

RESOLUTION NO.: 104—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

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

Eliminate: (1) Full-time Staff Sergeant
Create: (1) Full-time Lieutenant

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE SHERIFF'S DEPARTMENT, COST CENTER, 1008007, by eliminating (1) full-time Staff Sergeant, and by creating (1) full-time Lieutenant position effective April 15, 2018, as described in the attached which by reference are made a part hereof, and

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

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

Dated this ____ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT &
HUMAN RESOURCES COMMITTEE

Travis Thyssen

Cathy Spears

Shane Griesbach

Patrick Meyer

John Foss

Duly and officially adopted by the County Board on:_____

Signed:

Board Chairperson

County Clerk

Approved:

Vetoed:_____

Signed:

County Executive



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.

PART I: GENERAL INFORMATION:

Change(s) being Requested: Delete Position from TO & Add New Position

Effective Date of Change: 4/15/2018

Department: Sheriff

Department Head: Sheriff Gehring

Cost Center: 1008007

Employee Group: AS&P

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.)

This position will be responsible for overseeing, managing and providing for the movement and security of prisoners during transport to, from and during their court proceedings at the new facility / campus. This position will need to meet and coordinate with members of the security committee, to include judges and other county Department heads and representatives while acting as a liaison between the Sheriff's Department and all other county departments located in the new downtown county facility. Management level authority and decision making ability, beyond first level supervisory authority, is required to act in this capacity, in order to meet the requirements of this position. In order to facilitate this upgrade in coordination with current staff retirements it is requested the official change in the organization takes place on April 15th. However, in order to handle the decision making responsibilities expected with this position, the current patrol Lieutenant will be assigned to this position with other staff temporarily taking on those respective duties until this position upgrade is implemented.

Currently the basic inmate movement responsibilities have been steadily increasing from year to year. For example in 2013 the Criminal Justice Unit provided for 5,786 man hours, 1,316 transports, moved 2,129 people and covered 163,022 miles, while incurring \$5,947 in overtime. In 2016 the Criminal Justice provided from 6,828 man hours, 1,528 transports, moving 2,592 people, covering 195,721 miles and incurring \$33,188 in overtime costs. The current position is staffed with a Staff Sergeant and has also seen overtime costs rise from \$7,246 in 2015 to \$10,469 in 2016, which is incurred at 1 ½ times the straight pay rate. Having that position upgraded to Lieutenant grade would eliminate the additional ½ time rate



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for any hours worked above and beyond the norm.

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.)*

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

POSITION DELETION (i.e. deletion of entire position or one or more of the same position)

Position Title: Staff Sergeant Patrol

Type of Deletion: ☐ Remove position title completely ☒ Reduce position count*

*If reduction – reduce by how many? One

Position is: ☒ Full-Time: ☐ Part-Time:

Additional Communications/Approval Required:

- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *only if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

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

Position Title: Investigative Services Lieutenant

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

How many? One

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



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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

Salary	\$ 60,014
Fringe Benefits	\$ 23,804
Travel/Training	\$
Supplies	\$
Purchased	\$
Capital Outlay	\$
TOTAL	\$ 83,818

ANNUAL PROPOSED

Salary	\$ 67,043
Fringe Benefits	\$ 26,785
Travel/Training	\$
Supplies	\$
Purchased	\$
Capital Outlay	\$
TOTAL	\$ 93,828

REVENUES

Description:

	\$
	\$
TOTAL	\$

COST SAVINGS

Description:

Overtime paid at Straight time	\$ 10,010
	\$
TOTAL	\$ 10,010

* 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.



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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. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	Lisa Lux	Date: 8/16/2017
Department Head:	<input type="checkbox"/>	Date: Click here to enter a date.
HR Director:	X	Date: 8/14/2017
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**

3603

Position Title: Lieutenant**Date:** December 22, 2004**Department:** Sheriff**Reports To:** Respective Captain

Purpose of Position

Reporting to their respective Captain, the Lieutenant supervises and directs the activities of division staff, coordinates activities, develops policies and procedures, prepares and reviews reports, develops and monitors budgets, etc.

Essential 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.

- Supervises respective division, evaluates Staff Sergeants, prepares schedules, makes specific assignments, approves overtime for assigned staff, provides personnel indoctrination and training.
- Maintains records and reports as required by law.
- Assists in preparing and operating within the division budget.
- Conducts internal investigations as needed and recommends disciplinary action for employees in the division.
- Assists with policy development and monitors compliance with policies.
- Assists with the planning, implementation and application of division goals and objectives.
- Acts as interdepartmental liaison.
- Participates as member of the oral board for hiring and promotion decisions.
- Assumes responsibility of on-call lieutenants as scheduled.
- Represents management in union negotiations.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Determined by the worksite assignment or field of activity, a Lieutenant may be assigned to specific units including Law Enforcement or Corrections and may perform some or all of the following:

LAW ENFORCEMENT

- Responsible for equipment, including patrol cars assigned to the division including budgeting for capital inventory, replacement and repair.
- Investigates major cases, fatal accidents and accidents involving squad cars.

3603 Page 2

- Reviews accident reports for thoroughness and accuracy.
- Reviews evidence and presents cases in court.
- Administers and supervises the maintenance of indexed records of arrest, complaints and persons known to the police.
- Directs the activities of the Criminal Justice Unit and the Highway Safety Unit.
- Assumes responsibility for department assessment center.

CORRECTIONS

- Directs the activities of the Huber Center, Alternatives to Incarceration Programs, Lock-up and Juvenile Detention.
- Oversees Jail Health Services operations.
- Reviews incident reports and takes appropriate action.
- Researches and resolves inmate complaints.
- Coordinates and oversees jail inmate programming.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Law Enforcement or a related field with six to nine years law enforcement experience including three to five years supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate office equipment including computers, typewriter, telephone, etc.
- Ability to operate police equipment including motor vehicles, firearms, and radio equipment.
- Ability to care for, handle and accurately discharge service weapon in a safe manner.
- Ability to meet department firearms proficiency requirements.
- Ability to pursue, restrain and use appropriate physical force as necessary.
- Ability to meet department Defensive Arrest and Tactics (DAT) and/or Principle of Subject Control (POSC) proficiency requirements.
- Ability to think clearly, decisively and act with good judgment and within the established legal and procedural guidelines under stressful circumstances.

Supervisory Skills

- Ability to assign, supervise and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including vehicle maintenance, daily, accident, and other reports, policy manuals, traffic, criminal, and other codes.
- Ability to prepare various documents including job descriptions, testing procedures, criminal reports, etc.
- Ability to use and interpret legal, criminal, and personnel related terminology.
- Ability to communicate effectively with the general public, recruits, local police officials, and others verbally and in writing.

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.

Employee's Signature

Date

Supervisor's Signature (Law Enforcement)

Date

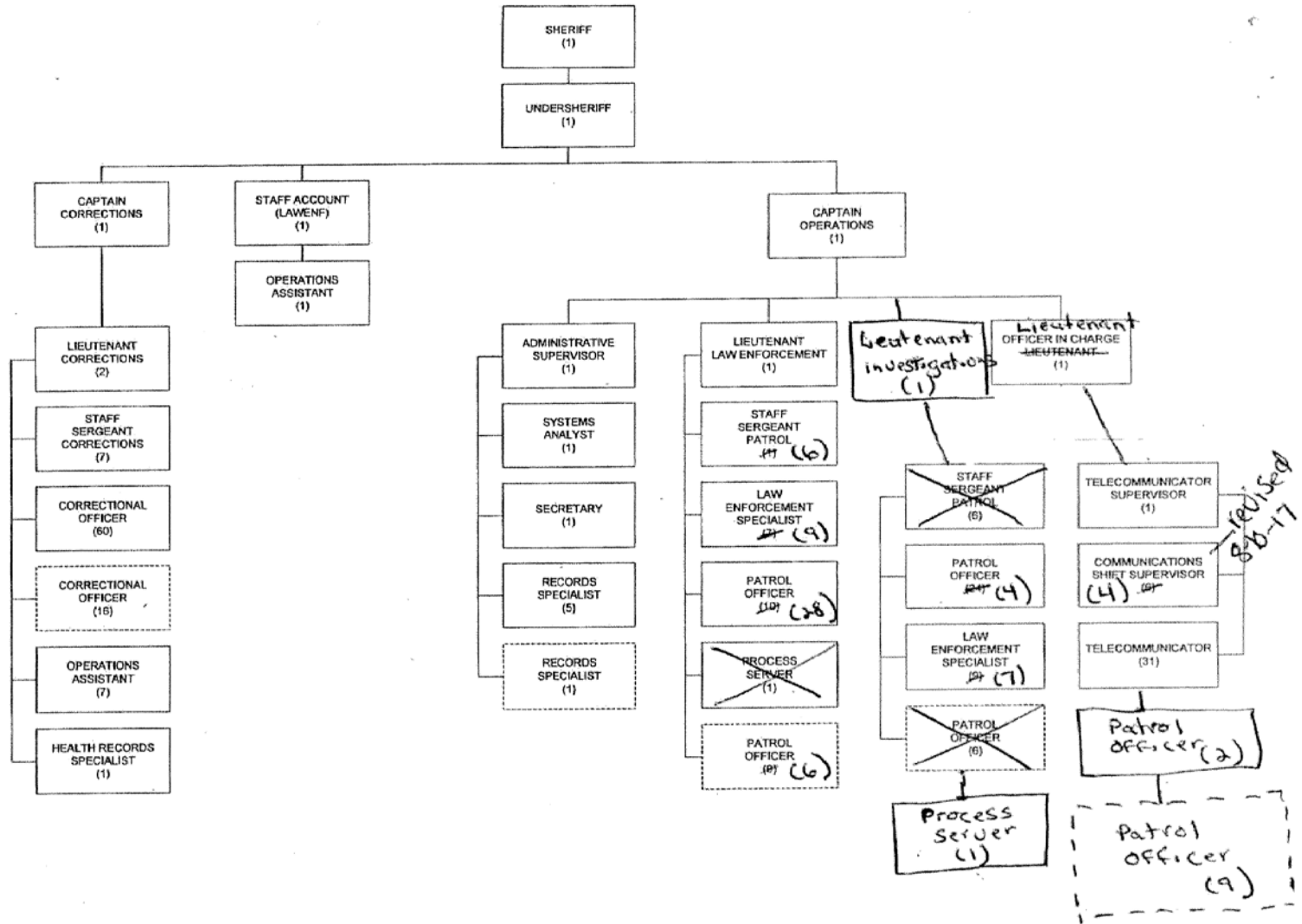
Supervisor's Signature (Corrections)

Date

Human Resources Director's Signature

Date

BLOODBORNE PATHOGENS
Risk Exposure Category B



11/07/2016

SHERIFF DEPARTMENT

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