

DETENTION STAFFING ASSIGNMENT CHANGES



PERSONNEL RELOCATIONS/IMPLEMENTATIONS

JAIL ANNEX:

- **Kitchen:** Reduced from 2 officers to 1
- **Clinic:** Reduced from 2 officers to 1
- **Information:** Reduced from 2 officers to 1
- **Property Scanner:** 1 officer on day shift; no officer on graveyard shift
- **Intake:** 1 Corporal and 2 officers on weekdays; 1 Corporal and 1 officer on weekends
- **Central Security:** 1 officer
- **Medication Pass:** Floor officers will escort nursing staff during medication distribution
- **Unit B & 1400:** 3 Detention Officers per pod; Pod 1400 will have 4 on graveyard shift due to overnight cleaning and mental health housing needs
- **Rovers:** Limited to 4 unless additional staffing is justified by operational need

PERSONNEL RELOCATIONS/IMPLEMENTATIONS

JAIL ANNEX:

- 16 Detention Officers reassigned from Operations back to shifts to help reduce overtime.
- Operations staffing reduced from 53 to 39 Detention Officers, with certain details reduced or temporarily eliminated.
- Remaining Operations personnel continue to cover essential functions, including transportation, special needs, fire and safety, grievances, virtual court, inmate mail, laundry, PAWS, physical therapy, and facility cleanup.
- Community Services and Academy personnel assist with transportation and other operational duties on Tuesdays and Thursdays.
- **Cleaning assignments adjusted:** Patrol personnel are now responsible for cleaning their respective stations, reducing Detention responsibilities.
- Headquarters cleaning consolidated, with groundskeeping and cleaning assignments coordinated to maximize staffing efficiency.

PERSONNEL RELOCATIONS/IMPLEMENTATIONS

JAIL ANNEX:

- Shift Sergeants are responsible for verifying inmate meal counts, with courts excluded, to reduce unnecessary meal costs; final invoices are also audited for accuracy.
- Detention Officers continue to receive cross-training to increase staffing flexibility and operational efficiency.
- Corporals, Sergeants, and Lieutenants are expected to assist with daily operational responsibilities, including chow relief, inmate transportation, and supervision.

PERSONNEL RELOCATIONS/IMPLEMENTATIONS

DDF:

- **Kitchen:** Reduced from 2 officers to 1.
- **Information:** Reduced from 2 officers to 1.
- **Property Scanner:** 1 officer on day shift; position eliminated on graveyard shift.
- **Central Security:** Reduced to 1 officer.
- **Medication Pass:** Floor officers now escort nursing staff, eliminating the need for a separate assignment.
- **Rovers:** Limited to 4 unless additional staffing is justified by operational need.
- **Housing:** New cadets will train with a Corporal for 2 weeks instead of 4. Eleven trainees are now familiar with housing operations, reducing additional staffing and overtime needs.
- **Inmate Processing Unit:** Staffing reduced from 15 to 12 officers, with 3 officers reassigned to housing units.
- **Sun Porch:** Reduced from 4 to 3 officers, allowing 1 officer to assist with court escorts.

PERSONNEL RELOCATIONS/IMPLEMENTATIONS

DDF:

- **Court Escorts:** Officer-to-inmate ratio adjusted from 1:4 to 1:7 to reduce staffing and overtime needs.
- **Patrol Station Cleaning:** Detention personnel no longer clean NWPS; Patrol personnel are responsible for their facility.
- **Scheduled Overtime:** Supervisors evaluate staffing needs and dismiss scheduled overtime personnel when call-ins or operational needs do not require them.
- **Meal Counts:** Shift Sergeants verify meal counts based only on inmates currently in custody; Lieutenants review and update tracking to ensure accuracy.
- **Federal Inmate Population:** Reduced to maintain housing-floor populations at or below 96 inmates, helping prevent additional staffing and overtime.
- **Court Transportation:** Downtown and Annex personnel are coordinating court transports and escorts to maximize available staffing and improve efficiency.

CURRENT STAFFING TABLES

Annex			
Title	Authorized		Filled
ASSISTANT CHIEF	1		1
DETENTION LIEUTENANT	5		5
DETENTION OFFICER	269		265
DETENTION OFFICER-T	23		23
DETENTION SERGEANT	12		12
FLOOR CNTRL OFFCR	24		22
Grand Total	334		328
Total Vacancies			6

Please note: Staffing tables include 27 DO Trainees that just started on 9/27

CURRENT STAFFING TABLES

DDF			
Title	Authorized	Filled	
ASSISTANT CHIEF	1	1	
DETENTION LIEUTENANT	5	5	
DETENTION OFFICER	213	212	
DETENTION OFFICER-T	4	4	
DETENTION SERGEANT	15	15	
FLOOR CNTRL OFFCR	20	20	
Grand Total	258	257	
Total Vacancies			1

Please note: Staffing tables include 27 DO Trainees that just started on 9/27

OVERTIME REDUCTION

- DDF is reporting a **42.65% reduction in overtime** since the changes took effect.
- Annex is reporting a **44.84% percent decrease in overtime** since the changes took effect.