

m96162.doc
July 15, 1996

Introduced By:

KENT PULLEN
JANE HAGUE

Proposed No.:

96-635

MOTION NO. **9951**

A MOTION approving the Department of Adult Detention facility staffing plan for the Regional Justice Center in Kent.

WHEREAS, the Metropolitan King County Council through a proviso to Ordinance 12029 required the Department of Adult Detention to update the Regional Justice Center facility staffing plan prior to encumbering or expending funds to staff the Regional Justice Center, and

WHEREAS, significant lead time for testing, hiring and training Department of Adult Detention staff prior to 1997 is required to open a full-service detention facility in March, 1997, and

WHEREAS, the staffing plan included in Attachment A reflects the most up-to-date planning assumptions used by the Department to open the Regional Justice Center, and

WHEREAS, positions authorized in Ordinance 12029 are needed in August, 1996 to open the facility at full staff in 1997, and

WHEREAS, the staffing levels identified in Attachment A are consistent with 1992 facility program plan levels, and

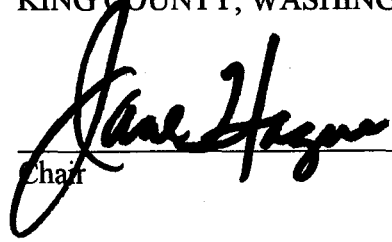
WHEREAS, 189 uniformed, adult services and support positions in the Department of Adult Detention will need to be hired in 1996 to achieve 1997 staffing levels sufficient to open the building,

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

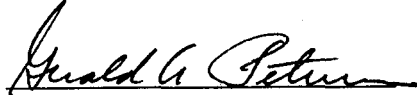
NOW, THEREFORE, BE IT MOVED by the Council of King County: the county executive is hereby authorized and directed to expend budgeted for positions for the Regional Justice Center from Ordinance 12029, Section 42 for Regional Justice Center staff hiring, testing and training.

PASSED by a vote of 12 to 0 this 23rd day of September, 1996.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chair

ATTEST:


Clerk of the Council

Attachments: A: Department of Adult Detention 1997 Operations Summary
B: Department of Adult Detention facility staffing plan

9951

96-635

Attachment A

Department of Adult Detention: 1997 Regional Justice Center Operations

Overview

The Department of Adult Detention (DAD) will operate a fully staffed correctional facility at the Regional Justice Center (RJC). This will include: administration; intake, transfer, and release; classification and program staff; inmate housing and court transport; and inmate programs and food services.

At the opening of the RJC in 1997, it is projected that the DAD will operate ten housing units for a total bed capacity of approximately 640. By the year 2002, it is projected that all 14 housing units will be operational for a total bed capacity of 896, unless changes in public policy or legislative action drive jail population up sooner.

The operation of the RJC in 1997 will require an additional 151 staff above the 1996 Adopted Budget levels. This addition will "annualize" partial positions authorized in the 1996 Adopted Budget. The major focus of the Department in the latter part of 1996 will be the hiring and training of new staff as well as the transition of existing staff and programs to the RJC. These efforts are already underway, and are outlined below.

Workload Projections

The average daily population (ADP) projection is estimated to be 2467 for 1997. This projection is based on an estimated increase in annual bookings of 2.0% over 1996 estimates. This booking rate reflects both the actual 1996 experience, which shows slower growth in the booking rate, but consistent increases over time in the average length of stay, and an expectation that bookings will increase as the local criminal justice system responds to new detention capacity in Kent.

Also assumed is an average length of stay (ALOS) of 15.2 days in 1997. This is an increase from the 1996 estimated ALOS of 14.8 days. There have been continued increases in the ALOS for both presentenced and sentenced misdemeanants (these categories have the highest booking rate) as well as all other classifications except presentenced felons.

The projected ADP at the RJC in 1997 will be approximately 600, requiring ten 64-bed housing units. This assumes that 600 of the total ADP of 2467 will be housed at the RJC; 1,335 will be at the King County Correctional Facility; 273 will be housed at the North Rehabilitation Facility; and 259 will either be on Work Release, Electronic Home Detention, or work crews.

Staffing Projections and Operating Assumptions

The assumed staff levels utilized in the financial plan are those required to operate a 640-bed correctional facility in 1997 and an 896 bed facility in the year 2002. In 1997, this would include: a facility administrator and associated administrative staff in the areas of personnel, payroll, accounting, records and fiscal services; reception and visitation staff; booking officers, property room and classification staff; court services staff (pre-trial screeners and supervised release); corrections officers to staff twelve housing units and provide court detail for seven criminal

9951

courts; shift commanders to provide supervision of uniformed officers; and staff to provide for food, laundry, and commissary services for inmates.

The duties described above will be performed in both the downtown jail and the RJC due to the operation of two separate correctional facilities. However, there are a number of positions which will be reduced from the downtown jail and transferred to the RJC due to the expected lower inmate population projections for downtown and the movement of court workload to South King County. These are most notable in the areas of court detail, court services, property, and classification. Work release services will be located in Seattle only.

The hiring, testing and training of RJC staff in 1996 is the primary focus of the DAD. DAD and OHRM are working together to hire over 180 staff this year (positions authorized in the 1996 Adopted Budget). New personnel includes uniformed staff, adult services (program specialists, pre-trial caseworkers and screeners, and psychiatric evaluators), and support staff. Support personnel includes staff to meet clerical, reception, financial responsibilities, provide food services, coordinate mail services, meet information technology (LAN) needs, and coordinate the volunteer program in Kent. The attached staffing plan (Attachment B) shows the proposed assignment of staff downtown, at the RJC, and total for the department planned for 1997 by functional area.

The director staff of the agency will eliminate the planned Jail Administrator positions and reassign both Associate Directors of DAD to be Associate Director and Facility Administrator by location (Kent and Seattle). An additional effort by the department to focus both security and programs through one single institutional deputy is in the creation of a Major's position.

The timing to hire and promote DAD staff in 1996 is planned as listed below. DAD has set a hiring schedule which reflects the lead time required to recruit a pool of applicants, perform testing and background checks, interview, hire and train staff (in the case of uniformed staff, this includes time in firearms training, the state academy and field officer training).

<u>Uniformed Staff</u>	<u>Month</u>
Major	December
Captains	December
Sergeants	December
Corrections Officers	Late August, September, October and November in 1-month increments
<u>Adult Services</u>	
Corrections Program Specialists	July
PreTrial Caseworker	Early August
PreTrial Screener	Late August, October
Psychiatric Evaluator	October
<u>Support Services</u>	
Volunteer Coordinator	July
Jail Aide	November, December
Cook-Baker	November, December
Support Staff	December

