

AGENDA

Eau Claire County
Committee on Judiciary and Law Enforcement
Thursday, January 7, 2016 at 4:30 p.m.
Courthouse – Room 1273

1. Call Meeting to Order
2. Approve Minutes from December 15, 2015 – Discussion/Action
3. Sheriff's Office:
 - Fact Sheet to File No. 15-16/113
Resolution File No. 15-16/113: Authorizing Deletion of One Administrative Specialist III Position and Creation of One Correctional Officer Position.
Material/Discussion/Action
4. Other Business
5. Future Agenda Item(s)
6. Next Meeting Date
7. Adjourn

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MINUTES

Eau Claire County

Committee on Judiciary and Law Enforcement

Tuesday, December 15, 2015 at 6:45 p.m., Room 1278

Members Present: John Manydeeds, Jean Schlieve, Sue Miller

Call Meeting to Order:

The meeting was called to order by Committee Chair John Manydeeds at 6:45 p.m.

Motion by Supervisor Sue Miller to approve Resolution File No. 15-16/106 Opposing LRB-2148/1 Changing the Way Property is Forfeited after Being Seized in Relation to a Crime, Motion adopted 3-0.

Adjourn: Meeting adjourned 6:52 p.m.

Keith Zehms, Acting Committee Clerk

FACT SHEET

TO FILE NO. 15-16/113

The Eau Claire County Sheriff's Office currently utilizes 1 FTE Administrative Specialist III position to provide coverage at the Eau Claire County Jail's front lobby. This position was created/granted during the staffing and budgeting plans for the newly constructed jail. The position took over many tasks and job duties that were assigned to Correctional Officers in the previous jail. This re-assignment was an attempt to reduce the costs associated with these duties.

This position has been under constant evaluation since the jail opened in September of 2012. During this evaluation period the Eau Claire County Jail has experienced several difficulties with this position and is requesting the conversion of the 1 FTE Administrative Specialist III position to a Correctional Officer position to increase efficiencies within the jail and to increase the safety and security of visitors, inmates, and staff. This conversion would also provide a better service to the community as the Correctional Officer would be able address a much broader range of concerns from the public instead of having to re-direct them to several other locations for answers and/or services.

This conversion would allow for greater monitoring of all visitors to the facility to include those that are approved for professional visitations in the semi-contact visiting rooms. We have experienced an increase in the number of unauthorized visitors gaining access to the semi-contact rooms. Having an experienced Correctional Officer approving and/or denying access would increase the safety and security of the facility.

The front lobby is utilized as an area for the public to drop off clothing and other approved items. Each of these items requires a search by a correctional officer for the safety of the facility. Having a correctional officer at this location to immediately complete the search would increase efficiency of delivery, reduce the number of lost items, and again would increase the security of the facility. The assigned correctional officer could also assist with releasing inmate property which is a function that cannot currently be performed from the front lobby area. Medications currently can only be accepted through Central Control as they need to be counted, logged, and turned over to nursing by correctional staff. This practice could be moved to the front lobby increasing efficiency both for staff and the public as they would not have to drop medications off at a separate location than other items. This would also help alleviate pressure on the Central Control post to increase safety.

In addition, the Sheriff's Office intends to re-assign additional duties to this position or area that are currently being done by correctional officers within the jail. This will increase the efficiency within the jail and assist with areas of understaffing such as the Booking/Receiving area that was recently mentioned as an understaffed area in our annual DOC inspection document. These tasks include accepting, logging, searching, and scanning inmate mail; greater monitoring of the approximately 8,550 inmate visits per year; security "wandering" of professional visitors granted access to the secure portions of the jail; and answering questions of the public that cannot be addressed by the current staffing plan resulting in call transfers to correctional officer work stations.

This change would also allow for another person to cover for overtime shifts to help reduce the number of day off order-ins in an effort to reduce staff stress and turnover. It would also provide for an additional person to respond to an emergency if/when needed.

During this evaluation period the Sheriff's Office has had a great number of citizen complaints about services we are unable to provide at the lobby window. At one time we were able to assign a uniformed correctional officer who was on a Progressive Return to Work Plan to this area. During the time of this assignment we observed an increase in efficiency at this location and within the facility as a whole due to the greater level of service we were able to provide to the public and staff.

The fiscal impact would not exceed \$8,959 (depending upon the costs for health insurance) and can be covered within the Sheriff's Office personnel line item.

Respectfully Submitted,

Captain Joel Brettingen

1 Enrolled No.

RESOLUTION

File No. 15-16/113

2
3 - AUTHORIZING DELETION OF ONE ADMINISTRATIVE SPECIALIST III POSITION
4 AND CREATION OF ONE CORRECTIONAL OFFICER POSITION-

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6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 positions or changes therein be submitted to the board for authorization; and

8
9 WHEREAS, at their regularly scheduled meetings on January 7, 2016 and January 15, 2016
10 the committees on judiciary and law enforcement and human resources respectively approved a
11 request from the sheriff's office to delete one administrative specialist III position and create one
12 correctional officer position to better meet the organizational needs of the sheriff's office; and

13
14 WHEREAS, the additional cost will not exceed \$8,959 and is budgeted within the operating
15 budget of the sheriff's office.

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17 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
18 hereby approves deletion of one administrative specialist III position and creation of one correctional
19 officer position.

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34 Judiciary and Law Enforcement
35 Dated this ___ day of _____, 2015.
36 KRZ/yk

Committee on Human Resources
Dated this ___ day of _____, 2015.