreme Court 50% / Counties 50%**

The chart below explains if the Idaho Supreme Court (ISC) coordinator allocation equated to 50% of the salary/benefit position. Please keep in mind that a more accurate salary and benefits value once a county fiscal agent has been identified and it is determined the benefits need of the potential staff member.

	<b>Scenario A</b>	<b>Scenario B</b>
<b>Salary</b>	\$40,560	\$58,000
<b>Benefits</b>	\$20,000	\$20,000
<b>Subtotal</b>	\$60,560	\$78,000
<b>ISC allocation</b>	\$23,231.58	\$23,231.58
<b>Additional ISC allocation</b>	\$7,048.42	\$14,278.42
<b>County Contribution (shared among 4 counties)</b>	\$30,280.00	\$37,500

**Idaho Supreme Court 60% / Counties 40%**

The chart below explains if ISC coordinator allocation equated to 60% of the salary/benefit position and the four counties was 40%. Please keep in mind that a more accurate salary and benefits value once a county fiscal agent has been identified and it is determined the benefits need of the potential staff member.

**ISC 60% / Counties 40%**

	<b>Scenario A</b>	<b>Scenario B</b>
<b>Salary</b>	\$40,560	\$58,000
<b>Benefits</b>	\$20,000	\$20,000
<b>Subtotal</b>	\$60,560	\$78,000
<b>ISC allocation</b>	\$23,231.58	\$23,231.58
<b>Additional ISC allocation</b>	\$13,104.42	\$23,568.42
<b>County Contribution (shared among 4 counties)</b>	\$24,224	\$31,200



## **RESOLUTION 2016-0425**

### **A RESOLUTION TO ADOPT A REVISED COUNTY FEE SCHEDULE FOR FISCAL YEAR 2016**

WHEREAS, on the 11<sup>th</sup> and 25<sup>th</sup> days of April, 2016 the Board of County Commissioners held a public hearing to discuss proposed changes to the County's Fee Schedule for Fiscal Year 2016; and

WHEREAS, the fee schedule hearing was held in accordance with Idaho Code 63-1311; and

WHEREAS, the public notice of the hearing was duly published in the *Teton Valley News* on March 31 and April 7, 2016;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners hereby unanimously adopts the revised Fee Schedule (Exhibit 1) for Fiscal Year 2016.

DATED and done this 25th day of April, 2016.

TETON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Bill Leake, Chairman

ATTEST: \_\_\_\_\_  
Mary Lou Hansen, Clerk



## TETON COUNTY FEE SCHEDULE: Effective ~~March 14~~April 25~~11~~, 2016

Per Idaho State Statute and/or as adopted by the County Commissioners on ~~March 14~~April 25~~11~~, 2016

### BUILDING PERMIT FEES

#### AGRICULTURAL BUILDINGS

Agricultural Exempt Building .....\$40

#### COMMERCIAL BUILDINGS

Permit Fee ..... .0061 x valuation

Plan Review Fee..... .0012 x valuation

Mechanical Permit ..... .25 x Permit Cost

Mechanical Review (in house)..... .25 x Plan Review Fee

#### COMMERCIAL VALUES PER SQUARE FOOT *(used to calculate fees)*

See ICC Building Valuation Data on next page

DEMOLITION .....\$50

#### GENERAL & MISCELLANEOUS FEES

Appeal of Building Official's Decision .....\$150

Building Department use of outside consultants

for Plan Review, Inspection or both..... Actual Costs, *including admin and overhead*

Fences over 6 feet high .....\$50

Inspections for which no fee is specifically indicated ..... \$50/hour *(1 hr min)*

Mechanical Permit *(wood/pellet stoves, hot water heater, fireplace, furnace, boiler, etc.)* .. \$50 per unit

Residential Wind & Telecommunication Towers .....\$250

Signs (if a permit is required).....\$50

Solar System Installation .....\$50

Temporary residence or use in a permanent structure

*(i.e. dry cabin, recreational cabin, yurt, park model, etc.)* .....\$50

Type 3 Setting (Detached Pre-Manufactured Accessory Structures, *not pre-built*) ....\$40

Work Commencing Without a Permit ..... 25% of Permit

#### MANUFACTURED/MOBILE HOME INSTALLATION

Type 1 Setting (Full Concrete or Block Foundation).....\$250

Type 2 Setting (Pier Foundation with Skirting).....\$150

Conversion to U Occupancy .....\$50

RE-ROOFING .....\$50

#### RESIDENTIAL FEE RATE

Permit Fee ..... .0061 x valuation

Plan Review Fee..... .0012 x valuation

Permit Extension ..... .363 x original permit fee

#### RESIDENTIAL VALUES PER SQUARE FOOT *(used to calculate fees)*

Single Family Dwelling .....\$108

Additions *with* Plumbing.....\$108

Additions *without* Plumbing .....\$80

Basement – unfinished .....\$23

Basement –finished .....\$80

Finishing Basement .....\$57



Garage/Barn with foundation.....	\$40
Carport/Covered Deck .....	\$23
Shed/Pole Barn.....	\$23
Conversion to residential occupancy.....	\$57

**International Building Code Council Building Valuation Data**  
As published February 2014 Building Safety Journal

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	224.49	217.12	211.82	202.96	190.83	185.33	196.14	174.43	167.83
A-1 Assembly, theaters, without stage	205.71	198.34	193.04	184.18	172.15	166.65	177.36	155.75	149.15
A-2 Assembly, nightclubs	177.15	172.12	167.31	160.58	150.83	146.74	154.65	136.68	132.81
A-2 Assembly, restaurants, bars, banquet halls	176.15	171.12	165.31	159.58	148.83	145.74	153.65	134.68	131.81
A-3 Assembly, churches	207.73	200.36	195.06	186.20	174.41	168.91	179.38	158.02	151.41
A-3 Assembly, general, community halls, libraries, museums	173.36	165.99	159.69	151.83	138.90	134.40	145.01	122.50	116.89
A-4 Assembly, arenas	204.71	197.34	191.04	183.18	170.15	165.65	176.36	153.75	148.15
B Business	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
E Educational	192.11	185.49	180.05	171.90	160.09	151.62	165.97	139.90	135.35
F-1 Factory and industrial, moderate hazard	108.42	103.32	97.18	93.38	83.24	79.62	89.22	68.69	64.39
F-2 Factory and industrial, low hazard	107.42	102.32	97.18	92.38	83.24	78.62	88.22	68.69	63.39
H-1 High Hazard, explosives	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	N.P.
H234 High Hazard	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	57.71
H-5 HPM	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
I-1 Institutional, supervised environment	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
I-2 Institutional, hospitals	302.44	295.85	290.11	281.84	266.80	N.P.	275.58	249.09	N.P.
I-2 Institutional, nursing homes	209.38	202.79	197.05	188.78	175.72	N.P.	182.52	158.01	N.P.
I-3 Institutional, restrained	204.27	197.68	191.94	183.67	171.10	164.68	177.41	153.40	145.80
I-4 Institutional, day care facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
M Mercantile	132.04	127.01	121.20	115.47	105.47	102.39	109.54	91.33	88.45
R-1 Residential, hotels	179.14	172.89	167.90	160.83	147.95	144.10	160.52	132.93	128.36
R-2 Residential, multiple family	150.25	143.99	139.01	131.94	119.77	115.91	131.62	104.74	100.18
R-3 Residential, one- and two-family	141.80	137.90	134.46	131.00	125.88	122.71	128.29	117.71	110.29
R-4 Residential, care/assisted living facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
S-1 Storage, moderate hazard	100.53	95.44	89.29	85.49	75.57	71.95	81.34	61.02	56.71
S-2 Storage, low hazard	99.53	94.44	89.29	84.49	75.57	70.95	80.34	61.02	55.71
U Utility, miscellaneous	75.59	71.22	66.78	63.37	56.99	53.22	60.41	44.60	42.48

**COPIES, COMPUTER PRINT-OUTS and BANK FEES**

*There is no charge for the first 100 pages of a public record, per IC 74-102(10)(a)*

