



MEMORANDUM

MEETING TYPE: Board of County Commissioners

MEETING DATE: February 18, 2025

ITEM NAME: County Jail Overtime Request – Confirmation of Conditions

SUBMITTED BY: Carl Young, County Administrator

SUMMARY: During the December 17th meeting the Board approved temporary overtime payouts instead of compensatory time for staff working in the County Jail. After that meeting the Board gave staff direction to develop actionable conditions for the requested training records. I neglected to bring those conditions to the Board for final approval. The conditions communicated to the Sheriff were as follows:

1. Before Friday January 10th, submit: (1) a digital copy of the jail training manual; and (2) copies of all training certificates and performance evaluations and documentation of orientation training
2. Ongoing conditions: (1) submit a copy of the schedule for the jail for at least the next pay period and (2) Detention Officers must punch into TCP.
3. Before the Board considers extending OT past 3/31 the HCSO will need to submit documentation of new hire training and ongoing training in the Spillman System by all detention officers.
Documentation should be pulled from Spillman

The Sheriff's Office has submitted the materials required by January 10th.

RECOMMENDATION: Motion to confirm the approval of overtime payout to County Jail Staff until April 10, 2025 on the following conditions:

4. Before Friday January 10th, submit: (1) a digital copy of the jail training manual; and (2) copies of all training certificates and performance evaluations and documentation of orientation training
5. Ongoing conditions: (1) at the end of each pay period submit a copy of the schedule for the jail for at least the next pay period and (2) Detention Officers must punch into TCP.
6. Before the Board considers extending OT past April 10, 2025 the HCSO will need to submit documentation of new hire training and

ongoing training in the Spillman System by all detention officers.
Documentation should be pulled from Spillman

BACKGROUND: See attached minutes

BOARD ACTION TAKEN:

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: _____

NOTES: