

Kenosha County Administrative Proposal Form

1. Proposal Overview

Division: Law Enforcement/Admin Department: SHERIFF

Proposal Summary (attach explanation and required documents):

The current Administrative Programs Coordinator (APC) is separating service from the KSD. The present workflow for this position is the KSD policy redevelopment (Lexipol). This policy redevelopment project has been in progress for the last three years and is nearing a complete development and go-live date (this fall). Prior to completion, a new system administrator will need to be trained and in place. Post development completion, this project will then require consistent compliance monitoring, consistent and timely policy updating, new policy development, and monitoring of upcoming case law changes. Having had our current APC's background being a retired sworn captain has reinforced for us the need to have our policy program supervisor be a sworn, ranked position.

Additionally, over the last several years, our Department has implemented several other significant software programs that require regular testing, further development and on-going supervisory level monitoring. With our current structure of the Administrative Services Division, composed of a captain, two sergeants, two civilian (exempt) managers, two deputy sheriffs and seven clerical employees, the addition of a lieutenant in lieu of a civilian APC will provide the Sheriff's Departments Administrative Division with appropriate command structure and the institutional knowledge necessary for supporting our complex public safety systems.

Captain Justin Miller

Dept./Division Head Signature: _____



Date: 03/29/19

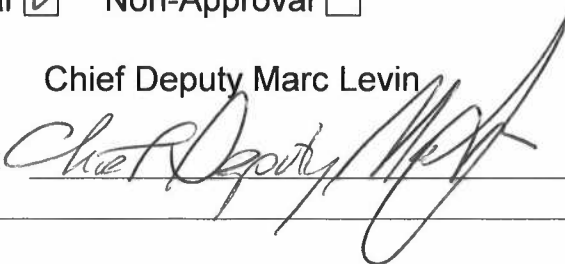
2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Chief Deputy Marc Levin

Department Head Signature: _____



Date: 03/29/19

3. Finance Division Review

Comments: ^{estimated}
KSD to have ^ 2019 budget impact analysis available as well.

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: _____

[Signature]

Date: _____

4/4/19

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: _____

[Signature]

Date: _____

4-5-19

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

**KENOSHA COUNTY
BOARD OF SUPERVISORS**

RESOLUTION NO. _____

Subject: Reclassification of the Administrative Programs Coordinator (E4) to a Sworn Lieutenant (NR-SG)			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: April 16, 2019		Date Resubmitted	
Submitted By: Judiciary & Law Enf. Committee & Finance/ Administration Committee			
Fiscal Note Attached: X		Legal Note Attached <input type="checkbox"/>	
Prepared By: Justin Miller Captain, Kenosha County Sheriff's Department		Signatures:	

WHEREAS, The Kenosha County Sheriff's Department's existing civilian Administrative Programs Coordinator (APC) is retiring in October 2019, and

WHEREAS, one of the primary responsibilities of this position is the KSD policy redevelopment (Lexipol) project that has been in progress for the last three years and is nearing a complete development and go-live date (this fall), and

WHEREAS, prior to the Lexipol project completion, a new system administrator will need to be trained and in place, and

WHEREAS, the complexity of this project and post development will require consistent compliance monitoring, consistent and timely policy updating, new policy development, and monitoring of upcoming case law changes, and

WHEREAS, over the last several years, our Department has implemented several other significant software programs that require regular testing, further development and on-going supervisory level monitoring, and

WHEREAS, having had our current APC's background being a retired sworn captain has reinforced for us the need to have our policy program supervisor be a sworn, ranked position, and

WHEREAS, the current structure of the KSD Administrative Services Division, composed of a captain, two sergeants, two civilian (exempt) managers, two deputy sheriffs and seven clerical employees, would benefit from appropriate command structure and the institutional knowledge necessary for supporting our complex public safety systems,

THEREFORE BE IT RESOLVED, that the County Board of Supervisor accept that the current civilian Administrative Programs Coordinator (classified E4) be reclassified to an additional sworn FTE Lieutenant classification, and allowed to be filled immediately to provide adequate training from our current APC.

