



MEMORANDUM

Date: April 16, 2014

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "C.H. Huckelberry", is written over the printed name and title.

Re: **Law Enforcement Duty Assignments**

Given the constrained budget that will be presented to the Board this year, I have asked the Sheriff to ensure that commissioned law enforcement personnel and commissioned corrections officers are properly assigned to duties that reflect, in large part, their job descriptions and that for which they have been trained. To have these personnel fill other County job classifications would be a waste of money and resources.

Attached please find a report I received from the Sheriff in response to my inquiry to ensure the minimum number of law enforcement and corrections officers are assigned to administrative duties. I am satisfied the assignments of the particular law enforcement/corrections personnel are appropriate and minimal for the administrative obligations of the Sheriff.

CHH/mjk

Attachment

c: The Honorable Clarence Dupnik, Pima County Sheriff
Christopher Nanos, Chief Deputy Sheriff
Brad Gagnepain, Administrative Bureau Chief, Sheriff's Department
Karl Woolridge, Staff Services Commander, Sheriff's Department



Pima County Sheriff's Department

1750 E. Benson Highway • Tucson, AZ 85714-1758
Phone 520-351-4600 • Facsimile 520-351-4622
www.pimasheriff.org

Clarence W. Dupnik
Sheriff

Christopher Nanos
Chief Deputy

Keeping the Peace and Serving the Community Since 1865

April 14, 2014

Mr. Chuck Huckelberry
County Administrator
130 W. Congress 10th Fl.
Tucson, Arizona 85701

Re: Your Memo dated April 8, 2014
Law Enforcement Duty Assignments

Dear Mr. Huckelberry:

Hopefully the attached report dated April 9, 2014, will satisfy your questions with regards to Administrative Law Enforcement Duty Assignments.

Please contact me if you have any questions or concerns in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Nanos".

Chris Nanos
Chief Deputy

Attachment

c: Chief Brad Gagnepain, Administrative Bureau
Captain Karl Woolridge, Administrative Services Division



MEMORANDUM

PIMA COUNTY SHERIFF'S DEPARTMENT

CLARENCE W. DUPNIK, SHERIFF
CHRIS NANOS, CHIEF DEPUTY

Date: April 9, 2014

To: Chief B. Gagnepain, Administrative Bureau

From: Capt. K. Woolridge, Administrative Services Division

Re: **Administrative Law Enforcement Duty Assignments**

At your direction a review of corrections officers and deputy sheriffs and assigned to administrative duties has been completed.

Nine (9) deputies and one (1) corrections officer are assigned to the Administrative Bureau as follows:

- **Training-** Five deputies and one corrections officer are assigned to the training academy and the firearms range. These positions include class officer, defensive tactics instructor, field training coordinator, armorer, corrections training officer, and lead firearms instructor.
- **Community Resources-** Four deputies assigned to crime prevention, public information officer, Sheriff Auxiliary Volunteer coordinator, recruiting, and community functions.

Commissioned training staff is essential to maintaining proficiency skills of current Department members as well as the operation of the Basic Deputy Academy. Additionally, the only corrections officer assigned to the Administrative Bureau acts as the coordinator for the field training portion of the corrections officer basic academy.

Community Resource personnel respond to public requests for presentations, provide oversight for the Sheriff's Auxiliary Volunteer program, act as public information officers, respond to Freedom of Information Act inquiries, and assist in recruiting efforts. Community Resources is also responsible for crime prevention efforts and facilitating community awareness meetings.

Previous Department efforts to reduce the number of commissioned and corrections personnel have been successful. The following are examples of efforts to use civilian personnel to free deputy sheriffs and corrections officers to work in roles exclusive to their qualifications:

- Front desk of the administration building is staffed by two civilian employees (formerly 2 deputies)
- Front desk of each district station is staffed by a civilian employee (formerly 7 deputies)
- Two background investigator positions are now filled by civilian employees (formerly 2 deputies)
- Off Duty Coordinator role is a civilian (formerly 1 deputy)
- Civil Unit reduced the number of assigned deputies from twelve to eight by using civilian employees to complete those duties not exclusive to a commissioned Department member (4 deputies)

- Internal Affairs staffing includes one civilian investigator filling a previous deputy position (1 deputy)
- Traffic Unit staffing includes a civilian investigator who completes administrative follow up and preparation (formerly 1 deputy)
- Criminal Investigations case management is completed by civilian employees (formerly 8 deputies)
- Control rooms at the adult detention center are staffed by civilian employees (formerly 10 Corrections Officers)
- Front desks at adult detention facilities are staffed by civilian employees (formerly 10 Corrections Officers)
- Inmate work crews are supervised by civilian employees (formerly 2 Corrections Officers)
- Work release/work furlough program is supervised by a civilian employee (formerly 1 Corrections Officer)
- Scheduling of Judicial Security personnel is completed by civilian personnel (formerly 1 Corrections Officer)
- Air Unit uses a civilian helicopter pilot and crew chief/paramedic (2 deputies)

These examples show over fifty (50) positions which would otherwise be filled by a corrections officer or a commissioned deputy sheriff. A majority of these assignments are now filled by Public Safety Support Specialists (PSSSs). PSSSs provide administrative, investigative, and operational assistance throughout the agency in direct support of law enforcement or corrections operations. The Department is authorized 85 PSSS positions, each of which partially or entirely fills a role formerly or potentially assigned to a corrections officer or commissioned deputy.