

# **PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT**

7/22/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
  - 2. APPROVAL OF MINUTES**  
Meeting minutes dated: June 24, 2013
  - 3. APPROVAL OF AGENDA**
  - 4. REPORTS**  
Jail Expansion Presentation
  - 5. CALL TO THE PUBLIC**
  - 6. RESOLUTIONS FOR CONSIDERATION:**
- 
- 07 Sheriff**  
RESOLUTION TO ENTER INTO A 5-YEAR MAINTENANCE AGREEMENT ON EXISTING COMMUNICATION RECORDING SYSTEM WITH DSS CORPORATION- Sheriff
- 
- 08 Sheriff**  
RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR SHERIFF'S DEPARTMENT TACTICAL TEAM - Sheriff
- 
- 09 Sheriff**  
RESOLUTION AUTHORIZING AN AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN THE LIVINGSTON COUNTY SHERIFF DEPARTMENT AND TYRONE TOWNSHIP
- 
- 10 Sheriff**  
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO RECLASSIFY TWO (2) VACANT ROAD PATROL POSITIONS INTO TWO (2) CORRECTIONS OFFICER POSITIONS
- 
- 11 Sheriff**  
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO HIRE SIX (6) ADDITIONAL PART TIME DEPUTIES FOR BAILIFF/COURT SECURITY
- 
- 12. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JUNE 24, 2013 – 7:30 P.M.

**ADMINISTRATION BUILDING – BOARD CHAMBERS**  
304 E. Grand River Avenue, Howell, MI 48843

## PUBLIC SAFETY

VAN HOUTEN     DOMAS     LAWRENCE     PARKER     GRIFFITH – EX OFFICIO

OTHERS:  
DON ARBIC  
DENNIS DOLAN  
ERIC SANBORN

DON JAKRZEWSKI  
KEVIN WILKINSON  
MARIE DUDRA

BELINDA PETERS  
CINDY CATANACH  
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. CAROL GRIFFITH** at **7:34 p.m.**

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED MAY 28, 2013:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: DOMAS / SECONDED BY: PARKER**

**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**

**MOVED BY: PARKER / SECONDED BY: LAWRENCE**

**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS:**

- **DON ARBIC - OUT-OF-STATE CONFERENCE:** Requesting permission to submit Resolution for out-of-state conference directly to Finance on June 26<sup>th</sup> to take advantage of early registration discounts. Commissioner Domas recommended approval of request. It was clarified that there was no need for motion – simply asking permission to go to Finance. Committee approved request providing Mr. Arbic submits proper Resolution for inclusion on Finance Agenda by tomorrow at 9:00 a.m.
- **BELINDA M. PETERS - COURT REQUESTS:** Ms. Peters briefed the Committee on upcoming Court requests that will be on the June 26<sup>th</sup> Finance Agenda.
- **DAVE DOMAS - ROAD PATROL:** Comm. Domas questioned the possible connection between fewer court cases and less deputies on the road issuing tickets.

5. **CALL TO THE PUBLIC: None.**

6. **RESOLUTIONS FOR CONSIDERATION:**

**7. PURCHASING: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDERS WITH NORTH EASTERN UNIFORM & EQUIPMENT, INC. FOR UNIFORMS AND UNIFORM EQUIPMENT**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: PARKER / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED**

**8. SHERIFF: RESOLUTION AUTHORIZING THE COUNTY OF LIVINGSTON TO ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS, CONTRACTS AND CUSTOMER SYSTEMS**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOMAS / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED**

**9. SHERIFF: RESOLUTION REQUESTING A BUDGET AMENDMENT FOR INCREASING THE 2013 APPROVED BUDGET FOR THE SHERIFF'S DEPARTMENT (2) TRAINING FUNDS**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOMAS / SECONDED BY: PARKER  
ALL IN FAVOR - MOTION PASSED**

**10. SHERIFF: RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL TIME CORRECTIONS SERGEANT POSITION**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LAWRENCE / SECONDED BY: DOMAS  
ALL IN FAVOR - MOTION PASSED**

**11. SHERIFF: RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME CORRECTIONS OFFICER FOR THE INMATE WORK PROGRAM**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOMAS / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED**