B&W: Letter & Legal .....	\$0.10
B&W: 11 x 17 .....	\$0.25
Color: Letter & Legal .....	\$0.75
Color: 11x17.....	\$1.50
Plats & Cadastral Maps: All sizes .....	\$4
Data CDs, DVDs, Emails .....	\$3
Recorded or Filed Documents (as set by State Statute and Judicial Order) .....	\$1 per page
Returned Check Charge .....	\$20
Public Records Requests (no charge for first 2 hours).....	\$25 per hour

**COURT FEES** (as set by state statute or listed below)

Court Technology Fee (per credit card transaction).....	\$3
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**DIGITAL DATA & GIS FEES**

17 x 22 Map.....	\$8
22 x 34 Map.....	\$12
34 x 44 Map.....	\$15
Custom Mapping .....	(if staff is available) \$65 per hour

**FAIRGROUND RENTAL RATES**

Fair Building, including kitchen .....	\$25/hour, \$250/day
Fair Building, propane heater .....	\$4/hour
Fair Grounds, including moveable bleachers and picnic area .....	\$25/hour, \$250/day
Picnic Area, exclusive private use .....	\$15/hour, \$150/day
Pavilion & Outdoor Arena, exclusive non-commercial use .....	\$25/hour, \$250/day

Pavilion & Outdoor Arena, <i>exclusive commercial use for lessons, clinics</i> .....	\$50/hour, \$500/day
Pavilion & Outdoor Arena, <i>for-profit events, includes cook shack</i> .....	\$400/event* +10% of gate
<i>*If arena floor is altered due to rental, there is a \$300/day charge until arena is returned to its original condition.</i>	
Pavilion & Outdoor Arena, <i>non-ag commercial users, subject to Fair Board approval</i> ....	\$1,500/day
Outdoor Arena Sound System .....	\$50/day or event
Lights, Pavilion .....	\$10/hour
Lights, Outdoor Arena .....	\$20/hour

## LICENSES

Beer, not for consumption on premises .....	\$25
Beer, for consumption on premises .....	\$75
Beer, draft, bottled, canned, for consumption on or off premises .....	\$100
Beer & Wine, for consumption on premises, one day only .....	\$20
Catering Permit .....	\$20
Dog Breeders License .....	\$100
Dog License (neutered) .....	\$7.50
Dog License (intact) .....	\$32.50
Liquor, by the drink, for consumption on premises .....	25% of fee charge by State
Wine, by the drink, for consumption on premises .....	\$100
Wine, bottled, for consumption on or off premises .....	\$100

## PLANNING & ZONING FEES

Appeals .....	\$475
Area of City Impact (Driggs): Appeals .....	\$605
Area of City Impact (Driggs): Boundary Adjustment .....	\$284
Area of City Impact (Driggs): Conditional Use Permit .....	\$1,000
Area of City Impact (Driggs): Financial Surety Administrative Processing .....	\$50
Area of City Impact (Driggs): Lot Split .....	\$284
Area of City Impact (Driggs): Plat Amendment, Minor .....	\$450
Area of City Impact (Driggs): Plat Amendment, Substantial .....	\$2,015
Area of City Impact (Driggs): Subdivision (2 lots) .....	\$2,826
Area of City Impact (Driggs): Subdivision (3-9 lots) .....	\$3,753
Area of City Impact (Driggs): Subdivision (10-25 lots) .....	\$7,323
Area of City Impact (Driggs): Subdivision (26-99 lots) .....	\$19,729
Area of City Impact (Driggs): Subdivision (100-399 lots) .....	\$37,234
Area of City Impact (Driggs): Subdivision (400+ lots) .....	\$50,263 +\$84 per lot
Area of City Impact (Driggs): Variance .....	\$1,131
Area of City Impact (Driggs): Zone Change, <5 acres .....	\$1,936
Area of City Impact (Driggs): Zone Change, 6-20 acres .....	\$2,416
Area of City Impact (Driggs): Zone Change, >20 acres .....	\$2,896
Boundary Adjustment .....	\$206
Boundary Adjustment, Plat Re-submittal .....	\$103
Conditional Use Permit .....	\$1,260
Development Agreement Extension .....	\$326
Development in the Floodplain .....	\$35
FEMA Application .....	Actual Cost
Financial Surety Administrative Processing .....	\$50
Home Occupation Permit, First two years .....	\$75
Home Occupation Permit, 2-year renewal .....	\$50
Legal Notice Re-advertise .....	Actual Cost
One Time Only Lot Split .....	\$206
One Time Only Lot Split, Plat Resubmittal .....	\$103
Permitted with Conditions .....	\$268
Plat Amendment, Insignificant .....	\$395
Plat Amendment, Substantial ( <i>increase or decrease in scale</i> ) .....	\$1,700
<a href="#">Property Inquiry</a> .....	<a href="#">\$150</a>
Recording Time Extension .....	\$326
Scenic Corridor Application .....	\$200
Sign Permit .....	\$1 per s/f (\$10 Min. & \$50 Max)
Subdivision (01) All Sizes .....	See Below

*Concept, 10%; Preliminary Plat, 60%; Final Plat, 30%*

Subdivision (2) .....	2 Units .....	\$1,000
Subdivision (3) .....	3-7 Units .....	\$2,139
Subdivision (4) .....	8-19 Units .....	\$5,705
Subdivision (5) .....	20-49 Units .....	\$12,360
Subdivision (6) .....	50-79 Units .....	\$16,322
Subdivision (7) .....	80-119 Units .....	\$21,392
Subdivision (8) .....	120-149 Units .....	\$27,255
Subdivision (9) .....	150-199 Units .....	\$34,069
Subdivision (10) .....	200-299 Units .....	\$41,675
Subdivision (11) .....	300-399 Units .....	\$50,232
Subdivision (12) .....	400 Units .....	\$61,800
Subdivision (13) .....	cost per Unit greater than 400 .....	+\$75
Subdivision Extension .....	all other application fees must be current .....	\$326
Surveyor/Engineer/Floodplain/NP, Third Party Review .....	Actual Cost	
Survey Review Fee: OTO, Boundary Line Adjustment & Plat Amendment .....		\$200
Survey Review Fee: New Subdivision .....		\$350
Temporary Use Permit .....		\$75
Vacation .....		\$1,100
Variance .....		\$676
Zone Change, <5 acres .....		\$1,215
Zone Change, 6-20 acres .....		\$1,877
Zone Change, >20 acres .....		\$2,357

**PUBLIC RECORDS REQUESTS** *(pursuant to Idaho Code 9-337 through 9-350)*

Copies will be charged as listed above - County staff cannot perform records *searches*  
 Labor *(in excess of 2 hours)* required to fulfill requests..... \$25 per hour

**ROAD & BRIDGE:** Permit to Work Within a County Right-of-Way *(Approach Permit)*

Single Residence .....

Subdivision or Commercial Building..... \$60 per approach

**RECORDING FEES** *(Set by Idaho Statute 31-3205)*

For recording every instrument, paper or notice, for the first page..... \$10  
 For each additional page .....

For copies of any record or paper, for each page .....

Releasing or Assigning more than one document within the same instrument..... \$1 each

*A page shall not exceed 14" in length nor 8.5" in width. Each page shall be typewritten or be in legible writing. The recording fee to be charged for maps, sketches, drawings or other instruments except plats larger than the size permitted above for a page shall be two cents (2¢) per square inch.*

**SHERIFF'S FEES**

Civil Processing, Service..... \$35  
 Civil Processing, Return..... \$35  
 Burglar Alarm, new permit .....

Burglar Alarm, annual renewal .....

Burglar Alarm ..... First false alarm, \$25; second false alarm, \$75; third false alarm, \$125  
 Fourth or more false alarms, \$175; hearing/appeal, \$200

Concealed Weapons Permit *(new permits)* .....

Concealed Weapons Permit *(renewals)* .....

Other Sheriff's Fees ..... as set by State Statute and/or listed on next page

**SOLID WASTE FEES**

USER FEES *(collected with property taxes)* .....

CREDIT APPLICATION FEE .....

TIPPING FEES BY WASTE TYPE *(There is a \$10 minimum charge unless noted below)*

Household Waste, 130 lbs or less (or 5 bags) .....

Household Waste, over 130 lbs.....

Non-Household, Unsorted Waste.....

