



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/9/2016

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Nicole Everett, Human Resources Analyst II - 707-253-4489

SUBJECT: Adoption of a Resolution to amend the Departmental Allocation List for the Sheriff's Department by adding an Evidence Technician - Limited Term

RECOMMENDATION

Director of Human Resources and Napa County Sheriff request adoption of a resolution amending the Departmental Allocation List for the Sheriff's Department by adding one 1.0 FTE Evidence Technician - Limited Term, effective February 13, 2016 through June 30, 2016, with no net increase to the General Fund.

EXECUTIVE SUMMARY

Director of Human Resources and Napa County Sheriff recommend the addition of an Evidence Technician - Limited Term in the Sheriff's Department. This position is needed to help transition as a result of an impending retirement in a critical position within the department. The addition of this position will ensure that there is adequate staffing levels in order to perform highly technical day to day operations of the evidence room and meet the needs of the public during the transition period.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Evidence Technician position is 100% funded by the County General Fund.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The current staffing model includes two Evidence Technician positions which oversee the Property/Evidence room of the Sheriff's Department. One of the most senior employees has advised the department of their impending retirement in July, 2016 and as this position is highly technical, to qualify for this classification an individual must have one year of experience in the identification, collection and preservation of evidence. Therefore, it is important for the department to have overlap and training time for this position.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost for salary and benefits for the Evidence Technician - Limited Term position for the remainder of the 2015-2016 Fiscal Year is approximately \$4,000 and will be absorbed by salary savings resulting from additional vacancies within the Sheriff's Department. Given that this is a limited term position, there is no anticipated future fiscal impact beyond the term of the position.
Consequences if not approved:	If the recommendation of the addition of the Evidence Technician - Limited Term is not approved, the Sheriff's Department will be forced to rotate less trained staff through this position in an acting capacity to fill the critical need. This does not create stability in the property/evidence room which could possible impact the timeliness of required evidence preservation and destruction and the availability of returning property to the public.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The current staffing model for the Sheriff's Evidence Room is two Evidence Technician positions. One of those positions will be vacated due to impending retirement and the other position is intermittently vacant due to an approved leave of absence. The Evidence Technician - Limited Term, if approved, would allow for an additional fully trained staff to provide consistent staffing and the property/evidence room would be able to adhere to the evidence destruction timelines, while meeting the needs of the general public in the return of personal property and intake of evidence between the hours of 8:00 AM and 5:00 PM. The Evidence Technician position is a vital part of the Sheriff's Office as staff is responsible for performing technical work related to the collection and preservation of evidence and the proper disposal or return of property/evidence when applicable. This position requires one year of experience in the identification, collection and preservation of evidence in a criminal justice operations center and must understand policy and procedures for proper collection and disposal and training is critical. Addition of the limited term position will help ensure continuity of operations through the transition.

Therefore, the Director of Human Resources and Napa County Sheriff recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective February 13, 2016 through June 30, 2016 with no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan