

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 5/10/2021	PREPARED BY: Carlee Nave
Meeting Date Requested: 5/18/2021	PRESENTED BY: Carlee Nave and Sheriff Jim Raymond
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda	Brought Before the Board Time needed:
SUBJECT: Converting Captain to Commander	
FISCAL IMPACT: Annual fiscal impact = \$6,324 2021 fiscal impact assuming June 1 effective date = \$3,648 2021 budget impact = \$0 (Sheriff will absorb the impact in existing 2021 budget)	
BACKGROUND: With the retirement of a couple of long-tenured staff members, the Sheriff has identified the need to reorganize the command structure and flatten out executive management responsibilities. The retiring employees leave behind critical voids in the areas of records, finances, and civil operations. There are a few facets to this reorganization as described in the attached memo from the Sheriff. The request today is to convert one Captain position to Commander to allow for the appointment of a Commander of Administrative Services to oversee civil, records, property-evidence, budgeting, training, and the Investigations-Detectives division of the Sheriff's Office.	
RECOMMENDATION: Parties below recommend approval of the resolution as presented.	
COORDINATION: In March 2021, the Sheriff sent the attached memo to HR and County Administration describing the anticipated changes. The Sheriff has worked with HR Generalist/Civil Service Examiner, E Wyant to fill the newly vacant Sheriff's Support Specialist position. HR supported and participated in an assessment process for the upcoming Civil Captain vacancy during the month of April. Once those pieces were in place, the Sheriff requested HR's assistance in preparing this package to present to the Board for approval. County Administrator K Johnson has reviewed the package and supports the request.	
ATTACHMENTS: (Documents you are submitting to the Board) <ol style="list-style-type: none">1. Resolution2. Memo from Sheriff Raymond3. Organizational Chart – Existing4. Organizational Chart – Proposed5. Position Budget Request Form	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) n/a	

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

CONVERTING ONE CAPTAIN POSITION TO COMMANDER IN THE SHERIFF'S OFFICE

WHEREAS, the Franklin County Sheriff is looking to enhance operations by flattening out executive management responsibilities; and

WHEREAS, part of this plan is the creation of a Commander of Administrative Services position; and

WHEREAS, the Franklin County Sheriff is requesting conversion of one Captain position to a Commander position; and

WHEREAS, the Board of Franklin County Commissioners deem this request to be in the best interest of the County.

NOW, THEREFORE IT IS HEREBY RESOLVED the Board of Franklin County Commissioners authorizes one Captain position to be converted to Commander, for a total of three Commanders and two Captains in the Franklin County Sheriff's Office.

DATED this _____ day of _____, 2021.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board



J.D. Raymond
Sheriff

OFFICE OF THE FRANKLIN COUNTY

SHERIFF

1016 N. 4th Ave D-201
Pasco, WA 99301
509-545-3501

Law Enforcement Operations

Commander Rick Rochleau
Captain Monte Huber

Corrections Operations

Commander Stephen Sultemeier
Captain Adam Diaz

Civil Operations

Captain Ronelle Nelson

March 1, 2021

Keith Johnson County Administrator
Carlee Nave Human Resources

Retirements/Reorganization/Succession Planning

The Franklin County Sheriff's Office needs to reorganize command structure and flatten out executive management responsibilities. The timing to begin this process has arrived in 2021 due to the pending retirements of Captain Ronelle Nelson and Sheriff Support Specialist Beverly Villanueva. Each of these individuals will leave behind critical voids in records, financial, and civil operations. Of course, each of these elements will impact services to the community as we progress forward.

Third Commander - It is my desire to convert one of my three captain's positions to the title of Commander of Administrative Services. This appointed-exempt position will have oversight of Civil, Records, Property-Evidence, Budgeting, Training, and Investigations-Detectives Division. His or her support will be augmented with a Civil Captain (non-commissioned) and Detective Sergeant in order to create a professional Administrative Services Division. In 2021, I will find the money differences between a captain and commander's rate of pay within existing budgets. It is estimated that this will be less than \$5000.00 for the remainder of this year. This position will serve in an "at will" position and come from within the existing ranks of Franklin County Sheriff Office employees command structure.

Non-Commission Civil Captain - Ronelle has occupied this position in some form or other over numerous decades for the Franklin County Sheriff's Office. She is planning on retiring at the end of June 2021. This appointed position oversees budgets, payrolls, civilian personnel, and most importantly, Civil Law Enforcement Operations. This is a critical position in this organization. Over the past year, we have been training others (support specialists) of different elements of Ronelle's daily duties. We have also assigned a detective to handle the criminal end of the civil functions in an effort to realign this appointed position for more efficiency. A rewrite of the job description for this position is underway. My intention is to appoint a new civilian captain from the ranks of our existing Sheriff Support Specialists with the adequate experience background in place. We will identify this person through a testing and interviewing process with the assistance of Franklin County Human Resources. The appointed position will not need an increase in pay grade, etc. Once the appointment is completed, the position will have management and oversight responsibilities of finances and budgeting for both the Sheriff's Office and Sheriff's Corrections along with Civil and Records functions. In addition, this appointed position will have supervisory oversight of all non-commission, civilian employees. The Civil Captain will report to our Administrative Commander in order to keep continuity within our organization.

** Honor * Integrity * Trust*

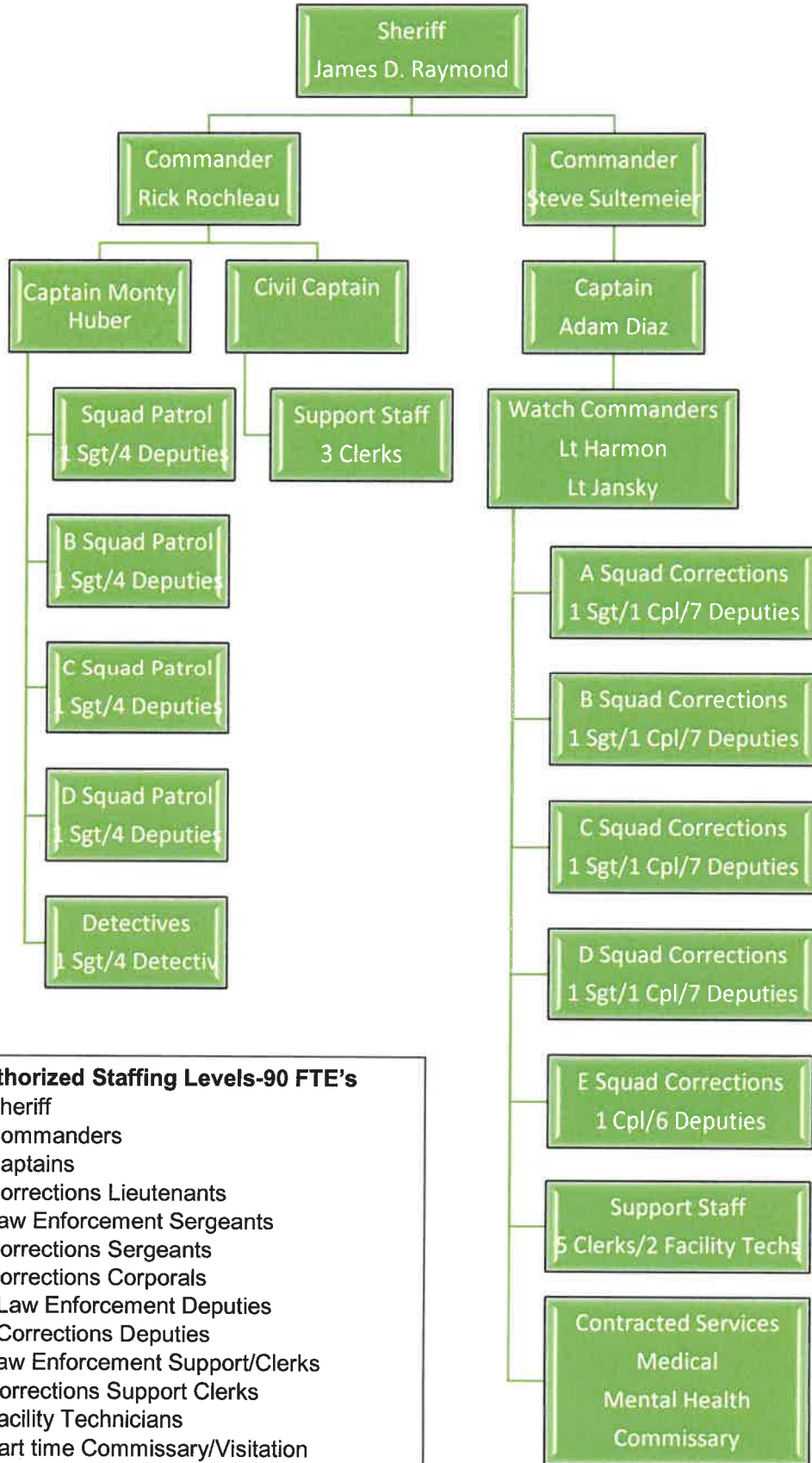
Sheriff Support Specialist - Bev Villanueva will be retiring March 31, 2022 after several decades of service. This, along with the promoting of a Support Specialist (Civil Captain) in the near future, will create two positions in our Specialist positions. We have identified two individuals who are bi-lingual and will have the abilities to be placed in any of the Specialist positions throughout the organization. Of course, this person will have to pass the background processes.

