



County of Milwaukee
Office of the Sheriff

David A. Clarke, Jr.
Sheriff

DATE: November 20, 2012

TO: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

FROM: Richard Schmidt, Inspector, Milwaukee County Office of the Sheriff

SUBJECT: Request to Create Two Positions of Corrections Manager (Title Code 00077110) (PR 915E) for the County Correctional Facility Central of the Office of the Sheriff effective January 1, 2013.

REQUEST

The Sheriff of Milwaukee County requests the creation of two positions of Corrections Manager for the County Correctional Facility Central (CCFC) of the Office of the Sheriff.

BACKGROUND

The County Correctional Facility Central (CCFC) is a secure detention facility with total bed space of 960 beds for holding accused felons and misdemeanants until they are released on a pretrial basis or are adjudicated, and a small number of sentenced offenders awaiting transfers or hearings on new charges. There are 18 housing units including two special needs units. In 2013, 265 Correction Officers are authorized to staff the facility. In order to provide adequate supervisory coverage at the CCFC, the Office of the Sheriff requires a total of six positions of Corrections Manager – two per shift. The operation of the CCFC falls under Wisconsin Administrative Code Chapter DOC 350. Staffing of the CCFC at six positions provides for 24/7 coverage on all shifts.

The 2012 Adopted Budget for the Office of the Sheriff included 11 Corrections Managers - five positions for the CCFC and six positions for the CCFS. The 2013 Adopted Budget reduced Corrections Manager staffing to ten positions – four positions for the CCFC and six positions for the CCFS.

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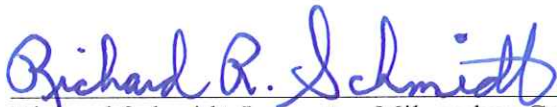
Throughout 2012, current Corrections Managers were often required to work 12-hour shifts to provide adequate coverage. In addition, to minimize the hours required of the Corrections Managers, one Corrections Manager would serve as the Site-commander for both the CCFC and the CCFS, which would require traveling between the two facilities at times during a shift. With the reestablishment of a Superintendent at the CCFS, it will no longer be possible for one site commander to oversee both facilities, which would leave the remaining four Corrections Managers to work additional hours and shifts.

Corrections Managers serve as the on-site shift commanders and make the final decision in the following areas:

- Correctional Emergency Response Team (CERT) activities and authorization of Use of Force activities
- Staffing and Overtime decisions
- Discipline for both staff and inmates
- Emergency preparedness – serves as Incident Commander and supervises and implements emergency procedures
- Updates and ensures compliance with Policies and Procedures
- Budget – manages the budget and performs long range planning
- Chapter 51/Psychiatric and Medical Issues – acts as liaison between medical and security staff
- Liaison to Courts
- Monitors daily operations of the facility

FISCAL NOTE

The creation of two positions of Corrections Manager will result in increased costs of \$179,729 for 2013 for salary and fringe benefit costs and \$215,676 in 2014 for salary and fringe benefit costs. The to create the positions will be offset by holding additional positions vacant within the Office of the Sheriff.



Richard Schmidt, Inspector, Milwaukee County Office of the Sheriff

cc: Supervisor Willie Johnson, Jr., Co-Chairman, Finance and Audit Committee
Supervisor David Cullen, Co-Chairman, Finance and Audit Committee
Kerry Mitchell, DAS-Division of Human Resources
Deputy Inspector Kevin Nyklewicz, Office of the Sheriff

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