

ROWAN COUNTY
PERSONNEL CHANGE NARRATIVE
NEW POSITION / RECLASSIFICATION / PROMOTION

2023 BUDGET YEAR

Department Name	Sheriff's Office Detention	Department Number	4420
Position Title	Reclassify one Detention Lieutenant to Detention Sergeant	Total Cost from Position Request; including wages, benefits and supplies/equipment	\$ (7,532)
Justification <i>(please type in space below)</i>			
<p>Downgrade one vacant Detention Lieutenant Position #160929 (currently budgeted at grade 20/10% = \$64,235) to Sergeant at grade 18 (10% = \$58,263) effective 02-06-23. The Detention Center currently has five Lieutenant positions one of which is the Administrative Lieutenant. This Lieutenant is responsible for overseeing all inmate transports, medical issues, maintenance of the facility. She also works as a liaison to the Clerk of Court, Probation and Parole and the NC Department of Adult Corrections. The Administrative also oversees 8 fulltime officers, 1 full time and 1 part time civilian employee along with 11 part time officers. Her second in command holds the rank of Master Detention Officer. We need to provide her a Sergeant to help her with this load as of now she is the only person qualified to handle all of the previous duties. A Sergeant is necessary to take some of this work load off of her and also allow her to take days off when needed. This downgrade will result in a savings to the County of approximately \$7,532 (benefits included).</p>			

**ROWAN COUNTY
PAYROLL WORKSHEET
POSITION DETAIL - LEO**

2023 BUDGET YEAR

Key in gray sections only

Department Name	Sheriff's Office				
Position Title	Reclassify one vacant Detention Lieutenant Position #160929 (currently budgeted at grade 20/10% = \$64,235) to Sergeant grade 18 (10% = \$58,263) effective 02-06-23				
Hours (per week)		decrease	\$ 10,330.00	Grade	20 to 18
Position Title, Salary, Grade - confirmed with Human Resources:		Yes		No	

<u>Salary / Benefits</u>		Total Cost	Federal / State Reimbursement	Other Revenue	New County Funds Requested
Salary		\$ (5,972.00)	\$ -	\$ -	\$ (5,972.00)
	\$910 /				
Health Insurance	Mo		-	-	-
Medicare	1.45%	(86.59)	-	-	(90.00)
Retirement	10.84%	(647.36)	-	-	(650.00)
Social Security	6.20%	(370.26)	-	-	(380.00)
Workers Comp	2.30%	(137.36)	-	-	(140.00)
401(k)	5.00%	(298.60)	-	-	(300.00)
Total Salary / Benefits		(7,512.18)	-	-	(7,532.00)
<u>Equipment Costs</u>					
Vest		-	-	-	-
Taser		-	-	-	-
Stop Sticks		-	-	-	-
DCI License		-	-	-	-
Mobile Data Terminal		-	-	-	-
Computer Air Card		-	-	-	-
Handgun		-	-	-	-
Patrol Rifle		-	-	-	-
Portable Radio		-	-	-	-
Mobile Radio		-	-	-	-
Vehicle		-	-	-	-
Vehicle Equipment		-	-	-	-
Supplies		-	-	-	-
Clothing		-	-	-	-
Street Gear		-	-	-	-
Travel / Training		-	-	-	-
Miscellaneous (list below)					
Total Equipment Costs		-	-	-	-
Total Cost		\$ (7,512.18)	\$ -	\$ -	\$ (7,532.00)

ROWAN COUNTY
PERSONNEL CHANGE NARRATIVE
NEW POSITION / RECLASSIFICATION / PROMOTION

2023 BUDGET YEAR

Department Name	Sheriff's Office Detention	Department Number	4420
Position Title	Reclassify one Detention Officer to Detention Sergeant	Total Cost from Position Request; including wages, benefits and supplies/equipment	\$ 13,010
<p><i>Justification (please type in space below)</i></p> <p>Reclassify one vacant Detention Officer, position # 160243 (currently budgeted at grade 14/10% = \$47,933) to Sergeant at grade 18 (10% = \$58,263) effective 02-06-23. Currently there are 160 beds at the jail annex with four squads assigned to the facility. When our ranks are full there are five officers per squad assigned to the annex with a total of four squads. Each squad has a Master Detention Officer assigned to it. With the Master Detention Officer being the highest ranking officer at the jail annex. Currently we are very short staffed sometimes with only three officers working at the jail annex. If there are any major decisions to be made the Master Detention Officer has to call the main jail to speak with the Sergeant or Lieutenant on duty there. I plan to move one Lieutenant and this Sergeant position to the jail annex to keep a ranking officer there most of the time. The Sergeant can cover for the Master Detention Officers when they are off and also make decisions that the Master Detention Officer is not qualified or authorized to make. It is my thought and fear that if something major were to happen at the jail annex that resulted in a negative way not having the proper or adequate supervision at the jail annex would open the Sheriff's Office and the County to liability. The cost for this request is approximately \$13,010 (benefits included).</p>			

**ROWAN COUNTY
PAYROLL WORKSHEET
POSITION DETAIL - LEO**

2023 BUDGET YEAR

Key in gray sections only

Department Name	Sheriff's Office				
Position Title	Reclassify one vacant Detention Officer Position # 160243 (currently budgeted at grade 14/10% = \$47,933) to Detention Sergeant grade 18 (10% = \$58,263) effective 02-06-23				
Hours (per week)		Increase	\$ 10,330.00	Grade	14 to 18
Position Title, Salary, Grade - confirmed with Human Resources:		Yes			

<u>Salary / Benefits</u>		Total Cost	Federal / State Reimbursement	Other Revenue	New County Funds Requested
Salary		\$ 10,330.00	\$ -	\$ -	\$ 10,330.00
	\$910 / Mo				
Health Insurance			-	-	-
Medicare	1.45%	149.79	-	-	150.00
Retirement	10.84%	1,119.77	-	-	1,120.00
Social Security	6.20%	640.46	-	-	650.00
Workers Comp	2.30%	237.59	-	-	240.00
401(k)	5.00%	516.50	-	-	520.00
Total Salary / Benefits		12,994.11	-	-	13,010.00
<u>Equipment Costs</u>					
Vest		-	-	-	-
Taser		-	-	-	-
Stop Sticks		-	-	-	-
DCI License		-	-	-	-
Mobile Data Terminal		-	-	-	-
Computer Air Card		-	-	-	-
Handgun		-	-	-	-
Patrol Rifle		-	-	-	-
Portable Radio		-	-	-	-
Mobile Radio		-	-	-	-
Vehicle		-	-	-	-
Vehicle Equipment		-	-	-	-
Supplies		-	-	-	-
Clothing		-	-	-	-
Street Gear		-	-	-	-
Travel / Training		-	-	-	-
Miscellaneous (list below)					
		-	-	-	-
		-	-	-	-
Total Equipment Costs		-	-	-	-
Total Cost		\$ 12,994.11	\$ -	\$ -	\$ 13,010.00