



Budget Change Request

Change request information

Title Add Two Animal Protection Deputies
Number B-10-04 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 # 4 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 Animal Protection Deputy classification and for two positions and associated funding. The two animal protection deputies will perform the following duties:

- Apprehend, control and transport to confinement loose, unlicensed, injured, abandoned or dangerous animals, both domestic animals and livestock.
- Investigate reports of animal cruelty and vicious animals.
- Enforce animal care and control ordinances, including issuing citations and warnings.
- Respond to citizen calls for service, complaints, and requests from other agencies.
- Explain laws, policies, and procedures to the general public.
- Assist in resolving conflicts between parties involving animal care and control issues including, but not limited to, property damage, barking, cruelty, degree of animal confinement, potential or actual danger and injury to or by animals.
- Complete bite reports for the Thurston County Health Department.
- Inspect kennels within Thurston County.
- Issue notices of violations, issue hearing notices, act as process server, and testify at hearings and in court.
- Prepare written and verbal reports involving animal care and control cases.
- Create, monitor, and maintain case files.
- Assist Prosecuting Attorneys as required in cases or issues involving animal care and control.

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

Statement of Need

Funding this request will allow the Sheriff's Office to provide animal apprehension, control, and transportation services for domestic animals and livestock. In addition, we will be able to investigate reports of animal cruelty, enforce animal care and control ordinances, and respond to citizens' calls for service.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

This request assumes salary and benefit costs for two animal protection deputies. It also assumes funding for general supplies, training, and travel. Funding is also included for uniform items, tasers, portable and mobile radios, and mobile computer terminals (MCTs). Lastly, funding is included for two vans at \$100,000 each.

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

There is no option other than to request staffing to respond to loose, unlicensed, injured, abandoned or dangerous animals, both domestic animals and livestock, investigate reports of animal cruelty, and enforce animal care and control ordinances. If this request is not funded, the public will continue to not receive an adequate level of these services.

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 See amount and coding below.

Personnel Information

FTE	Number	Name	Start Date	End Date
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1.00	@ Animal Protection Deputy	ANIMAL PROTECTION DEPUTY	2024-01-01	
1.00	@ Animal Protection Deputy	ANIMAL PROTECTION DEPUTY	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	-
5420E200	397001	O/T-GENERAL FUND		200,000	-
5420E201	397001	O/T-GENERAL FUND		36,600	-
			Total:	248,600.00	-

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		129,370	133,252.00
0110B110	521000	SOCIAL SECURITY		9,896	10,194.00
0110B110	522000	RETIREMENT		12,148	12,512.00
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		388	400.00
0110B110	526000	PAID FAMILY MEDICAL LEAVE		282	290.00
0110B110	527000	LONG TERM DISABILITY		738	760.00
0110B110	531000	SUPPLIES		1,186	1,186.00
0110B110	531003	SUPPLIES-UNIFORMS/CLOTHING		3,942	-
0110B110	535000	SMALL TOOLS & MINOR EQUIPMENT		2,732	-
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		36,600	-
0110B132	599542	O/T-ER&R REPLACEMENT		200,000	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		12,000	-
5420E200	564000	MACHINERY & EQUIPMENT		200,000	-

5420E201	535000	SMALL TOOLS & MINOR EQUIPMENT		36,600	-
			Total:	733,000.00	236,616.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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