

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
() Action

FROM (DEPT/ DIVISION): Sheriff's Office

PROGRAM: Jail

SUBJECT: Sergeant promotion, request to double fill

Background:

- We have an upcoming opening in a Sergeant position effective June 1, 2025.
- We are respectfully requesting to double fill the Sergeant position for the months of April and May 2025 for training purposes and vacation coverage. Another employee has been selected for promotion to this upcoming opening.
- The employee would be compensated with out of class pay and benefits commensurate with the Jail Division Sergeant position effective April 1, 2025, and would also continue and be compensated for any overtime worked under the previous position.
- Effective June 1, 2025 the employee would officially be in the capacity of Sergeant in the Jail division and compensation would fall under any agreements for that unit.

ACTION REQUESTED:

Approve the double fill of the Jail Sergeant position for training purposes in anticipation of the upcoming opening from April 1, 2025 to May 31, 2025

ATTACHMENTS:

Date: (4/1/25) Submitted By: Capt. Kenny Franks

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other List:

To be notified of Meeting:
Capt. Kenny Franks, Lt. Erickson, Lora Franks

Needed at Meeting:
Capt. Franks, Lt. Erickson

PLEASE RETURN THIS FORM AND ATTACHMENTS TO Executive Assistant

Scheduled for meeting on: April 2, 2025

Action taken:

Follow-up: