

Sheriff - ADMINISTRATION

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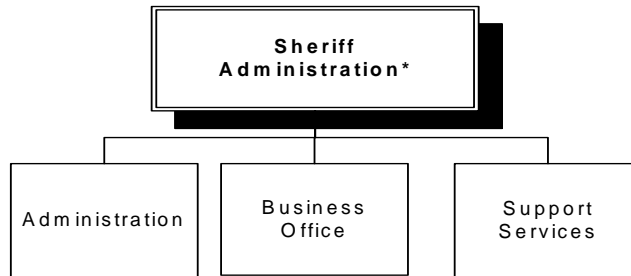
Our Mission

To provide our community with a solution driven approach to public safety, built upon a proud history of professionalism and mutual respect.

Our Vision

To take the Washtenaw County Sheriff's Office to a nationally recognized level where we are known for our pride, professionalism, and mutual respect. Where the use of modern technology is the foundation upon which we will provide our community with the safety net that they have come to expect from their government.

How We Are Structured:



* Administration costs are allocated within other business units.

Sheriff - ADMINISTRATION Services We Provide (Programs)

Business Office	Accepting the County's responsibility of managing the Sheriff's Office's budget under fiscally sound principles
Support Services	To complement the local law enforcement agencies by providing resources to the local community it serves
Administration	Oversight of all operations of the Sheriff's Office.

Sheriff - ADMINISTRATION

What We Do➔

(Process/Activities)

Administration

Budget and Planning

Internal Investigations

Media Relations

Set strategic policy, direction

Business Office

Grant Management

Inmate account management

Payroll

Procurement

Support Services

Employee Development

Front Desk

Position Control

Property Room

Records (includes data entry of incident reports, filing/archiving, FOIA requests)

Recruitment and Hiring

What We Produce➔

(Outputs)

Monthly budget reviews, equipment schedules, comprehensive training plan, etc.

Disciplinary decisions

Disposition of charges

Press Releases

BOC Resolutions

Issue internal and external communications

Policy and Procedure Manuals

Grant applications; Action/Award Forms; Activity reports

Inmate balance reports; Monthly bank reconciliations

Employee work records; overtime reports; paychecks

New goods & supplies, purchase orders

Training event planning/coordination

Fingerprints for public; pistol purchase permits

Incident reports (not requiring deputy)

Inmate visiting schedule

Position reports; vacancy reports

Evidence logs; evidence tags; intake forms

Criminal record checks/reports

FOIA responses

Police reports

Eligible employee files; new hires

Who We Serve➔

(Customers)

Board of Commissioners
Citizens
Contracting Customers-Townships and Schools
Employees
Inmates
Sheriff Administration
Sheriff Office Divisions
Sheriff Operating Divisions

Who We Work With

(Partners)

Corrections staff
County Support Services, Corp Counsel
County Support Services, Treasurer, Banks, Courts
County Support Services; employee unions; other public safety agencies

What We Are Accomplishing

(Outcomes)

Administration

Budget management
Consistent administration of contracts
Cost-effective service
Customer Satisfaction
Effective Communication
Limit exposure to liability
Necessary tools, skills and resources for employees
Providing Value

Business Office

Accurate record keeping and availability of inmate funds
Timely procurement of supplies and equipment
Utilizing resources in an efficient manner

Support Services

Convenient access to reports with timely turnaround
Deputies/investigators having useable evidence
Maximize manpower by effective recruiting and hiring
Provide adequate knowledge/skills by coordinating the components of the training plan
Secure working environment at Station 1