96-635

Attachment B

**RJC STAFFING PLAN
DEPARTMENT OF ADULT DETENTION**

9951

Position	1996 Adopted	1997 Proposed			1997 Total
		KCCF	KCCF vs. 1996	RJC	
DEPT & FACILITY MGMT					
Director	1.00	1.00			1.00
Assoc Director		1.00	1.00	1.00	2.00
Jail Administrator	1.00		(1.00)		
Dep. Administrator. - Programs	1.00		(1.00)		
Confidential Secretary II	1.00	1.00			1.00
Confidential Secretary I	1.00	1.00		1.00	2.00
Internal Investigator (Captain)	1.00	1.00			1.00
Internal Investigator (Sergeant)	1.00	1.00			1.00
Major-Operations & Services		1.00	1.00	1.00	2.00
Chief of Administration	1.00	1.00			1.00
Clerical/Reception (OT I)		1.00	1.00	1.00	2.00
Jail Planning	4.00		(4.00)		
Subtotal	12.00	9.00	(3.00)	4.00	13.00
DEPARTMENT SUPPORT					
Analyst/Planner	2.50	3.50	1.00		3.50
OT III-Statistician	1.00	1.00			1.00
WAN Administrator	1.00	1.00			1.00
LAN Administrator				1.00	1.00
Billing Tech (OT III)	1.00	1.00			1.00
Records Manager	1.00	1.00			1.00
Records Clerk/OT II		1.00	1.00	1.00	2.00
Mailroom Clerk	2.00	2.00		1.00	3.00
Training Manager	1.00	1.00			1.00
Training Officer (CO)				1.00	1.00
Finance Manager	1.00	1.00			1.00
Assistant Finance Officer		1.00	1.00		1.00
Accountant (ASO II)	1.00	1.00		1.00	2.00
Bookkeeper (OT I)	2.00	2.00		1.00	3.00
Accts Payable Tech (OT III)	1.00	1.00			1.00
Payroll Technician	2.00	2.00			2.00
Dept Personnel Officer	1.00	1.00			1.00
Personnel OT II	1.00	1.00			1.00
Human Resources Specialist	1.75	1.75			1.75
Subtotal	20.25	23.25	3.00	6.00	29.25
PUBLIC ENTRY					
Visitors/Bail (Jail Technician)				5.10	5.10
Check-In (CO)	5.55	5.40	(0.16)		5.40
Central Reception (J. Tech)	11.00	11.00		3.40	14.40
Subtotal	16.55	16.40	(0.16)	8.50	24.90
INTAKE-TRANSFER-REL					
Corrections Programs Admn	1.00		(1.00)		
Supervisor (Sergeant)	5.00	5.00		5.00	10.00
Booking Officer	44.70	38.34	(6.36)	11.90	50.24

9951

Attachment B

**RJC STAFFING PLAN
DEPARTMENT OF ADULT DETENTION**

Position	1996 Adopted	1997 Proposed			
		KCCF	KCCF vs. 1996	RJC	1997 Total
Jail Aide	12.00	11.00	(1.00)	8.50	19.50
Release Officer	6.88	4.98	(1.89)	5.10	10.08
Rover/Relief/Escort -ITR				5.10	5.10
Commitments	6.61	6.43	(0.19)	3.40	9.83
Subtotal	76.19	65.75	(10.43)	39.00	104.75
COURT DETAIL					
Transport Officer				15.30	15.30
Court Detail	50.25	38.84	(11.41)	12.30	51.14
Court Detail Cmdr (Cpt)	1.00	1.00			1.00
Court Detail Supervisor (Sgt)	2.00	2.00		1.00	3.00
Subtotal	53.25	41.84	(11.41)	28.60	70.44
CONTROL ROOMS					
Central Control Officer	11.11	10.80	(0.31)	5.10	15.90
Housing Control Officer				3.40	3.40
Court Holding Control				2.46	2.46
Visitor Control				5.10	5.10
Subtotal	11.11	10.80	(0.31)	16.06	26.86
INMATE MANAGEMENT					
Corrections Prog Admin	1.00	1.00		1.00	2.00
Admin Clerical (OT II)	1.00	1.00		1.00	2.00
Class. Supervisor	2.00	1.00	(1.00)	1.00	2.00
Clerical (OA III/OT II)	1.00	1.00			1.00
Classification Clerical (OT II)	2.00	2.00		1.00	3.00
Corr Programs Specialists	20.75	19.00	(1.75)	10.00	29.00
Psych Evaluators	8.00	8.00		4.00	12.00
Psych Services Supervisor	1.00	1.00			1.00
Chaplain					
Detention Recreation	1.00	1.00			1.00
Volunteer Coordinator	1.00	1.00		1.00	2.00
Librarian					
Subtotal	38.75	36.00	(2.75)	19.00	55.00
COURT SERVICES					
Corrections Prog Admin	1.00	1.00		1.00	2.00
Pre Trial Screener	11.50	9.50	(2.00)	8.50	18.00
Pre Trial Supervisor	2.00	1.00	(1.00)	1.00	2.00
Pre Trial Caseworker	5.00	5.00		1.00	6.00
Supv Release Supervisor	1.00	1.00			1.00
Court Services - Other	3.00	3.00		3.00	6.00
Subtotal	23.50	20.50	(3.00)	14.50	35.00
OPERATIONS ADMIN					
Shift Commanders (Captains)	6.00	6.00		6.00	12.00
Clerk (OT III)	1.00	1.00		1.00	2.00
Policies & Proceed. Sergeant				1.00	1.00
Admin/Scheduling Sergeant	1.00	1.00		1.00	2.00

