

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

305



FROM: Bob Doyle, Sheriff-Coroner-PA

SUBMITTAL DATE:
03/15/06

SUBJECT: Approval of the Staffing Plan for Daily Operations in the Second Housing Addition at Smith Correctional Facility and the Adoption of Resolution 440-8657.

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the the Sheriff's Staffing Plan for daily operations at Smith Corretional Facility when Phase 2 of the construction is completed and occupied.
2. Amend Ordinance No. 440 pursuant to Resolution 440-8657 submitted herewith. Per the Resolution add and delete the following positions:

Ord. 440	Class Code	+/-	Class Title	Salary Plan	Grade	Salary
2500400000	13818	+2	Sheriff's Corr. Asst. I	UPE	286	\$25,963-\$33,805
2500400000	13819	+1	Sheriff's Corr. Asst. II	UPE	319	\$27,331-\$35,574
2500400000	15917	+1	Supv. Acct. Tech	SEU	319	\$37,803-\$49,258
2500400000	37602	+15	Deputy Sheriff	RSA	163	\$47,480-\$63,716
2500400000	52211	+20	Correctional Deputy II	RSA	127	\$40,413-\$54,262
2500400000	52212	+15	Correctional Corporal	RSA	163	\$47,480-\$63,716
2500400000	52213	+4	Correctional Sergeant	LEM	109	\$57,571-\$75,249
2500400000	52214	+1	Correctional Lieutenant	LEM	121	\$68,702-\$89,784
2500400000	54420	+1	Correctional Cook	UPE	309	\$26,878-\$36,938

(Continued on Page 2) BR 06-080

Janis K. Continjo
Bob Doyle, Sheriff-Coroner-PA

FINANCIAL DATA	Current F.Y. Total Cost:	\$410,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$410,000	Budget Adjustment:	Yes
	Annual Net County Cost:	\$6,374,939	For Fiscal Year:	FY 2005-06

SOURCE OF FUNDS: General Fund Contingency	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: Approve motions 1 and 2. The Executive Office will closely monitor the Sheriff's budget for this fiscal year. Any funding shortfall will be made whole if needed at year-end. The Sheriff's department net county cost target was adjusted for FY06/07 to fund these positions and related operating costs.

County Executive Office Signature *Sally A. Deauman*

Consent
 Policy

 Consent
 Policy

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

Approved by Ronald W. Komers
 Asst. County Executive Officer/
 Human Resources Director

 Departmental Concurrence
 BY: *S.A.L.* 3/29/06
 FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, Auditor-Controller

RECOMMENDED MOTION (Continued):

<u>Ord. 440</u>	<u>Class Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan</u>	<u>Grade</u>	<u>Salary</u>
2500400000	54611	+1	Laundry Worker	UPE	125	\$18,656-\$24,285
2500400000	62739	+1	Bldg. Maint. Mech.	UPE	466	\$34,458-\$44,910

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

BACKGROUND: The County is in the process of constructing two new housing units for adults at the Larry D. Smith Correctional Facility in Banning that will provide 240-new beds and offer relief for an overcrowded adult Correctional System.

The project has been divided into two phases. Phase 1 includes housing for 120-adult detention beds and an intake/release center, which was approved by a Board action to appropriate grant funding in the Capital Improvement Fund on September 9, 2003 (3.46). Construction is scheduled for completion June 2006. The Board approved Security Staffing for Phase 1 in the Sheriff's FY 2005-06 budget. That approval gave the Department lead-time for recruitment and training of Sheriff's Deputies and Correctional Deputies, so that we can start operations when construction is completed. The staffing plan provided custody staff to operate the additions of Phase 1 on a 7/24 basis. However, the approved staffing provided no other classified or support employees.

Phase 2 consists of an additional 120-bed housing unit, approved by the Board, in-principle, on September 14, 2004 (3.52b). As with the Phase 1 staffing strategy, the Department is now requesting Board approval for the additional positions to get a head start on training. The Phase 2 staffing plan adds Sheriff's Deputies, Correctional Deputies, and appropriate supervision. The plan also increases the facility support staff necessary to properly and efficiently manage the functions commensurate to having 240 additional inmates – total inmates accommodated by both phases - at a fully functional adult correctional facility that operates around the clock.

The Phase 2 staffing plan includes 1 Correctional Lieutenant, 4 Correctional Sergeants, 15 Correctional Corporals, 20 Correctional Deputies, 15 Sheriff's Deputies, 1 Supervising Account Technician, 1 Sheriff's Correctional Assistant II, 2 Sheriff's Correctional Assistant I, 1 Laundry Worker, 1 Correctional Cook-Detention, and 1 Building Maintenance Mechanic-Detention, a total of 62 new positions (See Attachment A). In FY 2006-07, the Department estimates that the full cost for Phase 2 operations will total \$6,374,939 (See Attachment B).

