

RESOLUTION - 23-67

FORD COUNTY, ILLINOIS

RESOLUTION ADOPTING RISK MANAGEMENT PROGRAM

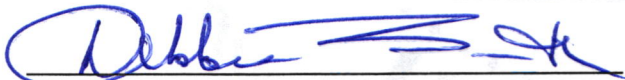
WHEREAS, FORD COUNTY (County) shall have in operation a comprehensive Risk Management Program which shall reduce or prevent the County's exposure to liability; and

WHEREAS, The Illinois Local Government and Governmental Employees County's Risk Management/Tort Avoidance Program Immunity Act (745 ILCS 10) provides for a County to levy a tax which when collected will pay the cost of risk care management; and

BE IT RESOLVED that Ford County does hereby adopt the Ford County Risk Management Program.

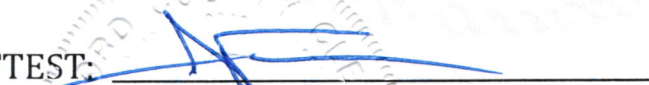
BE IT RESOLVED this Resolution was duly adopted by the Ford County Board at a public meeting held on August 14, 2023.

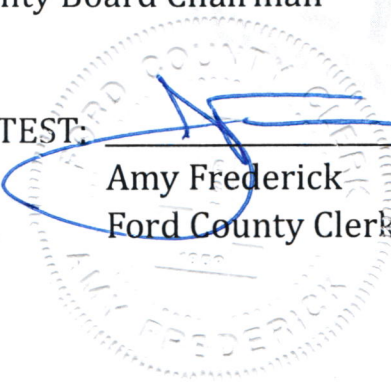
Dated: August 14, 2023



Debbie Smith
Ford County Board Chairman

ATTEST:



Amy Frederick
Ford County Clerk & Recorder

The background of the page features a large, faint watermark of the Ford County Seal. The seal is circular and contains the text "FORD COUNTY" at the top and "ILLINOIS" at the bottom. In the center of the seal is a shield with a plow and a sheaf of wheat, and the year "1831" is visible at the bottom of the shield.

FORD COUNTY, ILLINOIS

RISK MANAGEMENT PROGRAM

Draft 6-8-2023

FORD COUNTY (County) shall have in operation a comprehensive Risk Management Program, which shall reduce or prevent the County's exposure to liability. It is of the utmost importance for the County to ensure that statutory and common law health and safety rights are extended to the public and employees; to make certain that the County's buildings and grounds are maintained in a safe condition; and to provide careful supervision and protection of all the County's real and personal property, including vehicles.

The Illinois Local Government and Governmental Employees County's Risk Management/Tort Avoidance Program Immunity Act (745 ILCS 10) provides for a County to levy a tax which when collected will pay the cost of risk care management.

RISK MANAGEMENT AND COUNTY'S RISK MANAGEMENT/TORT AVOIDANCE PROGRAM AVOIDANCE POLICY AND PROCEDURES

The goals of the County's Risk Management Program shall be:

- Identification and analysis of loss exposure for the COUNTY OF FORD; and
- The selection of techniques to be used to address potential loss exposure for the County; and
- The implementation of chosen techniques to address potential loss exposure; and
- The ongoing monitoring of decisions to reduce loss exposure and the adjustment of techniques as needed to address the changing needs of the County in reducing its loss exposure.

As part of the process of defining the various components of the Risk Management Program the following tasks will also be accomplished:

- The clear delineation of personnel responsibilities; and
- The provision of adequate insurance against liability exposure; and
- The identification of costs for the maintenance of the Risk Management Program as permitted by statute.

The general, overall responsibility, for the development and maintenance of the County's Risk Management Program, rests with the Risk Management representatives of the Ford County Board responsible the County's property' liability and workers' compensation insurance coverages.

Ford County is a member of the "Counties of Illinois Risk Management Agency (CIRMA)". These County Board representatives shall be members of the CIRMA Board and will be responsible for the development of the Ford County program, identifying the various components of the program, and delegating responsibilities for these components to the appropriate personnel. It is expected that these County Board Member Representatives (CIRMA Members) will continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. These County Board Members or their designee (Personnel Committee, Elected Official/Dept. Heads, Safety Committee) will be responsible for monitoring all staff to assure that risk care responsibilities are compliant with the risk management procedures.

