

Human Resources Department

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Date: April 24, 2014

To: Dee F. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Organizational Change Recommendations - Sheriff Office

The Sheriff's Office has requested organizational changes outside of the budget process and will be considered per the County Classification and Compensation Policy D. The justification to doing these organizational changes outside of the budget process is that there was a change in key personnel, namely the resignation of the Jail Administrator that can create greater efficiencies and thus cost savings. The revised job descriptions have been developed creating new job duties for the positions. The positions were reviewed by the Hay Committee on April 22nd and reclassified. The Hay Committee also reviewed the Corrections Sergeant and Food Service Supervisor. There are no recommended changes in their Hay points.

Assistant Jail Administrator

The Jail Administrator position became vacant in January, 2014. It is a key position in the Sheriff's Office. The position managed the staff and operations of Jail and served as the statutory Jail Administrator. While the position has been vacant the Sheriff's Office has had the opportunity to review in detail the daily tasks and responsibilities of the position. The recommendation is to eliminate the position and distribute the duties. The Chief Deputy will have general oversight of Jail and serve as the Jail Administrator for statutory purposes. The remainder of the duties have shifted to the Assistant Jail Administrator. As a result the Assistant Jail Administrator's job description was updated to add these additional tasks and was presented to the Hay Committee. The recommendation was a Hay point value of 556 which results in a pay range of \$64,272 (minimum), \$75,614 (midpoint), to \$86,956 (maximum). The current Hay points were 540, resulting in an overall increase of \$1,556 in the pay scale. The actual costs are addressed below.

Corrections Lieutenant

Some of the Assistant Jail Administrator tasks have been moved to the Corrections Lieutenants. They will have increased oversight of jail operations. Additional duties are related to increased responsibility for jail investigations and compliance with federal Prison Rape Elimination Act (PREA). The revised job

description was presented to the Hay Committee. The recommendation was a Hay point value of 430 which results in a pay range of \$53,910 (minimum), \$63,424 (midpoint), to \$72,938 (maximum). The current Hay points were 406, resulting in an overall increase of \$2,313 in the pay scale.

Sergeant - Sheriff

In addition the Sheriff has requested an additional Sergeant in the Deputies. One Sergeant has been reassigned to focus on administrative and technology issues. He would like to have an additional Sergeant that would again focus on training. This will create a promotional opportunity but the filling of the entry level position may be delayed to determine the continuation of the current grant funding of the Deputy Sheriff currently filling the Fusion Center position.

Recommendation

| Position | Current Hay | Proposed Hay | Current Salary | Additional Salary | Benefits ¹ | Total |
|------------------------------------|-------------|--------------|----------------|-------------------|-----------------------|------------------|
| Jail Administrator | 702 | n/a | \$103,184 | -\$103,184 | -\$32,707 | -\$135,891 |
| Asst Jail Admin² | 540 | 571 | \$85,167 | \$1,789 | \$318 | \$2,107 |
| Lt increase² | 406 | 430 | \$70,278 | \$2,660 | \$473 | \$3,133 |
| Lt increase² | 406 | 430 | \$66,163 | \$3,308 | \$588 | \$3,896 |
| Trg Sgt (new position) | 451 | | \$0.00 | \$69,493 | \$26,533 | \$96,026 |
| Total Costs | | | | | | -\$30,728 |

Notes:

1. Benefits includes IPERS, FICA & ins when applicable
2. 5% increase per policy

The revised job descriptions are attached for the Board's review and information. It is recommended that these changes take effect immediately, except the Sergeant - Sheriff.

Cc: Sheriff Conard



SCOTT COUNTY JOB DESCRIPTION

Class Title: Assistant Jail Administrator

Working Title: (Same)

Department: Sheriff

Hay Point Value: 540

Job Summary

Monitors daily activity of the Corrections division to ensure the safety and security of the Jail facility, inmates, employees and the public. Ensures that the Jail facility adheres to all state and federal laws/regulations. Coordinate the administration and care of inmates to maintain organization and control of the Jail facility. Provide ~~Jail Administrator~~ Chief Deputy and the Sheriff with accurate and timely information related to daily operations. ~~Monitors and provides supervision for inmate programs and related Support Service activities. May act on behalf of the Jail Administrator in his/her absence or as directed. Monitors inmate administration to ensure treatment and procedures meet all standards. Coordinates security functions for the jail to maintain safety and security of the facility, personnel, and the public.~~

Relationships

Reports to: Jail Administrator/Chief Deputy

Supervises:

Direct

Corrections Lieutenants, ~~Support Services Sergeants~~, Food Service Supervisor, ~~Senior Accounting Clerk, Senior Clerk and Clerk II.~~

Indirect

Operations Sergeants, Correction Officers, Bailiff Sergeant, Bailiff/Transport Officers, Jail Custodian/Correction Officers, Training & Program Sgts, Court Compliance, Alternative Sentencing, Program staff and volunteers.

Works with: Sheriff, ~~Jail Administrator~~, Jail staff, other county departments, outside agencies, outside law enforcement jurisdictions.

Physical/Environmental Conditions

Incumbent primarily works indoors. Incumbent is exposed to violence and/or physical safety hazards associated with control of inmates. High mental exertion is necessary to collect, analyze and organize information and provide appropriate supervision of staff and inmate activities. Incumbent is on-call 24 hours a day to respond to staff problems/concerns.

Major Duties/Performance Measures

OPERATIONS

Monitors daily operational reports and identify areas which require adjustment or action. Resolves day-to-day operational problems and concerns of staff, outside agencies and the public to ensure prompt response and service. Ensures inmate housing standards are met.

Formulates policy and adopts rules and regulations to ensure effective administration of the jail; develops and institutes standard operating procedures for the secure and administrative operation of the Scott County Jail.

Organizes, coordinates and supervises all activities of the Scott County Jail and Annex.

Briefs ~~Jail Administrator~~ Chief Deputy daily on operations activities and status of duties and/or special projects. ~~Develops briefing report for Jail Administrator to deliver during commander briefing. Stand in at briefings during Jail Administrator's absence. Attends Sheriff command briefings to report on operational and staffing issues and updates.~~ Responsible for weekly daily supervisor meetings to discuss problems/concerns, provides advice or direction, disseminates new or adjusted directives and regulations.

Administers and is responsible for researching, compiling and summarizing current ~~and historic~~ budget estimates; prepares budget estimates, monitors budget throughout fiscal year, proposes and makes recommendations for budgetary increases. Reviews and approves supply requisitions and expenditures.

~~Ensures State standards are met in regard to Iowa Code, which includes physical plant inspection and operational procedures.~~

Operates the Corrections Division in a safe and efficient manner while remaining in compliance with Iowa State Jail Standards and other applicable laws, rules and regulations.

Provides direct supervision and monitors performance of Lieutenants to ensure appropriate levels of staffing and proper management of inmates and Corrections staff. Reviews all Jail staff leave requests to ensure appropriate staffing levels are met. May use discretion in schedule changes or leave request approvals as necessary.

Manages the selection process for new staff and Corrections Division promotional opportunities. Provides recommendations to the Sheriff for approval.

~~Participates in hiring process.~~ Oversees notification and/or delivery of training needs, conducting performance appraisals, administering the county's human resource policies and collective bargaining agreements, approving leave requests, administering corrective disciplinary action up to and including written warnings as necessary. Provides input and submits written reports of complaints related to conduct of personnel to the Chief Deputy ~~and/or Jail Administrator~~ as needed.

Coordinates and chairs safety and labor management meetings on a regularly scheduled basis to meet bargaining unit requirements. Researches Jail safety problems or concerns and prepares information to be utilized in clarifying or resolving issues. Reports findings and/or conclusions to ~~Jail Administrator~~ Chief Deputy and/or Sheriff.

Responds promptly to all 1st step Jail staff grievances and 1st step inmate grievances to ensure appropriate and necessary actions are initiated and provide open communication with Jail staff and bargaining unit(s).

~~In absence of Jail Administrator,~~ Reviews, collects, analyzes and prepares overtime report for each pay period. Identifies needs for overtime and suggests ways to reduce overtime as appropriate. Reviews and approves payroll and claims submitted by staff.

Administers jail's Print Track instant image digital finger print and mug shot system ensuring adherence to State regulations, coordinating regulations with other law enforcement agencies.

Collects, analyzes, researches, compiles, summarizes current and historical data for various reports on inmate housing, and other jail related information. ~~Conducts analysis of expense/revenue reports on a monthly basis.~~ Reviews inmate ~~and c~~ Commissary ~~a~~Accounts on a monthly-weekly basis to ensure accuracy; tracks inmates with a large amount of deposits and reports irregular trends.

Conducts regular formal and informal inspections of the jail facilities.

Participates in labor management situations by negotiating and administering the labor agreement with the Corrections Division.

Performs other job-related duties as necessary or assigned.

