

Using the Local Government Common Records Retention Schedule (CORE)

This records retention schedule authorizes the destruction/transfer of public records documenting the common functions and activities of all local government agencies such as the management of the agency and the management of the agency's assets, finances, human resources, and information resources. It is to be used in conjunction with the other approved schedules that relate to more specific functions of the agency.

Local Government Common Records Retention Schedule (CORE) - Version 4.0 (May 2017)

- [Schedule \(PDF Version\)](#)
- [Schedule \(Word Version\)](#)

Crosswalks from Previous Versions

- [Summary of Changes from Version 3.3. to 4.0 \(May 2017\)](#)
 - [Changes to Legal Affairs \(Video - 7mins\)](#)
 - [Changes to HR and Personnel \(Video - 9mins\)](#)
 - [Changes to Payroll \(Video - 8mins\)](#)
- [Summary of Changes from Version 3.2 to 3.3 \(October 2016\)](#)
- [Summary of Changes from Version 3.0 to 3.1 \(December 2014\)](#)
- [Revision Guide from Version 2.2. to 3.0 \(November 2012\)](#)
- [Revision Guide from Version 2.1 to 2.2 \(December 2011\)](#)
- [Revision Guide from Version 2.0 to 2.1 \(July 2010\)](#)
- [Revision Guide from Version 1.0 to 2.0 \(January 2010\)](#)

Applying the *Local Government Common Records Retention Schedule (CORE)* to Specific Types of Records

- [Sensitive Cardholder Data Obtained During Payment Card Transactions](#)
- [What are Personnel Files?](#)
- [What Does "Until No Longer Needed for Agency Business" Mean?](#)
- [Why Isn't There Just One "Transitory" Records Series?](#)

For further advice and assistance, please contact recordsmanagement@sos.wa.gov



Jennifer Ward <mckim.jennifer@gmail.com>

City Council, public safety committee, question

10 messages

Jennifer Ward <mckim.jennifer@gmail.com>
To: Mariamoreno.Cityoftonasket@gmail.com

Sun, Apr 7, 2019 at 10:19 PM

Good evening Council member Moreno.

If you are available by phone, I was hoping to speak to you about a City matter. I do not have a phone number for you. You gave me your business card after one Council meeting in March but it did not have a phone number for you - only for the City of Tonasket.

I believe my question would be directed to public safety committee (which I understand is yourself and Council member Sackman). (I do not have a phone number for Council member Sackman but would like to reach her if her phone number was available).

Or if you could call me, my home phone # is 509-486-2423 or my cell ph. # is 509-322-4896.

Thank you, sincerely,

Jennifer Ward

Jennifer Ward <mckim.jennifer@gmail.com>
To: jensensackman14@gmail.com

Sun, Apr 7, 2019 at 10:27 PM

Good evening Council member Sackman.

If you are available by phone, I was hoping to speak to you about a City matter, and ask your permission to have your phone number. Or if you could call me, my home phone # is 509-486-2423 or my cell ph. # is 509-322-4896.

I believe my question is supposed to be directed to public safety committee (which I understand is yourself and now Council member Moreno). (I did have a card from Council member Moreno with her email on it (but not her phone number), and have emailed her to ask for her permission to have her phone number, or for her to call me).

[Quoted text hidden]

Maria Moreno <mariamoreno.cityoftonasket@gmail.com>
To: Jennifer Ward <mckim.jennifer@gmail.com>

Mon, Apr 8, 2019 at 2:39 PM

Good afternoon Jennifer,

Send me your question and I will try to answer them, if unable I can forward them to the appropriate city staff.

Thank you

Maria Moreno

[Quoted text hidden]

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Respectfully,

Maria Moreno

Maria Moreno
Council Member

City Of Tonasket
209 S Whitcomb Ave/PO Box 487
Tonasket, WA 98855

Jennifer Ward <mckim.jennifer@gmail.com>
 To: Maria Moreno <mariamoreno.cityoftonasket@gmail.com>

Mon, Apr 8, 2019 at 10:41 PM

Thank you Maria for your reply.

