

TIMOTHY B. HOWARD
SHERIFF
MARK N. WIPPERMAN
UNDERSHERIFF



ADMINISTRATIVE OFFICES
TEN DELAWARE AVENUE
BUFFALO, NEW YORK 14202-3913
(716) 858-7618
FAX: (716) 858-7680
POLICE SERVICES
ONE SHERIFF'S DRIVE
ORCHARD PARK, NEW YORK 14127-3700
(716) 662-5554
FAX: (716) 662-8477
WEBSITE: <http://www.erie.gov/sheriff>

SHERIFF OF ERIE COUNTY

January 31, 2014

Immediate Consideration

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

RE: Erie County Sheriff's Office – Personnel Adjustments

Attached please find a proposed resolution and accompanying memorandum from the Erie County Sheriff's Office requesting authorization to make personnel adjustments necessary for the proper staffing of the Office.

Should your Honorable Body require further information, please do not hesitate to contact this office. Thank you for your consideration in this matter.

Very truly yours,

Timothy B. Howard
Sheriff of Erie County

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Sheriff's Office
RE: Personnel Adjustments, Erie County Sheriff's Office
Date: January 31, 2014

Summary of Recommended Action:

The Erie County Sheriff's Office is seeking authorization to delete two positions that are being vacated by retirement and creating two different positions that better suit the needs of the office.

Fiscal Implication:

This request results in an approximate savings of \$28,000.

Reasons for the Recommendation:

Retirement of several critical staff members has resulted in the need to reorganize staff to appropriately operate various Divisions.

Consequences of Negative Action:

The Erie County Sheriff's Office will not have necessary staff to handle critical administrative functions in the Office resulting in additional costs to the County.

Steps following Approval of the Measure:

The Office of Sheriff will work with the Department of Personnel and the Budget Division to implement this resolution. Certified copies of the resolution will be forwarded to the Division of Budget and Management, Department of Personnel and the Office of Sheriff of Erie County.

PROPOSED RESOLUTION

RE: Erie County Sheriff's Office – Personnel Adjustments

WHEREAS, the Erie County Sheriff's office will be experiencing several retirements that will have a substantial impact on operations,

WHEREAS, in anticipation of these retirements the Erie County Sheriff's Office needs to make several personnel adjustments to allow for proper staffing of affected divisions,

WHEREAS, funding for these positions will be offset by the deletion of the positions from which employees are retiring.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the deletion of one Deputy Sheriff – Civil position # 00002388 and one Administrative Assistant – Sheriff position # 51009245 upon their vacancy, and be it further

RESOLVED, that the Erie County Legislature hereby authorizes the creation of one Chief of Administration JG 15 and one Receptionist JG 3; and be it further

RESOLVED, that the Sheriff's Department, Commissioner of Personnel and Division of Budget and Management are hereby authorized to make the necessary budgetary and personnel adjustments to effectuate this action; and be it further

RESOLVED, that the clerk of the Legislature send certified copies of this resolution to the Erie County Sheriff, the Commissioner of Personnel and the Director of Budget and Management.