

**TIM LANE**  
**Scott County Sheriff**

Item #4  
2/6/18

**SHAWN ROTH**  
Chief Deputy Sheriff



**BRYCE SCHMIDT**  
Chief Deputy Sheriff

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Date: February 6, 2018

Memo To: Board of Supervisors

From: Sheriff Lane

**REF: Overfilling Corrections Officer Position**

The Sheriff's Office is requesting the ability to overfill three corrections officer positions for the remainder of this fiscal year or until there is attrition, whichever comes first. There is currently 1 vacant full-time vacancy for the corrections officer position. There generally is regular turn over in the position but last year and this year has had exceptional resignations and retirements. In fact, our records indicate only one year where we were at full staff for the allotted 59 corrections officers. The original jail study recommended 56 officers and 3 "buffer" positions. The 3 "buffer" positions were added to the budget in FY13. We filled 7 positions in the spring of 2017 and requested to overfill the corrections officer position in August, 2017, which the Board granted. We currently have 9 new corrections officers with less than a year of service.

We just completed a recruitment process and have several promising candidates. These candidates now move from the interview process to the background and reference checks. If they are successful at this stage, we proceed with a conditional offer of employment, physicals and completion of the Minnesota Multiphasic Personality Inventory (MMPI). If we successfully move 4 candidates out of this process I'd like to start all 4 candidates, rather than just one, through the Field Training Officer (FTO) program. Although we're hopeful all candidates will successfully complete the FTO program, history shows this will not be the case. Therefore, it is doubtful all 4 candidates will remain on the payroll through the end of the fiscal year. We also can't predict the retirements or resignations that may occur in the next several months.

I'm not requesting any additional funding to accomplish this overfill or asking for a permanent change to my table of organization. I feel confident the Sheriff's Office budget can absorb the costs. It is likely it will be four to six weeks before we will get the individuals hired due to the extensive process. Four months of salary and benefits for one corrections officer is \$22,427.

I appreciate your consideration of the matter as I work toward maximizing the onboarding of staff in the Jail.

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

February 8, 2018

APPROVAL OF THE REQUEST TO OVERFILL THE CORRECTIONS OFFICER  
POSITION IN THE JAIL.

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

- Section 1. That the request to overfill the corrections officer position in the jail is hereby approved as presented.
- Section 2. This resolution shall take effect immediately.