



Legislation Details (With Board Report)

**File #:** 15-0775      **Name:** Delete one vacant Full Time Equivalent (FTE) Legal Secretary from Sheriff's FY 2015-2016

**Type:** General Agenda Item      **Status:** Passed

**File created:** 7/6/2015      **In control:** Sheriff

**On agenda:** 7/21/2015      **Final action:** 7/21/2015

**Title:** a. Delete one (1) vacant Full Time Equivalent (FTE) Legal Secretary position in the Sheriff's Office Budget Unit, 001-2300-SHE001-8245; and  
b. Authorize the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2015-16 Adopted Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report 15-0775, 2. Legal Secretary Position Attachment A, 3. Completed Board Order

Date	Ver.	Action By	Action	Result
7/21/2015	1	Board of Supervisors	approved	

- a. Delete one (1) vacant Full Time Equivalent (FTE) Legal Secretary position in the Sheriff's Office Budget Unit, 001-2300-SHE001-8245; and
- b. Authorize the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2015-16 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Delete one (1) vacant Full Time Equivalent (FTE) Legal Secretary position in the Sheriff's Office Budget Unit, 001-2300-SHE001-8245; and
- b. Authorize the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2015-16 Adopted Budget.

**SUMMARY:**

This action is being taken pursuant to the Countywide Grants Policy established July 8, 1986 item 7) "...there will be no obligation or commitment to continue the program with county funds after the end of the grant period, or that the department is committed to fund ongoing requirements from existing programs and resources." Although this position is a valuable resource to the organization, it is grant funded position and due to continued fiscal constraints there is not sufficient funding to cover the cost of this position.

**DISCUSSION:**

The position was part of the Narcotics Enforcement Unit County of Monterey (NEUCOM) grant which was funded by Edward Byrne grant funding since late 1980s. The NEUCOM was a multi-jurisdictional task force that integrates local law enforcement agencies and prosecutors for the purpose of enhancing inter-agency coordination and intelligence, and facilitating multi-jurisdictional investigations. The primary focus of this unit was the illegal manufacturing, sales and distribution of narcotics including methamphetamine. Even though the project was administered by the Sheriff's Office and worked on a daily basis with the Sheriff's Narcotics Unit,

NEUCOM initiated and/or assisted with narcotics cases in all of the incorporated cities of the County; otherwise the focus of the project was the unincorporated area of Monterey County.

In previous years, the grant had enough funding to fund one Detective and one legal Secretary at the Sheriff's Office, one Probation Officer at the Probation Department, and one Deputy District Attorney at the District Attorney's Office. In the last few years the program had funding to fund only two staff members in the Sheriff's Office to conduct program activities and day-to-day supervision and management. The grant funding had ended as of September 30, 2014 and the Sheriff's Office had applied another grant to replace the funding source with support of the District Attorney's Office and Probation Department. However in February 2015, the Office was notified that we were not awarded the grant funding. The Sheriff's Office has been looking for other funding sources but to no avail. The Detective's position was deleted during the FY 2015-16 budget process but the Legal Secretary position was overlooked. The affected two employees transferred to another positions within the Sheriff's Office.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office reviewed the report and Human Resource Department concurs with the recommendation.

FINANCING:

There is no impact on the General Fund Contribution as result of the recommendation. This action is being taken as a proactive measure, and to preserve County General Fund contribution to the Sheriff's budget. The Fiscal Year 2015-16 Approved Sheriff's budget does not include the cost for this position.

Prepared by: LynnRose Alig, Associate Personnel Analyst

Approved by: Stephen Bernal, Sheriff-Coroner

Attachment:

Attachment A