Sorry to respond so late this evening.

I am hoping to:

1. ask Council tomorrow evening for permission to be added to the agenda.

I did not anticipate last week that I would want or have a matter to bring to Council. (I am still figuring out the process for public engagement in City business). I did speak with Council member Kriner on Sunday, about the subject matter, and she was supportive and encouraged me to call the Clerk this morning to ask to be placed on the agenda. Member Kriner telephoned as well to ask the Clerk to place me on the agenda. The Clerk said it was too late, that anyone wanting to be put on the agenda for 4/9/19, would need to come to Council at the very beginning, and get Council's permission to be added to the agenda.

So, my plan, and hope, is to ask Council's permission to be added to the agenda to discuss the matter I want to discuss.

2. The matter I want to discuss is, how can we identify some errors and omissions in the recent RFP process, and how to do better next time?

I reviewed the recent RFP process for the internal compliance administrator contract award. (I was able to review the RFP proposal packet, received in a public record request, filed 3/13/19 and received 3/27/19). And I took the time to transcribe the video/audio of the 3/12/19 Council meeting during the final review of the proposals and contract award (the transcript is of the 15 minutes for the agenda item, + 5 minutes of public comment related to the subject).

I think it is important to summarize those omissions and errors, so we can do better next time, and ensure the RFP process is fair and sound.

3. The second matter I hope can be discussed is as to the provision of services from SDB Consulting & Investigation, as part of their service agreement:

a. what are the roles/assistance of the City/Council in the execution of SDB Consulting & Investigation's provision of services, in the Internal compliance administrator project?

Originally, SDB Consulting & Investigation stated in their answer to a supplemental question in the RFP process, that they would not need assistants. However, are City/Council officers/staff/members, assisting Mr. Brown with the project?

Roles of:

- City Attorney: point of contact for: _____
- Mayor: point of contact for: _____
- Clerk
- Chief Law Enforcement Officer
- Other City employees?
-
-
- Council members?
-
-
- Other?
- Other?

b.. as to the provision of services, can the service provider, SDB Consulting & Investigation, give some assurances as to how the police department evidence and records are being handled?

Can they share what assurances and benchmarks they are using to complete the closing of the City police department and the handling and processing of evidence, records, and property?

During the RFP process, we were able to read other RFP proposal assurances.

Can the service provider, SDB Consulting & Investigation, similarly assure:

- o all handling of physical evidence will be performed by the service provider alone and if assistance is needed it is only person(s) that are known, trusted and qualified criminal justice professionals?
- o that every piece of evidence removed from the city's possession will be individually documented and witnessed by a known, trusted and qualified criminal justice professional?
- o all screening of evidence will include a detailed process?
- o all screening of investigation reports for purging will undergo a detail process?
- o all purged documents will be documented pursuant to RCW and State Archive guidelines?
- o all documents requiring transfer to either the state archives or WASPC will be documented?
- o all general inventory items will be photographed and documented for city disposition?
- o All firearms will be handled safely and released/disposed of per state & federal law?
- o will coordinate/respond to all existing public records requests regarding police records only?
- o Other?

That is everything I think.

Let me know your thoughts.

Thank you sincerely, Council member Moreno.

Jennifer Ward

[Quoted text hidden]

Jensen Sackman <jensensackman14@gmail.com>
To: Jennifer Ward <mckim.jennifer@gmail.com>

Tue, Apr 9, 2019 at 8:35 AM

Hi Jennifer,

Sorry for the delay I didn't get a chance to check my email yesterday.

Please bring your question to council tonight and I will do my best to give you an answer then.

Thank you

Jensen.

[Quoted text hidden]

Jennifer Ward <mckim.jennifer@gmail.com>
To: Maria Moreno <mariamoreno.cityoftonasket@gmail.com>

Tue, Apr 9, 2019 at 9:00 AM

Good morning Council member Moreno,

Did you get a chance to see my email from yesterday evening?

