



Dane County Sheriff's Office

Dane County Jail Consolidation Staffing Plan Update

Construction Documents



September 26, 2023

CONTENTS

Introduction 2

Staffing Assumptions 2

 Bed Distribution 3

Relief Factor (NAWH)..... 4

Staff Coverage Plan Update 4

Staffing by Shift..... 6

Preliminary Staffing Cost Estimates..... 6

Factors Impacting Staffing Estimates During Construction and Transition 6

Acknowledgements 7

Appendix A - Staff Coverage Plan Update 8

Appendix B - Post/Position Descriptions 11

Introduction

MJ Martin, Inc. was contracted to provide staffing estimates and costs at key phases of planning and design of the Dane County Jail Consolidation Project, including schematic design, design development, and construction documents phases. An initial staff estimate was developed at the pre-design phase from information provided in the program documentation and program verification workshops. Supplemental information needed to fully understand staffing assumptions and calculate/update a Net Annual Work Hour computation was provided by the Dane County Sheriff's Office. Subsequent staffing updates were provided at the Schematic and Design Development phases.

The latest staffing estimate is based upon the Construction Documents set and discussion with DCSO staff. Changes in the layout in several areas were made following the last review, including elimination of the seventh and eighth floors of the tower addition, redesign of the second/third floor tower housing with the addition of mezzanine, elimination of the Huber entry and processing area, and a decision not to renovate intake and release and certain other existing housing at this time. However, most of the operational and staffing assumptions established in the predesign and design phases remain valid for the project. The estimates were further refined and adjusted during this last phase of the design process. The purpose of the estimate is to provide the owner with an understanding of the staffing implications of the design at this final phase of design of the project.

Staffing Assumptions

The following staffing assumptions listed in the previous staffing reviews remain valid with the exceptions noted in italics:

- The facility design will be a multi-story solution with resident housing on multiple levels.
- Primary shift pattern will be three 8-hour shifts.
- Facility will operate primarily with direct supervision, with some existing and special management housing operated as indirect supervision units. Use of restricted housing will be limited.
- Personal visitation will be accomplished predominately through in-person non-contact visits on the 1st floor in an expanded visitation area. In-person visits will be supplemented by video visitation at the housing units and on the 1st floor.
- Food will continue to be prepared off-site and brought to the facility in bulk, however meal trays will be prepared in an upgraded food service area in the lower level and transported in carts to housing areas. Trays and eating utensils will be brought back to the food service/scullery for cleaning and storage.
- The bulk of laundry (uniforms, bed linens, and towels) will continue to be cleaned by contracted providers off-site. The central laundry area will continue to launder resident personal items.
- Arrestees will be searched and changed into jail uniforms in the pre-booking area prior to entering into the main intake area. *The Intake and Release area will not be renovated within the scope of this project.*
- The facility will engage with community partners to provide/supplement resident programming and reentry services.
- The facility will use volunteers to assist with expanded resident programming and services where appropriate.
- *Huber entry area has been removed in the final design. All Huber (Work Release) Residents will be on electronic monitoring as mandated by county board directive by 2025. This has already been implemented.*

- The 1st floor existing dormitories 3,4,5,6 will not be renovated and will be utilized as overflow new arrest housing.

Bed Distribution

The Jail Consolidation project includes the construction of new housing beds in a south addition, along with continued use of existing housing in the current Public Safety Building facility. The project consolidates resident housing in the City-County Building Jail and the Ferris Center into a single operation within the Public Safety Building with the closure of both of those facilities. **Table 1** shows the distribution of beds by unit name and housing category as of this design phase. The location, number of units, and unit capacity for each housing category is presented in the table. The color coding distinguishes between housing that is new, renovated or existing.

Floor	Housing Category	# Units	Capacity	Total
6th Floor North and South (Tower)	Male GP (New)	2	64	128
5th Floor North and South (Tower)	Male GP (New)	2	64	128
4th Floor (Male Medical (P4K))	Male Medical Infirmary Housing (Renovation)	1	28	28
4th Floor (Male Medical (P4K))	Male Medical Acute Housing (Renovation)	1	12	12
4th Floor (Male Medical (P4A))	Male MH Acute Housing (Renovation)	1	15	15
4th Floor (Male Medical (P4A))	Male MH Sub-acute Housing (Renovation)	1	24	24
4th Floor MH Short Term (P4A)	Short Term Housing	2	2	0
4th Floor North (Tower) (T4N)	Female Medical Infirmary Housing (New)	1	16	16
4th Floor North (Tower) (T4N)	Female Medical Acute Housing (New)	1	6	6
4th Floor South (Tower) (T4S)	Female MH Acute Housing (New)	2	3	6
4th Floor South (Tower) (T4S)	Female MH Sub-acute Housing (New)	1	12	12
2nd/3rd Floor South (T2S) (Tower)	Male Flex (MH)	1	64	64
2nd/3rd Floor North (T2N, T2NA, T2NB) (Tower)	Female (New)	1	60	60
3rd Floor (Pod 3G)	Female Flex (split pod)	1	24	24
3rd Floor (Pod 3I)	Female Flex (split pod)	1	28	28
3rd Floor	Female Timeout Room	1	1	0
3rd Floor (Pods 3A and 3K)	Male GP (Existing)	2	50	100
3rd Floor	Male Time Out Room	4	4	0
3rd Floor (Pod 3C)	Male Flex or Male Youth	1	20	20
3rd Floor (Pod 3E)	Male or Female Youth	1	14	14
3rd Floor P3C	Time Out Room	1	1	0
1st Floor (P1B)	Female Single Cell (Existing)	1	5	5
1st Floor (P1B)	Female Dormitories (Existing)	2	8	16
1st Floor (P1B)	Male Intake Seg (Existing)	1	15	15
1st Floor Overflow (P1D)	Overflow (Existing)	4	8	32
1st Floor Tower South	Male Orientation (New)	6	8	48
1st Floor Tower North	Male Transitional Housing (New)	1	24	24
	Total			825

