

Only those portions of Chapter 2.06 that are proposed to be amended are shown.
Remainder of text, tables, maps and/or figures is unchanged.

DIVISION II. DEPARTMENTS AND ORGANIZATION

Chapter 2.06

DEPARTMENTS AND ORGANIZATION

Sections:

- 2.06.010 Executive Departments – Appointive Directors.**
- 2.06.020 Executive Department – Elective Directors.**
- 2.06.030 Other Departments and Offices.**

2.06.010 Executive Departments – Appointive Directors.

A. The following executive branch appointive director departments are established:

- 1. Parks and Recreation Services;
- 2. Public Works and Utilities;
- 3. Human Services;
- 4. Sheriff;
- 5. Budget and Finance;
- 6. Human Resources;
- 7. Medical Examiner;
- 8. Clerk of the Superior Court;
- 9. Information Technology;
- 10. Community Services;
- 11. Assigned Counsel;
- 12. Planning and Land Services;
- 13. Emergency Management;
- 14. Risk Management and Insurance;
- 15. Facilities Management;
- ~~16. Communications.~~

NOTE: The following departmental descriptions are intended to designate the powers and responsibilities of those departments and are not intended to limit the Pierce County Executive or department directors with regard to the departments' internal organizational structure. Additionally, these descriptions shall have no impact on Pierce County's fiscal responsibility for the various powers, duties, responsibilities, and authority of Pierce County Executive Departments which may be funded by or which are a fiscal responsibility of other municipalities, state, or federal agencies, or other funding sources. No fiscal responsibility is allocated by this description.



- 1 B. **Parks and Recreation Services.** This department includes the following functions
2 and/or divisions:
3 1. Maintenance and operation of Pierce County parks.
4 2. Maintenance and operation of recreational facilities, including golf courses, marinas,
5 and ballfields.
6 3. Development and operation of County recreation programs.
7 4. Grounds maintenance.
8 5. Parks and Recreation Facility Planning.
- 9 C. **Public Works and Utilities.** This department includes the following functions:
10 1. Develops assessment rolls for ULID formation; acquires utility lands and
11 easements; processes customer billings; responds to customer service requests;
12 collects plan review, inspection and connection charges for wastewater service
13 through the department's representative at the Development Center.
14 2. Plan review of developer extensions, ULIDs, community systems, complex
15 building sewers, pumping stations, wastewater treatment plants and designed small
16 facility additions to wastewater facilities. It also creates "as built" plans for all the
17 department's facilities such as pump stations, treatment plants, community systems,
18 and it maps the County sewer system mains and side sewers.
19 3. Assesses capacity availability and future needs to plan the building or expansion of
20 facilities to ensure orderly growth of the systems. It also plans future ULIDs,
21 facilities and service areas and incorporates requests for sewer service into the
22 growth plans of the system.
23 4. Inspects County ULIDs, pump stations, treatment plants, on-site community
24 systems and connections to ensure compliance with approved plans and
25 specifications. It also inspects to discover illegal connections to the system and find
26 areas requiring remedial repair action and generates flow data for the system and
27 information for planning.
28 5. Maintains all the department's mains, pump stations, treatment plants, community
29 systems, and domestic water supply systems including electrical, mechanical, and
30 instrumentation maintenance; provides minor construction and repair to the mains
31 and interceptors; provides laboratory testing and plant operations to ensure
32 compliance with all state and federal wastewater regulation; pretreatment of wastes;
33 and sludge disposal.
34 6. Planning, designing, engineering, constructing and maintaining County roads,
35 bridges, traffic control systems, surface water and storm drainage systems, river
36 flood control projects, and domestic water supply systems;
37 7. Ferry operations;
38 8. Transportation planning and transportation program development and
39 implementation;
40 9. Acquisition of right-of-way and management of property for Public Works
41 improvements;
42 10. Acquisition and maintenance of surveying and mapping data;
43 11. Issuing permits to perform work within County road rights-of-way and controlling
44 activities;
45 12. Administration and management of the equipment revolving fund;
46 13. Provide administration, management, fiscal control, support services and capital
47 acquisition necessary to support the activities of the Public Works and Utilities



1 Department. The Public Works and Utilities Director shall assure that requirements
2 contained in Chapter 36.80 RCW (County Road Engineer) are fulfilled.