Sorted Waste, up to 350 lbs .....	no charge
Sorted Waste, more than 350 lbs.....	\$15 per ton
Dead Animal Waste .....	\$15 per ton
Small Household Appliances .....	\$76 per ton
Large Household Appliances with Refrigerant .....	\$15 each
Tires: Car & Light Truck .....	\$5 each
Tires: Truck.....	\$10 each
Tires: All others and more than five .....	\$125 per ton
Credit/Debit Card Convenience Fee .....	\$1 per transaction

*If a fee is calculated by weight, persons weighing more than one waste type will be charged the higher rate.  
Tipping Fees will be waived for trash picked up by persons or agencies participating in clean-up activities approved by the Board of County Commissioners.*

**VEHICLE ADMINISTRATIVE FEE** (collected by DMV) .....\$4.50

<b>TETON COUNTY SHERIFF'S FEES</b>					
Effective 10-01-2015					
	SERVICE	RETURN		SERVICE	RETURN
Accident Reports	\$.10/Page	n/a	Record Notice of Levy	Cost	Cost
Additional Posting, Each	\$15	n/a	Notice of Pay Rent/Quit	\$35	\$35
Affidavit & Order	\$35	\$35	Notice of Sale, First	\$15	n/a
Arrest, Criminal	n/a	n/a	Notice To Quit/Vacate	\$35	\$35
Assistance, Writ of	\$35	\$35	Notice, Landlord Tenant	\$35	\$35
Attachment, Writ of	\$35	\$35	Order for Appearance	\$35	\$35
Bond, for Taking of	\$15	n/a	Order to Show Cause	\$35	\$35
Cancellation of Service	\$25	n/a	Posting (Sale Notice)	\$15	n/a
Certificate of Redemption	\$20	n/a	Posting Additional Notice	\$15	n/a
Certificate of Sale (Personal Property)	\$25	n/a	Preliminary Injunction	\$15	\$15
Certificate of Sale (Real Property)	\$25	n/a	Real Property – Levy & Sale	\$35	\$35
Certified Mail	Cost + \$7	n/a	Registered Mail	Cost	Cost
Claim & Delivery/Writ Possession	N/A	n/a	Sale Notice	\$15	n/a
Commission without Levy	\$150	n/a	Serve Affidavits &/or Notice	\$35	\$35
Commission with Levy	\$175	n/a	Serve Notice of Levy/Recorder	\$35	n/a
Commissioner of Insurance	\$30	\$30	Serve SIC with Writ	\$35	\$35
Complaint	\$35	\$35	Serve Undertaking	No Charge	No Charge
Court Commit/Jail Stay (per day)	\$25	n/a	Sheriff's Deed	\$35	n/a
Criminal Summons	No Charge	No Charge	Small Claims & Order	\$35	\$35
Cross Complaint	\$35	\$35	Small Claims w/o Order	\$35	\$35
Earnings Withholding order	\$35	\$35	State Auditor Requires	\$15	n/a
Eviction (Writ of Possession)	\$35	\$35	Summons & Complaint	\$35	\$35
Execution, Writ of	\$35	\$35	Summons & Petition	\$35	\$35
Federal Court Process (government)	No Charge	No Charge	Summons/Juror	n/a	n/a
Federal Court Process (individuals)	\$35	\$35	Support Affidavits and/or Notices	No Charge	No Charge
Finger Print Cards (each)	\$20	\$20	Temporary Restraining Order	\$20	No Charge
Garnishment (all types)	\$35	\$35	Tenant 3-day Notice	\$35	\$35
Incident Reports	\$.10/Page	n/a	Three Day Notice Quit/Rent	\$35	\$35
Injunction & Injunction Pendente Lite	\$35	\$35	Three Day Notice to Quit	\$35	\$35
Interim Return	n/a	\$15	Undertaking/Bond	\$35	\$35
Keeper's Receipt	n/a	n/a	VIN Inspection	\$5	n/a
Moving & Storage	\$3,000 min	n/a	Warrant Bench (Civil)	\$25	\$25
Not Found Return	\$35	\$35	Warrant of Distraint	\$35	\$35
Notice of Entry of Sister State	\$35	\$35	Writ & Undertaking	\$35	\$35
Notice of Levy	\$35	\$35	Writ (All Types)	\$35	\$35



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**FROM:** Teton County Building Department  
**TO:** Public  
**RE:** Demolition Permit  
**DATE:** April 12, 2016

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Teton County Code (Title 6), Idaho State Code (39-4111) and the International Building Code, allow Teton County to require the issuance of a building permit before any structure may be constructed, moved, installed or enlarged.

Section 104.1 of the 2012 IBC describes the duties of the building official as: *The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.*

**IRC: R101.2-**

The provisions of the *International Residential Code for One- and Two-family Dwellings* shall apply to the construction, *alteration*, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses...and their *accessory structures*.

**IBC: 101.2 Scope.**

The provisions of this code shall apply to the construction, *alteration*, relocation, enlargement, replacement, *repair*, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

**To this effect, Teton County hereby establishes a “building demolition permit” with the following policy.**

The purpose of a demolition permit is to ensure that the lot is clear of debris and other health hazard material, structures are dismantled or demolished without putting life or property at risk, and that the utility connections have been plugged and sealed properly.

1. A Teton County Building Demolition Permit is required when razing or demolishing any structure over 200 sq. ft. that has more than one utility connected to it (gas, propane, electricity, water, sewer, etc.)
2. It is required that all utilities be disconnected prior to the demolition of a building. Each service provider must provide a signature on the application or notification to the Teton County Building Department that the utilities have been turned off and/or capped properly.
3. Municipal Solid Waste (MSW) and Household Materials must be removed prior to demolition of trailer houses and building structures before disposal in the county construction and demolition pit.
4. It is required that all buildings to be demolished be inspected by a licensed asbestos inspector prior to demolition.
5. In addition to that inspection, NOTIFICATION OF DEMOLITION AND RENOVATION form must be:
  - A. On file at the Transfer Station prior to the Transfer Station being able to accept material from the demolition site.
  - B. Submitted with the application for a demolition permit
  - C. The asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) require owners and contractors to notify state and local agencies and/or their regional EPA office before all demolitions, or before renovations of buildings that contain asbestos above a certain threshold level. Residential buildings having four or fewer dwelling units are exempt from this notification.



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**FROM:** Teton County Building Department  
**TO:** Public  
**RE:** Re-Roofing Permit  
**DATE:** April 12, 2016

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Teton County Code (Title 6), Idaho State Code (39-4111) and the International Building Code, allow Teton County to require the issuance of a building permit before any structure may be constructed, moved, installed or enlarged.

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**IBC: Section 1510 Reroofing**

**1510.1 General.** Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 15 of the International Building Code.

**To this effect, Teton County hereby establishes a “Reroofing permit” with the following policy.**

The purpose of a reroofing permit is to ensure that the reroofing of a structure is done in the safest manner possible to not put life or property at risk. Teton County has higher snow loads than many parts of the country, and as such there is concern that the additional weight of a roofing layer may exceed the carrying capacity of the roofing system. In addition there is concern that older roof coverings were not installed with adequate or any water/ice barrier material. These concerns, and the potential risks justify the need for a “Reroofing Permit” with the following criteria.