It is expected that, because of the County Board delegating responsibility for oversight of the risk management plan and program to these Board Member Representatives, the Board would spend no more than five percent (5%) of their time toward fulfillment of this task. However, it should be recognized that the existence of the County Board Representatives is by and large to administer and oversee the correct use of funds, resources and claims associated with the County's Risk Management/Tort Avoidance Program Immunity Act. It will also be the County Board Representative's responsibility to provide for the protection of personnel and the general public and freedom from exposure to County's Risk Management/Tort Avoidance Program-producing situations which arise from incidents at all County functions and activities as well as the general operations of the County and the County's facilities. The County Board Representatives are made up of two County Board members who attend to all insurance related matters, other than health insurance. Ninety percent (90%) of the Committee's time will be spent fulfilling these obligations.

One primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the County against liability. Portions of this component shall include, but are not limited to:

- Premiums for the various necessary insurances, including liability insurance, worker's compensation, and unemployment insurance.
- Payment of judgments and settlements arising against the County.

- Pay for all legal fees connected with protecting or defending the County against liability, including worker's compensation charges, unfair labor practice charges and employee collective bargaining.
- Allowance for time expended by assigned County personnel concerning the above outlined assignments.
- Pay for architectural, engineering, and consulting services connected with protecting the County against liability involving, but not limited to Life/Safety issues, ADA issues, environmental issues and other issues.
- The County Board Representatives are assigned the responsibility for the administration of this component of the Risk Management Program and serves as the County's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, the County Board Representatives shall be responsible for all communications concerning claims against, or on behalf of, the County.

The County Board Representatives shall also be responsible for the approval of supplies and contractual services in such a manner that the County meets all the requirements of freedom from County's Risk Management/Tort Avoidance Program situations, which include requirement for hazardous materials, Equal Opportunity Employment, prevailing wage rates, responsible bidders, etc.

While the ultimate direction of the County rests with the County Board, the County Board Representatives have been delegated as their representative in this matter. Therefore, all Risk Management/County's Risk Management/Tort Avoidance Program Avoidance Policies involve input from the County and oversight by the County Board Representatives. The main objectives of the Risk Management Program are not specifically exclusive to any one person or department. Board Members, Elected Officials, Elected Official/Dept. Heads, and employees of the County attend meetings, and training exercises and work together to ensure the safety of all employees and the general public utilizing County offices and services. Safety meetings are held periodically with Board Members, Elected Official/Dept. Heads and Elected Officials in attendance. Each person that attends the Safety meeting, spends time discussing potential issues that would impact the safety of the employees, thereby reducing the County's exposure for worker's

compensation claims. Prior safety inspection results are reviewed with discussion of necessary corrective actions.

The following safety inspections are performed, and reports are maintained to better address risk related issues:

- Semi-annual fire inspection of the buildings
- Semi-annual emergency drills (fire, tornado, domestic violence incidents, bomb threat, etc.)
- OSHA inspection and review of results from OSHA

HEALTH AND SAFETY RIGHTS OF EMPLOYEES

The County's Risk Management Program in relation to statutory and common law health and safety rights of employees falls to the Personnel Committee, an extension of the County Board, and the appropriate Elected Officials/Elected Official/Dept. Heads. The personnel Committee is made up of County Board Members, which meet to perform the following functions:

- Ensure all hiring and personnel decisions have been made in accordance with County personnel policy and in conformance with all applicable State and Federal policies; and
- Review salary schedules and compensation of employees to ensure compliance with the State and Federal Equal Pay requirements and to take appropriate corrective action; and
- Review of Employee Compensation and Classification System to ensure that employees are rewarded for effort, compensated fairly, and consistently across County Departments to prevent Employment Practices Claims and Violations of the Fair Labor Standards Laws; and
- Review all termination decisions to ensure proper compliance with applicable laws and to review any grievances that are presented to ensure that the County does not incur liability for the violation of a union contract or the rights of an employee.

It is expected that the Personnel Committee will spend eighty percent (80%) of its' time directly related to fulfilling the responsibilities of personnel liability issues in the County's Risk Management/County's Risk Management/Tort Avoidance Program Avoidance Program.

HEALTH AND SAFETY RIGHTS OF THE PUBLIC AS WELL AS EMPLOYEES

The County's Risk Management Program in relation to the statutory and common law health and safety rights of the public as well as employees also fall to many departments within the County. Following is the description of each department's responsibilities:

Sheriff's Office/Department:

- **All personnel:**

Participate in basic indoctrination and certifying training when they are employed. In addition, all sworn personnel complete a required period of training under the supervision of a senior officer or field training officer and participate in continuing education and refresher training on a regular basis. Part of all personnel training includes, but is not limited to, how to prevent injuries, loss and eliminate/minimize risk exposure to themselves, other employees/prisoners/inmates/detainees and the public.