4/11/2019

Gmail - City Council, public safety committee, question

J Ward Packet Page 100 of 103

If I am unsuccessful getting permission from Council to be on the agenda, would you be comfortable to read my email for me my question # 3?

Do you think question #3 is worth following up on?

Let me know your thoughts. Also please feel free to call me if you have any questions or concerns (home phone is 486-2423, or my cell is 322-4896)

Thank you. sincerely

Jennifer Ward

[Quoted text hidden]

Jennifer Ward <mckim.jennifer@gmail.com>
To: Jensen Sackman <jensensackman14@gmail.com>

Tue, Apr 9, 2019 at 9:29 AM

Thank you Council member Sackman,

I am hoping to arrive and ask Council's permission to be added to the agenda (this was the Clerk's suggestion yesterday morning). (I had got to speak with Council member Kriner on Sunday and she was supportive of me being added to the agenda and agreed it was important. But Monday morning, when Mary Lou called the Clerk, the Clerk would not permit Council member Kriner to add me to the agenda. I myself called the Clerk at 9:40 a.m. independently to follow up (when I called I did not know they already spoken) the Clerk said she would not allow it and was a bit hostile to me. I did not agree with the Clerk's decision. But I will try her suggestion. Hopefully Council will allow me to be added to the agenda.

Thank you. I have never asked to be on the agenda before. I am still figuring out the process for public engagement in City business and trying to learn, and I did not anticipate last week that I would have a matter to bring to Council's attention. But I do think it is urgent.

There are two matters I want to discuss -- I emailed Council member Moreno my two questions.

I could just copy and send you the two questions I sent her, if you would like?

sincerely,

Jennifer Ward

[Quoted text hidden]

Jensen Sackman <jensensackman14@gmail.com>
To: Jennifer Ward <mckim.jennifer@gmail.com>

Tue, Apr 9, 2019 at 10:44 AM

Yes, you can copy the questions and I will do my best to have an answer for you from the questions tonight at council.

If the questions are to do with public safety.

Thank you.

Jensen.

[Quoted text hidden]

Jennifer Ward <mckim.jennifer@gmail.com>
To: Jensen Sackman <jensensackman14@gmail.com>

Tue, Apr 9, 2019 at 3:05 PM

Hi, I'm sorry, I just saw this now.

The Clerk said Monday morning that I could come to Council and ask Council to be put on the agenda this evening. I had hoped the Clerk and Mayor would have given Member Kriner that authority Monday morning, but Clerk and Mayor

won't budge. I assume at start of Council, Council votes whether to add me. I saw the Council packet and agenda posted on City website Friday. And I shared with the Clerk and Mayor that it didn't look like there were many things on the agenda and seemed there was room. Mayor said if I do get Council's permission tonight, that maybe it'd go somewhere in old business.

I've worked really hard to pull together an understanding of the RFP process that recently happened, for the internal compliance administrator award. I think my findings relate to making sure we can move forward and learn better practices for next hire or contract (i.e. Code enforcement officer, or if need a law enforcement public records specialist in future). And I hope to share my findings this evening with the Council as a resident trying to be engaged in our City business.

Thank you Council Member Sackman.

I will attach my questions in a second email.

Jennifer Ward
[Quoted text hidden]

Jennifer Ward <mckim.jennifer@gmail.com>
To: Jensen Sackman <jensensackman14@gmail.com>

Tue, Apr 9, 2019 at 3:09 PM

Here is the same, as I send Council member Moreno.

This would be for Public safety and/or other Council members. I do hope I get to speak on agenda as to #2 below..

Thank you Council member Sackman.

I am hoping to:

1. ask Council tomorrow evening for permission to be added to the agenda.

