



Budget Change Request

Change request information

Title Add Two Deputy Cadet Positions
Number B-10-03 Department 10 - Sheriff-Law
Requester Heidi Thomsen
Published by Jennifer Smith Publish Date 2023-08-24
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 3 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded? None
Grantor and timeframe N/A.

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)
Current position numbers affected New position -

What do you need and why? Include any unexpected and external requirements.

Statement of Need

This request is to establish the Deputy Cadet classification and for two FTEs and associated funding. The two deputy cadets will perform the following duties:

- Respond to non-emergency calls for service including, but not limited to, parking complaints, traffic complaints, assisting commissioned officers with collisions requiring traffic control, lost and found property, public service requests, and other calls for service as approved by the on-duty supervisor.
- Conduct and document non-emergent and non-criminal investigations.
- Provide administrative support as requested to all divisions and staff within the agency.
- Assist commissioned staff with investigations support as needed (such as creating flyers, bulletins, etc.).
- Complete pre-booking process of prisoners as needed for various correctional facilities.
- Transport prisoners or citizens as requested by the shift supervisor.
- Stand by with prisoners who have been transported to the hospital from the field.
- Assist the Evidence Unit as needed.
- Assist with abandoned vehicles and process them for removal as directed.
- Responsible for completing impound reports.
- Assist officers with traffic related matters including traffic collisions, removing blocking and non-blocking disabled vehicles from the roadway.
- Document and process lost and found property.
- Set up speed monitoring devices at various locations.
- Participate in community events and is a resource for citizen engagement. Hand out literature, prizes, and promotional items and provides education and information to attendees.

Funding these two positions will provide relief to deputies and free them up to respond to calls for service. Having these positions will also help reduce or avoid some overtime costs related to report writing and hospital transports/waiting at the hospital with the suspect. Instead, the deputy cadets can help with traffic control at accident scenes (along with one deputy). This allows deputies to focus on report writing on regular time rather than overtime.

How will this change the performance of your office or department?

Statement of Need

Funding these two positions will provide relief to deputies and free them up to respond to calls for service. Having these positions will also help reduce or avoid some overtime costs related to report writing and hospital transports/waiting at the hospital with the suspect. Instead, the deputy cadets can help with traffic control at accident scenes (along with one deputy). This allows deputies to focus on report writing on regular time rather than overtime.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

This request assumes salary and benefit costs for two deputy cadet positions. It also assumes funding for general supplies, training, and travel. Funding is also included for uniform items, mobile computer terminals, body cameras, and portable radios.

Vehicles will be provided to the deputy cadets using older vehicles that are up for replacement. Fuel and maintenance costs will be direct billed by Fleet and funding is included for this.

Current Budget Level

The current law enforcement General Fund budget amount is \$26,315,773.

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

The only option is for operations to remain status quo and continue to have deputies perform duties such as hospital transports and have two on-scene deputies performing traffic control at accidents. This is not a very efficient use of our limited resources.

How does this request affect other offices and departments?

Impact to Other Departments ER&R

Which Other Departments are Affected?

ER&R
IT

Operating Transfer Needed?

Yes

Operating Transfer Coding and Amount

Org is 0110B132. Coding and amounts are listed below.

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Deputy Cadet	DEPUTY CADET	2024-01-01	
1.00	@ Deputy Cadet	DEPUTY CADET	2024-01-01	
2.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		12,000	-
5420E201	397001	O/T-GENERAL FUND		18,300	-
5420E201	397001	O/T-GENERAL FUND		11,306	-
			Total:	41,606.00	-

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0110B110	510000	SALARIES		100,058	103,060.00
0110B110	521000	SOCIAL SECURITY		7,654	7,884.00
0110B110	522000	RETIREMENT		9,396	9,678.00
0110B110	523000	MEDICAL/DENTAL/LIFE		59,808	62,712.00
0110B110	524000	WORKERS COMPENSATION-L&I		11,784	11,784.00
0110B110	525000	UNEMPLOYMENT COMPENSATION		300	310.00
0110B110	526000	PAID FAMILY MEDICAL LEAVE		218	224.00
0110B110	527000	LONG TERM DISABILITY		570	588.00
0110B110	531000	SUPPLIES		1,186	1,186.00
0110B110	531003	SUPPLIES-UNIFORMS/CLOTHING		4,136	-
0110B110	532000	FUEL CONSUMED		6,000	6,000.00
0110B110	535001	AT-RISK SMALL TOOLS/MINOR EQUIP		6,824	-
0110B110	543000	TRAVEL		672	672.00

0110B110	549005	MISC-PARTICIPANT-OTHER TRAINING		1,256	1,256.00
0110B132	592004	IF COMM SVS-LONG DISTANCE/SCAN		1,598	1,598.00
0110B132	599526	O/T-IT RESERVE		12,000	-
0110B132	599542	O/T-ER&R REPLACEMENT		18,300	-
0110B132	599542	O/T-ER&R REPLACEMENT		11,306	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		12,000	-
5420E201	535000	SMALL TOOLS & MINOR EQUIPMENT		18,300	-
5420E201	535000	SMALL TOOLS & MINOR EQUIPMENT		11,306	-
Total:				294,672.00	206,952.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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