

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

142



**FROM:** Bob Doyle, Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
11/25/03

**SUBJECT:** Approval of Additional Personnel for the Sheriff's Supervised Electronic Confinement Program and the Adoption of Resolution No. 440-8522

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Amend Ordinance No. 440 pursuant to Resolution 440- 8522 submitted herewith. Per the Resolution add the following positions:

Ord. 440	Class Code	+/-	Class Title	Salary Plan	Grade	Salary
2500400000	13818	+1	Sheriff's Corr. Asst. I	UPE	259	\$24,031-\$30,460
2500400000	13819	+1	Sheriff's Corr. Asst. II	UPE	295	\$25,325-\$32,093
2500400000	52211	+1	Correctional Deputy II	RSA	127	\$37,734-\$50,665

2. Approve and direct the Auditor-Controller to make the budget adjustments on the attached Schedule A.

**BACKGROUND:** (Continued on Page 2) BR 04-052

*Bob Doyle*  
Bob Doyle, Sheriff-Coroner-PA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 86,980	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 2003-04

<b>SOURCE OF FUNDS:</b> Work Release Program	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**  
**APPROVE**

County Executive Office Signature *Alec A. Seaman*

Dep't Recomm.:  Policy  
Per Exec. Ofc.:  Policy  
  
 Consent  
 Consent

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller  
  
BY *Sue Warner* 11/17/03  
Deputy  
Departmental Concurrence

*Sally A. Seaman*  
Approved by Ronald W. Komers  
Asst. County Executive Officer/  
Human Resources Director

In January 2003 the Sheriff's Department began formal operation of its new electronic monitoring/house arrest program, the Supervised Electronic Confinement Program (SECP). The program has proven a success. So much so, that the amount of offenders electing to enter the program has already significantly exceeded estimates, and the program's resulting working load has demonstrated that staffing is inadequate in two major areas.

The program operates with a staff of twelve with the following duties:

- 1 Sergeant acts as the manager and personnel supervisor for the program.
- 4 Deputies are responsible for monitoring participant compliance and conducting in-home visits.
- 2 Correctional Deputy II's are responsible for case management and coordinate inmate transfers from other County jails to the Smith Correctional Facility.
- 2 Sheriff's Service Officer II's inventory program equipment, and each are also responsible for an inmate caseload.
- 2 Sheriff's Corrections Assistant I's process program applications, complete all paper work from the courts and address sentencing details.
- 1 Accounting Technician I administers program billing.

The Sheriff's Correctional Assistants can process 70 offender enrollments per week, when factoring in time spent on other related duties. However, enrollments have averaged 80 per week.

Two Correctional Deputies are responsible for the intermediate supervision of, on average, 350 offender participants per day. We are experiencing approximately 10% of the participants violating one or more terms of the program per day, the ratio of offenders to Correctional staff - 35 to 2 - needs to be improved to ensure public safety.

In both of these problem areas, the SECP Deputies assist in performing these tasks, but this takes them away from their primary duties of monitoring program participant compliance and making in-house visits. Implementation of an active compliance unit, staffed with Sheriff's Deputies, was a critical reason for the County Sheriff to take over the administration of the electronic confinement program. This unit has enabled the courts to use SECP as a condition of release for pre-sentenced and post-sentenced releases, and own recognizance and probation releases, significantly expanding the inmate base that the Department can draw from. The unit's full-time operation is crucial to the safety and integrity of the program.

To address these staffing issues, the Sheriff recommends adding a Corrections Assistant I, a Corrections Assistant II and a Correctional Deputy. The Corrections Assistant II will act in a lead capacity for the classified staff. With enrollments exceeding estimates, revenues have been above budget and will more than cover the cost of this personnel addition. When the Deputies can devote full-time to monitoring program compliance, car pool and fuel costs will significantly increase. These combined increases should serve to align overall expenses more closely with revenues.

## Schedule A

### Increase Appropriations:

10000-2500400000-510040	Regular Salaries	\$58,918
10000-2500400000-518100	Budgeted Benefits	22,712
10000-2500400000-520105	Protective Gear	850
10000-2500400000-520115	Uniforms	<u>4,500</u>
	<b>Total</b>	<b>\$86,980</b>

### Increase Estimated Revenues:

10000-2500400000-732160	Work Release Program	\$86,980
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RESOLUTION NO. 440-8522

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on \_\_\_\_\_, 2003, that pursuant to Section 5.A. of Ordinance No. 440, the Sheriff/Coroner/Public Administrator of Ordinance No. 440, is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
13818	+ 1	2500400000	Sheriff Corrections Assistant I
13819	+ 1	2500400000	Sheriff Corrections Assistant II
52211	+ 1	2500400000	Correctional Deputy II