I did not anticipate last week that I would want or have a matter to bring to Council. (I am still figuring out the process for public engagement in City business). I did speak with Council member Kriner on Sunday, about the subject matter, and she was supportive and encouraged me to call the Clerk this morning to ask to be placed on the agenda. Member Kriner telephoned as well to ask the Clerk to place me on the agenda. The Clerk said it was too late, that anyone wanting to be put on the agenda for 4/9/19, would need to come to Council at the very beginning, and get Council's permission to be added to the agenda.

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3. The second matter I hope can be discussed is as to the provision of services from SDB Consulting & Investigation, as part of their service agreement:

- a) it would be helpful to have more clarification as to what are the roles/assistance of the City/Council in the execution of SDB Consulting & Investigation's provision of services, in the Internal compliance administrator project?

Originally, SDB Consulting & Investigation stated in their answer to a supplemental question in the RFP process, that they would not need subcontractors. However, are City/Council officers/staff/members, assisting Mr. Brown with the project?

Roles of:

- City Attorney: point of contact for: _____
- Mayor: point of contact for: _____
- Clerk
- Chief Law Enforcement Officer
- Other City employees?
 -
 -
- Council members?
 -
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- Other?
- Other?

3. b).. as to the provision of services, can the service provider, SDB Consulting & Investigation, give some assurances as to how the police department evidence and records are being handled?

Can they share what assurances and benchmarks they are using to complete the closing of the City police department and the handling and processing of evidence, records, and property?

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Can the service provider, SDB Consulting & Investigation, similarly assure:

- o all handling of physical evidence will be performed by the service provider alone and if assistance is needed it is only person(s) that are known, trusted and qualified criminal justice professionals?
- o that every piece of evidence removed from the city's possession will be individually documented and witnessed by a known, trusted and qualified criminal justice professional?
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- o all screening of investigation reports for purging will undergo a detail process?
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- o all documents requiring transfer to either the state archives or WASPC will be documented?
- o all general inventory items will be photographed and documented for city disposition?
- o All firearms will be handled safely and released/disposed of per state & federal law?
- o will coordinate/respond to all existing public records requests regarding police records only?
- o Other?

Jennifer Ward

Law Enforcement Records Management and Disclosure

MRSC created this series of webpages in partnership with the State Auditor's [Center for Government Innovation](#) to help police and sheriff departments in Washington State manage their records and comply with disclosure and retention requirements under the [Public Records Act](#) and other statutes.

Contents

Police and sheriff departments, like all other units of local government, are subject to the [Public Records Act](#) and must disclose certain documents if requested. However, there are a number of special considerations that apply specifically to law enforcement agencies, as discussed in the links below:

- [Tips for Managing Law Enforcement Records](#). Management and disclosure of law enforcement records can be particularly challenging - read some practice tips to help make your job easier.
- [Common Prohibitions and Exemptions for Law Enforcement Records](#). See what information is exempt or prohibited from disclosure, along with two sample police reports demonstrating potential redactions.
- [Copying Charges for Law Enforcement Records](#). Learn what law enforcement agencies can charge for copying records, and see examples of fee schedules.
- [Retention Requirements for Law Enforcement Records](#). See the retention requirements for commonly requested records, including case files, criminal history records, and video footage.

Last Modified: February 05, 2019

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Code Enforcement Officer
DEPARTMENT: Police Department
REPORTS TO: Police Chief

OVERVIEW OF THE POSITION

Performs a variety of routine and complex, city code enforcement work.