Twenty percent (20%) of the Deputies time is allocated to Risk Management and County's Risk Management/Tort Avoidance Program.

- **Sheriff, Administrative Personnel and Supervisors:**

Develop, institute, maintain and review on a periodic basis all policy and procedures issued to employees concerning loss and risk exposure to ensure that employees are complying with policy and procedures, while also insuring the continuing effectiveness of all policy and procedures.

Sixty percent (60%) of the Administration and Supervisor's and fifty percent (50%) of the Sheriff's time is allocated to risk management or County's Risk Management/Tort Avoidance Program.

- **Correction Officers:**

Supervise all prisoners/inmates/detainees. Their duties consist of compliance with the law and standards as established within Illinois and include but is not limited to regular personal observation periods, regular searches for weapons, regular reviews for indications which may suggest abnormal, suicidal, indicators of abnormal mental health, or other behavior indicators that could potentially result in safety and/or liability concerns.

Twenty percent (20%) of their time is allocated to risk management or County's Risk Management/Tort Avoidance Program.

- Communications/central control deputies also have a significant role in minimizing risk and risk management. They are required to accept, assess and assign both emergency and non-emergency calls, prioritize calls, give medical emergency information, notify the appropriate law enforcement agency/officer, make additional notification of support agencies through the use of telephone, radio, and general communications systems. The communications/central control officers through their contact and vigilance continually insure the well-being of correctional officers and law enforcement throughout Ford County.

Twenty percent (20%) of their time is allocated to risk management and County's Risk Management/Tort Avoidance Program.

- Court officers:
Operate the metal detector at the entrance to the courthouse, screening all non-employee persons entering the building. In addition, the deputies provide security to our judges, county employees and every individual within the Courthouse. Court officers also transport and guard prisoners and represent the Sheriff (per statute) during court proceedings. Eighty percent (80%) of their time is allocated to risk management or County's Risk Management/Tort Avoidance Program.
- Clerical deputies:
Ensure all records, accounts receivable/payable and civil/criminal process are properly issued and maintained, which aids deputies while responding to calls and provides information used by government agencies for the maintenance of all records. Ten percent (10%) of their time is allocated to risk management or County's Risk Management/Tort Avoidance Program avoidance.
- The appropriate personnel will be provided safety equipment, including body cameras.

One hundred percent (100%) of the cost for the storage and retrieval of the body camera data is allocated to risk management or County's Risk Management/Tort Avoidance Program.

Coroner's Department:

- All personnel participate in training and continuing education classes to ensure proper handling of any infectious materials, prevent accidents and injury to employees, and provide for accurate autopsy results.
- Protective clothing (gloves, gowns, reflective vests, fire jackets, coveralls, respirators and boots) is worn during autopsies, on scene investigations, and accident sites to protect employees from risk of disease and infectious contaminants, risk of exposure on fire scenes, risk of being struck by vehicles on accident scene investigations.
- All instruments, counters, floors, and tables are disinfected after each autopsy to provide safe and hazard free working environment.
- Safety equipped vehicles allow for ease in loading and unloading gurneys to prevent worker's compensation accidents due to improper lifting.
- The Coroner:
Supervises all other personnel to make sure proper policy and procedures are followed by all employees and that the workplace is free from safety hazards.

Ten percent (10%) of Coroner personnel and fifteen percent (15%) of the Coroner's time is allocated to Risk Management or County's Risk Management/Tort Avoidance Program.

Highway Department:

- All personnel participate in training and continuing safety education classes and exercises to prevent accidents and injury to employees and the public.
- Protective clothing (reflective vests, safety glasses, lifting belts, welding screen, welding jackets, and welding chaps) is worn during various tasks to ensure employees are safe and protected from risk.
- Safety equipment is utilized (safety harness and cage for tree trimming, chemical storage cabinets, v-boxes for trucks, and snow blade carrier) to protect safety and health of employees.
- Flaggers, who are properly trained, guide traffic while other employees are working on roadsides or ditches to protect workers and general public driving by.

- Workshop areas are kept neat and clean to provide for a hazard free working environment.
- Vehicles and equipment are routinely inspected to ensure employees and the public are safe from any risks associated with vehicle or equipment malfunction.
- County roadways are inspected routinely, and repairs or improvements made to correct any County's Risk Management/Tort Avoidance Program related situations.
- The Highway Department Supervisor:
Supervises all employees and evaluates job performance to make sure all highway department personnel are properly and safely performing daily duties, equipment is operating safely, and County roadways are free of risk situations.