**12. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:05 P.M.  
MOVED BY: LAWRENCE / SECONDED BY: DOMAS  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL JONCKHEERE**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE: July 17, 2013**

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**RESOLUTION TO ENTER INTO A 5-YEAR MAINTENANCE AGREEMENT ON EXISTING COMMUNICATION RECORDING SYSTEM WITH DSS CORPORATION- Sheriff**

**WHEREAS,** our current maintenance agreement expires July 25, 2013; and

**WHEREAS,** an on-going maintenance agreement for \$ 5,201.00 annually will allow us to avoid the necessity of a capital purchase for a new voice recording system; and

**WHEREAS,** the proposed 5-year maintenance program includes a one-time charge of \$750.00 for a system upgrade installation; and

**WHEREAS,** the proposed agreement includes unlimited training for life; and

**WHEREAS,** funding for on-going maintenance will be incorporated into our 2014 budget;

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Sheriff's Department to enter into a 5-year maintenance agreement on their existing communication recording system.

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MOVED:

SECONDED:

CARRIED:



Livingston County Sheriff Department  
Robert J. Bezotte, Sheriff  
150 S. Highlander Way  
Howell, MI 48843  
(517) 546-2440  
(517) 552-2542 FAX  
[rbezotte@co.livingston.mi.us](mailto:rbezotte@co.livingston.mi.us)

DATE: July 17, 2013  
TO: Livingston County Board of Commissioners  
FROM: Sheriff Robert J. Bezotte  
RE: DSS Equature Recording System maintenance contract

The department purchased its current upgrade of the **Equature** communication recording system through DSS Corporation of Southfield in 2008.

Our existing 5-year maintenance agreement is due to expire on July 25, 2013. We have paid DSS Corporation \$ 5,950.00 annually for the past five years for maintenance. The proposed maintenance agreement will cost \$ 5,201.00 annually which is a savings of \$ 3,745.00 over the next five years.

The proposed maintenance agreement includes a one-time charge of \$750.00 for an upgrade installation as well as unlimited training for life.

Thank you for your consideration of this request.

Respectfully submitted,

Robert J. Bezotte  
Sheriff



18311 W. Ten Mile Road  
Southfield, MI 48075  
Telephone: 866.377.2677  
Fax: 248.569.6567

**SPECIAL PRICE QUOTATION**

**FOR**

**LIVINGSTON COUNTY SHERIFF**

| <b>QTY</b> | <b>DESCRIPTION</b>   |
|------------|--|
| 1          | 36 Channel DSS EQ Recording System, (32 VoIP and 4 Analog), Expandable |
| 1          | Unlimited Search and Playback Software                                 |
| -          | Browser Based Search and Replay, (No IT support required)              |
| -          | Search for Recordings by Phone number or address                       |
| 1          | Unlimited Scenario Reconstruction                                      |
| 1          | Unlimited Live Monitor Software  |
| 1          | Unlimited Instant Recall for Dispatch                                  |
| 1          | Redundant Power Supply   |
| 1          | 3 Year Mirrored Online Storage   |
| 1          | One Year Mirrored USB-2 Archive (External)                             |

Five Year Investment: \$5,201.00 per year

Installation: \$750.00 (one time)

Unlimited training for life \$2,500.00 N/C If committed by 8/8/13

Terms:

100 percent on delivery

Approved: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Please fax back to 248-569-6567



## DSS Money Back Satisfaction Guarantee

DSS Corporation is pleased to offer this Money Back Satisfaction Guarantee. As a manufacturer and developer of Next Generation 9-1-1 Communication Capture Solutions, we are in direct contact with our customers and do not have to rely on the Reseller model of moving requests and concerns up the chain of command. You have a direct line to the top. We have over 20 years experience in servicing the Public Safety community and understand the needs and challenges you face each day. We have a long track record of success which allows us to offer the following guarantee. Within 6 months after system acceptance, in the event the Equature NG911 Communication Capture system does not perform to standard 911 recording features and functions then Livingston County Sheriff can terminate the agreement with 90 days notice to correct the issues and receive a full refund.

We look forward to creating a long-term Business Partnership!