Staff posts are associated with each housing unit in accordance with the direct supervision operational model. Additional "Rover" deputy posts are provided as support to housing unit deputies as needed, to facilitate internal movement, and provide back-up for emergency response.

First line supervision of custody staff is provided with Sergeants assigned to designated areas – one assigned to supervise the staff in the PSB, one assigned to supervise staff in the South Tower, and one assigned to supervise Booking. These Sergeants are responsible for floor operations and supervision of Housing Deputies and Rover

Deputies in their assigned areas. This is intended to approximate the span of control and scope of authority of Sergeants in existing facilities.

Relief Factor (NAWH)

A relief factor is the ratio between the total number of hours of coverage needed for a post and the average number of hours an employee is actually available to work. The relief factor takes into account regular days off, vacation, sick time, mandatory training, breaks, and other types of leave. The number of hours an employee is available to work on average after the leave use is subtracted from the total hours of coverage needed for the post is expressed as the **Net Annual Work Hours (NAWH)**. It is important to calculate and apply an accurate relief factor to determine the total number of FTE's (full-time equivalent) necessary to provide the amount of coverage required. Failure to apply a relief factor or understating it will lead to staff shortages and may result in increased overtime costs.

A NAWH calculation was developed for each job classification by rank. The staffing plan update at the design development phase incorporated a NAWH calculation based upon leave data from 2021. This updated staffing plan incorporates 2022 NAWH data. The table below shows the calculations for each job class for both years.

Table 2. Net Annual Work Hours		
Job Classification	2021 NAWH	2021 NAWH
Sergeant (8 hour shift)	1,494	1,465
Sergeant (8.5 hour shift)	1,135	1,162
Deputy	1,269	1,300
Jail Clerk	1,409	1,407
Security Support Specialist	1,620	1,532

The 2022 relief factor indicates that, for every Deputy post created on a single 8-hour shift that must be staffed 7 days a week, it will take a total of **2.1 FTEs** to provide that level of coverage. If coverage is required for all three shifts, it will require **6.7 FTEs** to provide 24-hour coverage of the post. This compares **2.3 FTE** and **6.9 FTE** respectively using 2021 NAWH leave data. This highlights the importance of reviewing and updating the NAWH calculations annually as it impacts overall number of FTEs required to provide the coverage indicated in the jail's staffing plan over time.

The 2022 NAWH calculations are applied to the overall coverage requirements indicated in the staff coverage plan update for those posts that are relieved.

Staff Coverage Plan Update

The staff coverage plan update outlines the hours of coverage required, per shift, for all the posts and positions that are essential to the effective operation of the facility. A relief factor is applied to those posts which must be staffed during specified time periods. A total number of full-time equivalent employees (FTEs) may then be calculated for each post and position.

Custody operations, particularly supervision of residents in their assigned housing areas, consume the bulk of the staffing resources. The method of supervision (primarily direct) and the type and number of housing units

are significant factors in determining staffing needs. **Table 3** provides a breakdown of staffing estimates by job class. Predesign, Schematic Design, and Design Development FTE estimates are also provided in the table for comparison.

Table 3. Staffing Plan Update				
Summary by Job Class/Rank				
	<i>Predesign</i>	<i>Schematic Design</i>	<i>Design Development</i>	<i>Construction Documents</i>
Captain	1	1	1	1
Lieutenants M-F	4	4	4	4
Sergeants M-F	5	5	5	4.0
Sergeants Rotating	17.7	16.2	16.2	13.5
Deputies M-F	8.3	8.3	8.3	8.2
Deputies Rotating	203.2	207	224.8	204.6
Jail Clerks	14.3	15	15.0	14.7
Security Support Spec. M-F	1	2	2	2.0
Security Support Spec. Rotating	36.4	33.3	33.3	35.7
Civilian	21.5	21.5	18.5	19.5
TOTAL FTE	317.4	318.3	324.8	307.1

The updated staffing plan reflects the following changes from the Design Development staffing estimates:

- Eliminated seventh floor housing deputy post FTEs
- Eliminated seventh floor Rover Deputy post FTEs
- Eliminated Huber Entrance/ Body Scanner Deputy post FTEs
- Increased coverage of first floor Rover Deputy from 2 to 3 on first shift
- Increased Waived Youth Female coverage from 2 hours per shift to 8 hrs per shift on all three shifts
- Added first floor Male Reception Overflow post FTEs
- Increased coverage of Centralized Visitation/Programs Security post from 5 days to 7 days per week
- Added sixth floor Rover Deputy on 3rd shift
- Adjusted coverage provided by M-F and rotating Sergeant posts to reflect current operations
- Added civilian IT Coordinator position

As indicated in the table above, the updated estimates reflect a decrease in the total FTE from 324.8 to 307.1.