Sheriff's Deputies and Correctional Deputies require an extensive background process, coupled with academy training. The Department conducts four academies each year, with limited number of spaces per academy. Efforts are being taken to maximize every academy slot. To cover expenses during the last 3.6 pay periods of the fiscal year for only the Sheriff's Deputies and Correctional Deputies, the Department is requesting budget adjustments totaling \$410,000.

Experience has shown that recruitment and hiring for classified/support positions is just as challenging. The 240 additional inmates significantly impact all operations within a facility including maintenance, food service, laundry service, clerical and record keeping. We cannot successfully open the newly constructed beds without all of these positions staffed and trained to handle the additional workload.

Schedule A

Increase Appropriations:

10000-2500400000-510040	Regular Salaries	\$252,784
10000-2500400000-518100	Budgeted Benefits	104,716
10000-2500400000-520115	Uniforms	<u>52,500</u>
	Total	\$410,000

Decrease Appropriations:

10000-1109000000-581000	Appropriation for Contingency	\$410,000
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**RIVERSIDE COUNTY SHERIFF
SMITH CORRECTIONAL FACILITY
120 BED HOUSING PROJECT (2nd Unit)
STAFFING PROPOSAL**

November 1, 2005

The following is the staffing proposal for the second 120 Bed Housing Unit Project at the Smith Correctional Facility. The project consists of a 120-bed housing unit divided into 7 separate dayrooms, a recreation yard, and program room. The new construction will attach to the first 120 bed housing unit included in the 2002 Board Of Corrections Grant Project, which is located on the west end of the facility. The facility will span over approximately a half mile including the recently completed Inmate Training Center. Once all construction is complete, Smith Correctional Facility will have a total of 934 beds.

Due to the population explosion in Riverside County, the Sheriff's Department has seen a change in the inmate population. Since the original Form 11 was submitted for this project, the Smith Correctional Facility has experienced a change in the classification of inmates housed at the facility. The dynamics of the inmate population has increased the need for inmate transportation to court and between county jail facilities. In order to manage the changing inmate classifications at Smith Correctional Facility, additional staff is needed to supervise and manage the inmate population.

The staffing numbers for Operations Staff is based on 12-hour shifts, two shifts per day with relief. See the attached chart for the break down of Shift Relief Factor. The Supervision and Classified staff positions are based on straight numbers and do not include a Shift Relief Factor.

SUPERVISION

Correctional Lieutenant

Number needed: 1

Function: With the addition of operations supervision and staff, an additional Correctional Lieutenant is needed to oversee the day-to-day line operations and to handle personnel or inmate issues. The new position will expand the hours in which a Watch Commander is on duty at the facility.

Correctional Sergeant

Number needed: 2 (1 per 12 hour shift)
2 (9/80 shift)

Function: With the increase in inmate population, line staff and the expanded layout of the facility, an additional supervisor is needed per shift. The additional

sergeant will share the tasks of line supervision, payroll, shift scheduling, employee evaluations and investigations. A sergeant will be responsible for the Intake / Release Center. The sergeant will be readily available to oversee bookings, approve release files, and sign-off Safety Cell, Sobering Cell and housing unit logs as required by policy.

With a potential inmate population of 934, proper classification will be of the utmost importance. An additional sergeant is needed to oversee the Classification unit, in order to handle issues that arise. The Classification Sergeant will coordinate the needs of the facility program staff and be available to handle inmate grievances.

A Correctional Sergeant will be added to handle Administrative and Training responsibilities for the facility. The additional operations staff will need to be scheduled for mandated training in addition to in-house training. This sergeant will also be responsible for coordinating the required annual inspections, facility issues and other administrative duties.

OPERATIONS STAFF

RELEASE

Deputy Sheriff

Number needed: 4.96 (1 Deputy per 12 hour shift)

Function: The Release Deputy will be responsible for processing all pending release files. At times the release deputy will be required to escort inmates from lower security housing units to the Intake / Release Center for release. The increase in inmate population will increase the number of releases processed at the facility. Deputy Sheriff's will be used to transport released inmates, who do not have a ride, to the bus station.

HOUSING UNIT DEPUTY

Correctional Deputy II

Number needed: 4.96 (1 Correctional Deputy per 12 hour shift)

Function: The housing unit deputy is a fixed post. The housing unit deputy is responsible for the supervision of inmates assigned to his unit. The housing unit deputy coordinates inmate events, such as, sick call, feeding, and dayroom. The housing unit deputy maintains security-check logs and pass-on logs documenting inmate headcounts and all other activities occurring in the housing unit. The housing unit deputy immediately reports disturbances or medical emergencies to Central Control and Supervision.

