



# LASSEN COUNTY SHERIFF'S OFFICE

*Dean F. Growdon, Sheriff - Coroner*  
1415 Sheriff Cady Lane Susanville, CA 96130

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<b>Administration</b>	<b>Dispatch</b>	<b>Civil</b>	<b>Adult Detention Facility</b>
Phone (530) 251-8013	Phone (530) 257-6121	Phone (530) 251-8014	Phone (530) 251-5245
Fax (530) 251-2884	Fax (530) 257-9363	Fax (530) 251-2884	Fax (530) 251-5243

To: Lassen County Board of Supervisors

From: John McGarva, Captain-Custody Division Commander

RE: Correctional Services Coordinator

Agenda Date: January 17, 2023

**Subject:** The Sheriff's Office is requesting to create the position of Correctional Services Coordinator.

**Discussion:** The Custody Division has identified the need for a full-time equivalent position to coordinate and supervise laundry, property and commissary operations. These duties are currently scattered amongst several positions throughout the division. Laundry operations are supervised by a Correctional Cook Coordinator who supervises kitchen operations as well. They are only able to conduct basic maintenance on the machines with the assistance of the Facility Maintenance Supervisor.

They do not have the time to adequately supervise inmate workers or maintain the condition of property. The creation of this position would provide more adequate supervision of inmate workers and maintenance of the equipment. The position would be required to provide a laundry schedule for the completion of laundry in the housing units. As it stands, laundry is done a varying times and not consistently throughout the facility.

The property and laundry are maintained and ordering is done by multiple staff members from Sergeant to Correctional Technician. Mattresses, bedding linens, clothing and other items are stored in the property room. There is little tracking of the inventory or regular inspections for damage or ability to be used. This was once done by a Laundry Supervisor prior to the closing of the Community Correctional Facility in 2011. They would be responsible for the exchange of laundry for inmates who need new clothing or linens due to damage or being worn out.

This position would be responsible for the Property Room and its contents. Inmate property is stored in a secure area. This is the property we are charged with safeguarding while the subject is in our custody. When an inmate is sentenced to prison, this property can be disposed of after meeting legal requirements. This is often neglected for long periods of time. A mix of Correctional Deputies and Correctional Technicians work on this as time allows. This would allow for better control of the property.

The Correctional Technicians are placed in charge, among their many duties, with the operation of the Jail Commissary Office. This includes ordering, dispersing, handling grievances and complaints, reconciling accounts, etc. This consumes a large amount of time amongst multiple technicians to complete.



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The consolidation of these duties into one position will allow for better accountability and oversight of our laundry and property operations. The position will be in charge of ordering and maintaining property and abiding by a budget for resources similar to the Correctional Food Services Supervisor. This will allow for those currently charged with the duties to focus on other tasks while insuring these duties are completed.

On 12-27-22, I sent a copy of the proposed job description to representative from the Lassen County Peace Officers Association for feedback. I received correspondence from the POA approving the job description for Correctional Services Coordinator.

**Fiscal Impact:** There is not an immediate fiscal impact to the County. This will be funded out of approved funding in budget unit 130-0525 and 130-0535. 0.5 FTE will be funded by from the Inmate Welfare Fund. The remainder will be funded by an existing vacancy for the Correctional Technician. The proposed pay range for this position is a Range 18.

**Recommendation:** Approve the job description for Correctional Services Coordinator. Authorize the reclassification of funding from 130-0525 and 130-0535 for a Correctional Services Coordinator.