

**SHEBOYGAN COUNTY    ORDINANCE NO. 07 (2008/09)**

Re:   **Adding Two Correctional Officers to Sheriff's Department Table of Organization**

*\* Printed as amended*

**WHEREAS**, the Sheriff's Department is currently operating with 53 Correctional Officers on its Table of Organization to staff Phase I and Phase II of the Detention Center as well as the juvenile and female prisoner sections at the Sheboygan County Jail, and

**WHEREAS**, 24 hours a day there must be at least ten (10) Correctional Officers on duty to staff Sheboygan County's correctional facilities, and

**WHEREAS**, in order to adequately staff the correctional facilities, the Sheriff's Department has had to rely upon significant use of overtime, and

**WHEREAS**, the significant use of overtime has contributed to a significant amount of correctional staff turnover relative to the patrol staff which in turn exacerbates the use of overtime, and

**WHEREAS**, the significant use of overtime has contributed to a significant amount of sick time usage by correctional staff relative to patrol staff which in turn further exacerbates the use of overtime, and

**WHEREAS**, by the enactment of Ordinance No. 12 (2006/07) the County Board added three (3) more Correctional Officers to the Sheriff's Department Table of Organization, and by enactment of Ordinance No. 8 (2007/08) the County Board added a fourth Correctional Officer, and while, as a result, the Sheriff's Department has experienced some relief from the turnover, sick time, and overtime problems, it is not enough, and

**WHEREAS**, the Sheriff's Department believes that adding two (2) more Correctional Officers to the Table of Organization would be necessary to fully address the turnover, sick time, and overtime problems as well as associated morale problems, and

**WHEREAS**, the Sheriff's Department believes that a substantial portion of the expense of two (2) additional Correctional Officers would be paid for by the reduction of overtime, and *\*the elimination of a vacant Secretary II position, and*

**WHEREAS**, the preliminary findings of the Virchow Krause Organizational Study indicate that the Corrections Division is understaffed by as many as five (5) Correctional Officers;

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

Section 1.   **Adding Two Correctional Officers and Eliminate One Secretary II.** Section 40.02(u) [with regard to Administration] of the Sheboygan County Code of Ordinances is hereby amended as follows:

	Present		Proposed	
	FT	PT	FT	PT
40.02(u) SHERIFF				
<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	
Jail Administrator (Captain)	1		1	
Correctional Supervisor - Shift Commander	3		3	
Correctional Supervisor (Sergeant)	8		8	
<b>Correctional Officer</b>	<b>52</b>		<b>54</b>	
(Male as needed)				
(Female as needed)				
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	

	Present		Proposed	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
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	
<b>DEPARTMENT TOTALS</b>	<b>183</b>	<b>1</b>	<b>* 184</b>	<b>1</b>

Section 2. **Effective Date**. The herein Ordinance shall take effect January 1, 2009.

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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