1. A permit is not required for the replacement of 10% or less of the roof area.
2. A permit is not required if an additional layer (2 total layers) is being added and engineered plans show the additional layer will not exceed the carrying capacity of the roof structure.
3. Plans are required for re-roofs involving structural elements including but not limited to, additions or modifications, roof sheathing, skylights, change of roof pitch, addition or relocation of mechanical units or installation of heavier materials than were previously installed.
4. The following inspections are required-
  - a. Pre-inspection:
    - i. Prior to the installation of an additional layer of roofing material over an existing layer(s).
    - ii. After the removal of all existing roofing material and underlayment & prior to re-covering.
    - iii. Prior to installing roof coverings on all roofs having a slope of 2:12 or less.
  - b. Nailing or Progress Inspection:
    - i. Where the existing roofing material is being completely removed and replaced, and the underlying sheathing is being replaced or added over skip sheathing, a nailing inspection is required prior to any roofing materials being placed.
    - ii. Where an additional layer of roofing material is placed over an existing layer, a progress inspection is required.
  - c. Final:
    - i. Final inspection when all work is complete

# Board of Teton County Commissioners

## MINUTES: April 11, 2016

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

- 9:00 TETON SOIL CONSERVATION DISTRICT – Tina Dean**
- 9:15 IT/EMERGENCY MANAGEMENT – Greg Adams**
1. Projects Update
  2. Future Appointments
- 9:30 OPEN MIC (if speakers present)**
- 9:45 TETON VALLEY BUSINESS DEVELOPMENT CENTER – Brian McDermott**
1. Quarterly Report
  2. Department of Commerce Grant Support Letter
- PUBLIC WORKS – Darryl Johnson**
1. Solid Waste, Saul Varela
    - a. Monitor Well #8
    - b. Wood Chipping
  2. Road & Bridge
    - a. N5000W W5750 Proposed 4-way Stop
    - b. Gravel Crushing Request for Bids
    - c. Magnesium Chloride Request for Bids
  3. Engineering
    - a. Smith Canyon Record of Survey Update
    - b. Fairground Crow's Nest Improvements
  4. Facilities
- TREASURER – Beverly Palm**
1. Quarterly Reports
  2. Waiver of 1<sup>st</sup> Quarter Cancellations
  3. Tax Deed Auction
    - a. Setting Minimum Bids
    - b. Auction Process
- 2. Resolution 2016-0411A Budget Adjustments for Q2 FY 2016**
- 11:45 RECESS FOR CRIMINAL JUSTICE AND DRUG COURT MEETINGS**
- 3:30 RECONVENE**
- 4:00 PUBLIC HEARING – Fee Increases & Resolution 2016-0411B**
- PLANNING AND BUILDING – Jason Boal**
1. Planning and Building Permit Quarterly Update
  2. County Provided Property Inquiries
  3. Recreation
  4. Land Use Development Code
  5. City of Driggs Survey Review Agreement
- 5:30 AMBULANCE SERVICE DISTRICT**
1. Approve Available Minutes
  2. Requested Time by Fire District to Address ASD Board
  3. Teton Valley Health Care Response to Fire District Proposal C
  4. Discussion of Ambulance Options
- ADMINISTRATIVE BUSINESS (will be dealt with as time permits)**
1. Approve Available Minutes
  2. Other Business
    - a. Beer & Wine licenses (if any)
    - b. Communication Update
      - i. BoCC Priorities
    - c. FY17 Salary Schedule
  3. Committee Reports
  4. Claims
  5. Executive Session as needed per IC74-206(1)

### ADJOURNMENT

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#### Upcoming Meetings

April 25 9:00 am Regular BoCC Meeting

May 23 9:00 am Regular BoCC Meeting

June 27 9:00 am Regular BoCC Meeting

May 9 9:00 am Regular BoCC Meeting

June 13 9:00 am Regular BoCC Meeting

July 11 9:00 am Regular BoCC Meeting

**COMMISSIONERS PRESENT:** Kelly Park, Bill Leake, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer, Assessor Bonnie Beard, Treasurer Beverly Palm

Chairman Leake called the meeting to order at 9:04 am and led the Pledge of Allegiance.

## **TETON SOIL CONSERVATION DISTRICT**

Teton SCD Chairman Lynn Bagley thanked the Board for their continued support. He requested payment of the amount committed for FY 2016 and a letter of intent to provide funding in FY 2017. The Snow Water Equivalent for the Upper Snake River Basin is currently at 93%, which is good. However, Mr. Bagley said the temperatures and rainfall during the next two months would be critical. The Board supports the Teton SCD's plans to purchase a no-till drill. Mr. Bagley is very optimistic that the purchase will be made possible by a state-funded grant. Mr. Bagley has met with the new County Weed Superintendent several times and said the turnout for the March Weed Workshop was very good.

Commissioner Riegel said High Country RC&D manages the regional cloud seeding program using funds provided by Idaho Power. The power company decides when to seed and collects and analyzes the data from the cloud seeding program. She is working to schedule a meeting about cloud seeding and will coordinate her efforts with the SCD.

● **MOTION.** Commissioner Park made a motion to send a letter to the Teton Soil Conservation District conveying the Board's intent to provide \$6,269 in County funding support during FY 2017. Motion seconded by Commissioner Riegel and carried unanimously.

## **IT, EMERGENCY MANAGEMENT & MOSQUITO ABATEMENT**

Director Greg Adams reviewed his monthly report (Attachment #1). All new computer work stations will be fully deployed within the next month. The new Storage Area Network appliances have been delivered and will be installed soon. Clerk Hansen asked Mr. Adams to review the County's policy regarding the need to replace computers every four years. She said the recent upgrades in her office caused her to realize that the replacement cost calculations should include significant IT personnel time, plus lost work time for staff members receiving new computers.

## **OPEN MIC**

Two RNs from Teton Valley Hospital, spoke about the benefits of the hospital's ambulance service.

Hospital EMT John Simms spoke about the benefits of having a variety of emergency service workers.

Mike Merigliano spoke about the importance of the daily health care interactions experienced by hospital-based EMT's.

Pat Butts said the Ambulance Service District should remain intact.

Alta resident Alice Williamson wants to be sure Alta continues to have ambulance services.

A hospital Paramedic said switching ambulance services to the Fire District would not save any money.

## **TETON VALLEY BUSINESS DEVELOPMENT CENTER**

Executive Director Brian McDermott reviewed his report and requested a letter of support for a new grant from the Idaho Department of Commerce. He said the new Teton Regional Economic Coalition will become a reality after a vote of the Chamber membership, but is working on a very tight budget. In response to a question from Commissioner Park, Mr. McDermott said he could not foresee a time when TVBDC would be self-sufficient because the Valley has only three business large enough to make major contributions. In addition to the \$35,000



contributed by the County this year, Victor contributed \$10,000, Driggs contributed \$5,000 plus free office space, and Tetonia contributed \$750.

● **MOTION.** Commissioner Park made a motion to send a letter of support for TVBDC's application for Economic Development Professional grant funds indicating that the Board will recommend approval of \$35,000 in matching funds for FY 2017. Motion seconded by Chairman Leake and carried unanimously. (Attachment #2)

## **PUBLIC WORKS**

Director Darryl Johnson reviewed his bi-monthly report (Attachment #3). Denning Well Service has agreed to re-drill monitoring well #8 at no extra cost. There will, however, be extra costs for drilling oversight provided by Rocky Mountain Environmental.

The Board discussed the need for a new 4-way stop sign at the intersection of N5000W and W5750N and agreed it would be appropriate. The Board asked Mr. Johnson to contact the Bagley family regarding a possible gravel pit location near Victor.

● **MOTION.** Commissioner Park made a motion to approve contracting with Steel Tech & Design for \$11,000 and with RJ Construction for \$9,275 for the fabrication and installation of new Crow's Nest stairs and balcony at the Teton County Fairgrounds. Motion seconded by Commissioner Riegel and carried unanimously.

## **TREASURER**

Treasurer Palm reviewed her quarterly financial and tax cancellation reports (Attachment #4). Sixty-five percent of the 2015 taxes have been collected year-to-date, with taxes on 6,979 parcels paid in full. She has initiated the tax deed process on 31 parcels with delinquent taxes from 2012.

● **MOTION.** Commissioner Park made a motion to correct the Board's January 11, 2016 motion regarding tax cancellations and to approve the cancellation for Skyline Farms parcel RP07N43E361800A. Motion seconded by Commissioner Riegel and carried unanimously.

County Executive Assistant Holly Wolgamott reviewed the plans and process for the May 9 Tax Deed Auction (Attachment #5). The Board decided that successful bidders should be required to complete their property purchase within 48 hours.

● **MOTION.** Commissioner Park made a motion to approve the minimum bids for the May 9 auction of properties as recommended by the Ms. Wolgamott. Motion seconded by Commissioner Riegel and carried unanimously.

## **CLERK**

The Board reviewed the quarterly financial reports and contingency accounts report provided by Clerk Hansen (Attachments #6-7). She said the budgets for all of the County's funds and departments were in good shape, and expressed appreciation for the fact that every elected official and department head understood the importance of staying within their approved budgets. Clerk Hansen reviewed the various budget adjustments itemized in Exhibit A of the budget resolution. She explained the need for additional budget authority to pay the Capital Crimes Defense Fund annual assessment and to pay additional prisoner medical expenses. She suggested the Board move the \$35,000 budgeted for Animal Control into their Contingency Account for future unanticipated expenses.

