

**COUNTY OF MILWAUKEE**  
District Attorney's Office  
Inter-Office Communication

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DATE: April 29, 2021

TO: Marcelia Nicholson, Chairperson, County Board of Supervisors

FROM: John T. Chisholm, District Attorney

RE: From the District Attorney, Office of the District Attorney, requesting authorization to create 6.0 Hourly Process Investigators in the Investigations Unit

We are requesting, pursuant to section 17.05 of the county general ordinances (CGO), the creation of six new positions in the district attorney's office, described as follows:

6.0 Hourly Process Investigators, Job Code to be determined, Pay Range 21M

The District Attorney's Office currently has ten (10) authorized Process Server positions, Job Code 61016004, Pay Grade 15Z. These are civilian, not sworn law enforcement, positions. Process Servers serve criminal trial subpoenas on witnesses who are either unresponsive to mailed subpoenas or who are overtly uncooperative, frequently in our most aggravated cases in the most dangerous sections of Milwaukee County. As civilians, they are unarmed and have no law enforcement powers.

This proposal seeks to create six (6) new hourly Process Investigators. They will be sworn and certified law enforcement officers with full arrest powers. They will be therefore be authorized to carry firearms.

Funded with the abolition of seven of the ten current hourly Process Server positions, the District Attorney's Office projects that these changes will result in a future annual budget reduction of about \$82.

If this proposal is accepted, the District Attorney's Office plans to serve its subpoenas with six hourly Process Investigators and three hourly Process Servers. This proposal will enhance the safety and security of those serving process for our office. Moreover, because our full-time investigators now spend substantial amounts of time serving process rather than discharging their regular duties, this proposal will increase the efficiencies of the office and lower the present actual overall cost of serving our subpoenas. Finally, because we must contract for private process service outside of Milwaukee County in the metropolitan area due to the geographic limitations placed on our present Process Servers, there will be cost-efficiencies associated with this proposal inasmuch as Process Investigators will not have a similar limitation.

In working with Human Resources in connection with these new positions, a position study has been undertaken and that department determined that an appropriate Pay Range for these positions would be 21M, a five step pay scale ranging from \$22.35/hr. to \$25.80/hr. Assuming six new Process Investigators hired at Step 3 (\$24.1937/hr.), the cost of such hourly Process Investigators would be \$145,162 (Six Process Investigators x 1000 annual hours x 24.1937/hr.).

We propose to fund these positions with the abolition of seven current hourly Process Server positions (Job Code 61016004; Pay Range 15Z). Our current 2021 budget for Process Servers is \$208,897. A 70% reduction of that amount equals \$146,228, or a sum sufficient to cover the cost of the new Process Investigator positions.

Noted above, we propose to fund these six new positions by abolishing seven of the ten present Process Server positions. Half (or five) are vacant and five have incumbents. The three most senior Process Servers will continue in their jobs. Of the two other non-vacant positions, one will be promoted to the position of Clerical Assistant 1 in a different area of the office. The final non-vacant position was a recent hire as a “temp,” with the understanding that the position would be eliminated in the summer. That said, we anticipate moving that individual to a separate vacant hourly position as an Administrative Intern (Job Code 61010013; Pay Range 01IM).

We anticipate that, as of about August 1, 2021, seven of the ten hourly Process Server positions will be vacant. Actual 2021 costs for Process Servers are projected to be about \$75,835. Assuming the new sworn Process Investigators will work 4500 hours at \$24.1937/hr. from the time of their hiring through the end of the year, their total cost will be \$108,872. Total 2021 costs for Process Servers and Process Investigators are projected to be \$184,706. 2021 process server costs are therefore projected to be \$24,191 below our \$208,897 budget.

A handwritten signature in black ink, appearing to read "John T. Chubak". The signature is fluid and cursive, with the first name "John" and last name "Chubak" clearly distinguishable.

cc: Daniel J. Laurila, DAS, Office of Performance, Strategy, and Budget  
Mary Roszak, Milwaukee County Department of Human Resources  
Valerie Sprewell, Milwaukee County Department of Human Resources  
Bridget Morstad, Milwaukee County Department of Human Resources  
Talisa Minifield, Milwaukee County Department of Human Resources