



# SUMMIT COUNTY SHERIFF'S OFFICE

SHERIFF JUSTIN MARTINEZ

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## Staff Report

September 10, 2019

To: Summit County Council  
From: Summit County Sheriff  
Subject: Change Organizational Chart / Communication, School Resource, & Search and Rescue

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### **Recommendation:**

With the recent retirement of the Investigations Division Lieutenant, the Sheriff has determined that reorganization of the current chart of positions is necessary. The Sheriff is recommending the following:

The Sheriff recommends changing the chart of positions for the Communication Division to reflect the addition of one (1) Communication Division Director, two (2) Dispatch Supervisors, four (4) Lead Dispatchers, and one (1) Administrative Dispatcher. The Communication Lieutenant FTE would be moved and six (6) dispatcher FTEs will be converted. The Communication Division will reduce from 20 FTEs to 19 FTEs.

The Sheriff recommends changing the chart of positions for the School Resource (SRO) Division to reflect the addition of one (1) SRO Sergeant FTE. One (1) Communications Lieutenant FTE would be converted to School Resource to fund the position. The SRO Division will increase from three (3) FTEs to four (4) FTEs.

The Sheriff recommends changing the chart of positions for the Search and Rescue (SAR) Division to reflect the addition of one (1) SAR Lieutenant. The SAR Lieutenant FTE is being transferred from the Criminal Investigations Division. The current Major Crimes Lieutenant will supervise: the Criminal Investigations Division, Major Crimes Division, JRI Division, and SRO Division. This change is FTE neutral.

Based on multiple projections, the requested reorganization and career ladder changes will be FTE and budget neutral for 2019. Future budget and revenue projections forecast increases that will provide supplemental funding for the communications career ladder positions as they mature (see chart of positions and funding detail pages below).

With the recommendations being neutral to the 2019 budget and overall FTE allocation, the Sheriff is requesting the changes take place immediately following Council adoption.

**2019 Current Chart of Positions:**

**Search and Rescue Division (0 FTE)**

No Existing (0) FTE

**Investigations Division (7 FTE)**

1 – Investigations Lieutenant (Grade E8)

1 – Investigations Sergeant (Grade 15)

4 – Detectives (Grade 7-11)

1 – Evidence Tech (Grade 6)

**School Resource Division - Supervised by Investigations Lieutenant (3 FTE)**

3 - SRO Detectives (Grade 7-11)

**Major Crimes (3 FTE)**

1 – Major Crimes Lieutenant (Grade E8)

2 – Major Crimes Detectives (Grade 7-11)

**JRI – Supervised by Major Crimes Lieutenant (3 FTE)**

2 – JRI Detectives (Grade 7-11)

1 – JRI Administrative Assistant (Grade 6)

**Communication Division (20 FTE)**

1 – Communication Lieutenant (Grade E8)

2 – Lead Dispatchers (Grade 10)

17 – Dispatchers (Grade 6-8)

**Court Services Division (10 FTE)**

1 – Court Lieutenant (Grade E8)

1 – Court Sergeant (Grade 15)

8 – Court Deputies (Grade 7-11)

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**46 FTE**

## **2019 Recommended Chart of Positions:**

### **Search and Rescue Division (1 FTE)**

1 – SAR Lieutenant (Grade E8)(Former Investigations Lieutenant FTE)

### **Investigations Division (7 FTE)**

1 – Investigations Lieutenant (Grade E8) (Former Major Crimes Lieutenant FTE)

1 – Investigations Sergeant (Grade 15)

4 – Detectives (Grade 7-11)

1 – Evidence Tech (Grade 6)

### **School Resource Division - Supervised by Investigations Lieutenant (4 FTE)**

1 – SRO Sergeant (Grade 15) (Converted Communication Lieutenant FTE)

3 – SRO Detectives (Grade 7-11)

### **Major Crimes – Supervised by Investigations Lieutenant (2 FTE)**

2 – Major Crimes Detectives (Grade 7-11)

### **JRI – Supervised by Investigations Lieutenant (3 FTE)**

2 – JRI Detectives (Grade 7-11)

1 – JRI Administrative Assistant (Grade 6)

### **Communication Division (19 FTE)**

1 – Communication Director (Grade E5)

2 – Dispatch Supervisors (Grade 12)

4 – Lead Dispatchers (Grade 10)

1 – Administrative Dispatcher (Grade 6-8)

11 – Dispatchers (Grade 6-8)

### **Court Services Division (10 FTE)**

1 – Court Lieutenant (Grade E8)

1 – Court Sergeant (Grade 15)

8 – Court Deputies (Grade 7-11)

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**46 FTE**

**Communications Division:**

With the recent consolidation of dispatch services in Summit County (2017), it has become necessary to reorganize the division to be compliant with Federal Incident Command “Span of Control” standards, establish a viable promotion opportunity for dispatchers, and be compliant with standard industry supervisory and organizational practices. The Communication Division has consistently operated with an average of two (2) Dispatcher FTE vacancies for the past two years. As of this report, the Communication Division is currently operating with six (6) FTE vacancies.

**SRO Division:**

The SRO division lost an SRO sergeant FTE due to recession and has been operating with shared supervision by the Criminal Investigations Sergeant since that time. The Criminal Investigations Sergeant has been tasked with supervising seven (7) detectives, one (1) evidence technician, and one (1) part time evidence technician – nine (9) people in total.

Staff is recommending adding an SRO Sergeant to be compliant with standard industry supervisory and organizational practices, and return pre-recession levels of service to the school districts, students, and parents of Summit County.

**Communication Funding Implication:**

The modification falls within the current 2019 Communication/E911 budget allocation. FTE’s are a similar pay grade and are funded for Utah Public Safety Retirement benefits.

**E911 and Communications Revenue Summary and Projection:**

Revenue over time:	2016	2017	2018	2019	2020	2021	2022	2023
E911	\$426,345	\$452,458	\$438,055	\$485,000	\$510,000	\$520,000	\$530,000	\$540,000
Services	\$87,251	\$313,589	\$720,205	\$725,400	\$743,221	\$757,625	\$773,246	\$789,262
Total	\$513,596	\$766,047	\$1,158,260	\$1,210,400	\$1,253,221	\$1,277,625	\$1,303,246	\$1,329,262

Revenue projections were estimated based on past performance, contract negotiations, and the Consumer Price Index (CPI). Estimated projections forecast communication revenue will increase in step with anticipated salary adjustments.

**Funding Summary:**

Two budget analysis comparisons show salary funding totals between -\$3199.00 and +\$5,679.00 across a \$2.675 million salary budget. Salary comparisons and projections

included the Court Services, SRO, Major Crimes, Investigations, Search and Rescue, and Communications Budgets.

By converting one Communications Lieutenant FTE to an SRO Sergeant FTE and utilizing the Communication Division reorganization savings – the conversion and career ladder implementation will remain FTE and budget neutral.

#### Recommendation

1. Staff recommends the County Council discuss the changes to the 2019 Chart of Positions.
2. Staff recommends the County Council adopt the proposed changes to the Chart of Positions.