MEMORANDUM

Date: February 8, 2019

To: Budget Committee

From: Sheriff Kelly Sparks

RE: Proposal and Rationale – Reclassifying Correctional Lieutenant to Captain

Summary: Since I have been in office, my Chiefs and I have been reviewing the organizational needs of the Sheriff's Office. We have determined our organization is heavy on Lieutenant positions in the Correctional area and light on Captain positions. We would like to reclassify one (1) Correctional Lieutenant position to become a Correctional Captain position. The position we would like to reclassify is a vacant position which has been open since the employee retired last year.

Proposal: Currently, the Corrections Facility runs with one (1) Captain and five (5) Lieutenants. This facility hosts the majority of our employees at the Sheriff's Office - with approximately one hundred seventy (170) sworn and non-sworn employees. In order to bring a greater level of oversight to our organization and programs, we believe a second Captain is necessary. This position will provide tremendous assistance in implementing a new vision at the Sheriff's Office.

Additionally, we find ourselves in the fortunate position of having several external candidates from which to choose to fill this role. As you know, our intent has been to bring in new eyes which will provide a new prospective to our department as a whole.

Costs of the proposal: We've been working with Human Resources, and based on their estimates, the cost to this proposal will be approximately $7500 – which includes benefits.

Benefits of the proposal: Again, bringing about the change which is needed in the Sheriff's Office will require strong oversight and new leadership. Managing the operational requirements and employee management needs for the Corrections Division is more than a one person job. We believe this organizational change is an important element in bringing about needed change.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.