R-22- 166

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING APPLICATION BY THE NORTH LITTLE ROCK POLICE DEPARTMENT FOR FUNDS UNDER THE 2022 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM; AND FOR OTHER PURPOSES.

WHEREAS, administered through the Arkansas Department of Finance and Administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program ("Program") assists local and tribal law criminal justice efforts to prevent and/or reduce crime and violence, and to improve the administration of the criminal justice system; and

WHEREAS, the North Little Rock Police Department ("NLRPD") wishes to apply for the Program, and is pre-approved for a $46,539.00 grant with no local matching funds required; and

WHEREAS, the NLRPD wishes to hire a part-time mental health and wellness counselor to provide mental health services, advisement and training to NLRPD personnel (see full job description attached hereto as Exhibit A); and

WHEREAS, the grant application requires a public hearing on proposed purchases with JAG funds, which has been set for the August 22, 2022 City Council Meeting; and

WHEREAS, it is in the best interests of the City, the NLRPD and private citizens to obtain grant funds under the Program to safeguard its officers and citizens through mental health awareness and training.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That application on behalf of the North Little Rock Police Department for grant funding from the 2022 Edward Byrne Memorial Justice Assistance Grant Program administered by the Arkansas Department of Finance and Administration is approved.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED: APPROVED:

_____ _____

Mayor Terry C. Hartwick

SPONSOR:

Mayor Terry C. Hartwick

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED 11:04 A.M. _____ P.M.

By Amy Fields CA

DATE 3/16/22

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED BY

EXHIBIT
A

CITY OF NORTH LITTLE ROCK
Job Description

JOB TITLE: **Mental Health and Wellness Counselor**

FLSA: Exempt	**JOB CODE:** TBD
SALARY: NG	**DEPARTMENT:** Police
SHIFT: Day	**SECTION**: Support Services
TYPE POSITION: Part-time/Temporary	**LOCATION**: 1 Justice Way
REPORTS TO: Support Service Lieutenant	
PREPARED BY: Robert L. Mauldin, I/O Specialist	**DATE:** 7/29/22
APPROVED BY: Patrick Thessing, Chief of Police	**DATE:** 7/29/22

SUMMARY: Provides mental health services, advisement, and training to North Little Rock Police personnel by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *include the following. Other related duties may be assigned. Regular attendance is an essential function of this position.*

Victim/Community Services: Provides crisis intervention to crime victims as directed by the Chief of Police. Assists with developing programs aimed at addressing and improving mental health issues/concerns in the community that are related to law enforcement activities in their neighborhood. Weight: .30

Critical Incidents: Develops and coordinates a critical incident stress management program for the department. Assists with debriefing activities in connection with critical incidents, both in a scheduled format and in emergency situations. Advises the Crisis Negotiations team during barricaded subject and hostage situations. Provides individual and group counseling sessions to department personnel when requested. Weight: .55

Training/Advisement: Serves as an advisor to the Training Unit and Special Operations Teams in matters related to mental health. Provides monthly training sessions to the Crisis Intervention Team. Advises the training unit commander regarding the Health and Wellness Peer Support Program; provides related training as requested. Weight: .15

NOTE: Weights are an approximate value of each essential area; the amount of time spent in a task area may vary from time to time.

SCOPE OF RESPONSIBILITY: *The complexity, guidelines, supervisory controls, and supervision responsibilities described below are representative of this position.*

SUPERVISORY CONTROLS:
The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

SUPERVISORY RESPONSIBILITY:

None.

COMPLEXITY:
The work includes various duties involving different and unrelated processes and methods; the decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives; the work involves conditions and elements that must be identified and analyzed to discern interrelationships.

GUIDELINES:
Guidelines are available, but are not completely applicable to the work or have gaps in specificity; the employee uses judgement in interpreting and adapting guidelines; the employee analyzes results and recommends changes. The employee sometimes makes decisions that affect persons or situation beyond the scope of his/her own tasks, such as assisting customers or problem solving for customers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:
Doctor of Philosophy from an accredited university or college in Social Work, Sociology, Psychology, or a related field and five (5) years related experience involving law enforcement crisis counseling, Crisis / hostage negotiations, critical incident stress debriefing. Professional licensure and professional liability insurance information as required by state law for mental health counseling are required. State Commission on Law Enforcement Standards and Training (CLEST) Instructor certification is required.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret common law enforcement journals, criminal justice system reports, and legal documents. Ability to communicate effectively with persons from diverse backgrounds under crisis or stressful conditions. Ability to communicate pleasantly and diplomatically with law enforcement officers and various local law enforcement, social services, and court system personnel. Ability to write thorough and concise case reports that conform to prescribed style and format.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:
Basic to intermediate knowledge of data management and word processing programs. Intermediate skill in internet-based research.

OTHER SKILLS and ABILITIES:
Knowledge of the principles and methods of crisis intervention counseling used in trauma informed counseling, grief, and crisis situations. Knowledge of what is involved in child abuse, domestic violence, and violent crime.

Knowledge of the community resources available to battered spouses, rape victims, the elderly, emotionally disturbed children, and persons with disabilities. Ability to work effectively with health care professionals and department personnel.

PHYSICAL DEMANDS: *The physical 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.*

While performing the duties of this job, the employee is regularly required to sit at a desk; to hold, handle or manipulate papers, pens, telephone, keyboard and etc.; reach across a desk, counter or into a file cabinet; and talk with or hear persons by telephone or in person. The employee is occasionally required to walk to other offices. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate with occasionally loud noise at a crime scene. The employee performs duties that involve responsibility for documents, materials, or information of a highly confidential nature. The job requires that the employee carry a cell phone for on-call duty after regular daytime hours. Employee is on-call for critical incident response.

DRIVING REQUIREMENTS: *The employee may be required to drive or operate the following vehicles or equipment.*

A valid class D driver's license and a good driving record is required.
Use of a personal vehicle or city-owned vehicle is required for some travel in the City. Mileage reimbursement is available.