Livingston County Sheriff agrees to do business with DSS Corporation.

Agreed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

DSS Corporation: Jeff Vezina – Director of Sales

Date: \_\_\_\_\_

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR SHERIFF'S DEPARTMENT TACTICAL TEAM - Sheriff**

**WHEREAS,** The Sheriff's Department Tactical Team has the opportunity to attend training at the Northeast Counterdrug Training Center located at Camp Douglas in Volk Field, WI. The Northeast Counterdrug Training Center is a secluded, self-contained community. The training facility is set up with a unique host of training buildings (bank/bar, offices, hotel/motel, school class rooms and apartments) with moveable interior walls which allow for multiple scenarios. Each of the training rooms is equipped with state of the art video recording equipment to document the team's entries and help facilitate a critique of their tactics.

**WHEREAS,** this year's annual tactical training is scheduled for September 3-6, 2013; and

**WHEREAS,** the training requires three nights lodging at a per room charge of \$16 per night per attendee; and

**WHEREAS,** meals are not supplied on base and due to a limited quantity of eateries in the area, a request is being made for a combination of meal reimbursement and groceries not to exceed \$40 per day per person.

**WHEREAS,** the Sheriff's Department has sufficient training funds budgeted for the cost of the training, lodging, and meals for 11 Sheriff's Department employees at an estimated cost not to exceed \$ 2,100.00; and

**WHEREAS,** the funds to cover attendance of this training are available in drug forfeiture fund 265, line item 301.747.000

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Sheriff's Department Tactical Team to attend the Northeast Counterdrug Training Center located at Camp Douglas in Volk Field, WI. Beginning September 3, 2013 through September 6, 2013.

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**MOVED:  
SECONDED:  
CARRIED**

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Robert J. Bezotte  
Sheriff

Michael J. Murphy  
Undersheriff



## LIVINGSTON COUNTY SHERIFF DEPARTMENT

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843  
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

July 2, 2013

Livingston County Board of Commissioners  
Administration Building  
304 E. Grand River Ave.  
Howell, MI. 48843

Dear Board of Commissioners,

This is a formal request for approval of training in, Volk Field, WI for (10) deputies and (1) Lieutenant. The training will take place September 3-6, 2013. The Sheriff Department has an opportunity to reserve the Northeastern Counterdrug Training Center for tactical training.

The Northeastern Counterdrug Training Center is a modernized urban training facility that offers many updated services and amenities. The training facility is a consortium of governmental, public and private entities that are pooling their unique capabilities in order to provide the most realistic training experience possible. The facility allows for training that can be tailored to replicate many different "real-life" tactical scenarios.

There is no cost associated with the use of the training facility. The incurred cost for this training will come from lodging, ammunition, equipment and meals which is estimated at \$2,100.00 or less.

My request to the board is that the Sheriff Department takes full advantage of this low cost two day training for the Tactical Team since designated training funds are available within the Sheriff Department budget.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Scott W. Domine', is written over a horizontal line.

Scott W. Domine  
D/Lt. Livingston County Sheriff Dept.

**RESOLUTION**

**NO.**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING AN AGREEMENT FOR LAW ENFORCEMENT SERVICES  
BETWEEN THE LIVINGSTON COUNTY SHERIFF DEPARTMENT AND TYRONE TOWNSHIP**

**WHEREAS,** the Livingston County Sheriff Department and Tyrone Township wish to enter into a two (2) year agreement for Law Enforcement Services; and

**WHEREAS,** the agreement would be in affect from August 5, 2013 through August 4, 2015; and

**WHEREAS,** the agreement would be for 56 hours of coverage, eight (8) hours a day, seven (7) days a week; and

**WHEREAS,** the contract rate will be \$35.12 per hour for the remainder of 2013 (\$41,863.04 – August 5 to December 31), and in 2014, the contract rate increases to \$36.71 per hour (107,193.20 – Jan 1 to December 31) and in 2015 increases to 38.42 per hour (\$66,389.76 – Jan 1 to August 4); and

**WHEREAS,** the contract will be staffed from existing budgeted staff of the Livingston County Sheriff Department; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the agreement for Law Enforcement Services between the Livingston County Sheriff Department and Tyrone Township and authorizes the Board Chairwoman and Sheriff to sign the agreement pending approval from Civil Counsel.

