

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** April 25, 2014

**TO:** Sup. Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors  
Kerry Mitchell, Director, Department of Human Resources

**FROM:** Héctor Colón, Director, Department of Health and Human Services  
*Prepared by B. Thomas Wanta, Administrator/Chief Intake Officer – DCSD*

**SUBJECT:** From the Director, Department of Health and Human Services, requesting authorization to create one position of Juvenile Correction Officer Supervisor at the Juvenile Detention Center within the Delinquency and Court Services Division.

**Issue**

The Director, Department of Health and Human Services (DHHS), is requesting authorization to create one full-time equivalent (FTE) position of Juvenile Correction Officer Supervisor at the Juvenile Detention Center. The Juvenile Correction Officer Supervisor position is being created to meet the operational/ management oversight needs required to provide 24/7 custodial care and custody/admission screening of youth brought to secure detention by law enforcement agencies.

**Background**

In September 2013, the County Board approved the reclassification of six Juvenile Correction Officer Supervisors (JCOS) to screen youth brought to detention for admission in place of four designated Custody Intake Specialist staff and an overtime based pool of Human Service Workers. This admission/screening function operates 24 hours per day, seven days per week. By assuming this task, the JCOS improved operational efficiency and reduced the reliance on overtime to perform these statutorily-required duties.

The screening of youth brought to detention for admission was added to previous JCOS duties, which included direct supervision of Juvenile Correction Officers, Control Center Assistants, and managing the day-to-day operations of the juvenile detention center. Duties also include ensuring compliance with Wisconsin Administrative Code 346, Federal laws, Prison Rape

Elimination Act (PREA), National Detention Standards, Milwaukee County Judicial Intake Policy, and DHHS policies.

These intake/admission screening duties were in addition to their original JCO Supervisor duties. As these duties became operational, the day-to-day management oversight of the Detention Center has been strained due to the volume of intakes, particularly during the hours of 11:00 a.m. to 8:00 p.m. The amount of time being allocated during an intake process has taken a JCOS away from being available for Juvenile Correction Officer staff monitoring, emergency response, programming oversight, and other day-to-day operations.

### **Recommendation**

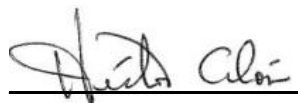
To assist DCSD in meeting management oversight responsibilities required to provide 24/7 custodial care and custody/admission screening, it is recommended that the County Board of Supervisors authorize the Director, Department of Health and Human Services, or his designee, to create one FTE position of Juvenile Correction Officer Supervisor within the Delinquency and Court Services Division.

### **Fiscal Impact**

The estimated cost of this request is \$79,817 for one Juvenile Correction Officer Supervisor position. This cost includes first-step salary, social security and the active fringe benefit rates contained in the 2014 Budget.

There is no tax levy impact associated with this request as all position costs will be absorbed by the anticipated 2014 Youth Aids surplus, which was reported to the County Board in the January cycle as part of the State contract report with the Department of Correction. If the anticipated 2014 Youth Aids surplus does not materialize, DCSD will provide a correction action plan to the County Board in the September cycle. In subsequent budget years, DCSD will ensure that funds sufficient to cover these position costs are included in its budget.

Respectfully Submitted,



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Héctor Colón, Director  
Department of Health and Human Services

cc: County Executive Chris Abele  
Raisa Koltun, County Executive's Office  
Kelly Bablitch, County Board  
Don Tyler, Director – DAS  
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