



# WASHOE COUNTY

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Risk Mgt NA  
HR CK  
Other NA

## STAFF REPORT

BOARD MEETING DATE: May 24, 2016

**DATE:** April 21, 2016  
**TO:** Board of County Commissioners  
**FROM:** Frank Schumann, Chief Deputy  
(775) 328-3007 [FSchumann@washoecounty.us](mailto:FSchumann@washoecounty.us)  
**THROUGH:** Chuck Allen, Sheriff 

**SUBJECT:** Recommendation to authorize one (1) unfunded Jail Cook position to be utilized for training and attrition preparation and planning; and if approved, authorize Human Resources to make the necessary adjustments. (All Commission Districts)

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### SUMMARY

Washoe County Sheriff's Office requests one (1) unfunded Jail Cook positions to accommodate the lengthy lead time (approximately one year) required to recruit, hire and train candidates as Jail Cook.

**Washoe County Strategic Objective Supported by this item:** Safe, secure and healthy communities.

### PREVIOUS ACTION

None

### BACKGROUND

The Sheriff's Office currently operates the Detention Facility Food Services with an authorized strength of eight (8) Jail Cooks and one (1) Foods Manager, three meals a day, seven days a week. Food Services are responsible for all dietary needs for the Washoe County Sheriff's Office Detention Facility to include special medical and numerous religious diet restrictions that must be met as required by law.

Without the additional position, Washoe County Sheriff's Office is forced to use overtime to accommodate the randomness of demand for new hires, and the lengthy recruitment and training process. This approach has proved increasingly unsatisfactory for the following reasons:

AGENDA ITEM # 5.5.4.

1. Under County procedure, the hiring of a Jail Cook is contingent upon having a vacant Jail Cook position. This means that the Detention Facility will be chronically under-staffed because of the lead time associated with the hiring and training process.
2. The recruitment process includes a written test, an oral interview, and a complete and thorough background check. On average, this process will take three to six months. In recent years, Human Resources has had to constantly recruit for this position as a result of recruitments that resulted in no candidates available that passed backgrounds. With an additional unfunded position, if a successful recruitment resulted in two candidates for one vacancy, the Sheriff's Office would be able to benefit by hiring both as a result of a successful recruitment.
3. The restriction of filling only vacant positions, or being limited to a six-week overfill, means that the Department can never hire and train the Jail Cook in time to fill known future vacancies. We will always be one year behind the retirement cycle. On a number of occasions, this has caused stress on the operation of the Facility and the employees.

Approving one (1) Jail Cook position would enable the Sheriff's Office to proactively respond to ongoing vacancies that occur because of retirements, resignations and other separations from County service. Approval would also reduce errors in personnel tracking/management.

### **FISCAL IMPACT**

The cost of these one (1) unfunded position will be covered within the existing Sheriff's Office budget by salary/benefit savings of unfilled positions.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners authorize one (1) unfunded Jail Cook position to be utilized for training and attrition preparation and planning; and if approved, authorize Human Resources to make the necessary adjustments.

### **POSSIBLE MOTION**

Should the board agree with staff's recommendation, a possible motion would be:

Move to authorize one (1) unfunded Jail Cook position to be utilized for training and attrition preparation and planning; and if approved, authorize Human Resources to make the necessary adjustments.