SUPPORT SERVICES

1. Oversees Support Services division, including but not limited to; inmate services, detainers/holds, warrants, inmate good time, social security capture, state parole and marshal housing, recreation/visitation, inmate request forms, inmate law library, laundry/janitorial supplies and correspondence to the public and attorneys.
2. Monitors Jail Inmate Programming and Food Service divisions to ensure appropriate security procedures, work rules, state and federal regulation compliance.
3. Reviews and evaluates inmate classification, transfer and release process. Takes appropriate action to change placements when necessary. Alerts jail staff, mental health and medical staff of inmate concerns at classification time. Ensures release and transfer of inmates to other jurisdictions are completed in a timely manner. Provides assistance to booking officers in interpreting release information or solutions for exceptional issues.
4. Conduct periodic reviews of Jail Food Service operation including; budget, production, Inmate Vocational Food Service Program, inmate discipline, volume and staffing of inmate workers. Works with Food Service Manager to explore cost saving programs/measures as appropriate.
5. Oversee Electronic Monitoring Program. Make revisions and amendments to program as necessary.
6. Serves on assigned committees and task force(s) related to inmate issues.

Background Requisites

Education:

Associates degree in Corrections required. Successful completion of a Jail training program required. Certified Jail Manager through American Jail Association preferred.

Work

Experience:

Five-Seven (57) years of experience in a supervisory capacity and five-ten (105) years of correctional or related experience required.

Essential Skills:

- Ability to operate a motor vehicle and maintain a valid driver's license.
- Ability to work under limited supervision.
- Ability to utilize organizational skills and effectively manage time and documentation/records.
- Possess knowledge of Criminal Justice procedures and inmate rights to accurately answer questions from inmates.
- Ability to follow appropriate policies and procedures to maintain the security of the Jail facility, inmates and employees.
- Possess and utilize excellent communication and human relations/behavior skills when interacting with inmates, Jail staff, the public and County employees.
- Ability to utilize independent judgement and establish priorities with limited supervision.
- Ability to provide effective work direction and supervision of others to ensure adherence to work rules, personnel and County policies, and Jail procedures.
- Ability to collect, analyze and interpret reports, and documentation in an effort to solve problems and provide accurate information for management, staff, or other County departments.
- Demonstrated knowledge of correctional facilities, inmate management and legal procedures.
- Knowledge of and ability to operate computer software and equipment. Proficient in use of word processing and electronic spreadsheet software.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Self/Professional Development:

Attend seminars/conferences and develop effective communications with outside corrections agencies and jurisdictions.

Prepared by: _____ Date _____

Approved by: _____ Date _____



Rev. 01/00
Rev. 11/06
Rev. 02/14

SCOTT COUNTY JOB DESCRIPTION

Class Title: Corrections Lieutenant

Working Title: Shift Commander

Department: Sheriff - Jail

Hay Point Value: ~~406~~

Job Summary

Incumbent provides supervision of assigned shift operations, to ensure the safety and security of the Jail facility, inmates, employees and the public. Prepares, compiles and maintains reports regarding assigned shift operations. Supervises staff in performing daily inmate care and security to ensure adherence to regulations, departmental procedures and protocols.

Relationships

Reports to: Assistant Jail Administrator

Supervises: Corrections Sergeant(s), Corrections Officers and volunteers

Works with: Jail staff, County Attorney staff, Clerk's office, Court Administrator's Office, other County employees, outside agencies and the public.

Physical/Environmental Conditions

Incumbent primarily works indoors. Exposure to violence and/or physical safety hazards associated with control of inmates. Incumbent is on-call 7 days a week to respond to staff problems/concerns.

Major Duties/Performance Measures

Monitors and supervises the daily operations of assigned Shift to ensure general order procedures and post orders are followed to maintain the safety and security of the Jail facility, inmates, employees and the public.

Prepares assigned shift for daily duties and issues commands/orders at the direction of the Assistant Jail Administrator on a daily basis. Sets work schedules to maintain operational efficiency of shift. Approves leave time requests in accordance with bargaining agreement and Division guidelines to ensure appropriate staffing to meet operational needs.

Reviews daily post assignments and/or overtime for assigned shift. Justifies and controls overtime, reviews payroll sheets and submits to clerical staff for input.

Reviews daily reports for accuracy of information and proper dissemination for state inspector review (if necessary).

Provides advice, assistance and immediate response to Corrections Sergeants to address questions related to the operation and organization of the Jail facility and inmates.

Provides supervision and assistance to Correction Officer(s) to address questions related to the operation and organization of the Jail facility and inmate procedures and protocols. Assists Officers responsible for immediate supervision and control over inmates inside and outside living area. ~~Conducts site visits to the Annex to ensure operations meet regulations and procedures.~~

Provides prompt response and back-up for all assigned Corrections Sergeants, as necessary. Provides guidance to Corrections Sergeants in supporting staff in issuance of inmate disciplinary action. Uses authority to investigate or delegate the investigation of inmate grievances and/or issue inmate discipline. Mediates conflict between staff and inmates.