Subject: Reclassification of the Administrative Programs Coordinator (E4) to a Sworn Lieutenant (NR-SG)

Original ☒

Corrected ☐

2nd Correction ☐

Resubmitted ☐

Date Submitted: April 16, 2019

Date Resubmitted

Submitted By: **Judiciary & Law Enf.
Committee & Finance/ Administration
Committee**

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
_____ Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeff Wamboldt, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Zach Rodriguez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Monica Yuhas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor David Celebre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
_____ Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Ronald J. Frederick, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeffrey Gentz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor John O'Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Ed Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Michael Goebel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2019

PERSONNEL COST CALCULATION

Current Classification: Administrative Programs Coordinator

Salary	\$	71,425.68
FICA	\$	5,464.06
Retirement (6.55%)	\$	4,678.38
Health Ins.-F	\$	25,978.00
Life Ins.	\$	65.00
Total Salary/Benefits Costs:	\$	107,611.12

Reclass Request to sworn Lieutenant

Salary	\$	80,492.40
FICA	\$	6,157.67
Retirement (17.27%)	\$	13,901.04
Health Ins.-F	\$	25,978.00
Life Ins.	\$	65.00
Total Salary/Benefits Costs:	\$	126,594.11

Impact on Personnel Budget:	\$	18,982.98
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SHERIFF

DIVISION	POSITION TITLE	CLASS TYPE	2015	2016	2017	2018	2019
	SHERIFF	ELECTED	1.00	1.00	1.00	1.00	1.00
	CHIEF DEPUTY	NR-SJ	1.00	1.00	1.00	1.00	1.00
	CAPTAIN	NR-SH	3.00	3.00	3.00	3.00	3.00
•	LIEUTENANT	NR-SG	8.00	8.00	8.00	8.00	8.00
	SERGEANT	NR-SF	12.00	12.00	13.08	14.00	14.00
	PROGRAMS MANAGER	NR-C/E4	1.00	0.00	0.00	0.00	0.00
	CORPORAL	NR-B/E3	12.00	12.00	12.00	12.00	11.00
	FOOD SERVICE MANAGER	NR-E/E4	1.00	1.00	1.00	1.00	1.00
	FISCAL SERVICES MANAGER	NR-E/E6	1.00	1.00	1.00	1.00	1.00
	OFFICE MANAGER	NR-B/E3/E4	1.00	2.00	2.00	2.00	2.00
	CORRECTIONAL SERGEANT	NR-C/E6	7.00	7.00	7.00	7.00	9.00
	DETENTION SYSTEMS MANAGER	E4/E5	1.00	1.00	1.00	1.00	1.00
	CHIEF COOK	NR-B/NE8	1.00	1.00	1.00	1.00	1.00
	EXECUTIVE ASSISTANT	NE7	0.00	1.00	1.00	1.00	1.00
	EXECUTIVE SECRETARY	NR-A	1.00	0.00	0.00	0.00	0.00
	LAUNDRY MANAGER	NR-A/E1	1.00	1.00	1.00	1.00	1.00
	ADMIN/RELEASE SUPV	NR-B/E3	2.00	2.00	2.00	2.00	2.00
	DETECTIVE	KCDSA	14.00	14.00	14.00	14.00	14.00
	DEPUTY	KCDSA	76.00	79.00	81.00	84.00	84.00
	DIRECT SUPERVISION OFFICER	990J/NE6	92.00	93.00	93.00	93.00	93.00
	CORRECTIONAL OFFICER	990J/NE5/NE6	60.00	60.00	60.00	60.00	60.00
	ADMIN/RELEASE SPEC	990J/NE3/NE4	20.00	21.00	21.00	22.00	22.00
	COOK	990J/NE-D	11.20	11.20	11.20	11.20	11.20
	ACCOUNTING SPECIALIST	990C	2.00	0.00	0.00	0.00	0.00
	ACCOUNTING ASSOCIATE	NE4	0.00	3.00	3.00	3.00	3.00
	ACCOUNT CLERK	990C	3.00	0.00	0.00	0.00	0.00
	ADMINISTRATIVE ASSISTANT, SR	NE4	0.00	3.00	3.00	3.00	3.00
	ADMINISTRATIVE ASSISTANT	NE1	1.00	6.00	6.00	5.00	5.00
	OFFICE ASSOCIATE	990C	4.00	0.00	0.00	0.00	0.00
	OFFICE CLERICAL SUPPORT	990C	3.00	0.00	0.00	0.00	0.00
	SENIOR OFFICE ASSOCIATE	990C	1.00	0.00	0.00	0.00	0.00
•	ADMINISTRATIVE PROGRAM COORDINATOR	E4	0.00	1.00	1.00	1.00	1.00
	WAREHOUSE CLERK	990J	1.00	0.00	0.00	0.00	0.00
	ADMINISTRATIVE SECRETARY	990C/NE7	1.00	1.00	1.00	1.00	1.00
	DEPARTMENT TOTAL		343.20	346.20	349.28	353.20	354.20

+1.00

-1.00