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Moved:  
Seconded:  
Carried:



## **LIVINGSTON COUNTY SHERIFF DEPARTMENT**

**150 S. Highlander Way**  
Howell, Michigan 48843-2323

**(517) 546-2400**

### **MEMORANDUM**

**DATE:** 7-16-13

**TO:** Board of Commissioners

**FROM:** Undersheriff Michael Murphy

**RE:** Agreement between the Sheriff Department and Tyrone Township for Law Enforcement Services

Attached for your consideration and approval is a resolution/contract for Law Enforcement Services between the Livingston County Sheriff Department and Tyrone Township. The agreement would be for a two (2) year contract; August 5, 2013 through August 4, 2015.

The contract calls for 56 hours of dedicated Law Enforcement Services in the Township of Tyrone. It will be from 3 pm to 11 pm 7 days a week at the contract rate of \$35.12 per hour for the remainder of 2013 (\$41,863.04 – August 5 to December 31). In 2014, the contract rate increases to \$36.71 per hour (107,193.20 – Jan 1 to December 31) and in 2015 to 38.42 per hour (\$66,389.76 – Jan 1 to August 4). The contract will be staffed by existing budgeted Road Patrol personnel.

If you have any further questions, feel free to document to contact me.

Undersheriff Michael Murphy  
Livingston County Sheriff Department

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO RECLASSIFY TWO (2) VACANT ROAD PATROL POSITIONS INTO TWO (2) CORRECTIONS OFFICER POSITIONS**

**WHEREAS,** the Livingston County Sheriff's Department has experienced recent changes within their organization and determined an immediate need to reclassify two (2) vacated road patrol positions to two (2) corrections officers positions; and

**WHEREAS,** currently there is one vacancy and another will become vacant 8/5/13 due to the retirement of two supervisors and the promotion of their replacements; and

**WHEREAS,** the intended purpose upon completion of training is for these corrections officers to assist in the transports of prisoners to and from the courts and allow the road patrol deputies to be reassigned back to road patrol; and

**WHEREAS,** the funds are currently appropriated to the Sheriff Department 2013 approved budget and therefore requesting the budget be amended to reflect the increase in related lines items in the jail budget and a decrease in all related line items for the road patrol budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes and approves the reclassification of two (2) full time vacant Road Patrol Positions to two (2) full time Corrections Officer within the Livingston County Sheriff's Department.

**THEREFORE BE IT FURTHER RESOLVED** the Sheriff Department 2013 approved budget be amended in all the related personnel line items to accommodate the reclassification.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**  
**150 S. Highlander Way**  
Howell, Michigan 48843-2323

**(517) 546-2400**

**MEMORANDUM**

**DATE:** 7-10-13

**TO:** Board of Commissioners

**FROM:** Lt. Eric J. Sanborn

**RE:** The Reclassifying of Two (2) vacant Road Patrol positions to Two (2) Corrections Officers positions

Due to the retirement of two (2) of our supervisors and their replacements being promoted, the Livingston County Sheriff Department has two (2) vacant Road Patrol positions. We are requesting those two (2) vacant positions be converted to Correction Officers positions. One position is currently vacant, while the other will become vacant on 8-5-13.

The intent of the conversion, upon completion of training, is to assign the two (2) Corrections Officers to assist with the transporting of inmates to and from the courts. This will allow two (2) of the Road Patrol Deputies assigned to the courts to be returned to the Road Patrol for Law Enforcement use. The long term object is to have the Corrections division handling all the transports and the Road Patrol performing law enforcement services. According to the MDOC staffing studies we are currently understaffed in the jail. This would help out when the Corrections Officers are not needed in court they could come in and be additional staffing in the jail

These positions are in the 2013 approved budget for the Sheriff Department in the Road Patrol Division and would be transferred to the Jail Division budget. The cost of Corrections officers are significantly less than a Road Patrol Deputy and therefore are more cost effective in these capacities. It is over \$100,000 savings per position over a six (6) year span. Attached to this packet is a spreadsheet that breaks down the cost savings.