Just one new position from the last review is recommended – an IT Coordinator. Given the level and degree of technology incorporated in the consolidated project, on-staff access to expertise to manage technology needs is essential. Other staffing adjustments are due to design changes occurring since the last review and in further understanding of anticipated workload of key posts and positions as the project design is finalized.

The full staff coverage plan is presented in **Appendix A**. Brief descriptions of the posts and positions listed in the coverage plan are provided in **Appendix B**.

Staffing by Shift

Table 4 shows the staffing by job class/rank during regular business hours and on each shift.

Table 4. Staffing Plan Update				
Staffing by Shift				
	Business	1st Shift	2nd Shift	3rd Shift
Captain	1.0			
Lieutenants M-F	4.0			
Sergeants M-F	5.0			
Sergeants Rotating		1.0	2.0	2.0
Deputies M-F		5.0	2.0	
Deputies Rotating (incl. Med Sec.)		35.0	30.5	28.0
Jail Clerks	1.5	2.0	2.0	2.0
Security Support Spec. M-F	3.0			
Security Support Spec. Rotating		7.0	7.0	4.0
Civilian	19.5			
TOTAL FTE	34.0	46	39.5	37.0

Preliminary Staffing Cost Estimates

Table 5 below provides an estimate of current dollar (2023) cost of staffing (salaries and benefits) based upon the updated estimates.

Table 5. Staffing Plan Update Cost Estimates	
Summary by Job Class/Rank	
Captain	\$242,543.43
Lieutenants M-F	\$879,691.00
Sergeants M-F	\$807,012.08
Sergeants Rotating	\$2,729,014.77
Deputies M-F	\$1,327,694.29
Deputies Rotating	\$33,041,225.96
Jail Clerks	\$1,652,198.02
Security Support Spec. M-F	\$208,225.14
Security Support Spec. Rotating	\$3,713,442.57
Civilian	\$2,336,618.90
TOTAL FTE SALARY & BENEFIT COSTS	\$46,937,666.15

Factors Impacting Staffing Estimates During Construction and Transition

There are several factors which could impact staffing requirements going forward including:

- Updated Net Annual Work Hour data.

- Input from the transition team as they identify issues while confirming workflow and determining workload distribution for various functions and activities.
- Decisions regarding the potential for, and extent to which, residents may move unescorted to certain areas of the facility.

These and other staffing issues which arise will be addressed as staffing estimates are reviewed and refined during the transition planning process.

Acknowledgements

The consultant worked with Lt. Jeff Heil, Lt. Jessamy Torres, and other members of the Dane County Sheriff's Office project and transition team in the development of these updated estimates. Their assistance, along with Chris Harp from Mead & Hunt, have been invaluable throughout the planning process.

Appendix A - Staff Coverage Plan Update

Dane County Jail Consolidation											
Staff Coverage Plan - Construction Documents (09/26/2023)											
Ref.	Post/Position	Location	Rank/ Job Class	Total Hrs. Days	Total Hrs. Swings	Total Hrs. Nights	Days per Week	Hours per Week	Cov. Hours per Year	NAWH	Total FTEs
	CAPTAIN										
1	Captain	Admin	CAP	8	0	0	5	40	2086		1.0
	LIEUTENANTS										
2	1st Shift Operations/Jail Diversion Lieutenant		LT	8	0	0	5	40	2086		1.0
3	Intake and Release		LT	8	0	0	5	40	2086		1.0
4	Medical Contract Monitor /Programming Lieutenant		LT	8	0	0	5	40	2086		1.0
5	PREA/Emergency Preparedness Lieutenant		LT	8	0	0	5	40	2086		1.0
	SERGEANTS										
6	Booking/Classification Sergeant		SGT	8	0	0	5	40	2086		1.0
7	Programs Sergeant		SGT	8	0	0	5	40	2086		1.0
8	Diversion Sergeant		SGT	8	0	0	5	40	2086		1.0
9	Training/Risk Management		SGT	8	0	0	5	40	2086		1.0
10	PSB Operations/Booking Sergeant M-F		SGT	8	0	0	5	40	2920	1,465	1.4
11	PSB Operations/Booking Sergeant		SGT	0	8.5	8.5	7	119	6205	1,162	5.3
12	South Tower Operations Sergeant M-F		SGT	8	0	0	5	40	2920	1,465	1.4
13	South Tower Operations Sergeant		SGT	0	8.5	8.5	7	119	6205	1,162	5.3
	Deputies										
14	Booking	1st Floor	DEP	8	8	8	7	168	8760	1,395	6.3
15	Male Segregation 1st Floor (P1C)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
16	Female Segregation and Reception (P1B)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
17	Male Reception (T1S)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
18	Male Transition (T1N)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
19	Male Transition (T1N)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
20	1st Floor Rover	1st Floor	DEP	24	16	16	7	392	20439	1,300	15.7
21	Waived Youth Male (P3C)	3rd Floor	DEP	8	8	8	7	168	8760	1,300	6.7