HOUSING UNIT RUNNER

Correctional Deputy II

Number needed: 4.96 (1 Correctional Deputy per 12 hour shift)

Function: The housing unit runner acts as support for the housing unit deputy. The housing unit runner is responsible for conducting hourly security checks as mandated by Corrections Policy. The runner will escort inmates to programs occurring in the housing unit such as church services and AA meetings. The housing unit runner must supervise or monitor the inmate at all times when the inmate is removed from the housing unit. The runner would act as a first responder in the event an incident occurred in the housing unit.

WEST END RUNNER

Correctional Corporal

Number needed: 4.96 (1 Correctional Corporal per 12 hour shift)

Function: Due to the expanded layout of SCF, a West End runner is needed to escort inmates housed on the West End of the facility to necessary areas for programs, doctor call, special visits or interviews, and visiting. The housing unit runner is needed to conduct security checks and provide support to the housing unit deputy. The runner will not be able to leave the housing unit for the extended period of time needed to escort inmates to the east end of the facility. The runner would act as a first responder in the event an incident occurred in the housing unit.

VISITING / MAIL

Deputy Sheriff (Sworn)

Number needed: 4.96 (1 Deputy per 12 hour shift)

Function: With the increase in inmates housed at SCF, the current visiting schedule will need to be expanded to 7 days a week. Due to the expanded layout of the facility and the location of the new housing unit, an additional deputy will be needed to handle visitor sign ups and the movement of the inmates to the visiting area. Visiting is proposed to occur between the 0700 hours and 2200 hours. During down time, the deputies will be responsible for processing the incoming and outgoing inmate mail. The additional 120 beds will increase the volume of mail beyond what current provisions can handle.

RECREATION / CLOTHING EXCHANGE

Correctional Deputy II

Number needed: 4.96 (1 Correctional Deputy per 12 hour shift)

Function: The new housing unit will include 7 separate classified housing units. Each of these individual units will share a single recreation yard. A deputy is required to ensure the inmates receive the required amount of outdoor recreation as described in Title 15.

SCF processes the laundry for the Corrections Division, as a result, SCF conducts clothing and bedding exchange at various times during the week to ensure the laundry is completed in a timely manner. In addition to the recreation duties, the deputy would be responsible for coordinating the clothing and linen exchange for the additional housing unit and could provide assistance during the clothing and bedding exchange in the rest of the facility.

CLASSIFICATION

Correctional Corporal

Number needed: 4.96 (1 Correctional Corporal per 12 hour shift)

Function: The Classification Unit is responsible for properly screening inmates to be housed for criminal sophistication and special needs in order to place the inmate in an appropriate housing unit. In addition to new bookings, SCF receives transfers from other facilities daily. As a result of the medium security type housing units at SCF, the classification unit must carefully screen each inmate prior to housing. Classification deputies handle the reclassifying inmates as the result of altercations or conflicts occurring among inmates or with staff. A Correctional Corporal will provide leadership and experience in the unit. The position is needed to assist in classifying the additional 120 inmates to be housed at SCF and handling the additional reclassification issues that will result in the new housing units.

In addition to this task, the Classification unit also interviews, schedules and monitors inmates eligible to work or attend approximately 10 different ROP and court ordered programs available at SCF. With the completion of the new Inmate Training Center at the facility, Classification will begin screening un-sentenced inmates in addition to the sentenced.

PROPERTY

Correctional Corporal

Number needed: 4.96 (1 Correctional Corporal per 12 hour shift)

Function: With the addition of 120 beds, SCF will house up to of 934 inmates. Each inmate will have personal property stored at the facility. A separate

property storage building has been identified to hold all inmate property. The assigned property deputy will be responsible for storing newly booked or incoming transfer inmate property and will be responsible to delivering release inmate property to the Intake / Release Center. The property deputy will also be responsible to preparing outgoing transfer inmate property. Limiting the access to inmate property and designating the responsibility to specific individuals will diminish the potential for lost or misplaced inmate property. However, in the event an inmate's property is lost, the Property Corporal will complete the necessary paperwork.

MEDICAL CAR

Deputy Sheriff (Sworn)

Number needed: 4.96 (1 Deputy per 12 hour shift)

Function: The Medical Car deputies will be responsible for transporting inmates who require immediate medical attention. Currently the facility averages two medical runs per day. With the additional inmate population, there will be an increase in the number of inmates that will require transportation to RPDC or SWDC for medical evaluation, mental health evaluation and/or housing. The Medical Car deputy will be available to transport inmates to other facilities or the hospital for emergency care.