● **MOTION.** Commissioner Riegel made a motion to approve Resolution 2016-0411A making budget adjustments for the second quarter of FY 2016. Motion seconded by Commissioner Park and carried unanimously. (Attachment #8)

## **ADMINISTRATIVE BUSINESS**

● **MOTION.** Commissioner Park made a motion to approve the minutes of March 28, including the April 6 continuation, as presented. Motion seconded by Chairman Leake and carried.

**COMMUNICATION UPDATE.** Ms. Wolgamott reviewed her update, including the most recent version of the document outlining the current status of the Commissioners’ Priorities (Attachment #9). She is working on articles for the May e-newsletter and will begin tracking the time she spends on those newsletters. The Wyoming Commissioners have confirmed their May 23 meeting in Idaho; an agenda needs to be prepared.

**FY 2017 SALARY SCHEDULE.** The Board discussed the Clerk’s memo (Attachment #10) and the process for determining equity raises. They decided to modify their March 28 decision and asked the Clerk to utilize a formula that gets employees to 95% of the Market Rate after three years and to 100% after five years. They also agreed it was important that everyone understand that equity raises are intended to apply only to employees considered to be “Fully Competent.”

**COMMITTEE REPORTS.** Chairman Leake attended the Council of Governments meeting April 7. The three mayors and School Board Chairman also attended. The group approved appointing Driggs employee Doug Self as Teton County’s non-voting representative on the START bus Board of Directors, as proposed by Driggs Mayor Hyrum Johnson. However, Commissioner Riegel said this position was discussed during the March 23 meeting in Victor. At that time, the group discussed whether the ex officio START Board member should be an elected official, volunteer or employee. They reached no clear conclusion about how that person should be appointed. She agreed to talk with Mayor Johnson to discuss the need for a process to identify the best candidate for this position and to also understand the duties and term for the county’s new representative on the START Board.

Chairman Leake said the COG also discussed affordable housing. The School Board Chairman pointed out the fact that affordable housing cannot be built due to the basic costs of construction labor and materials, utility hook-ups and land. Therefore, he wondered why the County was trying to attract new businesses when it was not possible to provide housing for the existing workforce. The group discussed what might be done to encourage Jackson Hole businesses to invest in affordable housing in Teton County. Chairman Leake intends to discuss the possibility of refocusing the efforts of TVBDC toward affordable housing.

Chairman Leake said the COG also discussed the need to think about visitor overload this year and especially next year around the period of the August 21 solar eclipse. The Board agreed the Chamber of Commerce and Emergency Manager should be encouraged to start planning for a very large, temporary influx of visitors during the 2017 solar eclipse.

● **MOTION.** Commissioner Park made a motion to approve the claims as presented. Motion seconded by Commissioner Riegel and carried unanimously.

General Fund .....	81,108.03
Road & Bridge .....	19,178.29
Court & Probation .....	67,465.26
Court-Restitution .....	8,887.17
Elections-State.....	2,601.14
Indigent.....	\$690.91
Solid Waste.....	41,028.74
Weeds .....	13,936.43
E911.....	5,977.78
Ambulance.....	38,767.00
Mosquito Abatement District .....	20,850.32
Fairgrounds & Fair .....	616.26
Grants .....	219.18
TOTAL.....	\$301,326.51

The meeting recessed at 11:40 so the Commissioners could participate in the annual Criminal Justice meeting and Teton County Drug Court Governing Board meeting. The meeting resumed at 3:43 pm.

4:03 pm **PUBLIC HEARING: New Fees**

Chairman Leake said the purpose of this hearing was to discuss four new fees proposed by Planning Administrator Jason Boal (Attachment #10). Mr. Boal said the \$50 Demolition Permit and the \$50 Re-Roofing Permit had been

recommended by the Building Official in order to be certain that demolition materials are properly disposed of, especially asbestos, and that additional roofing layers did not create un-safe loading. Both permits would require an on-site inspection. Mr. Boal said the \$150 parcel inquiry fee was intended to cover the County's expense to perform a records search to determine parcel buildability status. The Parcel Rectification Plat Approval fee would only become effective upon approval of the proposed ordinance.

Chairman Leake opened the meeting for public comment at 4:11 pm. No one spoke in favor of, or neutral to, any of the new fees.

The following persons spoke in opposition to the new fees:

-Mark Ricks said it was not fair to charge a property owner to find out what regulations had been placed on his land.

-Harley Wilcox said the demolition and re-roofing permits were not necessary and questioned the degree to which we needed to protect ourselves from ourselves. He said the need for parcel inquiries has placed a huge burden on the real estate industry.

-Roger Vogetlin said the County has too many fees.

-Roger Brink said folks are upset about the buildability problem and don't want to pay any more.

-JoAnn LaBelle said the parcel inquiry fee would be discriminatory because citizens should be able to trust the actions of County officials.

The public comment period ended at 4:32 pm.

Mr. Boal provided a rebuttal. He said the State of Idaho and Teton County have adopted the uniform building code, which recommends the two new permits. Heavy asphalt shingles could cause a problem due to the County's heavy snow loads. The purpose behind a demolition permit is to insure that no hazardous materials are delivered to the landfill. Regarding the property inquiry fee, Mr. Boal said he would like to continue providing the service, but lacks the necessary staff resources. The new fee would provide funds to increase staff hours.

Commissioner Riegel said it was interesting to hear opposition to the property inquiry fee since the County was simply trying to find a solution, other than hiring an expensive attorney, for people needing to clarify the status of their parcels. She said the proposed new Parcel Rectification Ordinance would provide a process for obtaining building rights that would be simpler and less expensive than going through the subdivision process. Chairman Leake said he didn't think taxpayers in general should pay the cost of research services needed only by certain property owners. Commissioner Park would like to get to the bottom of the unbuildable parcel problem but is opposed to the fee. Prosecutor Spitzer said the vast majority of buildability issues have nothing to do with mistakes by county employees. Mr. Boal said the County could consider giving a future \$150 credit on building permits for parcels with previously-researched buildability status.

Commissioner Park said he was against all four of the proposed new fees.

Commissioners Riegel and Leake discussed the need for re-roofing and/or demolition permits, and whether those permits would be more appropriate only for larger structures, or only for habitable structures or residences. They thought it would be helpful to know if such permits were required by the cities.

● **MOTION**. Chairman Leake made a motion to continue the public hearing for fees until 1 pm on Monday, April 25, at which time the re-roofing, demolition and parcel inquiry fees would be discussed further, but to end consideration of the parcel rectification plat fee until the new ordinance is adopted. Motion seconded by Commissioner Riegel and carried, with Commissioner Park opposed.

## **AMBULANCE SERVICE DISTRICT**

● **MOTION**. At 5:25 pm Chairman Leake made a motion to recess the Commissioner meeting until 4 pm on Tuesday, April 12 and to convene as the Teton County Ambulance Service District. Motion seconded by

Commissioner Riegel and carried unanimously. (See Attachment #11 for draft minutes of the Ambulance Service District meeting.)

## **MINUTES: April 12, 2016 continuation of April 11 meeting**

Chairman Leake called the meeting back to order at 4:06 pm.

**COMMISSIONERS PRESENT:** Kelly Park, Bill Leake, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer

### **PLANNING, BUILDING & WEEDS**

Planning Administrator Jason Boal reviewed his bi-monthly update (Attachment #12). During the first six months of FY 2016 the County has issued building permits for 23 new residences; this compares to 10 such permits during the first six months of FY 2015.

The Board discussed possible options for adoption of the new Land Use Development Code as outlined by Mr. Boal. They agreed that Option #3 was best. This option provides for a PZC public hearing and recommendation, followed by BoCC outreach, revisions, public hearing and adoption. Mr. Boal will prepare a public outreach plan prior to the Board's May 10 meeting with the PZC.

● **MOTION.** Commissioner Riegel made a motion to approve the Teton County-City of Driggs Interagency Agreement for Provision of Survey Review Services by Teton County Surveyor. Motion seconded by Commissioner Park and carried unanimously. (Attachment #13)

### **AMBULANCE SERVICE DISTRICT**

● **MOTION.** At 4:29 pm Chairman Leake made a motion to recess the Board of County Commission meeting and convene as the Ambulance Service District meeting in order to resume their April 11 meeting. Motion seconded by Commissioner Park carried. (See Attachment #11 for the Draft Ambulance Service District minutes.)

