

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

April 22, 2025

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett

- I. Committee meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Privilege of the floor and public comment**
- IV. Action Agenda/New Business Items:**

- 1. **Request:** To create a Probation Officer Trainee position in A.3144 Probation-Day Reporting, remove funding from current Probation Officer position but keep title in code unfunded and use existing funding for POT position.  
**Rationale:** Probation Officer Trainee position is needed to accommodate new hires. Title exists in our department.
- 2. **Request:** To transfer funds from Probation Budget A. 3140 110 salaries-regular to A.3140 120-salries overtime in the amount of \$250 to cover overtime.
- 3. **Rationale:** Additional funds are needed to cover potential overtime needs.

**V. Discussion Items:**

**VI. Referrals/Pending Items:** None

**VII. Privilege of the floor and public comment**

**VIII. Motion to Adjourn**

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Attachments: 1. Resolution Request No. 11  
2. Resolution Request No. 10

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Probation

DATE: April 22, 2025

(a) Title of Requested Position: Probation Officer Trainee #3

(b) Annual Base Salary (and Grade if Applicable): \$57,270 Grade 16

(c) Effective Date for New Position\*: ASAP

*\*Please do not backdate unless the purpose is to correct an error.*

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):

We desire to create position in A.3144 Probation-Day Reporting, remove funding from current Probation Officer Position, keep title in code unfunded and use funding for POT position.

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.3144 110 Probation-Day Reporting Salaries-Regular-\$57,270

(f) Is a Budget Transfer needed?  YES  NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* HR Director Initial AP

(h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
*(approval is necessary BEFORE bringing the request to Committee)* Co. Admin Initial AS

(i) Is this a mandated position?  YES  NO

If yes, please explain:

(j) Is there expected revenue from this position?  YES  NO

If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

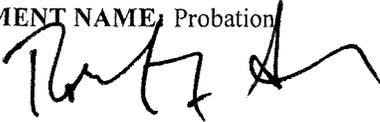
# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Probation

SIGNED:



DATE: 4/22/25

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140 110	Salaries-Regular	A.3140 120	Salaries-Overtime	\$250

Please state reason for transfers requested: Additional funds are needed to cover potential overtime needs.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.