WEST CONTROL TOWER

Correctional Deputy II

Number needed: 4.96 (1 Correctional Deputy per 12 hour shift)

Function: The new housing unit will be located at the far west end of the facility. The West Control Tower will monitor inmate or vehicle movement. The West Control Tower will provide access in and out of the west end of the facility by controlling the drive-through / walk-through gates and the entry / exit into the housing unit.

CLASSIFIED STAFF

Supervising Accounting Technician

Number needed: 1

Function: With the increase in staff, budgeting and supply orders, a Supervising Accounting Technician is needed. The Smith Correctional Facility currently has two Accounting Technician I positions and an Accounting Assistant to oversee the facility budget, budget projections, and tracking expenditure reports for the Support Services Warehouse, which orders supplies for the Corrections Division. In addition, the current Acct Tech monitors the

spending associated with the Corrections Division inmate programs under the supervision of the Administrative Manager. A Supervising Accounting Technician is needed as a supervisory and lead position to oversee the budget expenditures, revenue, and payroll.

Sheriff's Corrections Assistant II

Number needed: 1

Function: With the increase of inmates at the facility, the functions of the Business Office will increase. An SCA II is needed to perform duties, which are more specialized, and difficult work including calculating complex inmate time computations, resolving problems with court documents and Probable Cause Statements and act as a lead worker over other SCA staff. Currently, SCA I staff are acting as lead staff and training new staff.

Sheriff's Corrections Assistant I

Number needed: 2

Function: With the increase of inmates, the functions of the Business Office will increase to a point that will require an additional two shifts of Business Office employees. There will be an increase in the amount of court paperwork to be processed; in addition, there will be an increase in public phone calls and bail bond inquiries. The staff increase will assist in handling the increase in duties and hours of Business Office operation.

Laundry Worker

Number needed: 1

Function: Due to the increased use of sheets, blankets, jumpsuits, underwear, socks, etc. that the additional 120 inmates will create, there will be a need to increase the laundry staff. This will require two shifts of employees to keep the laundry service operational and enable the staff to keep up with the amount of laundry to be washed. The laundry facility at Smith Correctional Facility does the laundry for four of the five Department correctional facilities.

Correctional Cook, Detention

Number needed: 1

Function: The increased amount of food required for the additional inmates, as well as additional facility employees, will require more food preparation and cooking. The number of inmate workers assigned to the kitchen will increase. An additional Correctional Cook is necessary to supervise the inmate workers to ensure the meals are prepared correctly and in a timely manner.

Building Maintenance Mechanic, Detention

Number needed: 1

Function: With the addition of this housing unit and current new construction, the facility will increase its overall size to approximately 183,000 square feet. An additional Maintenance Mechanic will allow the Maintenance unit to complete repairs in a timely manner and maintain a preventative maintenance schedule.

SMITH CORRECTIONAL FACILITY
2nd 120 BED HOUSING UNIT EXPANSION
STAFFING NUMBERS
November 1, 2005

TOTAL # OF STAFF NEEDED:	
Correctional Lieutenant	1
Correctional Sergeant	4
Correctional Corporal	15
Correctional Deputy	20
Deputy Sheriff	15
Supervising Accounting Tech	1
SCA II	1
SCA I	2
Laundry Worker	1
Correctional Cook, Detention	1
Bldg Maint Mechanic, Det	1
TOTAL	62

SUPERVISION	TOTAL STAFF NEEDED
Shift Supervision	
Correctional Lieutenant	1
Correctional Sergeant	4
Total	5

OPERATIONS / LINE STAFF	FILLED BY	# STAFF / 12 HR SHIFT	SRF BY POSITION	TOTAL STAFF NEEDED W/ SRF*
Release	Deputy Sheriff	1	2.48	4.96
H/U Deputy	Corr. Deputy II	1	2.48	4.96
H/U Runner	Corr. Deputy II	1	2.48	4.96
West End Runner	Corr. Corporal	1	2.48	4.96
Visiting / Mail Deputy	Deputy Sheriff	1	2.48	4.96
Recreation / Clothing Exchange Deputy	Corr. Deputy II	1	2.48	4.96
Classification	Corr. Corporal	1	2.48	4.96
Property Deputy	Corr. Corporal	1	2.48	4.96
Medical Runner / Med Car Deputy	Deputy Sheriff	1	2.48	4.96
West Tower	Corr. Deputy II	1	2.48	4.96
			Total	49.6

