

***RESOLUTION NO.: 101—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1        The County Executive has requested the following position, and the same has been  
2        included in the 2018 COUNTY EXECUTIVE BUDGET:

3                      Create: (1) Full-time Law Enforcement Specialist  
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6        NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources

7        Committee recommend adoption of the following resolution.

8                      BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
9        authorize and approve of amending the TABLE OF ORGANIZATION FOR THE SHERIFF'S  
10      DEPARTMENT, COST CENTER, 1008007, by creating (1) full-time Law Enforcement Specialist  
11      position effective January 1, 2018, as described in the attached which by reference are made a part  
12      hereof, and

13                     BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include  
14      the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached,  
15      and

16                     BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
17      of this resolution to the Outagamie County Sheriff and the Outagamie County Human Resources  
18      Department.

19        Dated this \_\_\_\_ day of November 2017

20                     Respectfully Submitted,  
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25                     LEGISLATIVE/AUDIT &  
26                     HUMAN RESOURCES COMMITTEE

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5 Travis Thyssen Cathy Spears  
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10 Shane Griesbach Patrick Meyer  
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15 John Foss  
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19 Duly and officially adopted by the County Board on: \_\_\_\_\_  
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22 Signed: \_\_\_\_\_ Board Chairperson \_\_\_\_\_ County Clerk  
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24 Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_  
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28 Signed: \_\_\_\_\_ County Executive  
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## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or [lisa.lux@outagamie.org](mailto:lisa.lux@outagamie.org).**

### **PART I: GENERAL INFORMATION**

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/1/2018

Department: Sheriff

Department Head: Bradley Gehring

Cost Center: 1008007

Employee Group: Deputy Sheriff's Association

**Justification for Change:**

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The Sheriff's Department has entered into a contract with the Village of Combined Locks and the Town of Buchanan for police services. This position request will add one full-time **sunset** law enforcement specialist position to the table of organization.

**Other Alternatives Considered:**

Temporary Help       Part-Time vs. Full-Time       Help from other depts.  
 Use of Overtime       Process Improvements

**Fiscal Impact of Change:**

Cost Neutral       Cost Reduction       Cost Increase

**FTE Headcount Impact of Change\*:**

Headcount Neutral       Headcount Reduction       Headcount Increase

*(\*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)*



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### **PART II: CHANGE DETAILS** - Complete the appropriate section below for the type of change being requested.

#### **POSITION ADDITION** (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Law Enforcement Specialist

Type of Addition:  Add completely new position  Add to existing position in TO

How many? 1

Position is:  Full Time:  Part Time:

Additional Communications/Approval Required:

- Provide updated Job Description to HR
- Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- Inform Committee of Jurisdiction
- Approval from Leg/Audit/HR Committee
- Board of Supervisors Approval

### **PART III: CURRENT AND FUTURE ORG VISUAL**

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

### **PART IV: FINANCIAL DATA** - List the total expenditures, revenues and savings pertaining to this request.

ANNUAL CURRENT EXPENDITURES		ANNUAL PROPOSED EXPENDITURES	
Salary	\$ <input type="text"/>	Salary	\$ <input type="text"/> 67,632
Fringe Benefits	\$ <input type="text"/>	Fringe Benefits	\$ <input type="text"/> 28,811
Travel/Training	\$ <input type="text"/>	Travel/Training	\$ <input type="text"/>
Supplies	\$ <input type="text"/>	Supplies	\$ <input type="text"/>
Purchased	\$ <input type="text"/>	Purchased	\$ <input type="text"/>
Capital Outlay	\$ <input type="text"/>	Capital Outlay	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>	<b>TOTAL</b>	\$ <input type="text"/> 96,443

### **REVENUES**

Description:

Revenue from Combined Locks Contract	\$ <input type="text"/> 96,443
<input type="text"/>	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/> 0



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### COST SAVINGS

Description:

 \$ \$

**TOTAL**

 \$

- \* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

**NOTE:** If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, **and** Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	Mike Jobe	Date: 9/14/2017
Department Head:	<input type="checkbox"/>	Date: Click here to enter a date.
HR Director:	Lisa Lux	Date: 9/14/2017
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

### REQUEST:

Approved  Denied

Resolution Number: Click here to enter text.

**Outagamie County  
Position Description**

080.16.02

<b>Position Title:</b>	Law Enforcement Specialist	<b>Date:</b>	February 11, 2013
<b>Department:</b>	Sheriff's	<b>Union:</b>	DSA
<b>Reports To:</b>	Patrol Staff Sergeant	<b>Pay Grade:</b>	16

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**Purpose of Position**

Under general supervision of Patrol Staff Sergeant, the Law Enforcement Specialist provides technical and specialized support to the department which includes accident investigations and reconstruction, criminal investigations and duties associated with training, juveniles, evidence, identification lab, and general patrol.

**Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Identifies and collects evidence, including taking photographs, at crime and accident scenes and in criminal investigations.
- Locates, photographs, and lifts fingerprints when possible, sending prints to Wisconsin State Crime Lab to be analyzed.
- Secures crime scene, assessing and contacting other resources as needed.
- Reconstructs crime and accident scenes, measuring the scene and completing a detailed scale diagram.
- Performs field drug testing, confirming nature of the substance.
- Interviews and interrogates suspects, witnesses, etc., in specialized crime investigations.
- Works with various agencies, especially in child protection and delinquency cases, refers juvenile offenders to court.
- Performs routine patrol duties when time permits, making arrests, issuing citations, etc.
- Writes press releases on incidents, accidents, events, etc. when necessary.
- Prepares and submits accurate and complete reports of offenses, accidents, missing persons, etc.
- Testifies in court, presenting evidence against persons accused of crimes.
- Attends training programs other than annual in-service program, conducts training programs.
- Works scheduled shifts including a 4 hour variance in start time.

- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate Degree in Police Science or related field and three years law enforcement experience required; experience in crime scene processing, photography, and accident investigating desired; OR any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid driver's license required.

Post hire requirements include Wisconsin Law Enforcement Standards Board Basic Police Certification, successful completion of physical and psychological exams, demonstrated ability to meet department required shooting proficiencies, and continued education per department policy.

**Minimum Knowledge, Skills, and Abilities Required to Perform Essential Job Functions**

- Knowledge of methods and ability to use practices of crime scene evidence processing, field drug testing, photography, and accident investigation.
- Knowledge of pertinent laws, statutes, regulations, and terminology.
- Knowledge of county roads, locations, residences, buildings, etc.
- Ability to gather evidence and obtain information through interviews, interrogations, and observations.
- Ability to maintain accurate and complete records and prepare clear and comprehensive reports.
- Ability to testify clearly and accurately in court.
- Skill in the operation and care of department vehicles and police equipment such as firearms.
- Ability to remain calm and objective in emergency situations.
- Ability to maintain confidentiality.
- Knowledge of and ability to use computer software and applications used by the department.
- Ability to operate general office equipment such as copy machine, FAX machine, etc.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to meet department standards of physical condition.
- Ability to remember facts and details accurately.
- Ability to use tact and diplomacy when dealing with co-workers, county officials, general public, etc.

- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to establish and maintain effective working relations with co-workers, County officials and officers, other police departments, victims, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to run, walk, stoop, climb, bend; push, pull, and lift up to 50 pounds, understanding and utilizing proper body mechanics.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Signature

Date

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Human Resources Signature

Date

BLOODBORNE PATHOGENS  
EXPOSURE RISK CATEGORY A