At the conclusion of this re-organization, it is my desire that we will have flattened our management model which balances responsibilities within the organization. Furthermore, we will tighten our financial management while placing a bi-lingual Support Specialist at each public window in the Sheriff's Office for better service to the public.

Respectfully,

Sheriff J.D. Raymond

Cc: Commander Rick Rochleau
 Commander Stephen Sultemeire
 Captain Ronelle
 Captain Diaz
 Captain Huber



Authorized Staffing Levels-90 FTE's
 1 Sheriff
 2 Commanders
 3 Captains
 2 Corrections Lieutenants
 5 Law Enforcement Sergeants
 5 Corrections Sergeants
 5 Corrections Corporals
 20 Law Enforcement Deputies
 36 Corrections Deputies
 3 Law Enforcement Support/Clerks
 5 Corrections Support Clerks
 2 Facility Technicians
 3 Part time Commissary/Visitation



FRANKLIN COUNTY WA SHERIFF OFFICE 2021



J.D. Raymond
Sheriff

We the members of the Franklin County Sheriff's Office are dedicated to "Serve and Protect" the citizens of Franklin County and it's visitors with Honor, Integrity and Trust



Commander Rick Rochteau
Law Enforcement Operations



Commander Mary Huber
Administrative Operations



Stephen Sullemeier
Commander
Corrections Operations

A Squad Patrol
1 Sgt
4 Deputies

B Squad Patrol
1 Sgt
4 Deputies

C Squad Patrol
1 Sgt
4 Deputies

D Squad Patrol
1 Sgt
4 Deputies



Capt Sheryl Trujillo
Cmf. Records Division

1 Sheriff Office Clerk
Records & Public Disclosure
Public Front Desk

1 Sheriff Support Specialist
Sex Offender Registration
Evidence Room Mgt
Public Front Desk

1 Sheriff Support Specialist
Concealed Weapons
Access Records
Public Fronts Desk

5 Sheriff Support Specialist
Corrections

1 Detective Sergeant
Investigative Services

Investigations
3 General Detectives
1 Narcotics Detective



Capt Adam Diaz
Corrections Operations

2 Watch Commanders
Lieutenants

Contracted Services
Medical
Mental Health
Commissary

Corrections Support
Staff
2 Technicians

A Squad
1 Sgt & 1 Cpl.
7 Corrections Deputies

B Squad
1 Sgt & 1 Cpl.
7 Corrections Deputies

C Squad
1 Sgt & 1 Cpl.
7 Corrections Deputies

D Squad
1 Sgt & 1 Cpl.
7 Corrections Deputies

E Squad Corrections
1 Sgt & 1 Cpl.
8 Corrections Deputies

**AUTHORIZED SHERIFFS OFFICE
STAFFING LEVELS-96 FTE'S**
1 Sheriff
3 Commanders
2 Captains
5 Law Enforcement Sergeants
20 Law Enforcement Deputies
4 Detectives
2 Corrections Lieutenants
5 Corrections Sergeants
5 Corrections Corporals
36 Corrections Deputies
8 Sheriff Support Specialist
2 Facilities Technicians
3 Commissary/Visitations Staff



WASPC Accredited
Agency
Law Enforcement since 2008
Corrections since 2021

2021 POSITION CHANGE BUDGET REQUEST FORM

USE THIS FORM FOR COMPENSATION CHANGES TO AN EXISTING POSITION

Department SHERIFF

Position Title Captain - Security

Bargaining Unit NON BARGAINING, Law Enforcement

Employee Name
(if applicable) _____

Date of Next Scheduled Step Increase (if applicable) _____

Will this request reset the anniversary date? _____ If YES, new date of next step increase: _____

Is the employee's current salary frozen? _____ If YES, enter current bi-weekly salary : _____

Current Grade	CP	Requested Grade	CO
Current Step (as of 1/1/21)	<u>7</u>	Requested Step	<u>7</u>
Current Hours per Week	<u>40.00</u>	Requested Hours per Week	<u>40.00</u>
Current Salary	\$ 111,356.00	Requested Salary	\$ 116,924.00

- Has HR reviewed the request and made a compensation recommendation? YES
- Is the requested grade consistent with HR's recommendation? YES
- Is the position already eligible for health benefits? YES
- If not, does this request include the addition of health benefits? _____
- Is the position eligible for retirement benefits? YES

JUSTIFICATION:

Conversion of Captain to Commander

Cost Calculation

(See Attachment B1 for current rates depending on bargaining unit)

Gross Pay (Increase in Annual Salary)		\$ 5,589.00
<i>(Number includes adjustment for budgeted payroll accrual at year-end)</i>		
FICA/Medicare		428.00
Health Benefits		-
Retirement	LEOFF II	298.00
Labor & Industries	6905	-
Paid Family Medical Leave		9.00
Subtotal Benefits		\$ 735.00
Total Cost of Request		\$ 6,324.00

Dept Head Signature: mla