

TIM LANE
Scott County Sheriff

Item #4
8/7/18

SHAWN ROTH
Chief Deputy Sheriff



BRYCE SCHMIDT
Chief Deputy Sheriff

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Date: August 7, 2018

Memo To: Board of Supervisors

From: Sheriff Lane

REF: Overfilling Corrections Officer Position

The Sheriff's Office is requesting the ability to temporarily overfill four (4) corrections officer positions. Currently the jail has four (4) vacant corrections officer positions, with the potential of losing two more corrections officers by the end of August due to retirements. We have been unable to achieve a fully trained staff in several years and with the request to overfill four (4) corrections officer positions, we are hoping to attain this. There is generally regular turn over in this position but the last two years have had exceptional resignations and retirements. In fact, our records indicate only one year where we were at full staff in the jail. We filled 7 positions in the spring of 2017 and requested to overfill the corrections officer position in August, 2017, and February, 2018 which the Board granted. We currently have nine (9) new corrections officers with less than a year of service. Even with the overfill of 5 corrections officers and 2 civilians in FY18 the Sheriff's Office was still able to return \$165,058 to the general fund at the end of the budget year from the jail salary budget alone.

We have 3 potential corrections officer candidates and will be completing another recruitment process in the next several weeks. These three potential candidates have moved from the interview process to the background and reference checks. If they are successful at this stage, we proceed with a polygraph test, a conditional offer of employment, physicals and completion of the Minnesota Multiphasic Personality Inventory (MMPI). 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 over hired 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 eight to twelve weeks before we will get the individuals hired due to the extensive process.

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

August 9, 2018

APPROVAL OF THE REQUEST TO OVERFILL THE CORRECTIONS OFFICER
POSITION IN THE JAIL BY FOUR (4) POSITIONS.

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
by four positions is hereby approved as presented.
- Section 2. This resolution shall take effect immediately.