The Board of County Commissioners Meeting resumed at 5:35 pm.

### **EXECUTIVE SESSION**

● **MOTION.** At 5:36 pm Chairman Leake made a motion for Executive Session to discuss personnel issues pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor.

The Executive Session ended at 5:55 pm. The Board said the Chief Deputies for the Clerk, Assessor and Treasurer should all be asked to complete the BDPA Position Description Questionnaires in order to obtain updated job descriptions.

● **MOTION.** At 5:55 pm Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried.

\_\_\_\_\_  
Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
Mary Lou Hansen, Clerk

Attachments: #1 Monthly Emergency-IT-Mosquito update  
#2 Letter of Support for TVBDC grant application  
#3 Public Works update  
#4 Treasurer's Quarterly Financial Report and tax cancellations  
#5 Memo about May 9 Tax Deed Sale & Minimum Bids  
#6 Clerk's Quarterly Financial Reports  
#7 Resolution 2016-0411A Budget adjustments for Q2 FY 2016  
#8 Clerk's memo about FY 2017 Salary Schedule

- #9 Communication update
- #10 Fee public hearing legal notice
- #11 Draft Minutes from 4-11-16 meeting of the Ambulance Service District
- #12 Planning & Building update
- #13 Interagency Agreement for Survey Review services

**Board of Teton County Commissioners**  
**Special Meeting MINUTES: April 18, 2016**

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

**9:00 MEETING CALL TO ORDER** – Kelly Park  
*Amendments to Agenda*

**TAX DEED AUCTION PROCESS** – Holly Wolgamott  
a. Correction to Minimum Bids

**ADJOURNMENT**

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**COMMISSIONERS PRESENT:** Kelly Park, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Assessor Bonnie Beard

Commissioner Park called the meeting to order at 9:04 am and led the Pledge of Allegiance.

● **MOTION.** At 9:06 am Commissioner Riegel made a motion to update the minimum bids that will go to auction on May 9, 2016 at 1:00 pm as presented by staff. Motion seconded by Commissioner Park and carried.

● **MOTION.** At 9:09 am Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried.

---

Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
Mary Lou Hansen, Clerk



**Teton County Clerk**

150 Courthouse Dr. #208  
Driggs, Id. 83422

Telephone No. 208-354-8780  
FAX No. 208-354-8410

April 19, 2016

To: Office of the Secretary of State  
From: Mary Lou Hansen, Clerk  
Subject: Application for Polling Place Accessibility

The polling place for Precinct #1 (Gymnasium at the LDS Church, 6181 S. Main St., Teton, Idaho) has inadequate outdoor lighting at the main entrance. This makes it difficult for persons with disabilities to safely enter and exit the polling place during early morning and early evening hours when the sun is not shining.

We propose purchasing portable outdoor lights that are battery operated and rechargeable in order to provide additional safety lighting along the sidewalk and near the main entrance of the polling place. The design of these lights will allow them to be placed wherever needed for maximum benefit.

If this polling place ever becomes unavailable, the portable lights can be deployed at a different polling place in order to continue to benefit polling place accessibility.

State of Idaho  
Secretary of State  
Application for Polling Place Accessibility Grant

To assist in making polling places accessible to individuals with disabilities, the Secretary of State has applied for and received a grant from the U.S. Secretary of Health and Human Services. To participate in the grant program the county clerk must complete the remainder of this application form with the required assurances, attach a summary for each polling place showing: the name and location of the precinct polling place, the current features that make it inaccessible, the modifications that are needed and the estimated cost. Then sign the form along with the chairman of the Board of County Commissioners and return it to:

Office of the Secretary of State  
Election Division  
State House  
PO Box 83720  
Boise, ID 83720-0080

                    Teton                     County      Amount Requested \$                     1152.97                    

As a condition of receipt of any Federal or State Funds under this program, I hereby certify that

                    Teton                     County will, according to the Help America Vote Act of 2002, (PL 107-252):

- Make “polling places, including the path of travel, entrances, exits, and voting areas of each polling facility accessible to individuals with disabilities, including the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.
- Provide “individuals with disabilities . . . with information about the accessibility of polling places.”
- Train “election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities.”

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the above stated and attached assurances if the assistance is awarded.

Signed:

\_\_\_\_\_  
County Chief Deputy Clerk

Jenifer Shaum  
\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of County Commissioner

Bill Leake  
\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date



Streamlight Portable Scene Light

Item #: 45670

\$574.99



Streamlight Portable Scene Light

Item #: 45670

\$574.99

Color: Yellow

Color: Yellow

Quantity: 1

**ADD TO CART**

Order Multiple Sizes/Colors: **BULK ORDER TOOL (HTTP://TACTICALGEAR.COM/MULTI-ADD-TO-CART?PGID=20920)**



**Please Note:** This item is on backorder with the manufacturer and will ship the instant it becomes available. Please contact us (<http://tacticalgear.com/contact-us>) with any questions.

DESCRIPTION

AVAILABILITY



**STREAMLIGHT**

## Streamlight Portable Scene Light

Designed to provide enhanced work area visibility and peripheral illumination, the Streamlight Portable Scene Light is ultra-bright and easily transported. At its highest setting, it produces a powerful 5,300-lumen beam of light that can be seen at 410 meters and takes only 30 seconds to start up. Three levels of light are accessible via the simple switch system. There is an additional toggle switch for alternating between internal battery power and a 12-volt DC power source. The high-impact thermoplastic housing can handle abuse in any situation and the unbreakable polycarbonate lens has a scratch-resistant coating and is weatherproof. Signature C4 LED technology produces the brightest, high-intensity light, and is coupled with Streamlight's unique parabolic reflector to pierce the darkness for maximum illumination.

## Features of Streamlight Portable Scene Light

- Length: 22"
- Body width: 6.5"
- Overall height: 11"
- Head diameter: 6.7"
- Weight with batteries: 400 oz.
- High-impact thermoplastic housing
- Unbreakable polycarbonate lens with weatherproofing and scratch resistance
- O-ring sealed construction
- High Lumen (HL) head for maximum illumination
- Six C4 LEDs and Streamlight-engineered wide-pattern reflectors
- Two beam widths

- Three light output intensities
- High 5,300-lumen setting with 4 hour run time visible at 410 m
- Medium 2,500-lumen setting with 9 hour run time visible at 292 m
- Low 1,300-lumen setting with 18 hour run time visible at 215 m
- Battery selector toggle switch and red low battery warning indicator
- 90-degree swivel for beam allocation
- 72" extendable pole
- Zero-maintenance 12V, 7.2Ah sealed lead acid batteries are rechargeable up to 500 times
- 12V DC and 120V AC chargers included

## Description



### Streamlight Portable Scene Light

Designed to provide enhanced work area visibility and peripheral illumination, the Streamlight Portable Scene Light is ultra-bright and easily transported. At its highest setting, it produces a powerful 5,300-lumen beam of light that can be seen at 410 meters and takes only 30 seconds to start up. Three levels of light are accessible via the simple switch system. There is an additional toggle switch for alternating between internal battery power and a 12-volt DC power source. The high-impact thermoplastic housing can handle abuse in any situation and the unbreakable polycarbonate lens has a scratch-resistant coating and is weatherproof. Signature C4 LED technology produces the brightest, high-intensity light, and is coupled with Streamlight's unique parabolic reflector to pierce the darkness for maximum illumination.

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## PRODUCT VIDEOS

Portable Scene Light - Now 5,300 Lumens!



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## CUSTOMER REVIEWS

Streamlight Portable Scene Light



(0 Reviews)

This product has not yet been reviewed.

**WRITE A REVIEW**

**([HTTP://TACTICALGEAR.COM/CUSTOMER-REVIEW?](http://tacticalgear.com/customer-review?))**

April 7th, 2016

START Board of Directors

Mayor and Town Council, Town of Jackson

Re: START Board representation from the Idaho side

Dear START Board Members and Honorable Mayor and Town Council Members,

As you are surely aware we representatives from the cities and county on the Idaho side are interested in improving dialogue and cooperation across the pass. One way we've identified is to broaden our representation in START board meetings and policy discussions.

