



March 15, 2011

The Honorable  
Erie County Legislature  
25 Delaware Avenue  
Buffalo, New York 14202

Re: Erie County Sheriff's Office – Laborer Sheriff

Honorable Members:

Attached please find a proposed resolution and accompanying memorandum from the Erie County Sheriff's Office requesting authorization to create one (1) Laborer Sheriff, Job Group 4 position in the Jail Management Division.

This new position is needed to work primarily as a laundry attendant to meet the Commission of Corrections minimum standard to provide a clean change of all clothing twice a week to all inmates of the Erie County Holding Center.

Please refer this matter for consideration and approval at the earliest convenience of your Honorable Body. Representatives of the Sheriff's Office will be available to answer any questions.

Very truly yours,

  
TIMOTHY B. HOWARD *THH*  
SHERIFF OF ERIE COUNTY

Attachments

**PROPOSED RESOLUTION**

Re: Erie County Sheriff's Office – Laborer Sheriff

WHEREAS, the Sheriff's Office has identified the need to create one (1) Laborer Sheriff position in the Jail Management Division; and

WHEREAS, this position is required to meet the New York State Commission of Corrections minimum standard in regards to prisoners personal hygiene; and

WHEREAS, there will be no additional cost to the taxpayers of Erie County.

NOW, THEREFORE, BE IT

RESOLVED, that one (1) Labor Sheriff, Job Group 4 be created in the Jail Management Division of the Erie County Sheriff's Office; and be it further

RESOLVED, that the following budgetary transactions be authorized:

Erie County Sheriff's Office – Jail Management Division – Fund Center 11610

<u>APPROPRIATIONS</u>		<u>Decrease</u>
516020	Professional Services	\$27,140
 <u>APPROPRIATIONS</u>		 <u>Increase</u>
500000	Full Time - Salaries	\$15,985
500320	Uniform Allowance	750
500340	Line-Up Pay	750
502000	Fringe Benefits	<u>9,655</u>
		\$27,140

NET IMPACT 0

and be it further,

RESOLVED, that certified copies be forwarded to the Division of Budget and Management, Erie County Comptroller, Department of Personnel and the Office of the Sheriff for implementation.

## ACCOMPANYING MEMORANDUM

Erie County Sheriff's Office – Laborer Sheriff

### I. Summary of Recommended Action

The attached resolution requests authorization to create one (1) Laborer Sheriff position in the Erie County Holding Center.

### II. Fiscal Implications of Proposal

The addition of this position will allow the Sheriff's Office to decrease the amount of laundry that is currently being sent to a private vendor. The savings produced will allow the transfer of funds from the Jail Management Division Professional Services Account to fund this position therefore, requiring no additional county funds.

### III. Reasons for Recommendation

As part of The New York State Commission of Corrections minimum standard for the management of County Jails, the Erie County Holding Center is required to provide a clean change of all clothing twice a week or more frequently when necessary to all inmates within the facility. To meet this standard the Sheriff's Office has purchased and will install laundry facilities within the building and requires an employee whose primary function will be to launder the inmates clothing.

### IV. Consequences of Negative Action

Failure to adopt this resolution will result in the Erie County Holding Center to be in non-compliance with the Commission of Corrections minimum standards.

### V. Steps Following Approval of Measure

Certified copies of this resolution will be forwarded to the Division of Budget and Management, Personnel and the Office of the Sheriff for implementation.