

COUNTY OF MILWAUKEE
Inter-Office Communication

23-1050

Date: December 11, 2023

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Daniel R, Hughes, Chief Deputy, Milwaukee County Sheriff's Office

Subject: MCSO requests to create 3.0 FTE Civilian Investigator Full-Time positions (Pay Grade 22M) in 4052 General Investigations using the pool of funds from vacant Investigator Hourly positions (Pay grade 22M).

File Type: Action Report

REQUEST

MCSO requests to create a 3.0 FTE Civilian Investigator Full-Time position (Pay Grade 22M) in 4052 General Investigations using the pool of funds from vacant Investigator Hourly positions (Pay grade 22M) in 4052 General Investigations.

POLICY

The maximum number of positions and/or the maximum number of employee hours in each classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	Adopted

BACKGROUND

The MCSO is the primary entity responsible for conducting employee background investigations for deputy sheriffs, correctional officers, and civilian employees for the MCSO as well as others throughout the county upon special request. We also conduct special background investigations such as for applicants to the City of Milwaukee's Fire and Police Commission. To expedite this process for all background investigations MCSO is requesting 3.0 FTE Civilian Investigator positions to provide, very thorough background investigations are required prior to allowing access to the secure perimeter of the jail, accessing sensitive information (CJIS compliance), and granting law enforcement certification to individuals.

For the past two years to meet the demand to fill critical vacancies and staffing shortages in the Criminal Justice Facility (CJF). Because of this, there is a great need to conduct background investigations as quickly and accurately as possible to bring staffing up to proper levels. Part-

time investigators are unable to keep up the workload, as they are only allowed to work 20 hours per week.

Request to create 3.0 FTE Full-time Civilian investigators will be able to work on multiple background investigations within 40 hours work week. It will allow for more flexibility to schedule meetings with candidates, contact candidate's references to obtain statements about the candidate's qualifications, character, work ethics and other relevant information. Prepare a written narrative summary regarding the information obtained and reviews for each candidate. Include all relevant documents obtained in the presentation of said report for senior management review for hiring decisions.

FISCAL EFFECT

The Milwaukee County Sheriff's Office (MCSO) requests the creation of a 3.0 FTE Civilian Investigator Full-Time position (Pay Grade 22M) in 4052 General Investigations Using pool of funds from vacant Investigator Hourly positions (Pay grade 22M) in 4052 General Investigations.

The Investigator Hourly is budgeted at \$686,675 (Salary \$637,877 + Social security \$48,798) for 2024. The anticipated compensation level for hiring for the 3.0 FTE Investigator Full-time position is \$186,148 (at the requested new Pay Grade 22M), resulting in a reduction in the pool of funds of \$132,880 from the Investigator hourly positions. However, the requested new 3.0 FTE Civilian Investigator full time positions (Pay Grade 22M) are anticipated to be filled after February 4, 2024.

POSITION INFORMATION

Action	Title	FTE	Pay Grade	Salary
Pool of Funds	Investigator Hourly	N/A	22M	\$172,920
Create	Investigator Full Time	3.0	22M	\$172,920

ALIGNMENT TO STRATEGIC PLAN

The request to create a new position in the MCSO aligns with the county's strategic plan to ensure that we can continue in determining what, where, and how we deliver services to advance health equity.

VIRTUAL/HYBRID MEETING INVITES

Daniel R. Hughes, Chief Deputy
Tricia Carlson, Captain
Patricia A. Carravetta, Fiscal Administrator

PREPARED BY:

Renny More, Public Safety Fiscal Analyst

APPROVED BY:

Daniel R. Hughes, Chief Deputy

ATTACHMENTS:

None

Daniel Hughes

Daniel R. Hughes, Chief Deputy

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk