

**City of Carson City
Agenda Report**

Date Submitted: 09/11/12

Agenda Date Requested: 09/20/12

Time Requested: Consent

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For possible action: To approve the reclassification of a vacant civilian Sheriff's Support Specialist position to a sworn Deputy Sheriff position. (Ken Furlong)

Staff Summary: Resulting from the 2010 budget reductions, the detention division staffing was reduced by eight (8) positions. Currently there are 20 sworn positions and two (2) civilian detention positions to staff the facility 24/7. Civilian duty assignments are prohibited from having any direct inmate contact or transport within the facility (such as to and from court).

There are three (3) distinct deputy sheriff defined positions. Of the three (3), and only one can be staffed by a civilian (Control Facility). The reclassification of the vacant civilian position would allow the detention division additional flexibility in staffing and assignments. Further, since civilian employees are prohibited from direct inmate contact, the reclassification would provide for the additional tasking of responding to emergencies and enhance the safety and welfare of both employees and inmates alike.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve the reclassification of a vacant civilian Sheriff's Support Specialist position to a sworn Deputy Sheriff position.

Explanation for Recommended Board Action: Civilian personnel are prohibited from direct inmate contact for the security of both Sheriff's Office personnel and the inmate population. Therefore, duties performed by a Support Specialist (without a sworn member present) are limited to the operation of the control room, assisting with medical duties and other clerical assignments. This limited scope of duties can result in difficulty achieving the minimum manning requirements in the facility.

There are currently two civilian Support Specialists authorized in the Sheriff's Office budget, one of which is vacant. Reclassifying the vacant civilian position to a sworn position would allow for much greater flexibility in staffing and would result in a higher level of efficiency in the facility.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: FY 2013 costs will be \$14,000.

Explanation of Impact: See Above

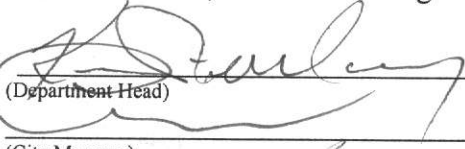
Funding Source: General Fund – costs associated with FY 2013 will be covered within the current Sheriff's Office budget.

Alternatives: NA

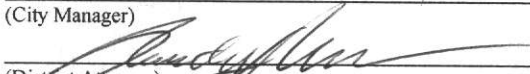
Supporting Material: NA

Prepared By: Kathie Heath, Business Manager

Reviewed By:


(Department Head)

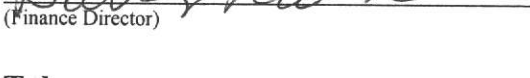
Date: 9/11/12


(City Manager)

Date: 9/11/12


(District Attorney)

Date: 9/11/12


(Finance Director)

Date: 9/11/12

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)