

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner		(2) MEETING DATE 7/9/2013		(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Submittal of a resolution to approve the new classification and setting of salary range for Sheriff's Correctional Captain, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Correctional Lieutenant position, and add a 1.00 FTE Sheriff's Correctional Captain position.					
(5) RECOMMENDED ACTION It is recommended that the Board approve the new classification and setting of salary range for Sheriff's Correctional Captain, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Correctional Lieutenant position and add a 1.00 FTE Sheriff's Correctional Captain position.					
(6) FUNDING SOURCE(S) General Fund		(7) CURRENT YEAR FINANCIAL IMPACT \$205,479.00		(8) ANNUAL FINANCIAL IMPACT \$205,479.00	
(9) BUDGETED? Yes					
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)					
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A					
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A				(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A		(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst					
(18) SUPERVISOR DISTRICT(S) All Districts -					

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 7/9/2013

SUBJECT: Submittal of a resolution to approve the new classification and setting of salary range for Sheriff's Correctional Captain, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Correctional Lieutenant position, and add a 1.00 FTE Sheriff's Correctional Captain position.

## **RECOMMENDATION**

It is recommended that the Board approve the new classification and setting of salary range for Sheriff's Correctional Captain, amend the Position Allocation List in Fund Center 136 – Sheriff-Coroner to delete a vacant 1.00 FTE Correctional Lieutenant position and add a 1.00 FTE Sheriff's Correctional Captain position.

## **DISCUSSION**

The Sheriff's Office is responsible for enforcing all public safety laws within the County of San Luis Obispo. Additionally, it is responsible for the detention of incarcerated inmates as required by state, federal, case law, and applicable regulations. The Sheriff's Office is requesting approval of a new position that will oversee the Sheriff's Custody Operations. Currently, the Undersheriff is responsible for directing and managing Custody Operations and has three Correctional Lieutenants reporting directly to him. In addition, the Undersheriff has two Chief Deputies reporting directly to him, one of which oversees Field Operations and the other that oversees Support Services. The proposed classification, Correctional Captain, will join the two existing Chief Deputy's in serving at the executive management level of command within the Sheriff's Office organization structure.

The "Captain" classification has been utilized in the organizational structure within the Sheriff's Office in years past. It is being re-introduced to address the workload demands, liabilities, and complexities that have increased over time, including the implementation of AB 109 public safety realignment in October of 2011. Additionally, the Captain position will also address a career step that is currently missing within Custody Operations. The Sheriff's Office has two distinct and separate career paths for individuals pursuing a career as a sworn Deputy. There is a career path on the custody side, Correctional Deputy, as well as a career path on the patrol side, Deputy Sheriff. On the patrol side, there are four promotional steps that include Senior Deputy Sheriff, Sergeant, Commander, and Chief Deputy.

On the custody side there are three promotional steps that include Senior Correctional Deputy, Correctional Sergeant, and Lieutenant. Although the number of sworn Deputies and support personnel supervised are similar between custody and patrol, there is not a position from Custody Operations that represents corrections at the executive management level. With the corrections environment becoming increasingly complex and multi-faceted, it is important for the long term health of the Sheriff's Office to motivate employees by providing opportunities for them to contribute their institutional expertise and knowledge.

In addition to complexity, the implementation of AB109 realignment has significantly affected the number of inmates and the length of their sentences. See the below table which illustrates the inmate population trends:

<b>Fiscal Year</b>	<b>Average Inmate Population</b>
2008-09	540
2009-10	551
2010-11	558
2011-12	637
YTD 2012-13	746

The significant increases in inmate population have prompted the Sheriff's Office to evaluate various options to reduce overcrowding and reduce recidivism rates. Some of the overcrowding solutions evaluated will involve supervised release of lower classified criminals. These programs require a more direct level of supervision to increase accountability and reduce liability. Another aspect of realignment that requires oversight is inmate programming. Inmate programs are being expanded and we are hiring additional personnel who will have responsibilities directly related to providing and tracking courses. Custody will be working with a multitude of agencies and organizations to ensure inmates that are released will have the best opportunity possible to successfully reintegrate back into society. These increased impacts will continue to impact correctional operations and requires us to enhance our current supervision with the proposed Captain's position.

In March of 2013, one of the Sheriff's three Correctional Lieutenants retired. Since 2010, the command structure for custody has consisted of three Correctional Lieutenants who oversee all aspects of custody operations and report directly to the Undersheriff. Prior to 2010, there was a Chief Deputy position that had oversight of all custody operations and the three Correctional Lieutenants reported directly to that position. The Chief Deputy position that had oversight of custody was removed from the budget and position allocation list in FY 2011-12. The new classification of the Sheriff's Correctional Captain will replace one of the three Correctional Lieutenant positions and will report directly to the Undersheriff. The Sheriff's Correctional Captain will have direct supervision over the two (2) Correctional Lieutenants. Total span of control for the Correctional Captain will be 142 employees.

The new classification was presented for approval to the County Civil Service Commission at the May 22, 2013 regular meeting. The new classification was approved by the Commission at that meeting and it will be designated to the Sheriff's Management bargaining unit (the same unit as the deleted Lieutenant position).

Based on a salary study and the classification's complexity of duties, independence in decision making, and consequence of error, the Human Resource Department recommends that salary range for the classification of Correctional Captain be set at a level 10% above than existing Correctional Lieutenant salary.

**OTHER AGENCY INVOLVEMENT/IMPACT**

This request has been coordinated with the Human Resources Department and the County Civil Service Commission.

**FINANCIAL CONSIDERATIONS**

The Correctional Lieutenant position that will be replaced by the new Captain classification is included in the FY 2013-14 adopted budget. The additional annual cost (including) benefits of replacing the Lieutenant position with the Captain position is anticipated to be \$16,564, as shown below.

<b>Classification</b>	<b>Annual Salary</b>	<b>Total Compensation</b>
Correctional Lieutenant, Step 5 (1.00 FTE position to be deleted)	\$124,343	\$188,915
Sheriff's Correctional Captain, step 5 (1.00 FTE position to be added)	\$136,781	\$205,479
<b>Increase in Expense</b>	<b>\$12,438</b>	<b>\$16,564</b>

The Sheriff's Office will absorb the increased salary and benefit expense within the Sheriff's adopted FY 2013-14 budget, with no additional allocation of funds.

## **RESULTS**

This position will assist in furthering the Sheriff Office's goals by creating an appropriate level of supervision at the executive staff level for the custody division. This will result in reduced liability and ensure proper oversight of complex jail operations, as well as enhance career development which will allow us to retain critical institutional knowledge on custody operations.

## **ATTACHMENTS**

1. Sheriff's Correctional Captain Specification
2. Sheriff's Position Allocation (PAL) Resolution