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn, Assistant Jail Administrator

**Corrections Officer**

|        | Salary    | hourly rate | BCBS      | R/HC     | FICA     | WC       | LIFE  |
|--------|-----------|-------------|-----------|----------|----------|----------|-------|
| Hire   | 34,520.00 | 16.60       | 12,233.00 | 1,380.80 | 2,640.78 | 1,380.80 | 63.00 |
| 1 year | 38,594.00 | 18.55       | 12,233.00 | 1,543.76 | 2,952.44 | 1,543.76 | 63.00 |
| 2 year | 42,098.00 | 20.24       | 12,233.00 | 1,683.92 | 3,220.50 | 1,683.92 | 63.00 |
| 3 year | 44,842.00 | 21.56       | 12,233.00 | 1,793.68 | 3,430.41 | 1,793.68 | 63.00 |
| 4 year | 46,920.00 | 22.56       | 12,233.00 | 1,876.80 | 3,589.38 | 1,876.80 | 63.00 |
| 5 year | 49,100.00 | 23.61       | 12,233.00 | 1,964.00 | 3,756.15 | 1,964.00 | 63.00 |

**6 Year Total**

**Road Deputy**

|        | Salary    | hourly rate | BCBS      | R/HC     | FICA     | WC       | LIFE  |
|--------|-----------|-------------|-----------|----------|----------|----------|-------|
| Hire   | 37,363.00 | 17.96       | 12,233.00 | 1,494.52 | 2,858.27 | 1,494.52 | 63.00 |
| 1 year | 42,579.00 | 20.47       | 12,233.00 | 1,703.16 | 3,257.29 | 1,703.16 | 63.00 |
| 2 year | 47,560.00 | 22.87       | 12,233.00 | 1,902.40 | 3,638.34 | 1,902.40 | 63.00 |
| 3 year | 50,064.00 | 24.07       | 12,233.00 | 2,002.56 | 3,829.90 | 2,002.56 | 63.00 |
| 4 year | 53,690.00 | 25.81       | 12,233.00 | 2,147.60 | 4,107.29 | 2,147.60 | 63.00 |
| 5 year | 54,643.00 | 26.27       | 12,233.00 | 2,185.72 | 4,180.19 | 2,185.72 | 63.00 |

**6 Year Total**

| MERS     | Longevity | Total             | Holiday wkd | Holiday Pd | Total w/ holiday  |
|----------|-----------|-------------------|-------------|------------|-------------------|
| 9,949.00 | 0.00      | 62,183.98         | 1,792.38    | 796.62     | 64,772.98         |
| 9,949.00 | 0.00      | 66,897.52         | 2,003.92    | 890.63     | 69,792.07         |
| 9,949.00 | 0.00      | 70,951.58         | 2,185.86    | 971.49     | 74,108.93         |
| 9,949.00 | 0.00      | 74,126.33         | 2,328.33    | 1,034.82   | 77,489.48         |
| 9,949.00 | 0.00      | 76,530.54         | 2,436.23    | 1,082.77   | 80,049.54         |
| 9,949.00 | 491.00    | 79,543.76         | 2,549.42    | 1,133.08   | 83,226.26         |
|          |           | <b>368,049.72</b> |             |            | <b>384,666.27</b> |

| MERS     | Longevity | Total             | Holiday wkd | Holiday Pd | Total w/ holiday  |
|----------|-----------|-------------------|-------------|------------|-------------------|
| 9,949.00 | 0.00      | 65,473.27         | 1,940.00    | 862.22     | 68,275.50         |
| 9,949.00 | 0.00      | 71,508.08         | 2,210.83    | 982.59     | 74,701.51         |
| 9,949.00 | 0.00      | 77,271.01         | 2,469.46    | 1,097.54   | 80,838.01         |
| 9,949.00 | 0.00      | 80,168.09         | 2,599.48    | 1,155.32   | 83,922.89         |
| 9,949.00 | 0.00      | 84,363.30         | 2,787.75    | 1,239.00   | 88,390.05         |
| 9,949.00 | 546.43    | 86,012.33         | 2,837.23    | 1,260.99   | 90,110.56         |
|          |           | <b>464,796.07</b> |             |            | <b>486,238.50</b> |



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING THE SHERIFF’S DEPARTMENT TO HIRE SIX (6) ADDITIONAL PART TIME DEPUTIES FOR BAILIFF/COURT SECURITY**

**WHEREAS,** the Livingston County Sheriff’s Department has a statutory obligation to provide a bailiff to the Circuit, District and Probate Courts upon request of the Judge; and

**WHEREAS,** currently these duties are performed by transport deputies, however, due to increased need and lack of personnel it is becoming inefficient for both the Sheriff Department and the Courts; and

**WHEREAS** there are currently part time deputies assigned to building security and would be expanding their duties to include being a bailiff/courtroom security; and

**WHEREAS,** in order to ensure the safety and security of our Judges, court employees, jail inmates and the general public, it is imperative that these additional positions be filled as soon as possible; and

**WHEREAS,** it is requested that the 2013 Sheriff Department’s approved budget be amended in all personnel line items to reflect the increases as well as the uniform line item to outfit these new employees and deputy physicals line item; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby  
authorizes and approves the hiring of six (6) additional part time Deputies within the  
Livingston County Sheriff’s Department for the purpose of serving as bailiffs/courtroom  
security; and

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Sheriff Department 2013  
approved budget be amended to reflect the addition personnel and all related line items.

# # #

MOVED:  
SECONDED:  
CARRIED:

## Court Security/Bailiff

| Year   | Salary    | Hourly Rate | FICA     | WC     | Total     | Uniform/Weapon | Physical/Psych | Total w/ holiday | Grand Total 6 New P/T Officers |
|--------|-----------|-------------|----------|--------|-----------|----------------|----------------|------------------|--------------------------------|
| Hire   | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 1,500.00       | 1,000.00       | 19,932.40        | 119,594.40                     |
| 1 year | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 150.00         | 0.00           | 17,582.40        | 105,494.40                     |
| 2 year | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 150.00         | 0.00           | 17,582.40        | 105,494.40                     |
| 3 year | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 150.00         | 0.00           | 17,582.40        | 105,494.40                     |
| 4 year | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 150.00         | 0.00           | 17,582.40        | 105,494.40                     |
| 5 year | 15,600.00 | 15.00       | 1,193.40 | 624.00 | 17,432.40 | 150.00         | 0.00           | 17,582.40        | 105,494.40                     |



**LIVINGSTON COUNTY SHERIFF DEPARTMENT**  
**150 S. Highlander Way**  
Howell, Michigan 48843-2323

**(517) 546-2400**

**MEMORANDUM**

**DATE:** 7-10-13  
**TO:** Board of Commissioners  
**FROM:** Lt. Eric J. Sanborn  
**RE:** Hiring of six (6) additional part time deputies for bailiff/court security

The County Sheriff is statutorily required to provide a bailiff to the Circuit, District and Probate Courts upon Request:

**REVISED JUDICATURE ACT OF 1961 (EXCERPT)**

**Act 236 of 1961**

**600.581 Sheriff and deputy; attendance at court sessions.**

Sec. 581. The sheriff of the county, or his deputy, shall attend the circuit court, probate court, and district court sessions, when requested by these courts, and the sessions of other courts as required by law. The judge in his discretion:

- (a) shall fix, determine, and regulate the attendance at court sessions of the sheriff and his deputies;
- (b) may fine the sheriff and his deputies for failure to attend.

**History:** 1961, Act 236, Eff. Jan. 1, 1963;—Am. 1974, Act 297, Eff. Apr. 1, 1975.

These duties have typically been handled by the transport deputies in addition to their assigned duties. Due to increased demand and lack of personnel, it is no longer viable or efficient for the Courts or the Sheriff's Department. The Judges are requesting these duties be performed more regularly.

Therefore, we are requesting the hiring of six (6) additional part time deputies to serve as bailiff/court security. We currently have part time deputies at the court houses doing building security. We would reclassify these positions to include bailiff and courtroom security to their job descriptions.

This essential would provide a part time bailiff to every Judge. Due to their dockets and schedules they are not in the courtrooms full time nor are they on all on the bench at the same time. Therefore, these six (6) would be shared amongst the six (6) Judges strategically on an as needed basis. If there are times in the court house when they are not needed, those deputies would become hall security or assist with screening at the door.

In addition to this memo, I have provided a document that details out what our surrounding counties are doing in regards to those services. SEE ATTACHED

For the security of the Judges, the court employees, the inmates, and the public, it is imperative to fill these positions immediately.

These positions would be in addition to the Sheriff Departments 2013 approved budget and would require a budget amendment in all related personnel line items as well as the uniform and deputy physical line items. There would be an increase of \$93,600 in salaries, \$7,160.40 in FICA and \$3,744 in worker comp (Total \$104,594.40). Upon initial hire, we would request an increase of the amended budget of \$1,500 per officer in uniform line item to include uniforms, duty gear and weapon (\$9,000). In addition to that expense, we are requesting an increase in the amended budget for the deputy physical line item of \$1,000 per officer (\$6,000) to include physical examinations, psychological testing and drug screens. Attached to this packet is a spreadsheet detailing the cost breakdown.

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn,  
Assistant Jail Administrator

# Surrounding County Bailiff Programs

## Oakland County-

- Do not Provide Bailiff for Circuit Courts – The Court voluntarily gave up their bailiff in exchange for an additional clerk in each of the Circuit Courts.
- The Circuit Court is handled with transport officers for in custody hearings. Otherwise no Bailiff.
- District Courts – 8 of their courts contract for bailiff services in the areas where they have municipal courts.
- They have two (2) District courts that they cover with part time certified police officers without a contract.
- They are in the courts as needed - when they are not needed they roam the halls and help at the door if needed. Being outside the courtrooms they can step in if situation arises.
- Job Description Attached

## Washtenaw County –

- Do not provide bailiff for the Circuit Courts – The Court voluntarily gave up their bailiff in exchange for judicial attorneys in each of the Circuit Courts.
- All three District Courts are staffed with Full time POAM employee from the Corrections Division.
- Job Description Attached

## Ingham County-

- Full Time Deputies in Circuit Court from there Field Services Division. Currently, have very little General Road Patrol.
- Recently, they have one District Court that are using part time certified officers in the courtrooms when necessary – when not needed are building security in the halls or at the door.
- Very happy with the program, are looking to expand it to the rest of their District courts.
- Modeled their program after Clinton County.

## Clinton County-

- Part time certified police officers assigned to the Circuit and District courts 40 hrs a week.
- When they are not needed they roam the halls or help with screening at the door.

# OCSO

## Satellite Services Division

### Court Detail

#### Post Orders

Deputy – District Court Security (PTNE)

#### General Description

Officers are assigned to various Court facilities located throughout Oakland County.

**They provide security and protection for the public, employees and elected officials at their specific assignments.** Officers may search visitors and their belongings to detect weapons, dangerous objects and contraband prior to them entering an assigned facility. Officers also operate an X-ray machine, walk through metal detector and hand wand. Officers must maintain good public relations while performing their duties with all visitors, staff and administrators. PTNE Court Security Deputies are led by the full time Court Security Deputy (102) assigned to the Court Facility. The direct supervisor is the Sergeant in charge of Court Security/District Court in the Satellite Services Division.

**\*\* Officers also may be instructed to perform bailiff positions for the court when instructed (see duties posted below).**

#### District Court Location

|                                     |                        |
|-------------------------------------|------------------------|
| 43 <sup>rd</sup> – Madison Heights  | 52/1 – Novi            |
| 43 <sup>rd</sup> – Hazel Park       | 52/2 – Clarkston       |
| 47 <sup>th</sup> – Farmington Hills | 52/3 – Rochester Hills |
| 48 <sup>th</sup> – Bloomfield       | 52/4 – Troy            |

#### Specific Duties

1. Inspect assigned area for suspicious or out of place objects at start of shift.
2. Verify equipment (x-ray and magnetometer) is functioning properly.
3. Operate and monitor x-ray and magnetometer at entrance.
4. Monitor and keep noise levels low in and around entry screening area.
5. No socializing with the public other than court related issues and questions.
6. Screen all visitors and their belongings for weapons, dangerous objects and contraband prior to entering the facility.
7. Maintain an accurate count of all visitors entering the Courthouse.
8. Screen and inspect all deliveries from outside vendors entering the facility.
9. Check employees and verify picture identification matches individual.
10. Check identification of police officers and ensure proper logging is recorded.
11. Monitor radio traffic for incidents that occur within facility.
12. **Will respond to all incidents reported and follow procedures to ensure that the proper assistance is given. (Talk to your Sgt for any questions you may have related to your post).**
13. Provide medical assistance as needed.
14. Provide public with information and assistance when requested.
15. Submit incidents reports when necessary.