Ten percent (10%) of Highway personnel and twenty percent (20%) of the Highway Supervisor's time is allocated to Risk Management or County's Risk Management/Tort Avoidance Program.

Health Department:

- All personnel participate in training and continuing education to avoid exposure to risk of disease and infection.
- Events are held to promote community awareness to illness and infections.
- Vaccines are issued to reduce the risk of disease and slow the spread of infections.
- The Supervisor:
Reviews all personnel manuals and oversees daily operations to ensure safety of employees and the general public.

Five percent (5%) of Health Department Supervisor and all other Program Coordinator's personnel time is allocated to Risk Management and County's Risk Management/Tort Avoidance Program.

Animal Control:

- Impoundment of stray animals to deter risk of rabies and spread of disease to the public.
- Inoculation of stray animals for rabies and neutering/spaying to prevent spread of disease to the public.
- Patrol areas to capture and treat vicious and disease infested animals to prevent harm to the public.
- Participation in training courses to train employees on how to properly handle vicious and/or disease infested animals to eliminate risk of harm to employees.

Twenty percent (20%) of Animal Control's time is allocated to Risk Management and County's Risk Management/Tort Avoidance Program.

Circuit Clerk:

- Attends safety meetings and ensures all personnel under her/his supervision are following county policy and procedures.

Ten percent (10%) of the Circuit Clerk time is allocated to risk management and County's Risk Management/Tort Avoidance Program.

County Clerk:

- Attends safety meetings and ensures all personnel under her/his supervision are following county policy and procedures.

Ten percent (10%) of the County Clerk time is allocated to County's Risk Management/Tort Avoidance Program.

Treasurer:

- Attends safety meetings and ensures all personnel under his/her supervision are following county policy and procedures.

Ten percent (10%) of the Treasurer time is allocated to County's Risk Management/Tort Avoidance Program.

Chief Assessment Office:

- Attends safety meetings and ensures all personnel under his/her supervision are following county policy and procedures.

Ten percent (10%) of the Chief Assessment Office time is allocated to County's Risk Management/Tort Avoidance Program.

EMA Planning and Zoning Department

Zoning:

- Attends safety meetings and ensures all personnel under his/her supervision are following county policy and procedures.
- Inspects new construction to ensure compliance with Federal and State Building Codes.

Two percent (2%) of Planning and Zoning Elected Official/Dept. Head and his/her staff time is allocated to Risk Management/Tort Avoidance Program.

EMA:

- All personnel:
Continually participate in training and risk management related activities to properly educate the public as to the procedures to follow in the effect of a catastrophic event.
- Public awareness and preparedness events are held to inform and educate the public in the event of a catastrophe.
- Hazmat training and exercises are held to educate the public and emergency personnel on proper procedures to follow to prevent contamination from hazardous materials in the event of accidents and spills.
- The supervisor:
Reviews all Federal and State rules and regulations to ensure the County's compliance with all regulations and to ensure the public and employees are aware of possible risks and the procedures to follow in such an event.

Eighty percent (80%) of all EMA personnel time is allocated to County's Risk Management/Tort Avoidance Program.

Information Technology (IT):

Information Technology Management Services is used by Ford County to operate and control the flow of technology. IT services are necessary to reduce and eliminate cyber-attacks on our county employees and/or county residents. It is vital to use professional services to monitor the county's technology, identify risks, assess cyber vulnerability and take corrective actions to provide a secure IT system. The managed IT services provide experts to provide training to the county staff, evaluate & manage the IT equipment/software, and provides appropriate data backup.

One hundred (100%) percent of the managed service's time is allocated to County's Risk Management/Tort Avoidance Program.

Probation Department:

The Ford County probation department is responsible for supervising and disciplining criminal offenders who are completing a probation program as one of the conditions of their sentences. The non-inclusive duties of a probation officer include conducting drug/alcohol tests, recommending rehabilitation programs, monitoring the location of their clients, and conducting site (home) visits. These job-related duties increase potential liability exposure for the county. It is essential that the probation department provides policy, procedures, and training for the probation staff.

Thirty (30%) percent of the Supervisor's, Administrative Assistances, and Probation Officer's time is allocated to the County's Risk Management/Tort Avoidance Program.

