



JOHN D'AGOSTINI

SHERIFF - CORONER - PUBLIC ADMINISTRATOR
COUNTY OF EL DORADO
STATE OF CALIFORNIA

REPLY TO:

HEADQUARTERS
300 FAIR LANE
PLACERVILLE
CA 95667
530 621-5655
FAX 626-8091

JAIL DIVISION
300 FORNI ROAD
PLACERVILLE
CA 95667
530 621-6000
FAX 626-9472

TAHOE PATROL
1360 JOHNSON BLVD., SUITE 100
SOUTH LAKE TAHOE
CA 96150
530 573-3000
FAX 544-6809

TAHOE JAIL
1051 AL TAHOE BLVD.
SOUTH LAKE TAHOE
CA 96150
530-573-3031
FAX 541-6721

To: El Dorado County Board of Supervisors
From: John D'Agostini, El Dorado County Sheriff
Date: January 5, 2011
RE: Undersheriff Position Allocation

The purpose of this memo is to request the El Dorado County Board of Supervisors (BOS) reinstate the position of Undersheriff to the El Dorado County Sheriff's Office. On December 8, 2009, the BOS appointed then Undersheriff Manfred Kollar to the interim position of El Dorado County Sheriff and at the same time, eliminated the position of Undersheriff for purposes of salary savings. Also, in that agenda item it is documented that "Reinstatement of the position can be revisited upon the election of a new Sheriff".

Sheriff Kollar stated at the December 8th meeting of the Board, the next Sheriff of El Dorado County would need an Undersheriff to effectively carry out the duties of Sheriff. In order for me to be an effective Sheriff for both the agency and the community, the position of Undersheriff is very necessary to carry out my vision and assist me in an effective, efficient and cohesive department.

The position of Undersheriff is quite possibly the most important position in the Sheriff's Office's administration and the reason every other Sheriff's Office in the 57 other counties of California has an Undersheriff or the equivalent.

The Undersheriff is second in command of the Sheriff's Office and acts as department head in the absence of the Sheriff, he or she assists the Sheriff in administrative functions of the department, and develops and implements policies and procedures for the efficient operation of the department. The Undersheriff confers with the Sheriff and provides input concerning the goals and objectives of the department. He/she assists and approves budget preparation which includes planning, human resources allocations and program evaluations. The Undersheriff, under direction of the Sheriff, plans, organizes, coordinates and directs staff and activities relative to the County's comprehensive law enforcement and corrections programs.

The Undersheriff also provides expert professional assistance to County management staff in areas of responsibility and performs related work as assigned.

With direction from the Sheriff, the following examples of duties, documented in the job classification for the position of Undersheriff underscore the importance of this position:

Plans, organizes, coordinates, and directs through captains, lieutenants and sergeants assigned law enforcement, corrections, civil and Coroner/Public Administrator functions.

Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.

Prepares and recommends long- and short-range plans for County law enforcement and correctional programs

Develops specific proposals for action on current and future County needs and works closely with the Sheriff, other County departments, and a variety of public and private organizations in developing programs and implementing projects to solve law enforcement and related problems.

Interprets County regulations and various ordinances, codes and applicable laws to staff.

Assists in the preparation and administration of the annual budget

Administers the department's personnel program.

Represents the County and the Sheriff's Office and works closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.

Coordinates the preparation of and personally prepares a variety of reports or presentations for the Chief Administrative Officer, Board of Supervisors, County management or outside agencies.

Directs the selection, supervision and work evaluation of assigned personnel.

Provides for staff development and training.

Directs the development of management systems, procedures and standards for program evaluation.

Monitors developments related to law enforcement matters, evaluates their impact on County operations, and implements policy and procedure improvements.

A question has been raised regarding funding for the reallocation of the position of Undersheriff and the current budget forecast. Specifically, Supervisor Sweeney has requested a revised personnel allocation and proposed budget for 2011-2012 to document the fiscal impact of the position on the budget.

The estimated cost of the Undersheriff for 5 months at step 3 of the salary range is \$94,740. I have identified the following areas within my budget to make this change cost neutral. The difference in my salary and prior Sheriff's salary is \$43,500 annually resulting in a savings of \$21,750 for the rest of this fiscal year. After consulting with my command staff, I have identified and am implementing a savings of approximately 2% or \$50,000 in department wide overtime costs and a reduction of approximately 10% or \$23,000 in Professional and Specialized Services department wide. These savings result in a total of \$121,300 or more than half of the remaining annual salary for the Undersheriff position.

\$21,750	Difference between new Sheriff's Salary and prior Sheriffs salary (\$43,500 annually).
\$50,000	Reduction in overtime.
<u>\$23,000</u>	Reduction to Professional & Specialized Services department wide
\$94,750	

Regarding the proposed 2011-2012 budget, my Undersheriff, other Command Staff, Fiscal Administrative Manager, the CAO's Office and I will proactively and aggressively look for means of cutting costs in order to make the El Dorado County Sheriff's Office as efficient and effective as possible always keeping in mind service to the community. Some areas of potential reduction and/or revenue are:

- Administration size/structure/ratio
- Grant funding
- Corrections daily population fee
- Correctional nutrition program
- Facilities/Leases

Given the breadth and depth of the current budget, the time and cooperative efforts necessary to effectively construct the 2011-2012 budget will take some time. Therefore, the request for a full proposed budget is not feasible at this time but I will provide you with my proposed 2011-2012 budget as soon as possible.

Sincerely,



JOHN D'AGOSTINI
Sheriff – Coroner
Public Administrator