Monitors and assists in processing newly arrested inmates. Assists in the evaluation of current and new inmates by gathering and forwarding appropriate reports and information.

Makes facility rounds during the shift to observe staff performance, observe the condition of the facility, enforce inmate accountability, resolve inmate problems and ensure controls are in place for searches and shakedowns.

Investigates all PREA (Prison Rape Elimination Act) related matters which includes reviewing audio/video equipment, report gathering and interviewing multiple persons, checks PREA hotline and/or Turnkey Kiosk for PREA complaints.

Monitors job performance of Correction Sergeants, Correction Officers, and volunteers and maintains appropriate and accurate documentation. Provides performance feedback and issues corrective action up to a cautionary letter, when necessary. Conducts performance evaluations for Sergeants and reviews evaluations completed by the Sergeants for the Correction Officer staff.

Notifies Assistant Jail Administrator when a serious breach of regulations occurs or when informal disciplinary measures are not effective. Completes formal investigations in the event disciplinary proceedings lead to a Name Clearing Hearing. Makes recommendations regarding disciplinary matters involving staff.

Reviews and submits Strategic Accountability Management System reports (SAMS) from Sergeants and develops monthly SAMS report on Action/Recommendation Plan. Prepares narrative and statistical reports and daily report for assigned shifts. Reviews facility reports including incident reports, grievances and maintenance orders. Makes recommendations for the improvement or upgrading of Jail operations.

Coordinates and leads Sergeants & Lieutenants meetings on a regularly scheduled basis.

Conducts monthly jail inspections ensuring safety, security, health and sanitation jail standards are maintained. Submits recommendations for corrective action as needed.

Receives, reviews and [responds to](#) ~~refers~~ citizen complaints [or refers](#) to appropriate command staff [when necessary](#).

[Prepares for yearly Stars Day and leads the event.](#) Participates on internal/external committees/taskforces as assigned or necessary.

Performs duties of Corrections Sergeant as necessary. [Assists Assistant Jail Administrator with administrative duties as necessary.](#) Performs special assignments and/or other job-related duties as necessary or assigned.

Special Assignments

~~Field Training Officer (F.T.O.) Supervisor~~

- ~~1. — Performs a monthly review of the progress of Field Training Officers and newly assigned officers to ensure adequate and appropriate feedback and training is offered regarding job duties, policies and procedures.~~
- ~~2. — Monitors the performance of Field Training Officers to ensure consistency in application of the program and provide direction for changes or improvements.~~

Background Requisites

Education:

Associates degree in Corrections preferred. Successful completion of a Jail training program required.

Work Experience:

Minimum of four (4) years of experience at the level of Corrections Sergeant preferred.

OR

Commensurate level of experience in another correctional facility preferred.

Essential Skills:

- Ability to operate a motor vehicle and possess a valid driver's license. (Verified.)
- Working knowledge of state and federal laws pertaining to the field of corrections and inmate rights preferred.
- Possess leadership ability to provide direction.
- Ability to utilize effective human relations skills in management of staff and in addressing inmate issues.

- Ability to utilize effective written, verbal and listening communication skills.
- Possess the ability to exercise independent judgement when applying policies/procedures and work rules.
- Ability to operate equipment including, but not limited to: chemical munitions, [less than lethal weaponry](#), typewriter, personal computer equipment, intoxilyzer, photocopier, radio system, CPR mask and first aid equipment.
- Ability to organize job responsibilities to meet shifting priorities.
- Ability to exemplify, by his or her actions, the County's PRIDE philosophy.

Physical/Mental Ability Requirements:

Incumbent frequently spends equal amounts of time walking, sitting and standing. Incumbent frequently climbs up to four flights of stairs. Incumbent occasionally lifts objects weighing up to 50 pounds and carries them up to 10 feet. Utilizes a personal computer to complete data entry on a frequent basis.

Prepared by: _____ Date _____

Approved by: _____ Date _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 8, 2014

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS THROUGH RESTRUCTURING OF THE SHERIFF'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Sheriff's Office decrease of 1.0 FTE to reflect the elimination of the Jail Administrator's Position.

Section 2. In the Sheriff's Office the position of Assistant Jail Administrator (1.0 FTE) shall upgraded from 540 to 556 Hay points.

Section 3. In the Sheriff's Office the position of Corrections Lieutenant (2.0 FTE) shall upgraded from 406 to 430 Hay points.

Section 4. That the table of organization for the Sheriff's Office be increased by 1.00 FTE to reflect the addition of an Sergeant - Sheriff, for a total of 7.0 FTE Sergeant - Sheriff.

Section 5. This resolution shall take effect immediately.