- 3 14. Operation of Pierce County airports (Thun Field and Tacoma Narrows).
- 4 15. Plan and manage the County's water supplies and/or water rights.
- 5 16. Provide administration, management, and operation of a water supply utility,
6 including the negotiation and administration of contracts for the sale of water.
- 7 17. Removal and disposal of illegally placed commercial signage from County road
8 rights-of-way.

9 **D. Human Services.** This department includes the following functions and/or divisions:

- 10 1. Serves as the focal point for long-term care systems planning and development,
11 service implementation and coordination.
- 12 2. Advocates and exercises public leadership on behalf of Pierce County residents who
13 are aging, have physical or developmental disabilities, or are in need of chemical
14 dependency or mental health services.
- 15 3. Researches, plans and coordinates service delivery and allocation of state and federal
16 dollars, and selects and monitors related subcontracts and vendors in the areas of
17 aging and long term care, chemical dependency, and developmental disabilities.
- 18 4. Researches, plans and coordinates mental health functions and may deliver direct
19 public mental health services under contract with the Pierce County Regional
20 Support Network.

21 **E. Sheriff.** The director of this department shall be the Pierce County Sheriff. It includes
22 the following functions and/or bureaus.

- 23 1. The Operations Bureau is responsible for the majority of what is defined as the
24 traditional law enforcement functions of the Sheriff's Department. The activities
25 include uniformed patrol response to calls for service, traffic accident investigation
26 and traffic enforcement, apprehension of criminals, vice and narcotic enforcement,
27 drug prevention education, crime prevention education, criminal investigations, and
28 service of warrants. In addition, operations has a number of support functions which
29 assist the Sheriff's Department in accomplishing its community goals: special
30 weapons and tactics, marine services, scuba, search and rescue, hazardous device
31 response, reserve officers, bike patrol, off-road-vehicle patrol, and air operations.
- 32 2. The Administrative Services Bureau provides departmental service and support
33 including the training and the judicial services which satisfy the civil law
34 requirements of the sheriff. This bureau also includes property and evidence
35 management as well as personnel functions for the department. The Services Bureau
36 manages the overall budget for the department including the generation of the formal
37 budget presentation each year. Claims and lawsuits involving the Sheriff's
38 Department are coordinated through this bureau as well.
- 39 3. The Corrections Bureau is responsible for the security, care, and custody of pretrial
40 and committed offenders in accordance with state facility and operations standards.
41 This bureau has a custody section and a program services section which provides
42 social services, food services, and medical services to the prisoners.

43 **F. Budget and Finance.** This department includes the following functions and/or
44 divisions:

- 45 1. Accounting which includes maintaining the official accounting records for all
46 County funds, processing all payroll and nonpayroll expenses, maintaining accounts