State's Attorney's Office:

This office of the County has many functions that are preventative in nature. Several programs have been established within the County that the State's Attorney's office coordinates or assists in the function. The following are some of those programs:

- Fraudulent checks, Identity Theft, Senior Scams: development of programs to prevent and detect; and

- Law enforcement training:
Training for new officers and workshops for existing officers to update them on changes to State and Federal laws; and
- Civil liability:
One Assistant State's Attorney and the State's Attorney are responsible for handling all civil matters.
- The State's Attorney:
Is responsible for supervising his department to ensure all personnel is following County policy and procedures.
Twenty percent (20%) of the State's Attorney's time, ten percent (10%) of the Assistant Attorney's time, and ten percent (10%) of the Public Defender's time are allocated to the County's Risk Management/Tort Avoidance Program.

Election Officer and Staff:

The duties of the election officer include knowing the election requirements, signing in registered voters, explaining voting procedure and use of voting equipment, providing ballots, monitoring the conduct of the election.

Eighty percent (80%) of the Election Officer's and Staff's time is allocated to the County's Risk Management/Tort Avoidance Program.

SAFE CONDITION OF BUILDINGS AND GROUNDS

The County's Risk Management Program in relation to the safe condition of buildings, grounds and fixtures shall be the responsibility of several individuals. Responsibilities and duties include, but are not limited to:

Maintenance Department:

- Development and identification of the various components and responsibilities concerning inspection of buildings, grounds, and equipment to provide protection to the County, its employees, and the general public. Also, daily inspection of buildings and grounds and operation of the County's building security, heating, cooling, and lighting systems.
- The maintenance of the legal and safe conditions of the buildings and grounds.

- This department is also responsible for the County's compliance with state and federal laws regarding employee and public health and safety.
- The supervision of all personnel performing maintenance duties within the Risk Management Program, it is expected that all custodians devote ten percent (10%) of their time in daily inspections of their respective areas of assignment for a risk-free environment and correction of any possible County's Risk Management/Tort Avoidance Program liability concerns.
- The ordering, procuring, and bidding of supplies and outsourced services in such a manner that the County meets all requirements for freedom from County's Risk Management/Tort Avoidance Program.

It is expected that the Maintenance Personnel will spend ten percent (10%) of his/her time directly related to fulfilling the responsibilities of his position in the County's Risk Management/County's Risk Management/Tort Avoidance Program.

Elected Official/Dept. Heads and Elected Officials:

- Constantly monitor work areas to ensure safe and hazard free environment.

PROTECTION OF COUNTY'S PERSONAL AND REAL PROPERTY

Maintenance Department:

- Safe keeping of personal and real property and equipment.
- Routine safety inspections and maintenance work on equipment.

Highway Department:

- Routine safety inspections and maintenance on highway equipment and vehicles.

Sheriff's Department:

- Daily inspection of vehicles to ensure legal compliance, emergency equipment function and general vehicle operating efficiency.
- All weapons are inspected and cleaned regularly.
- The Sheriff and command staff continue to make every effort to provide a proactive academic environment to the staff in matters of minimizing liability and to the County's Risk Management/Tort Avoidance Program.

Animal Control:

- Routine safety inspections of equipment and vehicles.

Coroner:

- Routine safety inspections of equipment and vehicles.

Health Department:

- Routine inspections of medical equipment to ensure proper operation in the event of an accident or emergency.

EMA & Zoning:

- Routine safety inspections of vehicles.
- Routine inspections of emergency alert equipment to ensure preparedness in the event of a catastrophe.

All other Elected Official/Dept. Heads and Elected Officials:

- Monitor all equipment within their department to ensure safe operating abilities.
- Routine safety-inspections of buildings and property.

SUMMARY OF PERSONNEL TIME EXPENDITURES MANDATED BY THE RISK MANAGEMENT PROGRAM FOR FORD COUNTY

County Board: (5%)

- Development and maintenance of the County's Risk Management/Tort Avoidance Program.
- Continually evaluate effectiveness of the Program.
- Correct or adjust Program as necessary.
- Ensure compliance with applicable Federal and State statutes and common laws.
- Hold Safety meetings.

Risk Management County Representatives: (90%)

- Review County insurance to ensure adequate coverage.
- Pay judgments and claims to the extent of re-insurance coverage.
- Pay legal fees.

Personnel Committee: (80%)

- Ensure personnel decisions comply with Federal and State statutes and common laws.

Sheriff's Department:

Sheriff	(50%)
Deputies	(20%)
Administrative and Supervisory personnel	(60%)
Corrections Staff	(20%)
Dispatchers	(20%)
Court Officers	(80%)
Clerical Deputies	(10%)

All personnel:

- Participate in basic training, field training, and continuing education classes.
- All weapons inspected and cleaned regularly.
- Appropriate personnel will wear body cameras – the data from these cameras will be stored and retrieved when required.

- Deputies: Daily inspection of vehicle and equipment.

Sheriff, Administrative and Supervisory personnel:

- Develop, institute, maintain and review policy and procedures compliance.
- Ensure safe and hazard free working environment.
- Corrections:
Supervise inmates.
- Dispatchers:
Handle calls and appropriately assistance.
- Court Officers:
Safety to personnel and public within the courthouse.
- Clerical:
Accuracy of records.

Coroner's Department:

Coroner	(15%)
Coroner's Personnel	(10%)

All personnel:

- Participate in training and continuing education classes.
- Must wear protective clothing.
- Disinfect after every autopsy.
- Provide a safe and hazard free work environment.
- Safety equipped vehicles for proper lifting of gurneys.
- Coroner:
Supervises all personnel and employees.

Highway Department:

Highway Supervisor	(20%)
Highway Personnel	(10%)

All personnel:

- Participate in training and continuing education classes.
- Must wear protective clothing.
- Utilize safety equipment.

- Flaggers, who have proper training, guide traffic.
- Ensure safety of workers and general public.
- Clean workshops.
- Vehicles and equipment inspected regularly.
- County roadways inspected regularly.
- Repairs and improvements made accordingly.

Highway Department Supervisor:

- Supervises all employees performing daily duties, equipment is operating safely, and county roadways are safe.
- Monitor work areas to ensure a safe and hazard free environment.

Health Department:

Health Department Supervisor (5%)

Health Department Program Coordinators (5%)

All personnel:

- Participate in training and continuing education.
- Community events for illness and infections.
- Issue Vaccines.

Supervisor:

- Reviews all personnel manuals and oversees daily operations.
- Ensure safe and hazard free environment.

Animal Control: (20%)

- Impound stray animals.
- Inoculation of stray animals.
- Patrol areas- Capture and treat vicious and diseased animal.
- All employees participate in training courses.
- Elected Official/Dept. Heads: Ensure a safe and hazard free environment.

Circuit Clerk: (10%)

- Attends safety meetings.
- Ensures safe and hazard free environment.

- Monitor all equipment within their department to ensure safe operating abilities.

County Clerk: (10%)

- Attends safety meetings.
- Ensures a safe and hazard free environment.
- Monitor all equipment within their department to ensure safe operating abilities.

Treasurer: (10%)

- Attends safety meetings.
- Ensures a safe and hazard free environment.
- Monitor all equipment within their department to ensure safe operating abilities.

Chief Assessment Office: (10%)

- Attends safety meetings.
- Ensures a safe and hazard free environment.
- Monitor all equipment within their department to ensure safe operating abilities.

EMA & Zoning:

Zoning: (2%)

- Attends safety meeting.
- Ensures a safe and hazard free environment.
- Inspects new construction.
- Monitor all equipment within their department to ensure safe operating abilities.

EMA: (80%)

- All personnel participate in training and risk management related activities.
- Educate public as to what follows in the event of a catastrophe.
- Events for awareness and preparedness held to the public.
- Hazmat training and exercises held for public and emergency personnel.

- Supervisor: Reviews all Federal and State rules and regulations.
- Keep public and employees aware of risks and the procedures to follow.

Information Technology: (100%)

- Monitor IT System for security breaches.
- Maintain Antivirus and Malware Software Protection.
- Secure Adequate Backup Storage.
- Provide Training for Staff on proper use protocol including the identification of cyber- attacks on our system.

Probation Department: (30%)

- Training and Application of Drug/Alcohol Testing.
- Appropriate Recommendations for Rehabilitation Programs.
- Proper Protocol for Site (Home) Visits through Training and Application.

Elections: (80%)

- Knowledge of Election Laws
- Signing in Registered Voters
- Explaining Voting Procedures
- Use of Voting Equipment
- Providing Ballots
- Monitoring of the Election Process

State's Attorney:

State's Attorney	(20%)
Assistant State's Attorney	(10%)
Public Defender	(10%)

- State's Attorney's office:
Assists in many functions such as the listings of all the programs -
Fraudulent Checks - Law Enforcement Training - Civil Liability.

Maintenance:

<u>Custodians:</u>	(10%)
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- Inspection and maintenance of buildings, grounds, and equipment.