

# Public Safety Committee

## Sheriff Agenda

April 20, 2020

**Committee Members: Leggett, Simpson, Braymer, Diamond, Driscoll, Seeber and Shepler.**

- I. Committee meeting called to order by the Chairman
  
- II. Motion to approve minutes from prior committee meeting
  
- III. Action Agenda
  - A. Request Resolution to Create New Position (Patrol Officer)
  
- IV. Referral/Pending Items
  
- V. Topics for Discussion
  
- VI. Motion to Adjourn

**Attachments:**

1. Resolution Request Form #11, Request to Create New Position

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff

**DATE:** April 20, 2020

- (a) Title of Requested Position: **Patrol Officer #65**
- (b) Annual **Base** Salary (and Grade of Applicable): **\$42,373**
- (c) Effective Date for New Position:\* **06/05/2020**  
\*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):  
**N/A**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A.3110 110 Sheriff's Law Enforcement Salaries - Regular**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? **No**  
(This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

**NOTE: Patrol Officer #14 received military orders to report for active duty service on June 4, 2020 for a period 400 days. The active duty military service will create a patrol officer vacancy that will be filled using a "Contingent Permanent" civil service appointment. The appointment must be vacated on, or before, the return of Patrol Officer #14.**

\* *Warren County Civil Service has been consulted regarding this appointment*

# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### **NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

#### **DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: Sheriff Payroll Dept. No: 30.00

Title of Position: Patrol Officer #65 Base Salary of Position: \$42,373 (1st year) Grade: \_\_\_\_\_

Filling at Step # (If Known): \_\_\_\_\_

Budget code and title: A.3110 110 Sheriff's Law Enforcement, Salaries-Regular Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other Creation

Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

#### **CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** \_\_\_\_\_

**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

#### **COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **BUDGET OFFICER COMPLETES THIS SECTION**

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_