

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

**File # 23-1051**

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 abolish 2.0 FTE CO Officer Sergeant (Pay Grade 22C) in 4038 Criminal Justice Facility and create 1.0 FTE Corrections Manager (Pay Grade 916E) in 4038 Criminal Justice Facility (CJF).  
File Type: Action Report

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**REQUEST**

MCSO requests to abolish 2.0 FTE CO Sergeant (Pay Grade 22C) in 4038 Criminal Justice Facility and create 1.0 FTE Corrections Manager (working title Captain) (Pay Grade 916E) in 4038 Criminal Justice Facility (CJF).

**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.

The operation of the Jail falls under Wisconsin Administrative Code Chapter DOC 350.

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

**BACKGROUND**

The MCSO requires a total of six positions of Corrections Manager (working title Captain) for Shift Command, two per shift to provide adequate supervisory coverage at the Criminal Justice Facility (CJF) 24/7. Currently the jail has five (5) Corrections Manager (Captains) for Shift Command. The 2024 Adopted Budget for the CJF includes five (5) positions of Corrections Manager (working title Captain) for the CJF for Shift Command. The agency had to pull a sworn Deputy Sheriff Lieutenant from another area in the agency to assist with this supervisory void. This position fills a need for additional oversight on each shift. Provide guidance and coaching to frontline supervisors.

Corrections Managers (working title Captain) serve as the on-site shift commander and make the final decisions in the following areas:

- Correctional Emergency Response Team (CERT) activities and authorization of UOF activities
- Staffing and overtime decisions
- Discipline for both staff and occupants
- Emergency preparedness – serves as Incident Commander, supervises, and implements emergency procedures
- Updates and ensures compliance with Policies and Procedures

### **FISCAL EFFECT**

The Milwaukee County Sheriff's Office (MCSO) requests the abolishment of 2.0 FTE CO Sergeant (Pay Grade 23C) vacant position in 4038 Criminal Justice Facility and to create 1.0 FTE Corrections Manager (Pay Grade 916E) in 4038 Criminal Justice Facility (CJF).

The two (2) CO Sergeant (Pay Grade 22C) is budgeted at \$141,566 for 2024. The anticipated compensation level for hiring is \$96,724 (at the requested new Pay Grade 916E), resulting in a positive variance of \$44,842. However, the requested new Corrections Manager (Pay Grade 916E) is anticipated be filled after February 4, 2024, resulting in an estimated cost of \$104,123 (salary + social security) for 2024.

### **POSITION INFORMATION**

<b>Action</b>	<b>Title</b>	<b>FTE</b>	<b>Pay Grade</b>	<b>Salary</b>
Abolish	Correction Officer Sergeants	2.0	22C	\$141,566
Create	Correction Manager	1.0	916E	\$96,724

### **VIRTUAL/HYBRID MEETING INVITES**

Daniel R. Hughes, Chief Deputy  
 Joshua M. Briggs, Director  
 Patricia A. Carravetta, Fiscal Administrator

### **PREPARED BY:**

Renny More, Public Safety Fiscal Analyst

### **APPROVED BY:**

Daniel R. Hughes, Chief Deputy

### **ATTACHMENTS:**

None

*Daniel Hughes*

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 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