- 1 receivable and billing system(s), preparing necessary financial reports, and
- 2 maintaining appropriate cost accounting and management information systems.
- 3 2. Budget and Grant Management which includes preparation and monitoring of the
- 4 County's budget, coordinating all grant related budgeting and accounting functions,
- 5 and performing management analyses.
- 6 3. Treasury Management which is responsible for investment of County and outside
- 7 district cash, accounting for all receipts, maintaining appropriate bank account
- 8 records, maintaining appropriate debt service management records, processing tax
- 9 assessment payments, collecting delinquent property tax and other overdue accounts,
- 10 and preparing financial reports for outside districts and underwriters.
- 11 4. Purchasing which arranges for the procurement of all goods and services for all
- 12 County departments, with the exception of public works projects and personal
- 13 service contracts, assigns vendor numbers, coordinates the County fixed asset
- 14 inventory, disposes of County personal property inventory, processes the titles and
- 15 licensing of all County vehicles, disposes of County personal property, and manages
- 16 the County fleet rental pool.
- 17 5. Internal Auditing which is responsible for internal review of County financial
- 18 systems, reports, and procedures.
- 19 6. County Vehicle Maintenance Garage which dispatches County fleet pool vehicles
- 20 and performs repair and preventative maintenance on them.
- 21 7. General Services which includes the print shop, quick copy and convenience copy,
- 22 central supply receiving and distribution, mail processing, records management, and
- 23 interoffice routing and mail delivery.

24 **G. Human Resources.** This department includes the following functions and/or divisions:

- 25 1. Recruitment, employment and transfers of all County personnel other than those
- 26 positions exempted by the Pierce County Charter and for all other departments upon
- 27 request.
- 28 2. Coordinates general training of all County employees.
- 29 3. Labor relations and negotiations.
- 30 4. Administration of Employee Benefits.
- 31 5. Administration of Equal Employment Opportunity and Affirmative Action
- 32 programs.
- 33 6. Classification and compensation of employees and monitoring of unemployment
- 34 compensation.
- 35 7. Provides staff assistance to the Personnel Review Board, the Board Equalization
- 36 and the Sheriff's Civil Service Commission.
- 37 8. Special programs including the employee suggestion, employee assistance, and
- 38 deferred compensation programs.
- 39 9. Maintenance of County personnel files.
- 40 10. Administration of the Sheriff's Civil Service System.

41 **H. Medical Examiner.** This department shall be headed by the Pierce County Medical

42 Examiner. The department is responsible for the following functions and/or divisions:

- 43 1. Protecting the public health, safety, and welfare by determining the cause and
- 44 manner of sudden, unexpected, violent, suspicious, or unnatural deaths with the use
- 45 of trained medical evaluation and investigatory procedures.
- 46 2. Providing documented, impartial medical evidence for civil and criminal
- 47 proceedings.



3. Exposing unrecognized and industrial hazards to public health.
- I. **Clerk of the Superior Court.** This department shall be headed by the Pierce County Clerk. The department is responsible for the following functions and/or divisions:
 1. Receiving and recording all Superior Court filings including domestic violence proceedings.
 2. Certifying records.
 3. Preparing dockets.
 4. Filing and approving criminal, probate and notary bonds.
 5. Processing all Superior Court ordered fees, fines, forfeitures, restitution, and investments including child support payments.
 6. Issuance of writs and warrants.
 7. Administration of the Superior Court mandatory arbitration program.
- J. **Information Technology.** This department includes the following functions and/or divisions:
 1. Plans and acquires all informational, management, and operational automated systems; voice, data and image communications networks; computer hardware; and computer software.
 2. Develops, maintains and operates all computerized application systems and programs including, but not limited to: departmental applications software, office automations systems, geographic information systems, telephone systems, image processing systems, and computer aided design.
 3. Instructs departments in the use and implementation of computerized applications, hardware and software.
 4. Maintains an inventory of all computer hardware and software within the County.
- K. **Community Services.** This department includes the following functions, programs, and/or service delivery centers:
 1. Development and administration of cultural and arts education programs, community-based arts festivals, and arts-in-residence programs.
 2. Community planning; marketing; business, financial, and technical assistance; and commercial revitalization services.
 3. Planning, contracting, and project management of public service, construction, housing, and neighborhood revitalization projects.
 4. Development and administration of WSU-Pierce County Cooperative Extension Services:
 - a. Farming Assistance, Revitalization, and Marketing (FARM) Program, including the Farmbudsman and related agriculture-related programs, such as home horticulture, and 4-H;
 - b. educational programs in rural/community development;
 - c. children/youth/family life skills development;
 - d. environmental stewardship/water quality and forestry;
 - e. home economics, human nutrition, and food safety; and
 - f. home-based businesses, and clothing and textiles programs.
 5. Development and administration of programs designed to reduce the impact of poverty and to assist in creating opportunities for the economically disadvantaged, with emphasis on children and families' services, employment services, housing services, energy/weatherization, and emergency services, as a designated



