



**COUNTY ADMINISTRATOR**  
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TO: Jeff Irwin, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Sheriff Daniel J. Minzey

DATE: August 3, 2005

SUBJECT: Additional Corrections Officer Positions

**BOARD ACTION REQUESTED:**

The Sheriff's Office is requesting the creation of seven (7) new permanent corrections officer positions, available to be filled

**BACKGROUND:**

The Washtenaw County Correctional Facility (WCCF) has remained chronically overcrowded for the past twenty-four (24) months while staffing has remained at the same level for several years. The space limitations have led to the housing of inmates in areas of the jail that were not intended to be used as housing units, including placing inmates in the gymnasium and housing inmates at risk for self harm in temporary holding cells. This has led to safety and security problems for both officers and inmates.

Additionally, the higher inmate population combined with the aging inmate demographic has led to increased inmate hospital stays and additional trips to physicians' offices. When an inmate is in the hospital, a 24-hour guard must be provided, and many times a two person detail is needed. This creates overtime for the Corrections Division as there are no positions on regular shifts that can be reassigned from the jail to hospital guard. Furthermore, trips to the hospital or doctor's office create additional runs for transport officers, causing them to be reassigned from court transport duties, which can also result in additional overtime costs.

The increased inmate population has created safety and security issues for corrections officers as well as inmates. In order to effectively supervise and manage the inmate population and provide further transport and hospital guard back-up, the Sheriff's Office is requesting these additional corrections officer positions.

**DISCUSSION:**

During the 2004 State of Michigan Department of Corrections (DOC) inspection of the WCCF, the DOC recommended that the Sheriff's Office utilize the Effective Inmate

Supervision Model. This model involves more direct contact by corrections officers with the inmate population and addresses deployment of staff. It was the opinion of the inspectors that due to the facility's overcrowding issues, this model would be the best way to increase officer and inmate safety and reduce liability in the WCCF. The Sheriff's Office has implemented and intends to adhere to this recommendation by the DOC.

To effectively utilize this supervision model the Corrections Division must have seven additional Corrections Officers or continue to cover the additional needed shifts with overtime. Approximately 11,648 hours are needed annually. Filling these hours with a Step 5 corrections officer with overtime pay would cost \$558,000 annually including fringe benefits. Seven new FTE hired at Step 2 would cost approximately \$395,000 in wages and benefits, which is substantially lower than using overtime to fill the shifts. It is likely that the savings would be decreased in year one due to overtime shifts related to corrections training programs. However, in year two and beyond, it is believed that County would realize a savings of greater than \$150,000 per year with the new positions.

Furthermore, overtime expenses related to guarding inmates who are hospitalized or need medical transports have been increasing over the past few years. During a recent review of jail medical expenses, it was estimated that costs related to transport and hospital guard exceed \$300,000. The additional positions that are being requested could also reduce the overtime costs related to hospital guard as these employees could be reassigned to guard duty when needed.

**IMPACT ON HUMAN RESOURCES:**

This action will result in the creation of 7.0 FTE positions. These employees will serve as Corrections Officers assigned to the WCCF. The positions will be filled by certified corrections officers who will receive in-house training through the Corrections training program.

**IMPACT ON BUDGET:**

The creation of seven (7.0) FTE positions will increase the Corrections Division Salaried-Permanent line item by approximately \$266,300, the Fringe Benefit line item by approximately \$120,000, and the Uniform Allowance/Maintenance line item by approximately \$8,800. The total increase across all line items in the corrections budget will be \$395,100. However, the addition of these employees will offset much of the overtime cost that the division currently incurs.

**IMPACT ON INDIRECT COSTS:**

There should be little effect on County indirect costs.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

Conforms to County Policies.

A RESOLUTION CREATING SEVEN (7) ADDITIONAL CORRECTIONS OFFICER POSITIONS TO ADDRESS SAFETY ISSUES AND REDUCE COSTS RELATED TO OVERTIME.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 3, 2005

WHEREAS, the Washtenaw County Correctional Facility has remained chronically overcrowded for the past twenty four (24) months while staffing has remained at the same level for several years; and

WHEREAS, the on-going overcrowding has caused inmates to be lodged in areas of the facility not designed for housing, including placing inmates who are at risk for self harm in temporary holding cells; and

WHEREAS, such housing situations result in safety, security, and liability risks for both staff and inmates; and

WHEREAS, the Correctional Facility has recognized that a higher number of inmates results in a higher number hospital stays and appointments with off site physicians; and

WHEREAS, the Corrections Division has realized a substantial increase in overtime costs related to hospital guard, and additional transport costs related to doctor visits totaling nearly \$300,000 per year; and

WHEREAS, the Corrections Division has had to require employees to work double shifts and other overtime details to cover hospital guard and necessary detail shifts within the jail, which can lead to poor employee morale and a higher employee turnover rate; and

WHEREAS, the Sheriff's Office wishes to improve the safety and security of the Washtenaw County Correctional Facility and remain in compliance with Department of Corrections Rules for Jails and Lockups; and

WHEREAS, the creation of new positions to fulfill these needs instead of using overtime will be more cost effective and result in a higher level of safety and security for staff and inmates; and

WHEREAS, this matter has been reviewed by the County Administrator's Office, Corporation Counsel, the Office of Finance, Human Resources, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the creation of seven (7) new corrections officer positions to alleviate overtime expenses related to hospital guard and inmate transport, to ease undue stress on current corrections employees, to remain in compliance with state mandated rules for jails and lockups, and to increase safety and security for inmates as well as employees. These new positions will be active.

Position #	Position Title	Grade	Group	Create
5601-0089	Corrections Officer	56	27	1.0
5601-0090	Corrections Officer	56	27	1.0
5601-0091	Corrections Officer	56	27	1.0
5601-0092	Corrections Officer	56	27	1.0
5601-0093	Corrections Officer	56	27	1.0
5601-0094	Corrections Officer	56	27	1.0
5601-0095	Corrections Officer	56	27	1.0

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners approve the budget adjustment as attached hereto and made a part hereof:

General Fund  
 Sheriff - Corrections Division  
 10105100

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Expenditures:				
70050	Personal Services	\$8,414,959	\$8,801,259	\$386,300
72600	Supplies	\$244,881	\$253,681	\$8,800
80000	Other Services & Charges	\$2,145,527	\$2,145,527	\$0
94000	Internal Service Charges	\$1,783,031	\$1,783,031	\$0
	Total	\$12,588,398	\$12,983,498	\$395,100

General Fund  
 Central Charges - Reserves  
 10109810

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Expenditures:				
70050	Personal Services	\$500,000	\$104,900	(\$395,100)