

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: May 20, 2021

TO: Marcelia Nicholson, County Board Chair

FROM: Joe Lamers, Director, DAS-PSB

SUBJECT: Request to Create Hourly Process Investigator Positions in the Office of the District Attorney

The Office of the District Attorney (DA) requests to create six Hourly Process Investigator positions. The 2021 Budget includes \$224,328 for hourly Process Server positions through nine hourly positions. These are civilian positions without sworn law enforcement authority. The role of Process Servers is to serve criminal trial subpoenas to persons who are unresponsive to mailed subpoenas or who are otherwise uncooperative. When the DA determines there is a need for a certified law enforcement officer to be present when serving a subpoena, a full-time Investigator position is pulled off their usual workload to serve the document. Process Investigators will be sworn and certified law enforcement officers with arrest powers. The DA plans to use a combination of non-sworn Process Servers and sworn Process Investigators to complete the mandated duty of serving subpoenas, which will enable full-time sworn Investigator positions to remain on their assigned workload.

Process Server positions are in pay range 15Z (\$16.50/hour to \$24.00/hour), while Process Investigator positions are in Pay Range 21M (\$22.35/hour to \$25.80/hour). Hourly positions are budgeted as a lump sum and not by the number of positions or FTE. The \$224,328 of funding will cover all costs for Process Server and Process Investigator positions in 2021. The DA plans to eliminate six of the existing nine Process Server positions and use the savings to cover the cost of the Process Investigator positions.

The Department of Administrative Services – Performance, Strategy, and Budget recommends that the request to create new Hourly Process Investigator positions in the Office of the District Attorney be approved. There is no tax levy impact to this request.

JOSEPH LAMERS

Joe Lamers, Director, Office of Performance, Strategy, and Budget