Dane County Jail Consolidation											
Staff Coverage Plan - Construction Documents (09/26/2023)											
Ref.	Post/Position	Location	Rank/ Job Class	Total Hrs. Days	Total Hrs. Swings	Total Hrs. Nights	Days per Week	Hours per Week	Cov. Hours per Year	NAWH	Total FTEs
22	Waived Youth Female (P3E)	3rd Floor	DEP	8	8	8	7	168	8760	1,300	6.7
23	Male Reception Overflow (1st Floor)	1st Floor	DEP	8	8	8	7	168	8760	1,300	6.7
24	Male GP (3A)	3rd Floor	DEP	8	8	8	7	168	8760	1,300	6.7
25	Male GP (3K)	3rd Floor	DEP	8	8	8	7	168	8760	1,300	6.7
26	Female Reception Overflow and Hub (3G/3I)	3rd Floor	DEP	8	8	8	7	168	8760	1,300	6.7
27	2 Female GP Flex (2TN)	2nd floor	DEP	8	8	8	7	168	8760	1,300	6.7
28	2/3 Male Flex (MH) (2TS)	2/3 Floor	DEP	8	8	8	7	168	8760	1,300	6.7
29	2nd and 3rd Floor Rover	3th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
30	Female Medical Infirmary and Acute Housing (4TS)	4th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
31	Female MH Acute and Sub- acute Housing (4TN)	4th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
32	Male Medical Infirmary and Acute Housing (P4K)	4th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
33	Male MH Acute and Sub- acute Housing (P4A)	4th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
34	3rd/4th Floor Rover PSB	4th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
35	4th Floor Med/MH Wellness	4th Floor	DEP	8	8	0	7	112	5840	1,300	4.5
36	5th Floor Male GP (5TN) (5TS)	5th Floor	DEP	16	16	16	7	336	17519	1,300	13.5
37	5th Floor Rover	5th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
38	6th Floor Male GP (6TN) (6TS)	6th Floor	DEP	16	16	16	7	336	17519	1,300	13.5
39	6th Floor Rover	6th Floor	DEP	8	8	8	7	168	8760	1,300	6.7
40	Food Service /Laundry /Warehouse Security	Basement	DEP	8	4	0	7	84	4380	1,300	3.4
41	Centralized Visitation/Programs Security	1st Floor	DEP	8	4	0	7	84	4380	1,300	3.4
42	Medical Clinic Security	4th Floor	DEP	8	4	0	6	72	3754	1,300	2.9
43	Recreation 3rd/4th Floors	3rd Floor	DEP	8	0	0	5	40	2086	1,300	1.6
44	Canteen/Laundry/Linen Exchange	Basement	DEP	8	0	0	5	40	2086	1,300	1.6
45	Diversion	2nd Floor	DEP	24	16	0	5	200	10428		5.0
				35	30.5	28					
	SECURITY SUPORT SPECIALISTS										
46	Central Supply	Sub- Basement	SSS	8	0	0	5	40	2086	1532	1.4

Dane County Jail Consolidation											
Staff Coverage Plan - Construction Documents (09/26/2023)											
Ref.	Post/Position	Location	Rank/ Job Class	Total Hrs. Days	Total Hrs. Swings	Total Hrs. Nights	Days per Week	Hours per Week	Cov. Hours per Year	NAWH	Total FTEs
47	Booking (Photo/Fingerprints)	1st Floor	SSS	8	8	8	7	168	8760	1532	5.7
48	Property	1st Floor	SSS	8	8	8	7	168	8760	1532	5.7
49	Visitation	1st Floor	SSS	16	16	0	7	224	11679	1532	7.6
50	Central Control	Basement	SSS	24	24	16	7	448	23359	1532	15.2
51	DNA	1st Floor	SSS	8	0	0	5	40	2086		1.0
52	Jail Diversion	1st Floor	SSS	8	0	0	5	40	2086		1.0
	JAIL CLERK										
53	Jail Clerk Booking	1st Floor	CIV	16	16	16	7	336	17519	1407	12.5
54	Jail Clerk Records	1st Floor	CIV	8	4	0	5	60	3128	1407	2.2
	CIVILIAN										
55	Administrative Manager		CIV	8	0	0	5	40	2086		1.0
56	Account Clerk Bookkeeper (AC III)		CIV	8	0	0	5	40	2086		1.0
57	Program Assistant (Clerk IV)		CIV	8	0	0	5	40	2086		1.0
58	Hearing Classification		CIV	44	0	0	5	220	11471		5.5
59	Sr. Social Worker		CIV	16	0	0	5	80	4171		2.0
60	Social Worker		CIV	16	0	0	5	80	4171		2.0
61	Volunteer Coordinator		CIV	8	0	0	5	40	2086		1.0
62	Reentry Coordinator		CIV	8	0	0	5	40	2086		1.0
63	Programming Clerk		CIV	8	0	0	5	40	2086		1.0
64	Jail Population Planner		CIV	0	0	0	0	0	2086		0.0
65	Program Manager		CIV	8	0	0	5	40	2086		1.0
66	Clerk IV (Diversion)		CIV	16	0	0	5	80	4171		2.0
67	IT Coordinator		CIV	8	0	0	5	40	2086		1.0
	Total										307.1

Appendix B - Post/Position Descriptions

1. Captain - The Captain, as facility administrator, is responsible for the overall management and operation of the facility, including coordination of all security functions, programs support services, budget, and personnel matters, contracts for services, and interactions with the other Divisions of the Sheriff's Office.
2. PSB Operations/Jail Diversion Lieutenant - The PSB Operations/Jail Diversion Lieutenant, under the direction of the Captain, manages administrative operations in the Public Safety Building. The Lieutenant has overall responsibility for supervising and managing booking, intake, and release operations for the facility. The position is responsible for ensuring that all administrative records and reports are completed and maintained and is also responsible for overall management of the jail diversion program.
3. South Tower Operations Lieutenant - The South Tower Operations Lieutenant, under the direction of the Captain manages administrative operations for the South Tower.
4. Medical Contract Monitor/Programming Lieutenant - The Medical Contract Monitor/Programming Lieutenant has overall responsibility for contract compliance related to contracted medical and mental health services, programming in the facility, hearings and classification, social workers, and volunteer programming.
5. PREA/Emergency Preparedness Lieutenant - The PREA/Emergency Preparedness Lieutenant has overall responsibility for PREA compliance, emergency preparedness training and compliance, key control, jail training, and Crisis Intervention Training.
6. Booking/Classification Sergeant -- The Booking/Classification Sergeant is responsible for supervision and management of the resident receiving, booking, intake, holding and release areas and operations of the facility. The Booking/Classification Sergeant is responsible for ensuring residents are classified and housed to maintain the safety and security of the facility.
7. Programs Sergeant - The Programs Sergeant is responsible for supervision and management of the programming, volunteers, jail access, and other educational programs.
8. Diversion Sergeant - The Diversion Sergeant is responsible for supervision and management of the electric monitoring program, volunteer program and Ferris Center facility operational contracts.
9. Training/Risk Management Sergeant (M/F) - The Training/Risk Management Sergeant is responsible for maintaining records of staff training and ensuring that all staff are current with training required for their respective job assignments. The Training/Risk Management Sergeant also ensures that the facility is compliant with Wisconsin Jail Standards, PREA standards, federal, state and local statutes. This position also ensures that Post Orders are consistent with facility policy and available for review by staff working in each area of the facility. This position also manages the division response to legal actions, lawsuits and claims from residents.
10. PSB Operations (M-F) - The PSB Operations Sergeant supervises the secure areas of the 3rd and 4th floors of the public safety building on the day shift, M-F. Responsibilities include monitoring and managing resident housing units, special program rooms, recreation, interview rooms, and other areas within the secure location of the 3rd and 4th floors. The Operations Sergeant monitors and supervises staff in direct supervision housing units and all Rover Deputies, support personnel, volunteers, and other program personnel assigned to each housing unit or other functional areas on the 3rd and 4th floors. The Operations Sergeant ensures that staff enforces facility rules and that a high level of sanitation is maintained in each housing unit. Dayshift staffing levels plan for two Sergeants in the building (first floor/booking, and 3rd/4th floor). Agency staffing minimums allow at times for one Sergeant to cover the entire building if needed. When staffing requires, the Sergeant may also be in charge of the remainder of the PSB (first floor and booking). This post is covered on weekends, by all dayshift Sergeants rotating with weekend duty assignment days every other month.

11. PSB Operations/Booking Sergeant (Rotating) – The PSB Operations Sergeant supervises the secure areas of the 3rd and 4th floors of the public safety building on the second and third shifts. This post works rotating 6 days on, 3 days off. Responsibilities include monitoring and managing resident housing units, special program rooms, recreation, interview rooms, and other areas within the secure location of the 3rd and 4th floors. The Operations Sergeant monitors and supervises staff in direct supervision housing units and all Rover Deputies, support personnel, volunteers, and other program personnel assigned to each housing unit or other functional areas on the 3rd and 4th floors. The Operations Sergeant ensures that staff enforces facility rules and that a high level of sanitation is maintained in each housing unit. Shift staffing levels plan for two Sergeants in the building (first floor/booking, and 3rd/4th floor). Agency staffing minimums allow at times for one Sergeant to cover the entire building if needed. When staffing requires, the Sergeant may also be in charge of the remainder of the PSB (first floor and booking).
12. PSB Operations/Booking Sergeant (Rotating) -- The 1st and 2nd Floor Operations Sergeant is responsible for supervising operations in the secure areas of the 1st and 2nd floors on the day shift on Monday - Friday. Responsibilities include monitoring and supervision of resident holding areas, housing units, visiting areas, as well as other areas within the secure area on the first two floors of the PSB. When staffing requires, Sergeant will also be in charge of the remainder of the PSB (staff minimums). The 3rd and 4th Floor PSB Operations Sergeant is responsible for the security and control of each resident living area, medical clinic, program, and related support areas on the 3rd and 4th levels of the PSB and tower addition. The Operations Sergeant monitors and supervises staff in direct supervision housing units as well as all Movement Deputies, support personnel, volunteers and other program personnel assigned to each housing unit or other functional areas on the 3rd and 4th floors. The Operations Sergeant ensures each cell is inspected daily, searches of residents, cells and general living areas are being conducted frequently. The Operations Sergeant ensures that staff are enforcing facility rules and a high level of sanitation is being maintained in each housing unit. This post is staffed on a 16 hour, 7-day basis on 2nd and 3rd shift When staffing is above minimums for the shift, one Sergeant will be in charge of 1st Floor and second Sergeant will manage 3d and 4th floors on that shift.
13. South Tower Operations Sergeant M-F -- The South Tower Operations Sergeant is in responsible for supervising operations in the new addition (South Tower) of the facility. Responsibilities include monitoring and supervision of resident hold areas, housing units, visiting areas, as well as other areas within the secure confines of the South Tower. The South Tower Operations Sergeant monitors and supervises staff in direct supervision housing units as well as all Movement (Roving) Deputies, support personnel, volunteers and other program personnel assigned to each housing unit. The Sergeant ensures each cell is inspected daily, searches of residents, cells and general living areas are being conducted frequently. The Operations Sergeant ensures that staff are enforcing facility rules and a high level of sanitation is being maintained in each housing unit. This position is a M-F dayshift post. When staffing is above minimums, two Sergeants will cover the South Tower. One will be in charge of the bottom two floors, and the second sergeant will oversee upper floors.
14. South Tower Operations Sergeant (Rotating) -- The South Tower Operations Sergeant (Rotating) is in responsible for supervising operations in the new addition (South Tower) of the facility. Responsibilities include monitoring and supervision of resident hold areas, housing units, visiting areas, as well as other areas within the secure confines of the South Tower. The South Tower Operations Sergeant monitors and supervises staff in direct supervision housing units as well as all Movement (Roving) Deputies, support personnel, volunteers and other program personnel assigned to each housing unit. The Sergeant ensures each cell is inspected daily, searches of residents, cells and general living areas are being conducted frequently. The Operations Sergeant ensures that staff are enforcing facility rules and a high level of sanitation is being maintained in each housing unit. This post is a staffed on 2nd shift and 3rd shift, 7 days