RESPONSIBILITIES/DUTIES

- ◆ Patrols streets, roads, alleyways, highways, business areas and residential areas and enforces Omak city codes, laws and ordinances. Such codes shall included but not be limited to; Animal control, parking enforcement, nuisances, tree, shrub and weed abatements, graffiti removal, as directed by the Chief of Police.
- ◆ Prepares full and comprehensive reports, investigates all calls and complaints in a timely manner, issues citations, abatement notices and summonses as required.
- ◆ Enters all calls for service in the Police Department computer system as required.
- ◆ Provides for personal and equipment effectiveness by demonstrating skill proficiency (weapons, animal control capture devices), and by keeping abreast of changes in laws, ordinances, policies and procedures.
- ◆ Maintains complete records of all code enforcement activities and in specific, animal control functions and provides a monthly report of activities to the Chief of Police.
- ◆ Cleans and maintains the animal shelter.
- ◆ Assists with traffic control during emergencies or civic functions as required.
- ◆ Assists the public, answering inquiries regarding directions, codes, laws and ordinances.
- ◆ Appears in court as a witness as required.
- ◆ Assists other city departments upon request concerning code violations and enforcement.
- ◆ Assists in the front office of the police department as required.
- ◆ Other specialized duties as may be assigned by the Chief or Sergeant.

DESIRED KNOWLEDGE/ABILITIES

- ◆ Ability to use good judgment and make decisions in stressful and non-stressful situations and to adapt quickly to unanticipated situations.
- ◆ Ability to assess situations quickly and to determine a proper course of action.
- ◆ Ability to gain the respect and establish effective working relationships with all city department heads and their respective personnel as well as the personnel of the police department.
- ◆ Ability to establish and maintain satisfactory public relations with public officials as well as the general public.
- ◆ Ability to understand and execute oral and written instructions and effectively communicate both orally and in writing.
- ◆ Ability to plan, organize, develop and implement assigned activities and programs.
- ◆ Ability to get along with a wide diversity of people.
- ◆ Possess a contemporary working knowledge of modern enforcement methods and techniques in the prevention and investigation of city code violations. Understands identifying and preserving of physical evidence as well as documentary evidence, e.g. photographs, film and digital.
- ◆ Have knowledge of the laws, codes and statutes applicable to code enforcement and the rights of suspects, defendants, victims, petitioners and respondents.
- ◆ Knowledge of the geography of the City of Omak.

WORK SCHEDULE

This position works a 40-hour week, which may include a variety of shift hours with rotating days off as required by the demands of the position and the Chief of Police.

MINIMUM QUALIFICATIONS

- ◆ High School Diploma or equivalent.
- ◆ Current, valid and properly classed Washington State Drivers License without record of suspension or revocation in any state is required; driving record must, for any date during employment thereafter, be free of any violation for: 1.) Reckless driving, 2.) Hit and run, or 3.) Driving under the influence of alcohol or drugs.

MINIMUM QUALIFICATIONS

- ◆ Must not have had a conviction for any crime, the punishment for which could have been imprisonment in a federal or state prison or institution and shall not have been convicted of any offense involving moral turpitude, narcotics and drugs.
- ◆ Must not be addicted to the excessive use of drugs or intoxicating beverages.
- ◆ Must possess an active First Aid Card and CPR Training and keep current.

TRAINING PERIOD

In order to experience the full range of responsibilities and duties, the employee will serve a review and evaluation period of not less than 12 months upon promotion or hire.

PHYSICAL/LEARNING DEMANDS

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

ENDURANCE - MOVING ABOUT: Frequently (1/3 to 2/3 of the time). Move from location to location.

WALKING: Periodic - Occurs on every shift. Move about on foot.

LIFTING/CARRYING: Periodic and does not occur on every shift.
Lift by manually raising or lowering an object from one level to another (including upward pulling), and or carry (transport) an object, usually holding it in the hands or arms or on the shoulder. May lift more than 100 pounds and endure physical stress.

CONTROLS: Frequently (1/3 to 2/3 of the time)
Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.

CLIMBING: Occasionally (up to 1/3 of the time)
Ascend or descend stairs, using the feet and legs.

HANDLING: Frequently (1/3 to 2/3 of the time)
Seize, hold, grasp, turn, or otherwise work with the hand or hands and maintain physical control of tools and/or equipment.

MINIMUM QUALIFICATIONS

FINGERING: Frequently (1/3 to 2/3 of the time) Feel, pull, grasp, press, apply pressure or otherwise work with the fingers in the use of tools, equipment, assisting the public or in utilization of code enforcement techniques.