16. Relieve other PTNE Officers when breaks are scheduled.
17. Perform walking patrols throughout the facility.
18. Notify the Court Sergeant or Command Sgt. Of all incidents or emergencies before your shift has ended.
19. **Maintain excellent public relations and display a professional demeanor at all times.**

**\*\* 43<sup>rd</sup> (Hazel Park – Bailiff Duties):**

Hazel Park District Court is the only current court where an OCSO PTNE performs bailiff duties. This duty is separate from the court security position located at the entrance.

Start time: 0800-1630 (Times are subject to change). This all depends on the case load of the day.

Duties:

1. Will include the safety and security of the court room.
2. Calling the cases held in the court room.
3. Assisting the court room admin with paperwork (where needed).
4. Watching the prisoners in the court room holding area until the Hazel Park PD officers come up to take them into custody.

Dropping off the bank deposit at the bank (daily)

# Washtenaw County

## JOB DESCRIPTION

Job Code: 56

Authorization: 08-  
0184  
Employee Group: 16  
Reference: 87-0159

**CLASS TITLE:** COURT OFFICER  
**DEPARTMENT:** Sheriff  
**FLSA STATUS:** Non-Exempt

### JOB SUMMARY

Under the supervision of a higher classified employee, this full-time position is assigned within the Sheriff Office, Corrections Division. District Court security officers are assigned three primary duties: (1) judicial security; (2) courtroom security; and (3) ancillary support security functions.

As a member of the County Court Security Unit of the Sheriff Office, District Court officers may be assigned to perform court security tasks at any County court facility.

### EXAMPLES OF DUTIES

- Performs security patrols and contraband searches of courtrooms and additional interior areas within the courthouse.
- Provides protection for judicial officials.
- Performs security foot or vehicular patrols and contraband searches of exterior areas of the courthouse.
- Directs the opening and closing of courtrooms.
- Provides security for jurors.
- Provides security response in emergency situations and requests for assistance.
- Assumes custody of individuals remanded into custody by the Judge.
- Monitors public and private entrances, corridors, stairs, and elevators.
- Assists Law Enforcement officers in guarding prisoners in the courtrooms and adjacent holding areas, and moving prisoners in and out of court.
- Monitors all radio traffic.



## **COURT OFFICER**

### **Page Two**

- Maintains order and decorum in an assigned courtroom. The officer shall position him/herself in a location that will enable the officer to monitor all persons and activities in the courtroom.
- Operates weapons screening equipment including: hand-held and walk-through metal detectors, x-ray machines, and other security equipment.
- Coordinates with local law enforcement agencies to enforce parking regulations and trespassing regulations on and around County courthouse property.
- Provides service and information to visitors of the courthouse.
- Performs other security and security-related tasks as assigned.

The preceding statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

## **EMPLOYMENT QUALIFICATIONS**

### **Knowledge of:**

- Interpreting, applying, and explaining complex laws, policies and regulations.
- Using sound independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with employees at all levels and with individuals of diverse socioeconomic and ethnic backgrounds.

## **LICENSE/CERTIFICATIONS**

Possession of a valid Michigan Vehicle Operator's License is required. Successful completion of MCOLES pre-employment written test.

## **EDUCATION**

Possession of a high school diploma or its equivalent. Various combinations of education and experience that could provide an equivalent level of knowledge and skills to perform the job will be considered.

## **EXPERIENCE**

One (1) or two (2) years of Law Enforcement or security experience.

## **COURT OFFICER**

### **Page Three**

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, should be considered.

This class description identifies the major duties and requirements of the job and should not be seen as all-inclusive. Incumbents may be required to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.