a week. When staffing is above minimums, two Sergeants will cover the South Tower. One will be in charge of the bottom two floors, and the second sergeant will oversee upper floors.

15. Booking Deputy -- The Booking Deputy post is a lead worker position responsible for receiving residents from arresting officers. The Booking Deputy is responsible for conducting a safety search of the resident before allowing the resident into the booking area, verifying arrest paperwork, authority to hold a person, confirming warrants and outside holds. The Booking Deputy supervises residents in the waiting area and holding cells, and takes the detainee through the booking process, and oversees release and transfers to other police agencies. This post is staffed by on a 24 hour, 7-day basis.
16. Male Segregation Housing Deputy – provides indirect supervision of male detainees segregated during initial intake processing or for holding shortly thereafter awaiting release, further processing, or housing assignment. Located adjacent to the intake processing area on the first floor of the PSB in existing housing (P1C). A deputy will be posted in the unit on a 24/7 basis when occupied.
17. Female Segregation and Reception Deputy – provides indirect supervision of female detainees segregated during initial intake processing or for holding shortly thereafter awaiting release, further processing, or housing assignment. Located adjacent to the intake processing area on the first floor of the PSB in existing housing (P1B). A deputy will be posted in the unit on a 24/7 basis when occupied.
18. Male Reception Deputy – provides indirect/direct supervision of male residents awaiting assessment and classification in a reception housing unit located on the south side of the first floor of the tower addition (T1S). A deputy will be posted in the unit on a 24/7 basis.
19. Male Transition Housing Deputy 1 – provides indirect supervision of male residents in transitional housing located on the north side of the first floor of the tower addition (T1N). Includes residents who may be separated from the general population due to the nature of the risks they present, pervasive behavioral issues, for their own protection, or as a result of disciplinary action. These residents may, depending upon their status and behavior, be in lock down for extended periods of the day and kept separate from other residents. This is one of two deputies that will be posted on this unit on a 24/7 basis.
20. Male Transition Housing Deputy 2 – one of two deputies assigned to supervise residents in the male transition housing unit (See 18 above).
21. 1st Floor Movement Deputies - assists deputies in the first-floor reception, segregation, and overflow units as needed; provides escort and movement of residents to/from the first floor throughout the facility as needed; assists with intake and release process activities as needed; available for emergency response to critical incidents in the facility as needed. This post will be staffed on a 24/7 basis. This post will be staffed with three deputies on the day shift, two deputies on the evening shift, and two deputies on the night shift on a 24/7 basis.
22. Waived Youth Male/Adult Flex Housing Deputy – provides direct supervision of incarcerated male youth who have been waived to adult court jurisdiction or for flex housing of adult male residents when no male youth are being held (P3C). A deputy will be posted in the unit on a 24/7 basis when occupied.
23. Waived Youth Housing Deputy – provides direct supervision of incarcerated male or female youth who have been waived to adult court jurisdiction (P3E). (P3C is designated for housing waived male youth when both male and female youth are in custody concurrently.) A deputy will be posted in the unit on a 24/7 basis when occupied.
24. Male Reception Overflow Deputy – provides indirect supervision of residents housed in four overflow reception cells on the first floor of the PSB section of the facility. A deputy will be posted on a 24/7 basis at this location when these cells are occupied.
25. Male GP Housing Deputy - provides direct supervision of residents housed in the male general population housing units on the 3rd floor in the PSB (3A). A deputy will be posted in the unit on a 24/7 basis.
26. Male GP Housing Deputy - provides direct supervision of residents housed in the male general population housing units on the 3rd floor in the PSB (3K). A deputy will be posted in each unit on a 24/7 basis.

