

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: March 3, 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 1.0 FTE CO Lieutenant (Pay Grade 23CMC) in 4077 Training Academy and create 1.0 FTE Corrections Manager (Pay Grade 916E) in 4038 Criminal Justice Facility (CJF)

File Type: Action Report

REQUEST

MCSO requests to abolish 1.0 FTE CO Lieutenant (Pay Grade 23CMC) in 4077 Training Academy 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:	2023 Adopted Budget

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. The 2023 Adopted Budget for the CJF includes four positions of Corrections Manager (working title Captain) for the CJF for Shift Command. One additional position is requested to cover full Shift Commander responsibilities. Even though this change will not result in fully staffing the CJF Shift Commander needs, as we will still be short one Corrections Manager (working title Captain), it allows our agency to get closer to full staffing needs. Currently we try to backfill Shift Commander duties with sworn staff when we can.

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 1.0 FTE CO Lieutenant (Pay Grade 23CMC) vacant position in 4077 Training Academy and to create 1.0 FTE Corrections Manager (Pay Grade 916E) in 4038 Criminal Justice Facility (CJF) .

The CO Lieutenant is (Pay Grade 23CMC) is budgeted at \$67,746 for 2023. The anticipated compensation level for hiring is \$85,819 (at the requested new Pay Grade 916E), resulting in a negative variance of \$18,073. However, the requested new Corrections Manager (Pay Grade 916E) is anticipated be filled after April 30, 2023, resulting in a pro-rated estimated cost of \$57,213 (salary + social security) for 2023. This results in a positive variance of \$10,533 for 2023.

POSITION INFORMATION

Action	Title	FTE	Pay Grade	Salary
Abolish	Correction Officer Lieutenant	1.0	23CMC	\$67,746
Create	Correction Manager	1.0	916E	\$85,819

VIRTUAL/HYBRID MEETING INVITES

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

PREPARED BY:

Patricia A. Carravetta, Public Safety Fiscal Administrator

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