1 Community Action Agency in accordance with Washington State Law, RCW
2 43.63A.115.

3 **L. Assigned Counsel.** This department includes the following functions and/or divisions:

- 4 1. Felony which represents indigent defendants charged with felonies in Superior Court
5 and processes felony appeals.
- 6 2. Pierce County District Court which represents indigent defendants charged with
7 criminal traffic and misdemeanor charges in district courts in Tacoma, Eatonville,
8 Buckley, and Gig Harbor; and Fircrest and Gig Harbor municipal courts and
9 processes appeals from those courts.
- 10 3. Tacoma Municipal Court which represents indigent defendants charged with
11 criminal traffic and misdemeanor charges in Tacoma Municipal Courts and
12 processes appeals from those courts.
- 13 4. Juvenile which represents indigent juveniles charged with misdemeanors and
14 felonies in the juvenile court system, and processes appeals from those courts.

15 **M. Planning and Land Services.** This department includes the following functions and/or
16 divisions:

- 17 1. Planning which is responsible for preparation and or coordination of plans and
18 regulations to guide future development and natural resource development in the
19 unincorporated areas of the County.
- 20 2. The department administers the following programs including, but not limited to,
21 zoning regulations, long-range planning, historic preservation, State Environmental
22 Policy Act, and Shoreline Management Act. The department works with the
23 Planning Commission, Hearing Examiner, Landmarks and Historic Preservation
24 Commission, Boundary Review Board and other advisory boards in review of
25 planning and other associated matters.
- 26 3. The department is responsible for the processing of all permits issued by Pierce
27 County related to land development and construction within unincorporated areas of
28 the County.
- 29 4. The department administers and enforces various codes and regulations in
30 accordance with adopted ordinances. These codes and regulations include, but are
31 not limited to: the Uniform Building Code; Uniform Mechanical Code; Uniform
32 Plumbing Code; Uniform Fire Code; Zoning and Sign Regulations; Energy Code;
33 grading, filling, and clearing; flood damage prevention; road approach standards;
34 and other construction and development-related regulations.
- 35 5. Development Engineering which is responsible for technical review of permit
36 applications for development including plats, subdivisions and commercial
37 developments.

38 **N. Emergency Management.** This department includes the following functions and/or
39 divisions:

- 40 1. Prepare and coordinate plans for Emergency Management with the County in the
41 event of a disaster.
- 42 2. Develop mutual aid agreements to be executed by the County Executive or designee
43 for the purposes of regional Emergency Management.
- 44 3. Act as the hazardous materials incident coordinating agency for Pierce County.
- 45 4. Manage and coordinate the County inter-departmental radio communications
46 system.



5. Manage, coordinate and maintain system data base for County-wide (including municipalities) computerized telephone emergency access Enhanced 9-1-1 system.
 6. Manage the Office of Fire Prevention and Arson Control (Fire Prevention Bureau).
- O. **Risk Management and Insurance.** This department shall be headed by the Risk Manager. The department has the following functions and/or divisions:
1. Processing claims against the County for damages and administering County insurance programs, including employee benefits insurance contracts.
 2. Identifying exposures to loss and quantifying risks involved.
 3. Controlling risk by implementing loss prevention and minimization measures.
 4. Financing risks consistent with Pierce County's financial resources.
 5. Administration of the Law Enforcement Officers and Fire Fighters Disability Board.
 6. Administration of the Self-Insured Workers Compensation Program.
 7. Administration of the Accident Review Board, Courthouse Security Standing Committee, and the Deferred Compensation Committee.
- P. **Facilities Management.** This department is responsible for coordinating and administering the following functions:
1. Facilities Planning and Construction, Facilities Maintenance, and Property Management.
 2. The powers and responsibilities of each Section are as follows:
 - a. **Facilities, Planning and Construction:** This Section is responsible for planning for needed expansions to the Pierce County physical plant and coordinating the design, funding, siting, and construction or renovation of facilities. This will include periodic updates of the County Master Facilities Plan as well as Department Specific Plans and studies as needed. This Section also includes contract compliance staff who administer the County Contract and Procurement Assistance Program.
 - b. **Facilities Maintenance:** This Section is responsible for providing maintenance and repair, remodeling and custodial services to the County-City Building, the Health Department Building, the Public Services Building and other facilities as assigned by the Executive. This Section also provides consultation to departments regarding electrical, plumbing, HVAC, and carpentry problems as well as providing remodeling services.
 - c. **Property Management:** The property management Section is charged with disposing of or utilizing existing County owned and tax titled real properties to the best advantage of Pierce County. Property management will also be responsible for property acquisitions for development of needed County buildings and facilities. In addition, this Section will be responsible for negotiating and administering all County real property leases and reviewing all real estate related documents and transactions.
- ~~Q. **Communications.** The powers and duties of this department include the following:~~
- ~~1. Manage and enhance Pierce County government communications programs including media and community relations, internet and electronic communications.~~
 - ~~2. Build internal organizational communications structure between and among all employees, departments and branches.~~
 - ~~3. Promote Pierce County as a vital and desirable community for business, residence, recreation and tourism. Assist and collaborate with the Visitor and Convention Bureau, the Economic Development Board, the Chambers of Commerce, Pierce~~



1 County's Business and Economic Development Program, and other governments and
2 organizations which engage in promotional efforts on behalf of the greater Pierce
3 County Community.

- 4 ~~4. Create new avenues and improve existing methods to build communications between~~
5 ~~county government and other jurisdictions within the borders of Pierce County,~~
6 ~~including the cities, the Port of Tacoma, the Puyallup Tribe, the school districts, and~~
7 ~~the state and federal governments.~~
8 ~~5. Work with the County Executive, Council, departments, divisions and work in~~
9 ~~collaboration with the other branches of county government to develop a message~~
10 ~~for advancing Pierce County's positions and interests on issues of significance.~~

11
12 **2.06.030 Other Departments and Offices.**

13 A. The following departments and offices are established:

- 14 1. Tacoma-Pierce County Health Department;
15 2. Prosecutor;
16 3. Communications.

17 *NOTE: The following departmental descriptions are intended to designate the powers*
18 *and responsibilities of those departments and are not intended to limit the Pierce County*
19 *Executive or department directors with regard to the departments' internal*
20 *organizational structure.*

21 B. **Tacoma-Pierce County Health Department.** The Tacoma-Pierce County Health
22 Department is a joint city-county department defined by RCW Chapter 70.080 and by a
23 written agreement between Pierce County and the City of Tacoma.

- 24 1. The Health Department has as its basic functions:
25 a. Epidemiologic surveillance, looking at the determinants and distribution of
26 disease and disability in the human population.
27 b. Technical advisor on health matters to policy makers and the public.
28 c. Provider or guarantor of last resort.
29 2. The department is administered by the Director of Health and governed by a five-
30 person Board: Mayor of Tacoma, Pierce County Executive, Pierce County
31 Councilmember, Tacoma Councilmember, Community Member-At-Large,
32 Nonvoting Member from Pierce County Cities and Towns Association.
33 3. The department includes the following functions and/or divisions:
34 a. Administrative Services which includes fiscal management of the department,
35 personnel and volunteer services and support services including Vital Statistics,
36 Laboratory and Central Supply Services.
37 b. Environmental Health which includes vector control services (rodents, etc.),
38 environmental complaints (garbage, animal keeping practices, etc.), food service
39 protection, water resource protection services (groundwater, marine water
40 protection, etc.), public water supply services, on-site sewage disposal, solid and
41 hazardous waste disposal, recreational sanitation (swimming pools, bathing
42 beaches, camps, etc.), institutional sanitation (schools), and physical and
43 chemical hazards.
44 c. Family and Community Health Services provides public health services to
45 individuals of all age groups as well as to community groups. Services are
46 organized in three Sections. The Parent Child Health services include family
47 planning, prenatal, and well child. This Section also serves physically and



