



Office of the Sheriff

Clarence F. Birkhead, Sheriff

To: Wendell Davis,
County Manager
County of Durham,
200 East Main Street
Durham, NC 27701

From: Sheriff Clarence F. Birkhead

Ref: Reclassification

Date: July 10, 2019

I am writing to request that the Sheriff's Office be permitted to reclassify eleven detention positions to fulfill my current priorities. This request to reclassify derives from not being approved any FTE's during the FY2019-20 budget process.

On June 13th I received an email, from Jodi Miller, stating that the BOCC discussed adding new FTE's. However, the BOCC suggested any new positions be filled by reclassifying current vacant positions. Jodi Miller also stated that this is standard practice by the county and the same directive has been given to other large departments.

My team, and I, put considerable effort into developing a budget request that reflects our organizational needs which would allow DCSO to be more adequately staffed to provide the highest level of service to the residents of Durham County. Therefore, data has been presented that supports the need to reclassify these positions to accomplish this immediate goal.

After evaluating these needs and the current vacancies in the detention facility, I am requesting the opportunity to reclassify detention positions that are designated for the female mental health pod. Pursuant to the guidance, provided by county staff, and conversation with the BOCC, I am ready to move forward with this request. I have identified the fiscal impacts of this reclassification in the charts shown below.

Please feel free to contact me if you have any questions.



Proposed FTE Reclassification

Priority	New FTE Classification	Qty.	Grade	Old FTE Classification	Grade	Qty.
1	Patrol Officer	4	C1	Detention Officer	B5	4
2	Animal Control Officer	4	C1	Senior Detention Officer	C1	4
3	Detention Staff Sergeant	1	PF	Senior Detention Officer	C1	1
4	Office Assistant (NS)	1	B3	Senior Detention Officer	C1	1
5	Logistics Captain - LEO	1	B1	Detention Officer	B5	1

Net Annual (Recurring) Impact of Proposed FTE Reclassifications

Priority	Initiative	Qty.	Recurring Costs
1	Patrol Officer	4	\$ 64,663
2	Animal Control Officer	4	51,783
3	Detention Staff Sergeant	1	20,771
4	Office Assistant (NS)	1	(9,399)
5	Logistics Captain - LEO	1	43,207
	Total*	11	\$ 171,025

*Balances represent the annual cost increase/ (decrease) related to the reclassification of the FTEs.

Net Impact of Non-Recurring Costs of Proposed FTE Reclassifications

Priority	New FTE	Qty.	Non-Recurring Costs
1	Patrol Officer	4	\$ 237,620
2	Animal Control Officer	4	237,620
3	Detention Staff Sergeant	1	59,405
4	Office Assistant (NS)	1	2,300
5	Logistics Captain - LEO	1	59,405
	Total*	11	\$ 596,351

*Balances represent the one-time initial costs of operating, capital and non-capital expenditures related to the reclassification of the FTEs.

Total Impact of All FTE Reclassifications

Priority	New FTE Classification	Qty.	Total	Recurring	Non-Recurring
1	Patrol Officer	4	\$ 302,284	\$ 64,663	\$ 237,620
2	Animal Control Officer	4	289,404	51,783	237,620
3	Detention Staff Sergeant	1	80,176	20,771	59,405
4	Office Assistant (NS)	1	(7,099)	(9,399)	2,300
5	Logistics Captain - LEO	1	102,612	43,207	59,405
	Total*	11	\$ 767,376	\$171,025	\$596,351

*Represents the results of all changes in recurring and non-recurring categories due to FTE reclassifications. The total balance represents the entire financial impact of the adjustments.



Total Costs of Initial Budgeted FTEs Reclassified

	Initiative	Qty.	Total Cost	Recurring Costs	Non-Recurring Costs
	Detention Officer	5	\$ 291,506	\$ 291,506	\$ 0
	Senior Detention Officer	6	369,127	369,127	0
	Total*	11	\$ 660,633	\$ 660,633	\$ 0

*Represents the initial FTE vacancies to be filled by reclassification.