*SRF x 2 (12 hour shifts) x # staff

CLASSIFIED STAFF	TOTAL STAFF NEEDED
Business Office	
Supervising Accounting Tech	1
SCA II	1
SCA I	2
Laundry	
Laundry Worker	1
Kitchen	
Correctional Cook, Detention	1
Maintenance	
Bldg Maint Mechanic, Det	1
Total	7

Estimated FY06-07 Cost for Positions Related to the Second Housing Unit
 The Smith Correctional Facility Expansion
 Prepared by Jan Conklin Updated 1/4/06 5:07pm

ATTACHMENT B

Quantity	Position Code	Position	Salary	Benefits	Other Comp & Benefits	Other Supplies	Totals
15	37602	Deputy Sheriff	860,439	388,144	132,735	8,040	1,389,358
1	52214	Correctional Lieuten	92,303	42,284	-	3,201	137,788
4	52213	Correctional Sergea	318,629	153,643	49,136	12,804	534,212
15	52212	Correctional Corpora	1,020,817	486,011	157,425	48,015	1,712,268
20	52211	Correctional Deputie	1,108,718	544,935	171,020	64,020	1,888,693
1	15917	Supv Accounting Te	47,932	25,955	-	3,201	77,088
1	13819	Sheriff's Corr Assist	33,690	19,308	-	3,201	56,199
2	13818	Sheriff's Corr Assist	57,965	33,556	-	6,402	97,923
1	54611	Laundry Worker	21,762	14,396	-	3,201	39,359
1	54420	Correctional Cook-D	34,267	19,536	-	3,201	57,004
1	62739	Bldg Maint Mech-De	42,231	21,365	-	3,201	66,797
520100 Institutional Clothing						11,520	11,520
520110 Personal Hygiene Supplies						1,000	1,000
520220 County Radio Systems - 15 HT's						61,000	61,000
520320 Telephone Services - 10 phones						4,400	4,400
520705 Food Costs starting 9-1-06 \$3/day						109,080	109,080
520805 Appliances						750	750
520810 Bedding & Linens						15,000	15,000
520815 Cleaning Supplies						7,500	7,500
520825 Kitchen & Dining Supplies						5,000	5,000
520835 Laundry Supplies						5,000	5,000
521560 Maintenance Other - MASK						10,000	10,000
523640 Computer Equipment						16,000	16,000
523660 Computer Supplies						2,000	2,000
523680 Office Equipment						20,000	20,000
529540 Utilities - 10 months						50,000	50,000
Totals			3,638,753	1,749,133	510,316	476,737	6,374,939

Salary is estimated as follows:

Deputy Sheriff, Correctional Lt, Correctional Sgt, Correctional Corporal and Correctional Deputies:
 Average Salary from FY05-06 adjusting for 12-hour shifts, and 2.5% increase in FY06-07.
 Corr Lt.is based on 80-hour PPs.

Classified Staff

Average Salary from FY05-06 with no increases in FY06-07.
 For SCA's it includes the recent classification study increases.

Benefits are estimated as follows and applied to the base salary which has the projected COLA's included:

	Benefits	Vorkers Com	Total
Deputy Sheriff	0.3855	0.0656	0.4511
Correctional Lieuten	0.3925	0.0656	0.4581
Correctional Sergea	0.4166	0.0656	0.4822
Correctional Corpora	0.4105	0.0656	0.4761
Correctional Deputy	0.4259	0.0656	0.4915
Supv Acctg Tech	0.4759	0.0656	0.5415
Sheriff's Corr Assist	0.5075	0.0656	0.5731
Sheriff's Corr Assist	0.5133	0.0656	0.5789
Laundry Worker	0.5959	0.0656	0.6615
Correctional Cook-D	0.5045	0.0656	0.5701
Bldg Maint Mech-De	0.4403	0.0656	0.5059

Other Compensation & Benefits Includes the following per person costs:

Based on 3% increase in FY05-06 and another 3% increase in FY06-07

	Deputies	Corr Sgt	Corr Corp	Corr Deputies
510420 Overtime - 6 hours/pp	6,125	8,502	7,264	5,917
510421 Overtime - Holiday - 3 holiday	942	1,308	1,117	912
510700 Holiday Pay - 3 holidays/yr	628	872	745	607
518080 Related Benefits @ 15%	1,154	1,602	1,369	1,115
Totals	8,849	12,284	10,495	8,551

Other supplies includes the following per person costs:

520115 Uniforms	750
520930 Liability Insurance	1,045
520945 Property Insurance	503
525140 Personnel Services	536
525300 OASIS Processing	367
Totals	3,201