1 emotionally disturbed children. The Community Health Section focuses
2 primarily on adults in well adult clinics, and skilled home health care. In
3 addition, the four primary care clinics, Eastside, Family, Sumner, and Lakewood,
4 provide care. The Disease Control Section provides tuberculosis, sexually
5 transmitted disease, general communicable diseases and substance abuse
6 services.

7 d. Emergency Medical Services Division is charged with the coordination of
8 prehospital care activities in Pierce County. In this capacity it is responsible for
9 the certification of prehospital personnel, dissemination of public information
10 and education, providing and/or coordinating CPR training, coordinating the
11 designation process and development of the base station and trauma center
12 system and establishment of a county-wide emergency communications system.

13 C. **Prosecutor.** This department shall be headed by the elected Pierce County Prosecutor
14 whose duties and responsibilities are regulated by RCW 36.27.020. The department
15 includes the following functions and/or divisions:

16 1. Civil which performs the function of an "in-house" law firm for the County and
17 represents the County as plaintiff or respondent in civil actions which the County
18 brings against others or which are brought against the County and advises all County
19 agencies, department heads and elected officials in civil law matters.

20 2. Criminal which determines whether criminal charges should be filed against persons
21 accused of having committed crimes within Pierce County and prosecutes criminal
22 charges which are filed as a result of such a determination. It includes the following
23 units:

24 a. Traffic and Misdemeanor which charges and prosecutes persons accused of
25 criminal traffic and misdemeanor violations.

26 b. Family Support which charges and prosecutes Pierce County residents accused
27 of failing to comply with court-ordered support payments in this state or another.

28 c. Special assault unit which charges and prosecutes domestic violence, sexual
29 assault and custodial interference cases.

30 d. Victim-Witness which assists the other departmental divisions, the probation
31 office and the courts in determining the value of court-ordered restitution,
32 collecting the restitution and disbursing it to the victims of the crimes in
33 question, keeps victims informed of the progress of their cases and provides
34 other victim assistance as needed.

35 e. Juvenile which charges and prosecutes juvenile criminal cases.

36 D. **Communications.** The powers and duties of this office include the following:

37 1. Manage and enhance Pierce County government communications programs,
38 including close coordination with the Rainier Communications Center (RCC)
39 including media and community relations, internet and electronic communications.

40 2. Build internal organizational communications structure between and among all
41 employees, departments and branches.

42 3. Promote Pierce County as a vital and desirable community for business, residence,
43 recreation and tourism. Assist and collaborate with the Visitor and Convention
44 Bureau, the Economic Development Board, the Chambers of Commerce, Pierce
45 County's Business and Economic Development Program, and other governments and
46 organizations which engage in promotional efforts on behalf of the greater Pierce
47 County Community.



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4. Create new avenues and improve existing methods to build communications between county government and other jurisdictions within the borders of Pierce County, including the cities, the Port of Tacoma, the Puyallup Tribe, the school districts, and the state and federal governments.

5. Work with the County Executive, Council, departments, divisions and work in collaboration with the RCC *Only those portions of Chapter 2.06 that are proposed to be amended are shown. Remainder of text, tables, maps and/or figures is unchanged.*

as well as the other branches of county government to develop a message for advancing Pierce County's positions and interests on issues of significance.

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