9951

Attachment B

**RJC STAFFING PLAN
DEPARTMENT OF ADULT DETENTION**

Position	1996 Adopted	1997 Proposed			1997 Total
		KCCF	KCCF vs. 1996	RJC	
Subtotal	8.00	8.00		9.00	17.00
FOOD SERVICES					
Food Services Manager	1.00		(1.00)	1.00	1.00
Assistant Food Manager	1.00		(1.00)	1.00	1.00
Cooks Helper	7.00	3.50	(3.50)		3.50
Cook-Baker	9.00	10.20	1.20		10.20
Receiving Cook Helper				1.85	1.85
Ingredient Control Cook Preparation				1.23	1.23
Production Cook-Baker				1.23	1.23
Production Cook Helper				1.23	1.23
Inventory/Shipping					
Cook-Baker				1.85	1.85
Retherm Cook-Baker				3.40	3.40
Trayline Cook-Baker				3.40	3.40
Warehousing					
Transport Driver/Cook-Baker				1.23	1.23
Prep Staff/Cook-Baker				1.23	1.23
Clerical/Cook Helper				1.23	1.23
Subtotal	18.00	13.70	(4.30)	19.88	33.58
MEDICAL/PSYCH CLINIC					
Officer				1.70	1.70
Subtotal				1.70	1.70
LAUNDRY					
Supervisor					
Jail Aide	1.00	1.00		3.40	4.40
Subtotal	1.00	1.00		3.40	4.40
COMMISSARY					
Supervisor					
Jail Aide	2.00	2.00		1.60	3.60
Subtotal	2.00	2.00		1.60	3.60
INMATE HOUSING					
Housing Officers	160.81	156.29	(4.52)	66.30	222.59
Floor Sergeant	5.00	5.00		10.00	15.00
Health Access	7.41	7.20	(0.21)		7.20
Rover/Relief				18.70	18.70
Subtotal	173.21	168.49	(4.73)	95.00	263.49
WER/WEST WING					
Corr Program Admin	1.00	1.00			1.00
Electronic Home Detention	2.00	2.00			2.00
WER/EHD Caseworkers					
Work Release COs	12.43	12.08	(0.35)		12.08
Work Release - Supv	1.00	1.00			1.00
Work Release - OT I	1.00	1.00			1.00

9951

Attachment B

**RJC STAFFING PLAN
DEPARTMENT OF ADULT DETENTION**

Position	1996 Adopted	1997 Proposed			
		KCCF	KCCF vs. 1996	RJC	1997 Total
Work Release - OT II	1.00	1.00			1.00
Work Release - Caseworkers	6.50	7.00	0.50		7.00
West Wing COs	46.29	44.99	(1.30)		44.99
West Wing Sergeant	4.00	4.00			4.00
Work Release Sergeant	1.00	1.00			1.00
Escape Sergeant	1.00	1.00			1.00
Subtotal	77.22	76.07	(1.15)		76.07
MAINTENANCE & SUPPLY					
Maintenance/Supply-COs	3.97	3.86	(0.11)	3.00	6.86
Maintenance/Supply-Jail Aide	1.00	1.00			1.00
Maintenance/Supply-Sergeant	1.00	1.00		1.00	2.00
Subtotal	5.97	5.86	(0.11)	4.00	9.86
Total	537.00	498.65	(38.35)	270.24	768.89

Notes:

Inmate Housing Officers reduced by 3.4 FTEs to account for an ADP of 896 instead of 960.
Inmate Housing Officer staffing in 1995 based on operating 10 housing units.

1996 Reconciliation: Total FTE in Budget	622.12
Less Alder Street Facility	(40.50)
Less Corr Program Spec at ASF	(1.50)
Less RJC Operations and Transition	(43.12)
	<u>537.00</u>