27. Female Reception Overflow Housing Deputy – provides indirect/direct supervision of two adjoining units designated to house overflow of female reception residents who are awaiting initial assessment, classification, and/or court appearance. These units are located on the south side of the third floor of the PSB section of the facility (3G/3I). A deputy will be assigned to supervise both units on a 24/7 basis.
28. Female GP Flex Housing Deputy - provides direct supervision of residents housed in the female general population housing units on the 2nd floor north section of the tower addition (2TN). A deputy will be posted in the unit on a 24/7 basis.
29. Male MH Flex Housing Deputy - provides direct supervision of residents in a flex housing unit on the 2nd and 3rd floors of the tower addition that will be designated for male residents with mental health conditions requiring housing apart from the general population (2TS MH). A deputy will be posted in the unit on a 24/7 basis.
30. 2nd and 3rd Floor Movement Deputy – assists housing deputies in the 2nd and 3rd floor north and south direct supervision housing units as needed; escorts and supervises residents outside the housing units; provides meal and break relief to housing deputies; available for emergency response to critical incidents in the facility as needed. This post will be staffed on a 24/7 basis.
31. Female Medical Infirmary and Acute Housing Deputy - provides direct supervision of residents housed in the female Infirmary and Acute Care Housing Unit on the fourth floor in the south section of the new tower. A deputy will be posted in the unit on a 24/7 basis.
32. Female MH Acute and Sub-acute Housing - provides direct supervision of residents housed in the female Acute and Sub-Acute Mental Health Housing Unit on the fourth floor in the north section of the new tower. A deputy will be posted in the unit on a 24/7 basis.
33. Male Medical Infirmary and Acute Housing Deputy - provides direct supervision of residents housed in the male Infirmary and Acute Care Housing Unit on the renovated fourth floor in the south section of the PSB (P4K). A deputy will be posted in the unit on a 24/7 basis.
34. Male MH Acute and Sub-Acute Housing Deputy - provides direct supervision of residents housed in the male Acute and Sub-Acute Mental Health Housing Units on the renovated fourth floor in the north section of the PSB (P4A). A deputy will be posted in the unit on a 24/7 basis.
35. 3rd/4th Floor Movement Deputy - assists housing deputies in the third and fourth direct supervision housing units in the PSB section as needed; escorts and supervises residents outside the housing units; provides meal and break relief to housing deputies; available for emergency response to critical incidents in the facility as needed. This post will be staffed on a 24/7 basis.
36. Medical/Mental Health Wellness Deputy – provides security in the wellness/multipurpose rooms on the fourth floor where medical and mental health services are provided and residents requiring these services may be housed; supervises residents receiving services and intervenes when necessary to manage behavior; assist with escorts of resident to/from the service areas when needed. This post will be staffed approximately 16 hours per day on the day shift and the evening shift 7 days per week.
37. 5th Floor Housing Deputies - provide direct supervision of residents housed in the north and south male general population housing units on the 5th floor in the new tower. A deputy will be posted in each unit on a 24/7 basis.
38. 5th Floor Movement Deputy - assists housing deputies in the 5th floor north and south direct supervision housing units as needed; escorts and supervises residents outside the housing units; provides meal and break relief to housing deputies; available for emergency response to critical incidents in the facility as needed. This post will be staffed on a 24/7 basis.
39. 6th Floor Housing Deputies – provide direct supervision of residents housed in the north and south male general population housing units on the 6th floor in the new tower. A deputy will be posted in each unit on a 24/7 basis.
40. 6th Floor Movement Deputy - assists housing deputies in the 6th floor north and south direct supervision housing units as needed; escorts and supervises residents outside the housing units; provides meal and

break relief to housing deputies; available for emergency response to critical incidents in the facility as needed. This post will be staffed on a 24/7 basis.

