

SHEBOYGAN COUNTY ORDINANCE NO. 06 (2008/09)

Re: **Creating Assistant Correctional Administrator Position on Sheriff's Department Table of Organization**

** Printed as amended*

WHEREAS, the Sheriff's Department is continually working on efforts to improve the structure and operations of its correctional team, and

WHEREAS, as part of these efforts, the Sheriff has attempted to increase staffing levels, refine internal correctional service programs, privatize inmate health services, and improve hands-on involvement in direct correctional supervision by senior staff, and

WHEREAS, while these reforms are dramatically improving the security, efficiency, and quality of correctional services being provided, the ongoing and increasing demands for administrative service support for the correctional programs requires improvements to the administrative service delivery system, and

WHEREAS, the Sheriff believes that through the elimination of a vacant Secretary II position and reducing the number of Correctional Shift Commander (Lieutenant) positions from three (3) to two (2) and replacement of that position with a new non-sworn Assistant Correctional Administrator position, a non-union position at Grade 10, administrative services will be improved, and

WHEREAS, the preliminary findings of the Virchow Krause Organizational Study indicate that an Assistant Correctional Administrator is appropriate, and

WHEREAS, with the elimination of the vacant Secretary II position and the reduction of Correctional Shift Commander from three (3) to two (2), it is anticipated that this position change will significantly positively impact the Sheriff's budget;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Creating Assistant Correctional Administrator**. Section 40.02(u) [with regard to Administration] of the Sheboygan County Code of Ordinances is hereby amended as follows:

	Present	Proposed
	<u>FT</u> <u>PT</u>	<u>FT</u> <u>PT</u>
40.02(u) <u>SHERIFF</u>		
<u>Administrative</u>		
Sheriff (Department Head)	1	1
Inspector (Head of Operations)	1	1
Administrative Assistant	1	1
Captain (Support Services)	1	1
Accountant	1	1
Account Clerk II	2	2
Office Manager	1	1

	Present		Proposed	
	FT	PT	FT	PT
Jail Correctional Administrator (Captain)	1		1	
Assistant Correctional Administrator	0		1	
Correctional Supervisor - Shift Commander	3		*3	
Correctional Supervisor (Sergeant)	8		8	
Correctional Officer (Male as needed) (Female as needed)	52		52	
Correctional Officer - DOC contract	1		1	
<i>The above position will sunset and be removed from the T/O upon notification by the Sheriff's Department to the Human Resources Department that the contract with the Wisconsin Department of Corrections provided by Ordinance No. 28 (2003/04) has been terminated or that no contract has been entered into.</i>				
Correctional Officer/Jail Rehabilitation Corporal	1		1	
Correctional Officer/EMP	1		1	
Classification Officer	1		1	
Jail Nurse/Health Services Coordinator	1		1	
Jail Nurse, Certified Medical Assistant	1		1	
<i>If this position is filled by a Certified Medical Assistant, that person would be part of a collective bargaining unit and NOT a position under Chapter 47.</i>				
Jail Nurse, Certified Medical Assistant - DOC contract	1		1	
<i>If this position is filled by a Certified Medical Assistant, that person would be part of a collective bargaining unit and NOT a position under Chapter 47.</i>				
<i>The above position will sunset and be removed from the T/O upon notification by the Sheriff's Department to the Human Resources Department that the contract with the Wisconsin Department of Corrections provided by Ordinance No. 28 (2003/04) has been terminated or that no contract has been entered into.</i>				
Director of Emergency Management/EPCRA Planning	1		1	
Secretary I (Records)	2		2	
Secretary I (Receptionist)	3		3	
Secretary II	6		5	
Chaplain		1		1
Mechanic (Civilian)	1		1	
Mechanic's Aide/Car Washer	1		1	
Booking Clerk	4		4	
DEPARTMENT TOTALS	183	1	* 183	1

Section 2. **Amending Chapter 47.** Chapter 47 of the Sheboygan County Code of Ordinances is hereby amended as follows (specific line items indicated only):

Grade 12 – Change Captain – Jail Administrator title to Captain – Correctional Administrator

Grade 10 – Add Assistant Correctional Administrator position

Section 3. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 19th day of August, 2009.

LAW COMMITTEE

Brian C. Hoffmann

Brian C. Hoffmann, Chairperson

Thomas V. Epping, Vice-Chairperson

Leo A. Dunton

Leo A. Dunton, Secretary

George Marthenze

George Marthenze

Thomas Wegner

Thomas Wegner

ENACTED 09.16.2008

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