We recognize that there are residency requirements associated with full START board membership. ~~This should not be an impediment, s~~Since the community of Alta is part of Teton County Wyoming, Asas a board seat opens we would welcome your consideration of a resident of Alta for that position. ~~In the meantime, w~~We also accept welcome the recommendation of the START Executive Director that someone be selected from this side to represent Teton Valley Idaho as an ex-officio ~~representative to, non-voting member of~~ your board.

~~Accordingly, we~~ While we work with the START Board of Directors (in conjunction with our colleagues in Lincoln County, Wyoming) on the selection criteria, application process, and length of term for the ex-officio members, we are requesting that have selected Doug Self ~~to be this~~ serve as the interim liaison for Idaho. In addition to being well versed in the history of public transit in this region, including other current transit operations currently in place in our valley, Doug is knowledgeable about federal and state incentives and grant programs available. As an employee of the City of Driggs, Doug will be well positioned to coordinate with the Council of Governments on this side. In addition Doug is a resident of Alta, and therefore qualifies for consideration of a full board position when that opportunity arises.

We appreciate this opportunity to improve cooperation and communication within our region. Please confirm that you have received this request, and let us know of any questions you may have. We look forward to hearing from you shortly,



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**FROM:** County Executive Assistant, Holly Wolgamott  
**TO:** Board of County Commissioners  
**RE:** Communication Update  
**MEETING:** March 28, 2016

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1. Priorities List on BoCC Webpage
  - a. The priorities status document is included with this report. I have made suggested edits. If you have further edits or comments, please let me know so that I can update the list for the month of April. We will update it again at the end of May unless something comes up that warrants updating it sooner.
  
2. E-news Bulletin
  - a. The May e-news bulletin is in the works. I have narrowed the list presented on April 11<sup>th</sup> down to the following:
    - Welcome to Spring from Teton County Commissioners (written)
    - Sheriff Liford Warns Community of Scams (written)
    - Road Levy Article (written)
    - Extension Educator Press Release (written)
    - May 17<sup>th</sup> Elections Update
    - Important Dates

This process is still very new and I thought it would be helpful to send articles to the three of you as they are written for your feedback rather than giving them to you all at once at a meeting. Once I have incorporated your input I will bring the finished e-news bulletin to the May 9<sup>th</sup> meeting for your approval. It will be ready to send out on May 10<sup>th</sup>. On May 9<sup>th</sup> I will also have a suggested list of topics for the June e-news bulletin.
  
3. Increasing Communication with Teton County Wyoming
  - a. A lunch meeting with Teton County WY Commissioners has been confirmed for Monday May 23<sup>rd</sup> with Teton County Idaho providing lunch. Sandy Birdyshaw provided the following list of topics that the Teton County Wyoming Commissioners would like to discuss:
    - i. Alta Ambulance / Fire District
    - ii. Emergency Service First Responders
    - iii. Housing

Please let me know what topics you would like added to the list and I will create the agenda. I would like to send the agenda out to their commissioners by the first week of May.
  
4. Emergency Management Communication Efforts
  - a. There will be an emergency response drill hosted by the National Guard on Thursday May 5<sup>th</sup>. I have been working with Greg and Rob on the County's roll in the drill. We will be testing out the use of a public interface GIS interactive map that will be used to inform the public of the incident. We will also test out communication efforts through social media and our website. If you would like more information or would like to participate in the drill, please let me know.
  
5. Spanish Translation for Teton County Website
  - a. I am still working on finding a translator. As soon as I have more information I will let you know.

## Status of Teton County Commissioners' Priorities

Updated April 25, 2016

In early 2015, the Board of County Commissioners (BoCC) established a list of priority projects and initiatives. This list continues to evolve as projects get completed and ~~county~~County needs change. We will update this list ~~periodically~~monthly to keep the public informed of the current work the BoCC is engaged in.

### General County Business

Improve Communications with Public - The BoCC has been implementing new strategies to enhance awareness of ~~county~~County business including this document, website updates, a Facebook page ([www.facebook.com/tetoncountyidaho/](http://www.facebook.com/tetoncountyidaho/)), press releases, and topic-specific Town Hall meetings. The BoCC ~~will also~~has also ~~began~~ publishing an e-news ~~bulletin~~letter ~~beginning in early April~~. You may sign up to receive the e-news ~~bulletin letter~~ here: <http://www.tetoncountyidaho.gov/enews.php>.

Intergovernmental Communications – The Chairman of the BoCC, along with the mayors of Victor, Driggs, and Tetonida have established bi-monthly meetings to discuss issues that affect all jurisdictions. Each entity reports back to their respective organizations (BoCC and City Councils). Example topics include: affordable housing, public transportation, event planning/coordination, economic development, weed management, and code enforcement.

Animal Control – The BoCC has studied past proposals and engaged in ongoing discussions related to animal control and associated code enforcement. The sheriff's office responds to calls related to dogs at large and transports animals to the Teton Valley Animal Shelter but does not currently enforce local animal control ordinances. Consistent and effective enforcement of County ordinances is an issue the BoCC will be addressing in the next few months.

State Legislation - The BoCC is active in attending Idaho Association of Counties (IAC) conferences and engages with Idaho's state offices and legislators on important initiatives and legislation such as Medicaid expansion, road funding, education, economic development, affordable housing, liquor license reform, public lands, taxation, etc.

Grants – Working with county staff, the BoCC continues to seek out and apply for grants that can be used to leverage the county's assets to support our Comprehensive, Economic Development, Recreation & Public Access, Transportation, and Capital Improvement Plans.

### Emergency Management, Ambulance Service District

Emergency Management - The BoCC is actively engaged in emergency management efforts by the ~~county~~County. Teton County has an Emergency Management Coordinator who oversees and ensures that we have the capability to deal with any potential emergencies in our area. We recently hosted a drill with 14 partnering agencies that tested emergency response efforts for a potential major winter storm. ~~There were 38 people in attendance that worked to identify how response efforts across all entities would come together to ensure the safety of residents of Teton County. Teton County will participate in another emergency response drill that is being led by the Idaho National Guard this May. The County will activate our Emergency Operations Center to test actual response efforts to a chemical exposure incident. In June, Teton County will also participate, with our regional health district, in the~~

national Cascadia Rising exercise simulating a massive earthquake and tsunami affecting Washington and Oregon. We will practice setting up the regional mass care sheltering supplies here in Driggs in support of the wave of evacuees that would be coming our direction. For more information on upcoming drills visit: <http://www.tetoncountyidaho.gov/department.php?deptID=11&menuID=1>

Ambulance Service District Contract - The County Commissioners also serve as the Board of Directors for the Ambulance Service District (ASD). This board is exploring alternatives for addressing the funding shortfall facing the ASD under the current contract with Teton Valley Health Care (TVHC). They are weighing options for reducing the cost while maintaining current levels of service and qualifications. Both TVHC and Teton County Fire Protection District (TCFPD) are interested in contracting with the ASD to staff and administer ambulance services in the county. TCFPD submitted an addendum to their proposal (option C) on March 28<sup>th</sup>. In this scenario, TCFPD would staff, operate, and maintain all 3 emergency response ambulances in the County within their current budget. Because no additional funding from the ASD would be required, this taxing district could be dissolved, potentially saving tax payers over \$500,000. The Board of County Commissioners has requested more information from TVHC and TCFPD and will be meeting again with both TCFPD and TVHC entities on April 11, 2016 May 9, 2016 to discuss the specifics of this option all options.

### **Planning, Building, Weeds, Recreation and Public Access**

New Land Use Code Based on 2012 Comprehensive Plan – Planning staff has been working with the Planning and Zoning Commission for the past 2 years to draft new land use codes and zoning maps for the county. The new land use codes and zoning maps are intended to meet the goals and policies outlined in Teton County’s Comprehensive Plan. The website: [www.tetonvalleycode.org](http://www.tetonvalleycode.org) has considerable information on this subject.