TALKING: Frequently (1/3 to 2/3 of the time)
Express or exchange ideas by means of the spoken work to impart oral information to clients or the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Frequently (1/3 to 2/3 of the time)
Perceive the nature of sounds by the ear.

SEEING: Frequently (1/3 to 2/3 of the time)
Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. This includes peripheral vision, night vision, depth perception, and the ability to adjust focus.

SMELLING: Periodic - does not occur on every shift.
Obtain impressions through the nose of substances organic and chemical.

BAILANCING: Periodic - does not occur on every shift.
Maintain body equilibrium to prevent falling when walking, standing, crouching or otherwise moving on dangerous or unstable surfaces.

WRITING: Frequently (1/3 to 2/3 of the time)
Write compound and complex sentences, using cursive style and block printing style, proper end punctuation, and employing adjectives and adverbs.

READING: Elevated
Read literature, technical material and journals, financial reports, and legal documents.

REASONING: General
Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; deal with problems involving several concrete variables in or from standardized situations.

MATHEMATICAL: Basic
Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent, draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. At those times, the employee is subject to the typical physical requirements and hazards encountered by Code Enforcement Officers.

TOOLS AND EQUIPMENT

Code enforcement truck, radio, handgun, dart gun and dart rifle, capture poles, capture and transport cages, pepper spray, telephone, cell phone, pager, first aid equipment, photograph equipment, typewriter, calculator, personal computer including word processing software and specialized police software.

OTHER

CONDITION OF EMPLOYMENT:

Beyond the established and prescribed review and evaluation period, all positions with the City of Omak are terminable within the guidelines of the Municipal Code, Civil Service Rules, Personnel Policies and applicable Bargaining Agreements as provided by law.

ACKNOWLEDGEMENT

THIS JOB IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT. PRIOR TO THE IMPLEMENTATION OF ANY CHANGES MANAGEMENT SHALL GIVE WRITTEN NOTIFICATION. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE	DATE
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Job Description Approved By:

Chief's Signature

Date: _____

Mayor's Signature

Date: _____

City of Okanogan
Animal Control Enforcement Officer
Job Description

Position Concept:

The Animal Control Enforcement Officer performs fieldwork advising citizens and enforcing ordinances and state statutes pertaining to Animal and Rabies Control laws. The member performs operational, clerical and public relations duties and tasks specific to the position.

The most important and essential job functions of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Animal Control Enforcement Officer may perform other related duties and tasks, as required and shall have the physical and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Advise citizens on animal ownership
- Obtain animal bite information
- Inform public of animal control regulations
- Act as liaison between complaint parties
- Locate reported stray animals
- Check for City of Okanogan/Rabies tags
- Locate animal owners
- Ensure enforcement of regulations/and ordinances
- Issue citations/summonses
- Act as a witness in court
- Investigate calls/complaints
- Destroys/disposes of unwanted/diseased animals
- Collects animal carcasses
- Performs kennel duties
- Prepare forms and reports

Education:

- High School or GED
- Valid Washington State driver's license
- Maintain certifications as required by Washington State

Environmental Conditions:

- Work involves day and/or night, exposure to inclement weather
- Work may require acts of physical endurance and agility

Required Skills:

- Safety rules and regulations
- General care of animals
- Animal control ordinances/procedures
- First aid procedures
- Animal diseases
- Rabies control
- Geographical area

Ability to:

- Read and write English
- Operate motor vehicle
- Read a map

City of Okanogan
Animal Control Enforcement Officer
Job Description

Ability to:

- Control animals
- Work independently
- Perform under stressful conditions

Skills:

- Report writing
- Computer
- Interpersonal
- Problem solving
- Decision making
- Analytical
- Telephone
- Communication
- Investigative

Physical Requirements:

- Walk
- Lift/carry push/pull 70 pounds
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual dexterity
- Run
- Climb
- Stoop
- Bend
- Kneel
- Crawl
- Recognize colors
- Strength to control animals

call & get OK -

Job Description of a Code Enforcement Officer

Learn about the education and preparation needed to become a code enforcement officer. Get a quick view of the requirements as well as details about schooling, job duties and certification to find out if this is the career for you.