41. Recreation 3rd/4th Floors Deputy – supervises residents in the indoor/outdoor recreation area that are housed on the third and fourth floor housing units. This post will be staffed five days per week on the first shift only.
42. Centralized Visitation/Programs Security Deputy -- provides security in the central visitation and program areas located on the first floor of the PSB section of the facility during scheduled visitation and program hours; supervises residents in the program and visitation areas and intervenes when necessary to manage behavior; assist with escorts of resident to/from their respective housing areas when needed; checks visitors in and out. This post will be staffed approximately 12 hours per day on the day shift and the first half of the evening shift seven days per week.
43. Medical Clinic Security Deputy – provides security in the medical clinic during clinic hours; supervises residents awaiting services and intervenes when necessary to manage behavior; assist with escorts of residents to/from the clinic when needed. This post will be staffed approximately 12 hours per day on the day shift and the first half of the evening shift six days per week.
44. Food Service/Laundry/Warehouse Security Deputy – This post oversees the operations of the food service, laundry, and warehouse functions in the lower level of the facility and provides security and supervision of inmate workers working in these areas.
45. Canteen/Laundry/Linen Exchange Deputy – The Canteen/Laundry/Linen Exchange Deputy is responsible for overseeing the resident commissary including the ordering, delivery, accounting, and inventory of commissary goods; supervision of the laundry process (in-house and contracted) including supervision of and management of the lower-level laundry area; and supervision of the linen and clothing exchange process. The Canteen/Laundry/Linen Exchange Deputy supervises resident workers assigned to work in these areas. This is a full time 40 hour per week position.
46. Diversion Deputy –The Diversion deputies are responsible for orientation, supervision, monitoring, drug and alcohol testing, and general supervision of residents assigned to the EMP program. These deputies set up equipment and complete home and workplace checks for residents on EMP supervision. Supervise residents who violate rules for EMP and return them to secure custody and prepare reports for discipline.
47. Central Supply Security Support Specialist – This post is responsible for ordering supplies for the DCJ facilities, distribution of supplies and equipment to the different areas of the facility and is the point of contact for deliveries to the loading dock and responsible for the warehouse area of the facility.
48. Booking (Photo/Fingerprints) Security Support Specialist—this post is assigned to central booking takes photos and fingerprints of new arrests in booking, enrolls residents in the phone system and prepares resident identification bands.
49. Property Security Support Specialist -- The Property Support Specialist post is assigned to the property room and is responsible for the receipt, inventory, and secure storage of resident personal property. The Property Support Specialist issues county clothing and hygiene items to each new resident. This post is staffed on a 24 hour, 7-day basis.
50. Visitation Security Support Specialist—This Post is assigned to the visitation area and checks in all visitors for personal and professional visits to the DCJ. This post communicates to housing units to have residents brought to central visitation for visits.
51. Central Control Security Support Specialist -- The Control Center Support Specialist is responsible for electronically controlling and monitoring all access to the facility ingress, egress, hallways, elevators, redundant control of all housing units including the direct supervision officer stations to respond to emergencies. The Control Center Support Specialist is responsible for the controlled and secure movement of residents, staff, vendors, contractors, attorneys, and visitors. The Central Control is the command center for all emergencies, major incidents and directs emergency responders. This post is staffed a 24 hour, 7-day basis.

52. DNA Security Support Specialist—This Post is assigned to the intake and release area and takes photos, fingerprints, and DNA samples for persons ordered by the court to submit a sample. This post will also process book and release subjects from their work area to separate that process from the booking area.
53. Jail Diversion Security Support Specialist—This post is assigned to the Ferris Center and takes phone calls, verifies appointments, and supports the Jail Diversion deputies.
54. Jail Booking Clerk—This post is assigned to central booking, does data entry for all new bookings, takes cash bail and processes intake and release paperwork.
55. Jail Records Clerk— This post is assigned to central booking and maintains all resident files and records, and audits all intake and release paperwork.
56. Administrative Manager—This position is responsible for the divisions budget and purchasing, and oversees jail accounting, jail records, contracts for services, and is the direct supervisor for booking clerks and record clerks.
57. Account Clerk Bookkeeper (AC III)—This position is responsible for cash accounting, inmate accounts for commissary and inmate funds, and other general accounting functions.
58. Program Assistant (Clerk IV)—This position coordinates jail programs, jail access and orientation, oversees the mail room, resident mail, and creates and implements standards for jail programs.
59. Hearing Classification Officer—These positions complete the classification of all residents, complete screenings for PREA, manage housing for specialized resident populations, and conduct due process hearings for rule violations.
60. Sr. Social Worker—These positions lead programming, job training, and educational programs for residents and work with the reentry coordinator to develop programming to prepare residents to enter back into the community.
61. Social Worker — These positions work with the Sr. Social workers for programming, job training, and educational programs for residents and work with the reentry coordinator to develop programming to prepare residents to enter back into the community.
62. Volunteer Coordinator—This post coordinates resident volunteer activities in the community with sentenced residents.
63. Reentry Coordinator -- The Reentry Coordinator is responsible for meeting with residents prior to their release back into the community to assess their rehabilitation needs. The Reentry Coordinator develops a personalized reentry plan for each sentenced resident and works with agencies in the community to address the housing, employment, medical and mental health needs of those residents who are scheduled to be released from incarceration. The Reentry Coordinator works to reduce recidivism rates for those residents with serious or serious persistent mental health issues by scheduling services with providers after the resident is released back into the community. This is a full time 40 hour per week position.
64. Programming Clerk – This position coordinates jail programs and associated schedules and records, and creates and implements standards for jail programs.
65. Jail Population Planner—This position works with criminal justice system partners to review practices and policies that engage in Evidence Based Decision Making (EBDM), manage resident relocation and jail population, complete data collection and analysis, and is a liaison with criminal justice partners to address systemic issues related to the jail population.
66. Program Manager — This position manages all jail programs, jail access and orientation, and creates and implements standards for jail programs.
67. Clerk IV (Diversion) – This position is assigned to the Ferris Center and enrolls residents in the diversion program, manages all records and fees for diversion, and supports the Jail Diversion deputies.
68. IT Coordinator—This post coordinates and enrolls staff in all of the different technology systems that are critical to jail operations including; the KeyWatcher system, resident tablets, CCTV camera system, jail radios and communications systems. This is the point of contact for the high level and degree of

technology incorporated in the consolidated project, and provides on-site access and expertise to manage technology needs. Manages technology contracts and is the liaison to Dane County IT department.