Noxious Weed Management and Enforcement – Teton County recently hired a full time Weed Superintendent to develop and implement a comprehensive weed management program for the county. The objective is to help property owners address their weed problems effectively through education and assistance, while reducing the need for County enforcement efforts. County roads and properties will be more closely monitored and controlled for weeds. Collaboration with other local, state, and federal agencies will also be enhanced. For more information please visit: <http://www.tetoncountyidaho.gov/department.php?deptID=36&menuID=1>

Recreation and Public Access – Teton County has hired a part-time staff person to begin implementation of the Recreation and Public Access Master Plan that was approved by the BoCC in 2014. One priority item is to create a website that will serve as a clearing house for recreation and public access opportunities in our county. Several grant proposals were recently submitted to the Idaho Department of Parks and Recreation to protect and enhance public access points on the Teton River and Caribou-Targhee National Forest.

Comprehensive Plan Annual Report – The Comprehensive Plan requires an annual report that addresses the status of implementing the plan. To date, an annual report has not been prepared and presented. The BoCC has directed the Planning Administrator to prepare a report and present it prior to the end of September 2016.



Code and Ordinance Enforcement – The BoCC has been actively involved in understanding the planning and building codes, code enforcement efforts, and avenues for making sure our codes are applied in a fair and consistent manner. The Planning and Building Department is working to identify and address outstanding issues with properties that are out of compliance with the County’s current zoning and land use codes.

### **Economic Development, Affordable Housing, Education**

Economic Development - Teton County is working with the cities and other local and state organizations to facilitate economic development in Teton Valley. For the past three years, the County has matched funds from Idaho Department of Commerce to create and support the Teton Valley Business Development Center (TVBDC), which is the organization responsible for implementing Teton County’s Economic Development Plan ([http://www.tetoncountyidaho.gov/pdf/codePolicy/2013-0610\\_Adopting\\_May\\_2013\\_Economic\\_Development\\_Plan.pdf](http://www.tetoncountyidaho.gov/pdf/codePolicy/2013-0610_Adopting_May_2013_Economic_Development_Plan.pdf)). The BoCC requested and is now assisting with a collaborative partnership between TVBDC, Chamber of Commerce, and the Geotourism Center. This will allow the three entities to pool resources and consolidate efforts to help existing businesses thrive while also supporting start-ups and relocations that will create more family wage jobs in Teton County.

Affordable Housing – The BoCC has been working with the cities of Victor, Driggs, and Teton as well as Jackson/Teton County, Wyoming to implement strategies for developing more work force housing in Teton County, including the re-establishment of a Housing Authority. The BoCC is currently seeking technical assistance on a work plan that will outline the most effective tools, strategies, entities, and funding options to help address the housing shortage in Teton Valley.

Extension Educator – The BoCC worked closely with the University of Idaho to fill the County Extension Educator position left open when Ben Eborn was promoted to Area Extension Educator last spring. Victor resident, Jennifer Werlin, was hired by the university as the new County Extension Educator. Ms. Werlin’s focus will be on providing leadership and educational programs associated with enhancing local agriculture and community food systems. She will also provide leadership and technical support for the Teton County 4-H Youth Development program.

~~The BoCC has been working closely with the University of Idaho (U of I) in hiring a new Teton County Extension Educator. The U of I and the County collaborated in writing a job description for someone to help enhance local food systems and agriculture-based businesses in Teton County. The new Extension Educator for Teton County will also be a designated leader for 4-H youth programs and is tasked with broadening the breath, depth, and reach of these youth leadership and educational programs.~~

Collaboration with Teton County School District - Members of the BoCC have been attending Teton County School District meetings, strategic planning sessions, and other community-based initiatives to collaborate on educational enhancement in Teton Valley. They will also be working directly with the school board to help inform the new school facility bond measure to address the elementary school building deficiencies.

### **Transportation, Road and Bridge, County Facilities**

Public Transportation – The BoCC is working with Jackson/Teton County Wyoming to establish better communication and collaboration on the expansion of public transportation over Teton Pass. This is an area that will need considerable public input on ridership needs and barriers to use. The City of Driggs

has already been planning for a public transit facility (building and parking) in town and plans to refurbish the old Ford Garage to handle bus maintenance and storage to help meet future transportation needs.

County Road Work Priorities for 2016 – The Road and Bridge Department ~~will be preparing and presenting~~ their draft plan for the coming construction season during a Town Hall meeting on March 28<sup>th</sup> ~~at 6:30pm. If you were unable to attend the meeting you may view the entire report here:~~ <http://www.tetoncountyidaho.gov/additionalInfo.php?deptID=20&pkTopics=530> ~~We encourage interested citizens to attend and provide input. The Public Works Director will, based on BoCC and public input, finalize the plan and present it to the BoCC for approval in early April.~~

Packsaddle Road – A land owner/developer in the Packsaddle area (at and above Kay's Hill) is building a private road to access his properties. He has offered to donate the right of way to Teton County, if the ~~C~~ounty is willing and able to maintain this new road and abandon the old right of way. The Public Works Director is reviewing financial implications to the County if this happened. Public comments from two separate public meetings have been taken and reviewed. The BoCC will hold a formal public hearing if abandonment of the old right of way is proposed (in part or whole).

Transportation Plan Update – The Road and Bridge Department will be updating the ~~C~~ounty's existing Transportation Plan to reflect the 2012 Comprehensive Plan goals as well as the Road Study Report that was completed in 2014. The BoCC realizes that there is a considerable backlog of road maintenance and improvements needed that exceed the ~~C~~ounty and state's current road improvement funding mechanisms. The BoCC has directed the Public Works Director to also update the road work priorities and look into additional sources of funding for road projects in the near term.

Snow Plowing Criteria – The BoCC is working with the Road and Bridge Department to develop and formalize an assessment tool for determining which roads should be plowed in the county and whether they should be on a regular plow route, an intermittent plow route, or no plow route. This will help ensure ~~county~~ County equipment and resources are being used in the most efficient and effective manner.

County Facilities and Equipment Assets Assessment – The ~~C~~ounty has significant facility, equipment, and land assets that need to be managed and maintained. The BoCC hired a Facility Manager to ensure that these assets are being well taken care of now and in the future. In addition, the Facility Manager will be working on the Capital Improvement Plan, road work priorities, grants, and special projects related to public works.

Capital Improvement Plan – The current Capital Improvement Plan for the County is out of date and will be updated over the course of the next few months to reflect current ~~C~~ounty assets, growth projections, and future capital needs.

Future Gravel Pit needs – As Teton County continues to grow, we will need more gravel and fill for road work. Right now most of the gravel comes out of the Felt Pit, which is far from where most of the road work is being done. To determine specifically how much gravel and fill are anticipated will require a long range analysis of road work and material needs as part of the next update to the Teton County Transportation Plan. The Facility Manager will be also be assessing options for other gravel resources within the county.

## Solid Waste Management

Complete Landfill Cap Monitoring Station – The landfill cap rebuild required by Idaho Department of Environmental Quality was completed last year at a cost of about \$1.6 million. The new cap protects Teton Creek and the ground water from any contaminants that were disposed at the old Teton County Landfill. The County is now responsible for monitoring how effective the new cap is performing over the course of the next 30 years. If no moisture is migrating through the cap (as intended by the design and construction), then contaminants in the landfill cannot leach into the creek or ground water.

Solid Waste Fee Refinement – The BoCC is responsible for ensuring the county’s Solid Waste Management System meets state and federal regulatory requirements. Counties are authorized by the state to collect both regulatory Solid Waste Fees and User (“tipping”) Fees. Last year, the County restructured the Solid Waste Fee in accordance with State Statutes (Title 31, Chapters 8 and 44) in order to distribute the cost of operating the county’s transfer station to all property owners. The BoCC was considering refining the flat fee approach to a graduated scale in order to address open space, common area, well, farm, and park/pathway parcels. In December 2015, a lawsuit was filed challenging the County’s statutory authority to assess a fee on parcels that do not have a building on them. Until the lawsuit is resolved, the BoCC can no longer discuss any future actions.

Solid Waste Disposal System Long Range Plan - The BoCC is working with the Solid Waste Department to determine the long range needs associated with maintaining and expanding the capacity at the County’s transfer station. By implementing ~~longterm~~long-term planning, we can make short-term investments that will slowly increase the County’s ability to collect, sort, recycle, and dispose of trash that is generated in our county. There may also be a need to work with other counties in our region to plan for and potentially build a regulatory compliant landfill.