[View Popular Schools](#)

While many employers require code enforcement officers to have previous working experience or a degree in building inspection, construction technology, or architecture, some positions may only require candidates to have a high school diploma. Certification in this field is required in some states, and recommended in others. Staying up-to-date on both state and federal regulations concerning permits, zoning, and land issues is essential for this career.

Find schools that offer these popular programs

- Corrections Admin
- Corrections, Probation, and Parole
- Criminal Justice and Safety Studies
- Criminal Science
- Forensic Science

- Juvenile Corrections
- Law Enforcement Administration
- Police Science and Law Enforcement
- Securities Services Mgmt
- Security and Theft Prevention Services

[More Programs](#)

Essential Information

Code enforcement officials help protect the safety and health of citizens by ensuring that the buildings and land in a municipality are in accordance with housing and zoning ordinances. They can also investigate the abandonment of vehicles, as these also fall under the category of maintaining the quality of the municipality. Although technically speaking, code enforcement officers may find employment with no more than a high school diploma, the majority of such professionals hold a degree in a related field. Certification is mandatory in some states and voluntary in others; such credentials may be earned by passing an examination.

Required Education	High school diploma or GED; many enforcement officers hold degrees in architecture, construction technology or building inspection
Other Requirements	Certification required in some states; achieved by passing a state or association examination
Projected Job Growth (2014-2024)	8% for construction and building inspectors*
Median Salary (2015)	\$57,340 for construction and building inspectors*

Source: *U.S. Bureau of Labor Statistics

Duties

In addition to inspection and investigation of properties and buildings, code enforcement officers determine the nature of environmental or health hazards, nuisance violations and unsafe building conditions. When this has been determined, code enforcement officers issue permits or citations in accordance with the regulations of the municipality. In addition, code enforcement officers must understand and comply with state and federal regulations on land usage, zoning, business permits and building access.

Requirements

According to the BLS, building and construction inspectors, including code enforcement officers, are required to have a high school diploma; however, many employers also require a degree or experience in related fields, such as architecture, construction technology or building inspection (www.bls.gov). Although not all municipalities require it, many code enforcement officers pursue certification within their state. In order to obtain certification, officers must pass a state or association examination. Some states also require training credits in addition to the examination. Finally, code enforcement officers are responsible for recertifying to maintain their status as certified code enforcement officers.

Salary and Career Information

The salary of code enforcement officers often varies by municipality; however, the BLS reported that a median annual salary for construction and building inspectors was \$57,340 in May 2015. In the same year, the BLS listed the median hourly wage for the same occupation at \$27.57. The agency also reported that jobs for construction and building inspectors were expected to increase 8% from 2014-2024.

A code enforcement officer investigates property to ensure compliance with municipal ordinances. A high school diploma or bachelor's degree and certification may be required, and additional training credits may also be mandatory. Job opportunities in this field are expected to increase at an average rate through the 2014-2024 decade.

[Next: View Schools](#)

Perfect School Search

What is your highest level of education?

Select your education level

What subject are you interested in?

Legal

Criminal Justice, Law Enforcement, and Corrections

Police Science and Law Enforcement

Where do you want to attend class?

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What is your highest level of education?

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2 [Purdue University Global](#) ([/directory/school/Purdue University Global.html](#))



- MS in Criminal Justice
- MS in Homeland Security and Emergency Management
- BS in Criminal Justice - Law Enforcement
- BS in Corrections
- AAS in Criminal Justice
- AAS in Public Safety and Security

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What is your highest level of education completed?

Select One...

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3 [Florida Tech](#) ([/directory/school/Florida Tech University Online.html](#))



- BA in Criminal Justice
- BA in Criminal Justice/Homeland Security
- AA in Criminal Justice

What is your highest level of education completed?

