



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Accomodation - Control Room Correctional Deputy **Requested by:** Sheriff Clay Whelan

To Committee(s): Public Safety, Finance, and Executive **Meeting Date(s)** 2/14/23 and 2/16/23

Action Requested (Select One): Motion Resolution Ordinance Contract Approval

Executive Session YES NO **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Request the additional position of Control Room Correctional Deputy to augment staffing in the Correcctions Division of the Lee County Sheriff's Office.

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed. Please see the attached proposal

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply): **Cost of Proposed Action:** _____

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number _____
- Funds are not budgeted in this FY. Proposed funding source: _____
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$_____ Line-item _____
- This action will reduce expenditures and/or be budget neutral.

LEE COUNTY SHERIFF'S OFFICE
www.leecountyil.com

DEREK RANKEN
Chief Deputy
dranken@countyoflee.org

MATTHEW FRYE
Lieutenant
mfrye@countyoflee.org

CLAYTON T. WHELAN
LEE COUNTY SHERIFF
cwhelan@countyoflee.org

240 E. Progress Dr.
DIXON, ILLINOIS 61021
Phone: 815-284-6631

DEVON GUGERTY
Office Manager
dgugerty@countyoflee.org

BUSINESS OFFICE/CIVIL PROCESS
Phone: 815-284-5217
Fax: 815-284-1146

Public Safety, Finance and Executive Committee Meetings 2/14/23 and 2/16/23

Accommodation of Injured Correctional Deputy to Control Room Deputy Position During the Business Week

The current staffing in the Corrections Division is three deputies on a shift. One deputy works in the control room while the other two deputies work the floor. If someone takes vacation or calls off, another correctional deputy must fill the void and it is typically done with overtime.

A currently employed Correctional Deputy that was injured in a duty related incident (altercation) in the jail. The Lee County Sheriff's Office has been trying to work with the deputy through temporary work restrictions in an effort for them to return to full and unrestricted duty. This deputy has only been able to work the control room for the last two years and has been unable to work the floor. Unfortunately, their physician has prescribed permanent restrictions that will prohibit this deputy from being able to work the correctional floor.

The Control Room Correctional Deputy would work during the business week from 8:00 a.m. to 4:30 p.m. for a total of 42 hours per week. These accommodations could be made and would be beneficial to the overall staffing of the corrections division during the week to provide for control room coverage. This will afford for one of the three correctional deputies on-duty to be available for prisoner movements for court appearances, medical appointments, probation assessments, and to monitor court proceedings through Zoom. Currently, the Chief Bailiff and Jail Superintendent have been transporting some inmates for court appearances, medical appointments and transfers. This control room position would also free up a correctional deputy to handle those situations so the Chief Bailiff and Jail Superintendent can focus on the administrative aspects for their respective positions.

With the minimum staffing requirements of three correctional deputies, the Control Room Correctional Deputy would be that third deputy during the business week by covering the control room and potentially alleviating an off-duty correctional deputy being called in for staffing or transport. The additional coverage potential would reduce the overtime costs incurred during the week when a correctional deputy calls off for illness. The Control Room Correctional Deputy would save 8.5 hours of overtime during the weekday when there is a call off. With an average correctional deputy overtime rate of \$44.43 per hour, that is a savings of \$377.66 per day.

DAVID GLESSNER
Lieutenant Detective
dgressner@countyoflee.org

CORRECTIONS/WARRANTS
Phone: 815-284-5222
Fax: 815-288-4335

RYAN PETTENDER
Jail Superintendent
rpettenger@countyoflee.org

ED STEWART
Chief Bailiff
estewart@countyoflee.org

LEE COUNTY SHERIFF'S OFFICE
www.leecountyil.com

DEREK RANKEN
Chief Deputy
dranken@countyoflee.org

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Lieutenant
mfrye@countyoflee.org

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LEE COUNTY SHERIFF
cwhelan@countyoflee.org

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In FY22, the overtime transport costs alone were calculated as being \$12,249.95. The total overtime for the Corrections Division in FY21 was \$165,652.64 and in FY22 the total overtime was \$121,752.77. Once we are back to full staffing, it is believed that the Control Room Correctional Deputy would substantially reduce overtime costs.

For a comparative staffing analysis, contact was made with the Whiteside County Sheriff's Office and the Ogle County Sheriff's Office.

	<u>Whiteside County S.O.</u>	<u>Ogle County S.O.</u>
Number of CD's on Dayshift:	3 per shift	4 per shift
Number of CD's on Nightshift:	3 per shift	3 per shift
Number of Control Room Operators:	2 full-time; 6 part-time	4 full-time

In both Whiteside and Ogle County, the control room operators augment their typical staffing of correctional deputies working per shift. Whiteside County indicated that additional correctional deputies (above 3 deputies) may be scheduled to work the high-volume times of 8:00 a.m. to 4:30 p.m. during the business week depending on the court docket. The control room operators in Whiteside County are all civilians and are not sworn. In Ogle County, they have four full-time civilian control room operators. The civilians are deputized; however, they are not certified correctional deputies through the Illinois Law Enforcement Training and Standards Board.

DAVID GLESSNER
Lieutenant Detective
dglessner@countyoflee.org

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RYAN PETTENDER
Jail Superintendent
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ED STEWART
Chief Bailiff
estewart@countyoflee.org

Corrections Overtime Numbers

FY 2021

Deputy	Amount Paid in OT	
Kim Stewart	\$ 15,540.06	Left in Payroll #17
Ed Stewart	\$ 31,971.24	
Dave Janssen	\$ 21,227.19	
Olivia Lawson	\$ 1,977.17	Jail Superintendent
John Edwards	\$ 25,915.11	
Zachary Muntean	\$ 8,134.98	
Jacob Ackert	\$ 10,313.84	
Carl McCaffery	\$ 1,595.00	Left in Payroll #21
Ryan Pettenger	\$ 5,754.86	
David McGraw	\$ 6,008.35	
Dane Murray	\$ 10,248.14	
Rich Topolowski	\$ 3,042.20	
Preston Barrett	\$ 3,969.70	
Jacob Primrose	\$ 8,740.64	
Zachary Hagemann	\$ 7,105.18	
Jeff Boardman	\$ 2,888.58	Started in Payroll #16
Alejandro Castro	\$ 1,220.40	Started in Payroll #25
	\$ 165,652.64	

FY 2022

Deputy	Amount Paid in OT	
Ed Stewart	\$ 18,506.50	
David Glessner	\$ 5,000.00	Estimate with all his OT
Dave Janssen	\$ 9,260.24	
Olivia Lawson	\$ 4,735.98	
John Edwards	\$ 21,208.48	
Jacob Ackert	\$ 7,544.22	
Ryan Pettenger	\$ 2,409.10	Jail Superintendent
David McGraw	\$ 6,463.32	
Dane Murray	\$ 5,795.23	Patrol May 2022
Rich Topolowski	\$ 5,205.46	
Preston Barrett	\$ 5,547.78	
Jacob Primrose	\$ 8,205.61	
Zachary Hagemann	\$ 5,128.22	
Jeff Boardman	\$ 6,045.03	
Alejandro Castro	\$ 4,859.82	
Katrina Pasley	\$ 1,855.56	Payroll #4-#19
Justin White	\$ 3,115.48	Started in Payroll #4
Perdue Blackburn	\$ 452.86	Started in Payroll #23