Select One...

Get More Information

4 [Saint Leo University](#) ([/directory/school/Saint Leo University.html](#))



- DCJ: Education
- DCJ: Homeland Security
- MS: Criminal Justice
- MS: Criminal Justice - Corrections
- BA: Criminal Justice
- BA: Criminal Justice - Criminalistics
- AA: Criminal Justice

What is your highest level of education completed?

Select One...

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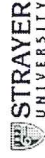
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Still in High School

Earn your diploma or GED. Plan your undergraduate education.

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- [BS in Criminal Justice - Criminal Justice Administration Concentration \(/form/school.html?formId=Strayer_University\)](/form/school.html?formId=Strayer_University)
- [BS in Criminal Justice - Homeland Security and Emergency Management Concentration \(/form/school.html?formId=Strayer_University\)](/form/school.html?formId=Strayer_University)
- [BS in Criminal Justice - Computer Security and Forensics Concentration \(/form/school.html?formId=Strayer_University\)](/form/school.html?formId=Strayer_University)

What is your highest level of education completed?

Select One...

[View more](#)



AA in Criminal Justice

What is your highest level of education completed?

Select One...

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Show more schools...

Find your perfect school

Select highest level of education

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Curriculum, relevancy of sample programs, and outcomes will vary by school.

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RESOLUTION NO. 2019-12

A resolution declaring certain property to be surplus to the City.

WHEREAS, the City of Tonasket, a municipal corporation of the State of Washington, is the owner of certain property as described in Exhibit "A" attached hereto and incorporated herein as set forth; and

WHEREAS, the City of Tonasket is desirous of disposing of said property described in Exhibit "A" attached pursuant to statutory authority of the State of Washington; and

WHEREAS, the said property is in excess and surplus to the present or foreseeable needs of the City of Tonasket, or is in such condition as to have no value,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, that the property described in Exhibit "A", attached hereto and incorporated herein, as fully set forth is not necessary to the needs of the City of Tonasket and is surplus and excess to the foreseeable needs of said City, or is in such condition as to have not value, may be disposed of pursuant to statutory authority. The City may dispose of the surplus property in a method determined to be in the best interest of the City.

PASSED BY THE CITY COUNCIL this _____ day of _____,
2019.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

**City of Tonasket
Surplus Items**

Exhibit "A"

The following items have been declared surplus to the needs of the City of Tonasket:

25 – blue poly barrels 50-55 gal.

Pile of scrap iron

Old pool cover with reels

Old pool lane line with reel

2 – old 3-horsepower electric motors with pool filters on them

1 – diving board

2 – lifeguard chairs

Pickup canopy

3 – vertical hollow shaft turbine motors (1 40 horse, 2 75 horse)

1 – old library book drop

1 – old wooden spoke fire hose reel

Old mowing deck for Kubota

Old utility trailer – no value

TASKalafa 250ci copier – no value

Dell Keyboard & monitor

HP Printer

Black case

HP Laserjet 3200 & HP Laserjet 1000

Hanns G monitor – no value

RESOLUTION NO. 2019-13

**A RESOLUTION of the City Council of the
City of Tonasket setting rules for the use of
Chief Tonasket Park.**

WHEREAS, the City Council of the City of Tonasket has determined that it is necessary to institute rules for the use of Chief Tonasket Park by groups;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TONASKET, WASHINGTON** as follows;

1. Soccer groups have the sole responsibility of putting up and taking down the nets on the goals **daily** and all trash must be picked up and disposed of properly after practices and games.
2. Baseball, softball, and T Ball groups are responsible to pick up all trash after practice and games and disposed of properly.
3. Groups are required to supply schedules of games and practices, names of group organizers, coaches and contact information submitted to City Hall prior to the beginning of the season.
4. All organized groups are required to sign up at City Hall for a property use permit and pay the applicable usage amount.
5. The property use fee will be determined annually on the City fee schedule.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2019.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer