

ALACHUA



COUNTY SHERIFF'S OFFICE

Sheriff Chad D. Scott

Post Office Box 5489 • Gainesville, FL 32627

May 1, 2025

Honorable Charles "Chuck" Chestnut, IV, Chair
Alachua County Board of County Commissioners
12 S.E. 1st Street
Gainesville, FL 32601

Dear Chair Chestnut:

In accordance with section 30.49 Florida Statutes, enclosed please find the Alachua County Sheriff's Office Certified Budget Request for the Fiscal Year Ending September 30, 2026. I consider these proposed expenditures reasonable and necessary for the proper, safe and efficient operation of the Alachua County Sheriff's Office and the citizens that we serve.

Wages and New FTE's:

The FY25/26 certified budget request includes a 4.52% increase to the base pay of non-ranking Deputy Sheriffs, Detention Officers, and Detention Deputies resulting in the beginning rate of pay going from \$55,014 to \$57,500. Our goal is to reach a beginning rate of pay of \$60,000 in FY26/27 and \$62,000 in FY27/28.

For all other agency positions the certified budget includes a 4% increase to the base rate of pay. The continuation of Recruitment & Retention bonuses is also included in this request.

We have also included a request to add six and one-half (6.50) new FTE's and to convert one (1) position from part-time to full-time; the request includes:

Law Enforcement Budget FTE's:

Two (2) Mental Health Co-Responder Deputies – Since the implementation of our Mental Health Co-Responder Program, we have seen a significant positive impact on both individuals in crisis and the broader community. In this initiative, Deputies are paired with highly trained and skilled mental health clinicians employed by Meridian, allowing for an informed and compassionate response to mental health-related calls. This collaborative approach ensures that individuals receive appropriate care and support. As a result, we have observed a noticeable decrease in the number of arrestees being booked into the jail, as well as Baker/Marchman Acts and emergency room diversions, demonstrating the program's overall effectiveness. When we first implemented this successful program, we utilized existing Deputy positions to initiate the program; this resulted in less Deputies allocated to our Patrol Division. With the proven effectiveness of this initiative, we are respectfully requesting the Board's support in funding two dedicated full-time Mental Health Deputies to ensure the continued success and sustainability of this vital program. In all, this would give the Agency a total of four dedicated Mental Health Co-Responder Deputies.

One (1) Community Services Deputy – Community engagement is a vital component of any successful law enforcement organization and remains a top priority for this administration. To strengthen our connection with the public and enhance trust, transparency, and collaboration, we

Court Security Budget FTE's:

One (1) Part-Time Fleet Maintenance Administrative Specialist – Our fleet operations have significantly grown over the last twenty years and for the last ten years Fleet has been operating with only one full-time Administrative Specialist. We are asking the Board to fund one part-time Administrative Specialist under the Court Security budget to assist with the increased work load and to increase efficiencies.

Florida Retirement System:

FRS employer contribution rates as *mandated* by the Florida Legislature are included in this budget. Senate Bill 7022 increases the Regular Risk rate from 13.63% to 14.03% and increases the Special Risk rate from 32.79% to 35.19%. It is important to note that over 60% of our positions fall under the Special Risk category.

Health Insurance:

The Sheriff's Office participates in the Alachua County Health Insurance Self-Insured Program. As *mandated* by the County, a 4% increase in rates has been included.

Florida Sheriff's Risk Management Fund:

The Sheriff's Office participates in the Florida Sheriff's Risk Management Fund for Liability, Auto and Workers Compensation insurance. FY25/26 is being impacted by House Bill 301 and our insurance pool has informed us to include a 20% increase in rates.

Inmate Medical, Mental Health & Food Contracts:

At the Department of the Jail the Inmate Medical, Mental Health, and Food contracts alone represent 70% of the Jail's total operating expenses. FY25/26 represents our first of two renewal periods with WellPath for medical and mental health services and our cost has increased by over 6%. Although our meal costs remained flat, we did have to increase the request by over 3% due to rising population counts.

Vehicle Replacements:

The Law Enforcement certified budget and the Jail certified budget also includes the routine request for replacement of our regular fleet vehicles that have exceeded their useful life. Our FY25/26 rotation schedules resulted in asking for less monies than in prior years.

Other Increases:

This certified budget includes other customary increases common among all local government agencies. These include the increased costs of hardware and software agreements to ensure compliance with Federal requirements related to law enforcement agencies, and other items affected by inflation.

Real Time Crime Center:

Looking ahead, we would like to collaborate with the County in the near future to further discussions on the realization of a Real-Time Crime Center. This forward-looking initiative would enhance our ability to monitor and respond to incidents as they unfold, utilizing technology, data integration, and real-time intelligence to support field operations and improve public safety outcomes. As the County looks to vacate the current Emergency Operations Center at the Combined Communications Center (CCC) building, we see a valuable opportunity to repurpose that area for the development of the Real-Time Crime Center. While this certified budget **does not** include a request for personnel or operational needs, those considerations will be forthcoming as planning progresses. We look forward to working together to bring this vital resource to life.

Speed Enforcement in School Zones:

As we begin implementing the speed enforcement initiative in school zones, our goal is to enhance the safety of children, families, and school personnel by deterring speeding and encouraging responsible driving behavior in these high-risk areas. This initiative will involve the use of technology and enforcement strategies to monitor and address speeding violations. This initiative will be one that is implemented in stages, implementing a manageable number of school zones at first and increasing this number over time. Once the program is set to roll-out, we believe it will require the addition of two full-time employment positions to support the oversight of the program. As additional school zones are brought online, there is the potential that additional full-time positions may be needed to sustain the long-term success of the program and adapt to the increasing demands and additional school zones implemented. This certified budget **does not** include a request for additional positions at this time; however, we ask that we may continue to collaborate with County staff as the program's development is finalized and the implementation phase begins.

Capital Improvement Projects:

We are committed to continuing conversations and collaborating closely with County staff regarding upcoming and ongoing facility needs. These projects are crucial to enhancing our facilities, improving operational efficiency, and ensuring we have the infrastructure necessary to meet the needs of the community we serve. This ongoing partnership will be key to successfully executing these improvements and ensuring they contribute to the overall growth and effectiveness of our operations. While this certified budget **does not** include a request for funding amounts required to complete these projects, of most importance and significance, our immediate facility needs include:

Development of Newly Acquired Property to Our South:

In 2024, the County purchased the tract of land immediately to the south of our Administration Building. Since the purchase, County staff has been working with us to develop the property with the goal of providing covered and secured parking for our oversized specialty fleet vehicles. We ask that County staff continues to work with us on the development of this property throughout the upcoming fiscal year to see this project through to completion.

Evidence Expansion:

As our Agency continues to grow, we have outgrown the current space allocated for physical evidence storage and management. The need for a larger and secured evidence footprint has become increasingly critical to ensuring that we can properly store, track, and handle the growing volume of physical evidence. Expanding our evidence storage will not only improve our operational efficiency but also enhance our ability to maintain the integrity of evidence throughout investigations and legal proceedings. Our current Evidence area is adjacent to the space that housed our Property Unit. In the very near future, our Property Unit will be relocating. Given this, we would like to absorb this area into the Evidence Unit through necessary building modifications. We ask that County staff work with us this upcoming fiscal year to complete the necessary modifications to facilitate this expansion.

Summary:

A significant portion of this budget request is dedicated to employee wages and related benefits. A majority of the other increases in this budget request are due to mandated/contractual items and increased costs beyond our control.

Honorable Charles "Chuck" Chestnut, IV, Chair
Alachua County Board of County Commissioners
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We look forward to working with the Commission, County Manager and County staff throughout this year's budget process. Thank you for considering the Fiscal Year 2025/2026 Certified Budget Request.

Sincerely,



Chad D. Scott
Sheriff

CDS/pj

ALACHUA



COUNTY SHERIFF'S OFFICE

Sheriff Chad D. Scott

Post Office Box 5489 • Gainesville, FL 32627

In accordance with Section 30.49, F.S., I submit to the Alachua County Board of County Commissioners the following budget for the carrying out of the powers, duties and operations of the Alachua County Sheriff's Office for the fiscal year ending September 30, 2026.

	Continuation	Additional FTE's	Total
521 LAW ENFORCEMENT			
Personal Services	\$47,578,917	\$496,582	\$48,075,499
Operating Expenses	\$8,090,481	\$221,904	\$8,312,385
Capital Outlay	\$2,422,062	\$225,567	\$2,647,629
Debt Service	\$633,221	\$0	\$633,221
FUNCTION TOTAL	\$58,724,681	\$944,053	\$59,668,734
523 JAIL			
Personal Services	\$44,990,146	\$0	\$44,990,146
Operating Expenses	\$12,393,079	\$0	\$12,393,079
Capital Outlay	\$232,935	\$0	\$232,935
Debt Service	\$59,864	\$0	\$59,864
FUNCTION TOTAL	\$57,676,024	\$0	\$57,676,024
525 COMBINED COMMUNICATION CENTER			
Personal Services	\$12,561,488	\$98,623	\$12,660,111
Operating Expenses	\$1,563,526	\$3,750	\$1,567,276
Capital Outlay	\$60,000	\$0	\$60,000
Debt Service	\$0	\$0	\$0
FUNCTION TOTAL	\$14,185,014	\$102,373	\$14,287,387
525 CCC CAPITAL REPLACEMENT FUND			
Capital Outlay	\$344,310	\$0	\$344,310
711 COURT SECURITY			
Personal Services	\$4,929,212	\$48,653	\$4,977,865
Operating Expenses	\$369,995	\$3,750	\$373,745
Capital Outlay	\$0	\$0	\$0
Debt Service	\$6,720	\$0	\$6,720
FUNCTION TOTAL	\$5,305,927	\$52,403	\$5,358,330

Chad D. Scott, Sheriff

Before me this 1st day of May 2025 appeared Chad D. Scott, Sheriff of Alachua County, Florida, who is personally known to me, who states to the best of his knowledge and belief, the above established amounts are reasonable and necessary for the proper and efficient operation of the Alachua County Sheriff's Office for the fiscal year ending September 30, 2026.

Notary Public

(352) 367-4000



LAW
ENFORCEMENT

PERSONAL
SERVICES

Sub Object Level

REQUEST FOR ADDITIONAL FTE'S
For the Fiscal Year Ending 9-30-26

	Mental Health Team		Community Services	Crime Analyst	Digital Evidence Specialist	Total
	Deputy 1	Deputy 2	Deputy 1	Civilian	Civilian	
<u>Personal Services:</u>						
Salary	57,500	57,500	57,500	49,506	44,046	266,052
College Degree Pay	1,044	1,044	1,044	2,004	2,004	7,140
Police Standards Pay(estimate)	360	360	360	0	0	1,080
Overtime (estimate)	4,000	4,000	4,000	0	0	12,000
Retirement	22,136	22,136	22,136	7,227	6,461	80,096
Fica (7.65%)	4,812	4,812	4,812	3,941	3,523	21,900
Health Insurance (assume EE+1 coverage)	18,619	18,619	18,619	18,619	18,619	93,095
Dental Insurance (assume high coverage)	283	283	283	283	283	1,415
Life Insurance	76	76	76	65	58	351
Workers Comp Insurance	4,403	4,403	4,403	129	115	13,453
Total Personal Services	113,233	113,233	113,233	81,774	75,109	496,582
<u>Operating Expenditures:</u>						
Pre-Employment HR Costs	700	700	700	700	700	3,500
New Deputy Sheriff Training (22 weeks):	24,640	24,640	24,640	0	0	73,920
3 wks mini academy at Training Bureau						
5 wks mini academy at Patrol						
12 wks field training with FTD						
2 wks final review w/ FTD						
Avg of \$28/hr for instructors/FTD's for 880 hrs						
In Service Stds Training 6x/yr 48 hrs avg \$35/hr	1,680	1,680	1,680	0	0	5,040
Ammunition - Mini/In Service/Issue	900	900	900	0	0	2,700
Miscellaneous Training Supplies	200	200	200	0	0	600
Weapons (glock, shotgun, rifle, baton)	3,360	3,360	3,360	0	0	10,080
Taser	660	660	660	0	0	1,980
Uniforms, accessories & other equip	1,890	1,890	1,890	0	0	5,670
Ballistic Vest with vest carrier	1,000	1,000	1,000	0	0	3,000
Body Worn Camera	1,405	1,405	1,405	0	0	4,215
Ink Cartridges for Vehicle Printer	200	200	200	0	0	600
MS Software (email, word, etc)	250	250	250	250	250	1,250
MS Enterprise Agreement	1,000	1,000	1,000	1,000	1,000	5,000
Netmotion Annual Maintenance for Laptop	153	153	153	0	0	459
Computer/Laptop w/3 yrs of ins	4,000	4,000	4,000	1,000	1,000	14,000
Camera with storage disk x2	100	100	100	0	0	300
Cell Phone	180	180	180	0	0	540
Cell Phone Service \$40/mo	480	480	480	0	0	1,440
Portable Radio with accessories	4,112	4,112	4,112	0	0	12,336
Crime Scene Tech Kit/Yrs office supplies	250	250	250	500	500	1,750
Trauma Kit	234	234	234	0	0	702
Ticket Book - holder	26	26	26	0	0	78
Liability Insurance	1,037	1,037	1,037	300	300	3,711
Veh - Convert to Police Cruiser	12,780	12,780	12,780	0	0	38,340
Veh - Supplies (Stop Stick, Flares)	600	600	600	0	0	1,800
Veh - Supplies (1st Aid Kit & Emerg Blanket)	40	40	40	0	0	120
Veh - Annual Auto Insurance	1,418	1,418	1,418	0	0	4,254
Veh - Annual Tag, Registration & Speed Cert	166	166	166	0	0	498
Veh - AED	1,480	1,480	1,480	0	0	4,440
Veh - Annual AED Maintenance	277	277	277	0	0	831
Veh - Annual Repairs & Maintenance	1,000	1,000	1,000	0	0	3,000
Veh - Annual Gas, Oil & Fluids	5,250	5,250	5,250	0	0	15,750
Total Operating Expenditures	71,468	71,468	71,468	3,750	3,750	221,904
<u>Capital Outlay:</u>						
Vehicle - radio	6,500	6,500	6,500	0	0	19,500
Vehicle - standard vehicle price	68,689	68,689	68,689	0	0	206,067
Total Capital Outlay	75,189	75,189	75,189	0	0	225,567
Total	259,890	259,890	259,890	85,524	78,859	944,053

Law Enforcer Position Control
For the Fiscal Year Ending 9-30-2026

Stat	FTE	Dep/Div	Object Code	12	12	12	12	12	21	21	22	24	23	23	23	Total
			Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	
Sw	1.00	1001	OOS/SHERIFF	248,332	0	1,560	0	0	15,493	3,623	146,637	10,620	18,619	76	283	445,244
	1.00	1001 Total		248,332	0	1,560	0	0	15,493	3,623	146,637	10,620	18,619	76	283	445,244
Sw	1.00	1010	OOS/UNDERSHERIFF	192,989	0	480	0	0	11,995	2,805	68,082	8,222	26,249	76	283	311,181
Civ	1.00	1010	OOS/CHIEF OF STAFF	123,511	0	1,560	0	0	7,754	1,814	44,012	5,316	18,619	76	283	202,945
Civ	1.00	1010	OOS/DEPUTY DIRECTOR	132,992	0	0	0	0	8,246	1,928	18,659	332	26,249	76	283	188,765
Civ	1.00	1010	OOS/EXECU ASST TO COS & DD	84,948	0	0	0	0	5,267	1,232	11,918	212	8,805	76	213	112,671
Civ	1.00	1010	OOS/SR EXEC ASST TO SHERIFF	96,999	2,004	0	0	0	6,138	1,436	13,890	248	8,805	76	0	129,595
	5.00	1010 Total		631,439	2,004	2,040	0	0	39,400	9,215	156,561	14,330	88,727	378	1,062	945,156
Civ	1.00	1020	OOS/GENERAL COUNSEL	136,317	2,496	0	0	0	8,606	2,013	19,475	0	26,249	76	213	195,445
Civ	1.00	1020	OOS/GENERAL COUNSEL	136,317	2,496	0	0	0	8,606	2,013	19,475	0	18,619	76	283	187,885
	2.00	1020 Total		272,634	4,992	0	0	0	17,213	4,026	38,951	0	44,868	151	496	383,331
Civ	1.00	1030	OOS/PIO/CIVILIAN PIO	78,883	2,004	0	0	0	5,015	1,173	11,348	202	8,805	76	213	107,719
Civ	1.00	1030	OOS/PIO/MEDIA PRODUCTN SPECIAL	56,011	2,004	0	0	0	3,597	841	8,140	145	8,805	74	283	79,900
Sw	1.00	1030	LT BODY WORN CAMERA MANAGER	109,298	0	1,200	2,340	0	6,996	1,636	24,847	4,796	0	76	0	151,188
Civ	1.00	1030	BODY WORN CAMERA SPECIALIST	44,046	2,004	0	0	0	2,855	668	6,461	115	18,619	59	283	75,110
Civ	1.00	1030	GOVT & COMM RELATIONS MANAGER	91,553	996	0	0	0	5,738	1,342	12,985	231	8,805	76	283	122,009
Civ	1.00	1030	OOS/PI&COMM/BWC DIGI EVID SUP	54,299	2,004	0	0	0	3,491	816	7,899	141	8,805	72	283	77,810
Sw	1.00	1030	OOS/PIO/SERGEANT	101,536	1,044	1,200	2,600	0	6,596	1,543	37,435	4,521	0	76	0	156,550
Sw	1.00	1030	OOS/PIO&COMM SVCS DIV/CAPTAIN	136,114	0	240	0	0	8,454	1,977	47,983	5,795	26,249	76	213	227,101
Civ	1.00	1030	OOS/PIO P&A ADMIN SPECIALIST	50,744	0	0	0	0	3,146	736	7,119	127	18,619	64	283	80,838
Sw	1.00	1030	OOS/PIO/CRIME PREVNTION DEPUTY	79,264	636	1,320	0	0	5,036	1,178	11,395	3,452	18,619	76	283	121,258
Sw	1.00	1030	OOS/PIO/CRIME PREVNTION DEPUTY	91,922	0	480	0	0	5,729	1,340	18,904	3,927	0	76	0	122,378
	11.00	1030 Total		893,670	10,692	4,440	4,940	0	56,652	13,249	194,517	23,452	117,326	799	2,124	1,321,861
Sw	1.00	1040	OOS/OPS/LT. INSPECTOR	109,298	1,044	1,440	0	1,000	6,930	1,621	39,336	4,751	8,805	76	213	174,514
Sw	1.00	1040	OOS/OPS/SERGEANT INSPECTOR	87,586	1,044	1,440	1,820	1,000	5,697	1,332	32,336	3,905	8,805	76	283	145,325
Civ	1.00	1040	OOS/OPS/ADMIN SUPP SPECIALIST	86,805	2,004	0	0	0	5,506	1,288	11,469	222	8,805	76	283	116,458
Sw	1.00	1040	OPS/LT LEAD INSPECTOR	123,016	0	720	0	1,000	7,672	1,794	43,543	5,259	8,805	76	283	192,167
Sw	0.50	1040	OPS & TECH SVCS MAJOR	80,940	768	780	0	0	5,114	1,196	29,028	3,506	0	76	0	121,407
	4.50	1040 Total		487,645	4,860	4,380	1,820	3,000	30,920	7,231	155,712	17,643	35,220	378	1,062	749,870
Civ	1.00	1041	OOS/ACCREDITATION SPECIALIST	77,212	2,496	0	0	0	4,942	1,156	11,183	199	8,805	76	126	106,195
	1.00	1041 Total		77,212	2,496	0	0	0	4,942	1,156	11,183	199	8,805	76	126	106,195
Civ	1.00	1044	ADMIN SVCS/HR DIRECTOR	121,831	0	0	0	0	7,554	1,767	17,093	305	0	76	0	148,624
Civ	1.00	1044	ADMIN SVCS/HR EMPLOYMENT MGR	69,220	0	0	0	0	4,292	1,004	9,712	173	26,249	76	283	111,008
Civ	1.00	1044	ADMIN SVCS/HR BENEFIT COORDINA	54,299	2,004	0	0	0	3,491	816	7,899	141	18,619	72	283	87,624
Civ	1.00	1044	ADMIN SVCS/HR SPECIALIST	44,046	2,004	0	0	0	2,855	668	6,461	115	18,619	59	283	75,110
Civ	1.00	1044	ADMIN SVCS/HR RISK COORDINATOR	58,474	0	0	0	0	3,625	848	8,204	146	8,805	74	283	80,460
Civ	1.00	1044	ADMIN SVCS/HR CIV BACK INVESTI	62,970	0	0	0	0	3,904	913	8,218	157	0	76	0	76,238
Sw	1.00	1044	ADMIN SVCS/HR SWORN BACKGR INV	91,922	0	240	3,900	1,000	5,956	1,393	33,804	4,083	0	76	0	142,373
	7.00	1044 Total		502,762	4,008	240	3,900	1,000	31,676	7,408	91,390	5,120	72,292	508	1,132	721,436
Civ	0.50	1080	ITB/INFORMATION TECH DIRECTOR	67,239	1,002	0	0	0	4,231	989	9,574	171	26,249	76	283	109,814
Civ	1.00	1080	ITB/PC SUPPORT SPECIALIST	50,744	0	0	0	0	3,146	736	7,119	127	8,805	64	283	71,024

Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	1080	ITB/NETWORK SUPPORT SPECIAL	75,958	2,004	0	0	0	4,834	1,130	17,167	195	8,805	76	283	110,452
Civ	0.50	1080	ITB/NETWORK ADMINISTRATOR	46,163	1,002	0	0	0	2,924	684	6,617	118	4,403	60	107	62,079
Civ	1.00	1080	ITB/RMS SYSTEM ADMINISTRATOR	107,326	996	0	0	0	6,716	1,571	15,198	271	8,805	76	283	141,241
Civ	1.00	1080	ITB/CYBERSECURITY SPECIALIST	77,857	2,004	0	0	0	4,951	1,158	11,204	200	8,805	76	283	106,538
	5.00	1080 Total		425,287	7,008	0	0	0	26,802	6,268	66,880	1,081	65,872	427	1,522	601,148
Civ	1.00	1090	A&B/CONTRACTS & GRANT ADMIN	90,290	2,496	0	0	0	5,753	1,345	13,018	232	8,805	76	283	122,298
Civ	1.00	1090	A&B/CHIEF FINANCIAL OFFICER	180,858	2,004	0	0	0	11,337	2,651	25,656	457	26,249	76	283	249,571
Civ	1.00	1090	A&B/ACCOUNTS PAYABLE SPECIALI	49,506	0	0	0	0	3,069	718	6,946	124	18,619	63	283	79,328
Civ	1.00	1090	A&B/PURCHASING AGENT	58,847	2,004	0	0	0	3,773	882	8,537	152	8,805	76	283	83,359
Civ	1.00	1090	A&B/ASST FINANCIAL OFFICER	118,240	2,004	0	0	0	7,455	1,744	16,870	301	26,249	76	283	173,221
Civ	1.00	1090	A&B/SR PAYROLL SPECIALIST	66,158	996	0	0	0	4,164	974	9,422	168	8,805	76	283	91,044
	6.00	1090 Total		563,899	9,504	0	0	0	35,551	8,314	80,448	1,434	97,532	441	1,698	798,821
Sw	1.00	2000	OPERATIONS MAJOR	161,879	0	480	0	0	10,066	2,354	57,134	6,900	26,249	76	283	265,421
	1.00	2000 Total		161,879	0	480	0	0	10,066	2,354	57,134	6,900	26,249	76	283	265,421
Sw	1.00	2101	PATROL/CAPTAIN	136,114	1,044	1,560	0	0	8,601	2,011	30,546	5,896	26,249	76	283	212,379
Sw	1.00	2101	PATROL/CAPTAIN	136,114	1,044	1,440	0	0	8,593	2,010	30,519	5,890	8,805	76	283	194,774
Civ	1.00	2101	PATROL/ADMINISTRATIVE SPECIALI	50,744	2,004	0	0	0	3,270	765	7,401	132	8,805	67	283	73,470
Sw	1.00	2101	PATROL/ADMIN LIEUTENANT	97,110	636	600	0	0	6,097	1,426	34,608	4,180	18,619	76	283	163,635
	4.00	2101 Total		420,082	4,728	3,600	0	0	26,561	6,212	103,073	16,098	62,478	294	1,132	644,258
Sw	1.00	2110	PATROL/ADMIN SERGEANT	77,071	636	600	0	0	4,855	1,135	27,556	3,328	18,619	76	283	134,159
Sw	1.00	2110	PATROL/LIEUTENANT	97,110	636	600	0	0	6,097	1,426	34,608	4,180	18,619	76	283	163,635
Sw	1.00	2110	PATROL/LIEUTENANT	106,115	636	1,080	0	0	6,686	1,564	37,946	4,583	26,249	76	283	185,216
Sw	1.00	2110	PATROL/LIEUTENANT	103,024	0	480	0	0	6,417	1,501	36,423	4,399	8,805	76	283	161,408
Sw	1.00	2110	PATROL/LIEUTENANT	109,298	1,044	1,560	0	0	6,938	1,623	39,378	4,756	26,249	76	283	191,204
Sw	1.00	2110	PATROL/LIEUTENANT	103,024	1,044	1,440	3,380	0	6,751	1,579	38,318	4,628	26,249	76	283	186,771
Sw	1.00	2110	PATROL/SERGEANT	77,071	636	600	0	0	4,855	1,135	27,556	3,328	18,619	76	283	134,159
Sw	1.00	2110	PATROL/SERGEANT	80,154	0	240	0	0	4,984	1,166	28,291	3,417	26,249	76	283	144,859
Sw	1.00	2110	PATROL/SERGEANT	92,920	0	480	3,380	0	6,000	1,403	34,057	4,113	0	76	283	142,712
Sw	1.00	2110	PATROL/SERGEANT	85,035	1,044	1,440	1,300	0	5,507	1,288	31,255	3,775	26,249	76	283	157,251
Sw	1.00	2110	PATROL/SERGEANT	77,071	636	600	0	0	4,855	1,135	27,556	3,328	0	76	0	115,257
Sw	1.00	2110	PATROL/SERGEANT	87,586	720	3,120	0	0	5,668	1,326	32,173	3,886	26,249	76	213	161,016
Sw	1.00	2110	PATROL/SERGEANT	80,154	636	360	1,560	0	5,128	1,199	29,106	3,515	26,249	76	213	148,196
Sw	1.00	2110	PATROL/SERGEANT	85,035	636	600	2,210	0	5,486	1,283	31,136	3,760	8,805	76	283	139,310
Sw	1.00	2110	PATROL/SERGEANT	95,708	0	240	650	0	5,989	1,401	33,993	4,105	26,249	76	213	168,624
Sw	1.00	2110	PATROL/SERGEANT	101,536	0	480	2,600	0	6,486	1,517	36,814	4,446	26,249	76	283	180,487
Sw	1.00	2110	PATROL/SERGEANT	82,558	1,044	1,560	2,080	0	5,409	1,265	30,700	3,708	8,805	76	0	137,205
Sw	1.00	2110	PATROL/SERGEANT	77,071	1,044	1,440	1,300	0	5,013	1,172	28,453	3,436	8,805	76	283	128,093
Sw	1.00	2110	PATROL/SERGEANT	87,586	0	480	0	0	5,460	1,277	30,990	3,743	26,249	76	283	156,144
Sw	1.00	2110	PATROL/SERGEANT	80,154	0	0	1,170	0	5,042	1,179	28,618	3,456	26,249	76	283	146,227
Sw	1.00	2110	PATROL/SERGEANT	87,586	1,044	1,560	1,560	0	5,689	1,330	32,287	3,899	8,805	76	213	144,049
Sw	1.00	2110	PATROL/DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371

**Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026**

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Sw	1.00	2110	PATROL/DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2110	PATROL/DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2110	PATROL/DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2110	PATROL/DEPUTY	63,469	1,044	1,440	0	0	4,089	956	23,209	2,803	8,805	76	283	106,174
Sw	1.00	2110	PATROL/DEPUTY	66,682	1,044	960	1,300	0	4,339	1,015	24,628	2,974	8,805	76	283	112,106
Sw	1.00	2110	PATROL/DEPUTY	60,411	0	0	910	0	3,802	889	21,579	2,606	8,805	76	283	99,361
Sw	1.00	2110	PATROL/DEPUTY	63,469	636	360	0	0	3,997	935	22,685	2,740	8,805	76	283	103,985
Sw	1.00	2110	PATROL/DEPUTY	57,500	0	0	0	0	3,565	834	20,234	2,444	8,805	73	213	93,668
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	240	910	0	3,910	915	22,195	2,681	8,805	76	213	101,865
Sw	1.00	2110	PATROL/DEPUTY	57,500	996	0	0	0	3,627	848	20,585	2,486	8,805	74	283	95,204
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	480	0	0	3,869	905	21,959	2,652	0	76	0	91,861
Sw	1.00	2110	PATROL/DEPUTY	63,469	1,044	1,200	0	0	4,074	953	23,124	2,793	26,249	76	283	123,265
Sw	1.00	2110	PATROL/DEPUTY	57,500	0	0	0	0	3,565	834	20,234	2,444	0	73	0	84,650
Sw	1.00	2110	PATROL/DEPUTY	61,921	1,044	960	910	0	4,020	940	22,815	2,755	8,805	76	283	104,529
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	0	0	0	3,935	920	22,335	2,697	8,805	76	213	102,450
Sw	1.00	2110	PATROL/DEPUTY	57,500	996	0	0	0	3,627	848	20,585	2,486	8,805	74	213	95,134
Sw	1.00	2110	PATROL/DEPUTY	91,922	0	960	0	0	5,759	1,347	20,453	3,947	26,249	76	283	150,995
Sw	1.00	2110	PATROL/DEPUTY	58,938	1,044	1,200	0	0	3,793	887	21,530	2,600	8,805	76	213	99,086
Sw	1.00	2110	PATROL/DEPUTY	79,264	1,044	1,200	0	0	5,053	1,182	28,683	3,464	8,805	76	213	128,984
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	720	0	0	3,980	931	22,588	2,728	8,805	76	283	103,579
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	0	1,170	0	4,008	937	22,746	2,747	26,249	76	283	121,685
Sw	1.00	2110	PATROL/DEPUTY	60,411	636	360	910	0	3,864	904	21,929	2,648	8,805	76	0	100,543
Sw	1.00	2110	PATROL/DEPUTY	77,331	636	360	1,560	0	4,953	1,158	28,112	3,395	26,249	76	283	144,113
Sw	1.00	2110	PATROL/DEPUTY	68,349	2,004	0	1,560	0	4,459	1,043	25,306	3,056	0	76	283	106,135
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	0	0	3,839	898	21,790	2,632	26,249	76	283	117,687
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	0	0	0	3,935	920	22,335	2,697	8,805	76	283	102,520
Sw	1.00	2110	PATROL/DEPUTY	83,277	0	240	0	0	5,178	1,211	29,390	3,549	26,249	76	283	149,453
Sw	1.00	2110	PATROL/DEPUTY	58,938	0	0	0	0	3,654	855	20,740	2,505	8,805	74	213	95,784
Sw	1.00	2110	PATROL/DEPUTY	77,331	0	240	1,820	0	4,922	1,151	27,938	3,374	8,805	76	283	125,940
Sw	1.00	2110	PATROL/DEPUTY	60,411	0	0	0	0	3,745	876	21,259	2,567	26,249	76	283	115,466
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	0	0	3,839	898	21,790	2,632	8,805	76	283	100,243
Sw	1.00	2110	PATROL/DEPUTY	81,246	1,044	1,560	1,820	0	5,312	1,242	30,147	3,641	8,805	76	283	135,176
Sw	1.00	2110	PATROL/DEPUTY	58,938	0	0	0	0	3,654	855	20,740	2,505	8,805	74	283	95,854
Sw	1.00	2110	PATROL/DEPUTY	58,938	1,044	960	910	0	3,835	897	21,766	2,629	18,619	76	283	109,956
Sw	1.00	2110	PATROL/DEPUTY	57,500	0	0	0	0	3,565	834	20,234	2,444	26,249	73	213	111,112
Sw	1.00	2110	PATROL/DEPUTY	58,938	1,044	960	910	0	3,835	897	21,766	2,629	8,805	76	283	100,142
Sw	1.00	2110	PATROL/DEPUTY	83,277	0	1,440	2,340	0	5,398	1,262	30,635	3,700	0	76	0	128,128
Sw	1.00	2110	PATROL/DEPUTY	91,922	0	480	0	0	5,729	1,340	32,516	3,927	26,249	76	0	162,239
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	1,170	0	3,912	915	22,202	2,681	8,805	76	283	101,964
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	240	910	0	3,910	915	22,195	2,681	8,805	76	213	101,865
Sw	1.00	2110	PATROL/DEPUTY	58,938	0	0	910	0	3,711	868	21,061	2,544	8,805	76	283	97,194

Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Std's	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Sw	1.00	2110	PATROL/DEPUTY	73,605	636	600	0	0	4,640	1,085	26,337	3,181	26,249	76	283	136,691
Sw	1.00	2110	PATROL/DEPUTY	57,500	996	0	0	0	3,627	848	20,585	2,486	0	74	0	86,116
Sw	1.00	2110	PATROL/DEPUTY	58,938	636	360	0	0	3,716	869	21,091	2,547	0	76	0	88,233
Sw	1.00	2110	PATROL/DEPUTY	65,056	636	600	910	0	4,167	974	23,648	2,856	8,805	76	283	108,011
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	0	0	0	3,935	920	22,335	2,697	26,249	76	283	119,964
Sw	1.00	2110	PATROL/DEPUTY	63,469	1,536	960	0	0	4,090	956	23,213	2,804	8,805	76	283	106,192
Sw	1.00	2110	PATROL/DEPUTY	65,056	636	840	910	0	4,181	978	23,733	2,866	8,805	76	213	108,294
Sw	1.00	2110	PATROL/DEPUTY	87,497	636	1,080	1,820	0	5,644	1,320	32,035	3,869	8,805	76	283	143,064
Sw	1.00	2110	PATROL/DEPUTY	70,058	0	0	0	0	4,344	1,016	24,653	2,977	26,249	76	283	129,656
Sw	1.00	2110	PATROL/DEPUTY	65,056	1,044	960	0	0	4,158	972	23,598	2,850	0	76	0	98,714
Sw	1.00	2110	PATROL/DEPUTY	60,411	2,004	0	0	0	3,870	905	21,964	2,653	18,619	76	213	110,714
Sw	1.00	2110	PATROL/DEPUTY	58,938	636	360	0	0	3,716	869	21,091	2,547	8,805	76	283	97,321
Sw	1.00	2110	PATROL/DEPUTY	58,938	2,004	0	910	0	3,835	897	21,766	2,629	8,805	76	0	99,859
Sw	1.00	2110	PATROL/DEPUTY	58,938	0	0	0	0	3,654	855	20,740	2,505	0	74	0	86,766
Sw	1.00	2110	PATROL/DEPUTY	58,938	1,044	960	0	0	3,778	884	21,445	2,590	18,619	76	283	108,617
Sw	1.00	2110	PATROL/DEPUTY	60,411	0	240	0	0	3,760	879	21,343	2,578	26,249	76	126	115,662
Sw	1.00	2110	PATROL/DEPUTY	57,500	2,004	0	0	0	3,689	863	20,939	2,529	18,619	76	283	106,502
Sw	1.00	2110	PATROL/DEPUTY	60,411	1,044	960	0	0	3,870	905	21,964	2,653	8,805	76	283	100,970
Sw	1.00	2110	PATROL/DEPUTY	63,469	1,536	1,200	910	0	4,161	973	23,618	2,852	26,249	76	283	125,327
Sw	1.00	2110	PATROL/DEPUTY	91,922	0	1,440	1,820	0	5,901	1,380	33,495	4,045	0	76	283	140,362
Sw	1.00	2110	PATROL/DEPUTY	58,938	636	360	0	0	3,716	869	21,091	2,547	8,805	76	213	97,251
Sw	1.00	2110	PATROL/DEPUTY	65,056	0	0	910	0	4,090	957	23,213	2,804	8,805	76	283	106,193
Sw	1.00	2110	PATROL/DEPUTY	66,682	636	600	0	0	4,211	985	23,900	2,887	26,249	76	283	126,508
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	600	0	0	3,972	929	22,546	2,723	18,619	76	283	113,217
Sw	1.00	2110	PATROL/DEPUTY	79,264	1,044	1,200	2,340	0	5,199	1,216	29,506	3,564	8,805	76	283	132,496
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	0	1,300	0	4,016	939	22,792	2,753	8,805	76	283	104,432
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	910	0	3,896	911	22,110	2,670	8,805	76	213	101,512
Sw	1.00	2110	PATROL/DEPUTY	66,682	1,044	960	1,560	0	4,355	1,019	24,720	2,985	26,249	76	213	129,862
Sw	1.00	2110	PATROL/DEPUTY	63,469	636	600	1,170	0	4,084	955	23,181	2,800	8,805	76	283	106,059
Sw	1.00	2110	PATROL/DEPUTY	87,493	636	1,320	2,340	0	5,691	1,331	32,301	3,901	8,805	76	283	144,176
Sw	1.00	2110	PATROL/DEPUTY	77,331	0	480	0	0	4,824	1,128	27,382	3,307	8,805	76	283	123,616
Sw	1.00	2110	PATROL/DEPUTY	60,411	0	0	0	0	3,745	876	21,259	2,567	26,249	76	283	115,466
Sw	1.00	2110	PATROL/DEPUTY	57,500	0	0	0	0	3,565	834	20,234	2,444	8,805	73	283	93,738
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	0	0	3,839	898	21,790	2,632	8,805	76	283	100,243
Sw	1.00	2110	PATROL/DEPUTY	61,921	0	0	1,170	0	3,912	915	22,202	2,681	0	76	283	93,159
Sw	1.00	2110	PATROL/DEPUTY	61,921	1,044	960	0	0	3,963	927	22,495	2,717	8,805	76	283	103,191
Sw	1.00	2110	PATROL/DEPUTY	57,500	996	0	0	0	3,627	848	20,585	2,486	8,805	74	283	95,204
Sw	1.00	2110	PATROL/DEPUTY	63,469	0	240	1,170	0	4,022	941	22,831	2,757	8,805	76	0	104,311
Sw	1.00	2110	PATROL/RURAL SERVICE DEPUTY	91,922	0	240	1,170	0	5,787	1,353	32,844	3,967	8,805	76	283	146,446
Sw	1.00	2110	PATROL/RURAL SERVICE DEPUTY	91,922	636	600	0	0	5,776	1,351	32,782	3,959	26,249	76	213	163,564
	103.00	2110 Total		7,265,400	53,616	56,640	62,530	0	461,168	107,854	2,605,265	316,123	1,424,899	7,763	23,983	12,385,240

**Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026**

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Cothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	2112	PATROL/FST	49,122	0	0	1,300	0	3,126	731	7,074	2,143	8,805	64	283	72,649
Civ	1.00	2112	PATROL/FST	62,880	0	0	0	0	3,899	912	8,822	2,672	8,805	76	283	88,348
Civ	1.00	2112	PATROL/FST	46,755	2,004	0	0	0	3,023	707	6,841	2,072	18,619	62	283	80,366
Civ	1.00	2112	PATROL/FST	47,924	2,496	0	0	0	3,126	731	7,074	2,143	0	64	0	63,558
Civ	1.00	2112	PATROL/FST	47,924	0	0	0	0	2,971	695	6,724	2,037	8,805	60	283	69,499
Civ	1.00	2112	PATROL/FST	74,745	0	0	1,300	0	4,715	1,103	10,669	3,232	8,805	76	283	104,927
Civ	1.00	2112	PATROL/FST	62,880	0	0	1,300	0	3,979	931	9,004	2,728	8,805	76	283	89,985
Civ	1.00	2112	PATROL/FST	46,755	0	0	0	0	2,899	678	6,560	1,987	8,805	59	283	68,026
Civ	1.00	2112	PATROL/FST/SCG & FST SUPERVISR	67,812	996	0	1,300	0	4,347	1,017	9,836	175	8,805	76	283	94,646
	9.00	2112 Total		506,797	5,496	0	5,200	0	32,085	7,504	72,604	19,189	80,254	612	2,264	732,005
Sw	1.00	2115	PATROL/SUPP DIV/K-9 SERGEANT	82,558	0	240	9,419	0	5,717	1,337	32,451	3,919	8,805	76	213	144,735
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	87,493	0	240	7,859	0	5,927	1,386	33,639	4,063	26,249	76	213	167,143
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	83,277	0	0	7,859	0	5,650	1,321	32,071	3,873	26,249	76	283	160,659
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	70,058	636	840	7,859	0	4,922	1,151	27,938	3,374	18,619	76	283	135,756
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	89,680	1,044	1,200	7,859	0	6,187	1,447	35,113	4,241	0	76	213	147,059
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	71,810	0	0	7,859	0	4,939	1,155	28,035	3,386	26,249	76	283	143,792
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	75,445	0	240	7,859	0	5,180	1,211	29,399	3,551	26,249	76	283	149,492
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	83,277	0	720	7,859	0	5,695	1,332	32,324	3,904	18,619	76	213	154,018
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	79,264	636	1,080	7,859	0	5,508	1,288	31,262	3,776	26,249	76	283	157,280
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	68,349	0	480	7,859	0	4,755	1,112	26,986	3,259	8,805	76	283	121,963
Sw	1.00	2115	PATROL/SUPP DIV/K-9 DEPUTY	71,810	0	240	8,769	0	5,011	1,172	28,440	3,435	8,805	76	126	127,893
	11.00	2115 Total		863,021	2,316	5,280	88,914	0	59,491	13,913	337,659	40,780	194,898	832	2,676	1,609,779
Sw	1.00	2120	PATROL/SUPP DIV/CAPTAIN	129,556	636	840	3,510	0	8,342	1,951	47,345	5,718	26,249	76	283	224,505
Civ	1.00	2120	PATROL/SUPP DIV/AVIATION MECH	76,406	996	0	0	900	4,799	1,122	10,860	0	0	76	213	95,371
Sw	1.00	2120	PATROL/SUPP/AVIATION TFO	91,922	1,044	1,440	3,120	0	6,047	1,414	34,319	4,145	18,619	76	283	162,429
Civ	1.00	2120	PATROL/SUPP DIV/CVLN CHF PILOT	101,958	0	0	0	0	6,321	1,478	35,879	714	18,619	76	283	165,328
Sw	1.00	2120	PATROL/SUPP DIV/TRAFFIC SGT	95,708	1,044	1,440	0	0	6,088	1,424	34,554	4,173	8,805	76	283	153,594
Sw	1.00	2120	PATROL SUPPORT/TRAFFIC DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2120	PATROL SUPPORT/TRAFFIC DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2120	PATROL SUPPORT/TRAFFIC DEPUTY	68,349	636	1,320	1,560	0	4,456	1,042	25,289	3,054	18,619	76	283	124,684
Sw	1.00	2120	PATROL SUPPORT/TRAFFIC DEPUTY	65,056	0	480	0	0	4,063	950	23,062	2,785	8,805	76	283	105,561
Sw	1.00	2120	PATROL SUPPORT/TRAFFIC DEPUTY	89,680	636	1,080	0	0	5,667	1,325	20,125	3,884	18,619	76	283	141,375
Sw	1.00	2120	PATROL/SUPP DIV/ADMIN LT	112,577	1,044	1,440	3,900	0	7,376	1,725	41,862	5,056	26,249	76	283	201,587
	11.00	2120 Total		946,212	7,308	9,240	12,090	900	60,441	14,135	314,635	34,522	181,822	829	3,043	1,585,177
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.25	2130	PATROL/SUPP DIV/SCH CROSS GRD	10,081	0	0	0	0	625	146	1,414	428	0	19	0	12,714
Civ	0.25	2130	PATROL/SUPP DIV/SCH CROSS GRD	17,473	0	0	0	0	1,083	253	2,451	743	0	23	0	22,026
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	21,480	0	0	0	0	1,332	311	3,014	913	0	28	0	27,078
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,160	0	0	0	0	1,250	292	1,421	857	0	26	0	24,007

**Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026**

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Cothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	21,500	0	0	0	0	1,333	312	3,016	914	0	28	0	27,103
Civ	0.25	2130	PATROL/SUPP DIV/SCH CROSS GRD	17,473	0	0	0	0	1,083	253	2,451	743	0	23	0	22,026
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.25	2130	PATROL/SUPP DIV/SCH CROSS GRD	10,081	0	0	0	0	625	146	711	428	0	19	0	12,010
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	1,422	857	0	26	0	24,011
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,164	0	0	0	0	1,250	292	2,829	857	0	26	0	25,418
Civ	0.50	2130	PATROL/SUPP DIV/SCH CROSS GRD	20,160	0	0	0	0	1,250	292	2,829	857	0	26	0	25,414
	10.00	2130 Total		420,698	0	0	0	0	26,083	6,100	48,469	17,880	0	562	0	519,791
Sw	1.00	2131	PATROL/SUPP DIV/JRB/LIEUTENANT	123,016	0	240	0	0	7,642	1,787	43,374	5,238	0	76	0	181,373
Sw	1.00	2131	PATROL/SUPP DIV/JRB/SERGEANT	87,586	1,044	1,200	910	0	5,626	1,316	31,931	3,856	8,805	76	283	142,633
Sw	1.00	2131	PATROL/SUPP DIV/JRB/SERGEANT	87,586	0	240	1,820	0	5,558	1,300	31,546	3,810	26,249	76	283	158,468
Sw	1.00	2131	PATROL/SUPP DIV/JRB/SERGEANT	87,586	0	240	1,820	0	5,558	1,300	31,546	3,810	26,249	76	213	158,398
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	65,056	0	0	0	0	4,033	943	22,893	2,765	18,619	76	283	114,668
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	63,469	636	600	1,170	0	4,084	955	23,181	2,800	8,805	76	283	106,059
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	65,056	1,536	1,200	910	0	4,260	996	24,176	2,920	18,619	76	283	120,031
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	87,494	0	480	0	0	5,454	1,276	30,958	3,739	26,249	76	213	155,939
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	79,264	636	1,080	1,170	0	5,093	1,191	28,909	3,491	26,249	76	0	147,159
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	65,056	1,044	960	0	0	4,158	972	23,598	2,850	26,249	76	283	125,246
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	66,682	0	0	1,170	0	4,207	984	23,877	2,884	18,619	76	283	118,781
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	89,680	0	480	0	0	5,590	1,307	31,727	3,832	26,249	76	283	159,224
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	66,682	0	240	0	0	4,149	970	23,550	2,844	18,619	76	283	117,413
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	73,605	1,044	1,200	1,820	0	4,815	1,126	27,332	3,301	8,805	76	283	123,407
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	91,922	0	240	0	0	5,714	1,336	32,432	3,917	8,805	76	283	144,725
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	91,922	636	840	0	0	5,791	1,354	32,867	3,969	8,805	76	283	146,543
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	77,331	0	0	0	0	4,795	1,121	27,213	3,287	18,619	76	283	132,724
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	91,922	0	1,200	0	0	5,774	1,350	32,770	3,958	18,619	76	283	155,951
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	75,445	0	240	0	0	4,692	1,097	26,634	3,217	8,805	76	213	120,419
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY K9	63,469	0	0	7,859	0	4,422	1,034	25,100	3,031	26,249	76	283	131,523
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	81,246	636	840	0	0	5,129	1,199	29,110	3,516	26,249	76	283	148,283
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	81,246	1,536	1,200	0	0	5,207	1,218	29,553	3,569	26,249	76	213	150,067
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	68,349	0	240	0	0	4,253	995	24,136	2,915	0	76	283	101,246
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	77,331	1,044	1,200	0	0	4,934	1,154	28,002	3,382	26,249	76	283	143,654
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	87,498	636	360	910	0	5,543	1,296	31,461	3,800	26,249	76	283	158,112

Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY	68,349	0	720	1,300	0	4,363	1,020	24,763	2,991	26,249	76	283	130,113
Sw	1.00	2131	PATROL/SUPP DIV/JRB/DEPUTY/K9	91,922	636	600	7,859	0	6,263	1,465	35,548	4,293	26,249	76	0	174,910
Civ	1.00	2131	PATROL/SUPP/YOUTH&COMM/COORDIN	62,970	996	0	0	0	3,966	928	8,974	160	8,805	76	283	87,157
	28.00	2131 Total		2,218,740	12,060	15,840	28,717	0	141,072	32,993	787,163	94,144	514,586	2,117	6,795	3,854,227
Sw	1.00	2201	CID/CAPTAIN	154,001	1,536	1,440	0	0	9,733	2,276	34,566	6,672	26,249	76	283	236,831
Civ	1.00	2201	CID/ADMINISTRATIVE SPECIALIST	77,212	996	0	0	0	4,849	1,134	10,973	196	8,805	76	283	104,523
	2.00	2201 Total		231,213	2,532	1,440	0	0	14,581	3,410	45,539	6,867	35,054	151	566	341,354
Civ	1.00	2210	CID/VICTIM ADVOCATE	54,299	2,004	0	0	0	3,491	816	7,899	141	18,619	72	283	87,624
Civ	1.00	2210	CID/VICTIM ADVOCATE	57,048	2,496	0	0	0	3,692	863	8,354	149	8,805	76	283	81,766
Civ	1.00	2210	CID/VICTIM ADVOCATE	54,299	2,004	0	0	0	3,491	816	7,899	141	0	72	0	68,722
Civ	1.00	2210	CID/VICTIM ADVOCATE	57,048	2,004	0	0	0	3,661	856	8,285	148	8,805	76	283	81,166
Civ	0.50	2210	*PT VOCA STUDENT INTERN	27,560	0	0	0	0	1,709	400	3,867	69	18,619	35	283	52,541
Sw	1.00	2210	CID/DETECTIVE LIEUTENANT	106,115	1,536	1,200	3,640	1,000	6,974	1,631	39,586	4,781	0	76	283	166,822
Sw	1.00	2210	CID/DETECTIVE LIEUTENANT	106,115	636	600	2,340	1,000	6,801	1,591	38,600	4,662	26,249	76	283	188,952
Sw	1.00	2210	CID/DETECTIVE SERGEANT	87,586	1,044	1,200	1,820	1,000	5,682	1,329	32,252	3,895	0	76	283	136,167
Sw	1.00	2210	CID/DETECTIVE SERGEANT	87,586	1,044	1,440	1,560	1,000	5,681	1,329	32,245	3,894	26,249	76	283	162,386
Sw	1.00	2210	CID/DETECTIVE SERGEANT	90,214	0	480	3,640	1,000	5,849	1,368	33,196	4,009	26,249	76	213	166,293
Sw	1.00	2210	CID/DETECTIVE SERGEANT	101,536	0	1,080	3,900	1,000	6,604	1,544	37,483	4,527	8,805	76	283	166,838
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	2210	CID/DETECTIVE	83,277	0	480	2,080	1,000	5,322	1,245	30,206	3,648	26,249	76	283	153,865
Sw	1.00	2210	CID/DETECTIVE	61,921	0	0	0	1,000	3,839	898	21,790	2,632	18,619	76	213	110,987
Sw	1.00	2210	CID/DETECTIVE	63,469	0	1,200	1,820	1,000	4,122	964	13,442	2,826	18,619	76	283	107,821
Sw	1.00	2210	CID/DETECTIVE	81,246	0	240	1,820	1,000	5,165	1,208	29,315	3,541	18,619	76	283	142,512
Sw	1.00	2210	CID/DETECTIVE	81,246	0	240	1,560	1,000	5,149	1,204	29,224	3,529	8,805	76	283	132,316
Sw	1.00	2210	CID/DETECTIVE	65,056	0	240	0	1,000	4,048	947	22,978	2,775	26,249	76	283	123,651
Sw	1.00	2210	CID/DETECTIVE	65,056	0	240	910	1,000	4,105	960	23,298	2,814	26,249	76	283	124,990
Sw	1.00	2210	CID/DETECTIVE	87,496	0	720	0	1,000	5,469	1,279	31,043	3,749	18,619	76	283	149,735
Sw	1.00	2210	CID/DETECTIVE	66,682	1,044	1,440	1,300	1,000	4,369	1,022	24,797	2,995	8,805	76	283	113,812
Sw	1.00	2210	CID/DETECTIVE	75,445	636	360	1,820	1,000	4,852	1,135	27,540	3,328	26,249	76	283	142,722
Sw	1.00	2210	CID/DETECTIVE	70,058	636	1,080	1,300	1,000	4,531	1,060	25,715	3,106	26,249	76	213	135,022

Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Cothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Sw	1.00	2210	CID/DETECTIVE	73,605	1,044	960	0	1,000	4,688	1,096	26,607	3,213	8,805	76	213	121,307
Sw	1.00	2210	CID/DETECTIVE	87,499	0	480	0	1,000	5,455	1,276	30,960	3,739	8,805	76	213	139,502
Sw	1.00	2210	CID/DETECTIVE	89,680	1,044	1,200	0	1,000	5,699	1,333	32,348	3,907	26,249	76	213	162,749
Sw	1.00	2210	CID/DIG & VID FORENSIC DEPUTY	57,500	636	600	0	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	2210	CID/DIG & VID FORENSIC DEPUTY	79,264	0	240	0	0	4,929	1,153	27,977	3,379	0	76	0	117,018
Sw	1.00	2210	CID/TRAUMA INFMD SEX ASSLT DET	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Civ	1.00	2210	CID/CRIME ANALYST	50,744	2,004	0	0	0	3,270	765	7,401	132	8,805	67	213	73,400
Civ	1.00	2210	CID/CRIME ANALYST	54,645	0	0	0	0	3,388	792	7,667	137	8,805	69	283	75,786
Sw	1.00	2210	CID/DETECTIVE/RDSTF AGENT	91,922	0	480	0	1,000	5,729	1,340	32,516	3,927	26,249	76	213	163,452
Civ	1.00	2210	CID/VICTIM ADVOCATE SUPERVISOR	64,743	0	0	0	0	4,014	939	9,083	162	8,805	76	283	88,105
Sw	1.00	2210	CID/DETECTIVE/SEXUAL PRED DEP	75,445	636	1,080	910	1,000	4,840	1,132	27,473	3,318	8,805	76	283	124,998
	44.50	2210 Total		3,102,905	28,716	25,080	30,420	35,000	197,602	46,213	1,020,415	118,217	731,725	3,321	11,609	5,351,223
Civ	1.00	2211	CID/COLD CASE INVESTIGATOR	68,814	2,496	0	0	0	4,421	1,034	10,005	178	8,805	76	283	96,112
	1.00	2211 Total		68,814	2,496	0	0	0	4,421	1,034	10,005	178	8,805	76	283	96,112
Civ	1.00	2222	CID/FORENSIC MANAGER	82,942	2,496	0	0	0	5,297	1,239	30,066	0	8,805	76	213	131,133
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	55,150	2,004	0	0	0	3,544	829	20,112	0	8,805	73	283	90,800
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	56,529	2,004	0	0	0	3,629	849	20,598	0	8,805	74	283	92,771
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	55,150	2,004	0	0	0	3,544	829	20,112	0	8,805	73	283	90,800
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	55,150	2,496	0	0	0	3,574	836	20,286	0	8,805	73	213	91,433
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	52,493	2,004	0	0	0	3,379	790	19,177	0	8,805	69	283	87,001
Civ	1.00	2222	CID/FOR/CRIME SCENE INVESTIGAT	55,150	996	0	0	0	3,481	814	19,758	0	8,805	72	283	89,359
Civ	1.00	2222	CID/FOREN/LATENT PRT EXAMINER	95,421	0	0	0	0	5,916	1,384	21,012	0	26,249	76	283	150,340
Civ	1.00	2222	CID/FOREN/LATENT PRT EXAMINER	76,406	0	0	0	0	4,737	1,108	26,887	0	8,805	76	283	118,302
	9.00	2222 Total		584,391	14,004	0	0	0	37,100	8,677	198,008	0	96,689	662	2,407	941,938
Sw	1.00	2290	CID/DTF LIEUTENANT	103,024	0	720	2,600	1,000	6,593	1,542	37,422	4,520	26,249	76	126	183,872
Sw	1.00	2290	CID/DTF SERGEANT	101,536	1,044	1,200	0	1,000	6,434	1,505	36,520	4,411	0	76	0	153,726
Sw	1.00	2290	CID/DTF SERGEANT	98,579	0	240	7,859	0	6,614	1,547	37,540	4,534	0	76	0	156,988
Civ	1.00	2290	CID/DTF/SUPPORT SPECIALIST	82,622	0	0	0	0	5,123	1,198	11,592	207	8,805	76	0	109,622
Sw	1.00	2290	CID/DTF DEPUTY	77,331	1,044	960	2,080	1,000	5,048	1,181	28,650	3,460	26,249	76	0	147,078
Sw	1.00	2290	CID/DTF DEPUTY	73,605	1,044	960	0	1,000	4,688	1,096	26,607	3,213	26,249	76	213	138,751
Sw	1.00	2290	CID/DTF DEPUTY	65,056	636	600	8,769	1,000	4,654	1,088	26,414	3,190	8,805	76	283	120,570
Sw	1.00	2290	CID/DTF DEPUTY	61,921	636	600	910	1,000	3,972	929	22,545	2,723	8,805	76	213	104,330
Sw	1.00	2290	CID/DTF DEPUTY	77,331	0	240	0	1,000	4,809	1,125	27,297	3,297	26,249	76	0	141,424
Sw	1.00	2290	CID/DTF DEPUTY	73,605	240	0	9,159	1,000	5,146	1,204	29,209	3,528	8,805	76	213	132,183
	10.00	2290 Total		814,610	4,644	5,520	31,376	8,000	53,081	12,414	283,796	33,081	140,216	756	1,048	1,388,543
Civ	1.00	3000	OOS/ADMIN SUPP SPECIALIST	59,936	2,004	0	0	0	3,840	898	8,690	155	18,619	76	283	94,501
Sw	1.00	3000	SUPPORT SVCS/MAJOR	157,931	1,044	1,560	0	0	9,953	2,328	56,492	6,823	26,249	76	213	262,669
	2.00	3000 Total		217,867	3,048	1,560	0	0	13,793	3,226	65,182	6,978	44,868	151	496	357,170
Civ	1.00	3220	ADMIN SVCS/BUILDING MAINT SPEC	45,547	0	0	0	0	2,824	660	6,390	0	8,805	58	126	64,411
Civ	1.00	3220	ADMIN SV/PROP FACIL UNIT SUPV	102,757	0	0	0	0	6,371	1,490	22,627	257	8,805	76	213	142,595
Civ	0.50	3220	ADMIN SVCS/PT BLDG MAINT SPECI	21,148	0	0	0	0	1,311	307	2,967	0	18,619	28	283	44,663

**Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026**

Stat	FTE	Dep/Div	Object Code	12	12	12	12	12	21	21	22	24	23	23	23	Total
			Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Cothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	
Civ	0.50	3220	ADMIN SVCS/PT BLDG MAINT SPECI	24,525	0	0	0	0	1,521	356	1,729	0	18,619	32	213	46,994
	3.00	3220 Total		193,977	0	0	0	0	12,027	2,813	33,713	257	54,848	193	835	298,662
Civ	1.00	3225	ADMIN SVCS/EVIDENCE SUPERVISOR	102,757	0	0	0	0	6,371	1,490	36,160	0	18,619	76	283	165,756
Civ	1.00	3225	ADMIN SVCS/ASST EVIDENCE SPECI	44,046	2,004	0	0	0	2,855	668	16,205	0	8,805	59	283	74,925
Civ	1.00	3225	ADMIN SVCS/ASST EVIDENCE SPECI	47,433	2,496	0	0	0	3,096	724	17,570	0	18,619	63	283	90,284
Civ	1.00	3225	ADMIN SVCS/ASST EVIDENCE SPECI	59,237	996	0	0	0	3,734	873	21,196	0	18,619	76	283	105,014
Civ	0.50	3225	ADMIN SVCS/PT ASST EVID SPECIA	22,023	2,004	0	0	0	1,490	348	8,455	0	18,619	32	283	53,254
	4.50	3225 Total		275,496	7,500	0	0	0	17,546	4,103	99,586	0	83,281	305	1,415	489,232
Civ	1.00	3230	ADMIN SVCS/SUPP BUREAU CHIEF	127,271	996	0	0	0	7,953	1,860	16,679	321	8,805	76	0	163,960
Civ	1.00	3230	ADMIN SVCS/FLEET MASTER TECH	61,434	0	0	0	900	3,809	891	8,619	0	8,805	76	283	84,816
Civ	1.00	3230	ADMIN SVCS/FLEET MASTER TECH	71,245	0	0	0	900	4,417	1,033	9,996	0	8,805	76	283	96,755
Civ	1.00	3230	ADMIN SVCS/FLEET MASTER TECH	58,474	0	0	0	900	3,625	848	8,204	0	8,805	74	0	80,931
Civ	1.00	3230	ADMIN SVCS/FLEET MASTER TECH	69,507	0	0	0	900	4,309	1,008	9,752	0	26,249	76	283	112,084
Civ	1.00	3230	ADMIN SVCS/FLEET MANAGER	121,881	2,004	0	0	0	7,681	1,796	17,381	310	8,805	76	283	160,217
Civ	1.00	3230	ADMIN SVCS/FLEET EMERG VEH TEC	46,755	0	0	0	0	2,899	678	6,560	0	18,619	59	283	75,853
	7.00	3230 Total		556,567	3,000	0	0	3,600	34,693	8,114	77,190	630	88,893	512	1,415	774,614
Civ	1.00	3260	RECORDS/BUREAU CHIEF	87,876	996	0	0	0	5,510	1,289	12,469	222	8,805	76	283	117,525
Civ	1.00	3260	RECORDS/SHIFT SUPERVISOR	80,607	996	0	0	0	5,059	1,183	11,449	204	8,805	76	283	108,662
Civ	1.00	3260	RECORDS/SHIFT SUPERVISOR	58,474	996	0	0	0	3,687	862	8,344	149	26,249	76	126	98,962
Civ	1.00	3260	RECORDS/SHIFT SUPERVISOR	55,656	0	0	0	0	3,451	807	7,809	139	8,805	71	0	76,737
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	996	0	0	0	2,556	598	5,784	103	18,619	53	283	69,219
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	996	0	0	0	2,556	598	5,784	103	18,619	53	283	69,219
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	996	0	0	0	2,556	598	5,784	103	18,619	53	283	69,219
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	996	0	0	0	2,556	598	5,784	103	8,805	53	126	59,248
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	42,265	0	0	0	0	2,620	613	5,930	106	0	54	0	51,588
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	42,266	0	0	0	0	2,620	613	5,930	106	8,805	54	213	60,607
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	2,004	0	0	0	2,618	612	5,925	106	8,805	54	213	60,566
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	43,321	0	0	0	0	2,686	628	6,078	108	18,619	55	213	71,709
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	0	0	0	0	2,494	583	5,644	101	8,805	52	283	58,190
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	50,239	0	0	0	0	3,115	728	7,049	126	8,805	64	283	70,409
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	996	0	0	0	2,556	598	5,784	103	0	53	0	50,317
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	2,004	0	0	0	2,618	612	5,925	106	8,805	54	283	60,636
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	41,234	2,004	0	0	0	2,681	627	6,066	108	0	55	0	52,776
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	2,004	0	0	0	2,618	612	5,925	106	8,805	54	213	60,566
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	45,514	0	0	0	0	2,822	660	5,940	114	0	58	0	55,107
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	41,234	0	0	0	0	2,557	598	5,785	103	0	53	283	50,613
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	55,455	0	0	0	0	3,438	804	7,780	139	26,249	71	213	94,149
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	2,004	0	0	0	2,618	612	5,925	106	8,805	54	283	60,636
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	45,514	0	0	0	0	2,822	660	6,386	114	0	58	0	55,553
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	41,234	2,496	0	0	0	2,711	634	6,135	109	8,805	55	283	62,463
Civ	1.00	3260	RECORDS/CRIMINAL JUST TECH	40,228	2,004	0	0	0	2,618	612	5,925	106	26,249	54	283	78,080

Law Enforcement Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Clothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	3260	RECORDS/MAIL COURIER	64,310	0	0	0	0	3,987	932	9,023	161	8,805	76	283	87,577
Civ	1.00	3260	RECORDS/TRAINING SUPERVISOR	57,048	2,004	0	0	0	3,661	856	8,285	148	8,805	76	283	81,166
Civ	1.00	3260	RECORDS/ADMINISTRATIVE SPECIAL	56,011	2,004	0	0	0	3,597	841	7,451	145	8,805	74	283	79,211
	28.00	3260 Total		1,350,766	26,496	0	0	0	85,390	19,970	192,095	3,443	285,298	1,688	5,562	1,970,709
Sw	0.75	3401	JUDICIAL SVCS & TRAINING CAPT	102,085	477	1,170	0	0	6,431	1,504	36,503	4,409	18,619	76	283	171,557
	0.75	3401 Total		102,085	477	1,170	0	0	6,431	1,504	36,503	4,409	18,619	76	283	171,557
Sw	1.00	3421	WARRANTS/LIEUTENANT	126,707	1,044	1,560	0	0	8,017	1,875	28,474	5,496	0	76	213	173,462
Sw	1.00	3421	WARRANTS/SERGEANT	95,708	636	360	0	0	5,996	1,402	34,030	4,110	26,249	76	283	168,850
Sw	1.00	3421	WARRANTS/SERGEANT	101,536	636	1,080	0	0	6,402	1,497	36,334	4,388	26,249	76	283	178,481
Sw	1.00	3421	WARRANTS/DEPUTY	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	3421	WARRANTS/DEPUTY	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	3421	WARRANTS/DEPUTY	57,500	636	600	0	1,000	3,642	852	20,669	2,496	18,619	74	283	106,371
Sw	1.00	3421	WARRANTS/DEPUTY	91,922	0	720	0	1,000	5,744	1,343	32,601	3,937	0	76	0	137,343
Sw	1.00	3421	WARRANTS/DEPUTY	73,605	0	0	0	1,000	4,564	1,067	25,902	3,128	0	76	0	109,341
Sw	1.00	3421	WARRANTS/DEPUTY	81,246	0	480	0	1,000	5,067	1,185	28,759	3,473	26,249	76	283	147,818
Sw	1.00	3421	WARRANTS/DEPUTY	89,680	0	240	0	1,000	5,575	1,304	31,643	3,822	26,249	76	213	159,801
Sw	1.00	3421	WARRANTS/DEPUTY	87,495	0	480	1,820	1,000	5,567	1,302	31,599	3,816	26,249	76	283	159,687
Sw	1.00	3421	WARRANTS/DEPUTY	91,922	0	240	0	1,000	5,714	1,336	32,432	3,917	8,805	76	213	145,655
Sw	1.00	3421	WARRANTS/DEPUTY	91,922	636	600	0	1,000	5,776	1,351	32,782	3,959	26,249	76	213	164,564
Sw	1.00	3421	WARRANTS/PRISONER TRANS DEPUTY	91,922	1,044	1,440	0	0	5,853	1,369	33,221	4,012	0	76	0	138,937
Civ	1.00	3421	WARRANTS/WARRANTS TECHNICIANS	56,383	0	0	0	0	3,496	818	12,416	141	8,805	72	213	82,343
Civ	1.00	3421	WARRANTS/WARRANTS TECHNICIANS	62,236	996	0	0	0	3,920	917	8,871	158	8,805	76	283	86,262
Civ	1.00	3421	WARRANTS/WARRANTS TECHNICIANS	70,414	0	0	0	0	4,366	1,021	9,189	176	0	76	213	85,454
	17.00	3421 Total		1,385,198	6,900	9,000	1,820	10,000	86,981	20,342	440,261	52,023	239,766	1,278	3,542	2,257,111
Sw	1.00	3442	CIVIL/LIEUTENANT	97,110	1,536	1,560	0	0	6,213	1,453	35,262	4,259	18,619	76	283	166,371
Sw	1.00	3442	CIVIL/SERGEANT	90,214	0	720	1,560	0	5,735	1,341	32,549	3,931	8,805	76	213	145,143
Sw	1.00	3442	CIVIL/SERGEANT	101,536	636	840	0	0	6,387	1,494	22,683	4,378	0	76	0	138,029
Sw	1.00	3442	CIVIL/DEPUTY	81,246	1,044	1,440	2,340	0	5,336	1,248	30,288	3,658	0	76	213	126,889
Sw	1.00	3442	CIVIL/DEPUTY	91,922	1,044	1,560	0	0	5,861	1,371	33,264	4,017	8,805	76	283	148,202
Sw	1.00	3442	CIVIL/DEPUTY	91,922	636	600	0	0	5,776	1,351	19,014	3,959	18,619	76	0	141,952
Sw	1.00	3442	CIVIL/DEPUTY	91,922	636	1,080	0	0	5,806	1,358	32,951	3,980	26,249	76	283	164,340
Sw	1.00	3442	CIVIL/DEPUTY	91,922	1,044	1,560	2,600	0	6,022	1,408	34,179	4,128	8,805	76	283	152,026
Sw	1.00	3442	CIVIL/DEPUTY	91,922	0	960	1,300	0	5,839	1,366	13,647	4,003	0	76	0	119,112
Sw	1.00	3442	CIVIL/DEPUTY	91,922	0	960	3,640	0	5,984	1,400	33,966	4,102	8,805	76	126	150,981
Civ	1.00	3442	CIVIL/COURT LIAISON COORD	64,357	0	0	0	0	3,990	933	9,029	161	0	76	283	78,829
Civ	1.00	3442	CIVIL/SUPERVISOR	76,723	2,004	0	0	0	4,881	1,142	11,045	197	8,805	76	0	104,872
Civ	1.00	3442	CIVIL/FST	46,755	2,004	0	0	0	3,023	707	6,841	2,072	18,619	62	283	80,366
Civ	1.00	3442	CIVIL/FST	74,745	0	0	0	0	4,634	1,084	10,487	3,177	8,805	76	283	103,290
Civ	1.00	3442	CIVIL/FST	74,745	2,004	0	0	0	4,758	1,113	10,768	3,262	18,619	76	0	115,345
Civ	1.00	3442	CIVIL/CIVIL TECHNICIANS	42,265	0	0	0	0	2,620	613	5,930	106	8,805	54	283	60,676
Civ	1.00	3442	CIVIL/CIVIL TECHNICIANS	46,652	0	0	0	0	2,892	676	6,545	117	0	59	0	56,942

Law Enforce Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Other Add Pays	Cothing Tool Allow	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	3442	CIVIL/CIVIL TECHNICIANS	43,321	0	0	0	0	2,686	628	6,078	108	8,805	55	283	61,965
Civ	1.00	3442	CIVIL/CIVIL TECHNICIANS	45,514	0	0	0	0	2,822	660	6,386	114	8,805	58	283	64,641
	19.00	3442 Total		1,436,715	12,588	11,280	11,440	0	91,265	21,344	360,912	49,728	179,970	1,347	3,382	2,179,971
Sw	1.00	3444	TRAINING/LIEUTENANT	106,115	1,044	1,560	0	0	6,741	1,576	38,258	4,621	26,249	76	283	186,522
Sw	1.00	3444	TRAINING/SERGEANT	90,214	1,044	1,440	0	0	5,747	1,344	32,620	3,940	26,249	76	283	162,957
Sw	1.00	3444	TRAINING/SERGEANT	87,586	0	240	0	0	5,445	1,273	30,906	3,733	8,805	76	283	138,347
Sw	1.00	3444	TRAINING/SERGEANT	82,558	0	240	1,560	0	5,230	1,223	29,686	3,585	8,805	76	283	133,246
Sw	1.00	3444	TRAINING/DEPUTY SHERIFF	75,445	0	0	1,300	0	4,758	1,113	27,007	3,262	26,249	76	213	139,422
Civ	1.00	3444	TRAINING/TRAIN ADMIN SPECIALST	82,622	2,004	0	0	0	5,247	1,227	11,873	212	8,805	76	283	112,348
	6.00	3444 Total		524,540	4,092	3,480	2,860	0	33,168	7,757	170,350	19,351	105,162	454	1,628	872,842
	373.25	Grand Total		27,750,853	247,581	162,270	286,026	61,500	1,763,697	412,478	8,301,838	914,676	5,147,641	27,285	84,152	45,159,997
	(3.50)	Voca-partly grant funded													Voca Grant	(50,000)
	369.75														Unemployment	14,000
															Retiree LI OPEB	20,000
	243.25	Sworn													Bonus	240,000
	130.00	Civilian													Overtime & Bennies	2,194,920
															Grand Total	47,578,917

LAW
ENFORCEMENT

OPERATING
EXPENSES

Sub Object Level

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1001-521.31-55	FLEX SPENDING ADMIN FEES	500
001-1001-521.34-43	CONTRACTS OR AGREEMENTS	66,450
001-1001-521.42-41	FREIGHT & POSTAGE	8,000
001-1001-521.44-42	EQUIP RENTALS & LEASES	2,688
001-1001-521.44-45	OTHER RENTALS & LEASES	294
001-1001-521.45-42	LIABILITY INSURANCE	455,306
001-1001-521.45-43	AUTO INSURANCE	485,069
001-1001-521.45-44	BOCC SELF INS ON BLDGS	82,481
001-1001-521.46-41	R&M - AUTO/TIRES/TOWING	5,000
001-1001-521.49-47	PETTY CASH	2,000
001-1001-521.49-51	INVENTORY OVER/SHORT	500
001-1001-521.51-41	OFFICE SUPPLIES	2,000
001-1001-521.54-44	MEMBERSHIP DUES	22,450
* GENERAL ADMINISTRATION		1,132,738
001-1010-521.31-46	CONSULTANTS/OTHERS	300
001-1010-521.40-41	TRAINING AND TRAVEL	2,500
001-1010-521.44-42	EQUIP RENTALS & LEASES	2,064
001-1010-521.45-41	NOTARY/NOTARY INSURANCE	300
001-1010-521.47-41	PRINTING & BINDING	1,500
001-1010-521.51-41	OFFICE SUPPLIES	3,000
001-1010-521.52-46	OTHER OPERATING SUPPLIES	1,000
001-1010-521.54-41	BOOKS, PUBL, SUBSC	575
001-1010-521.54-44	MEMBERSHIP DUES	2,550
001-1010-521.55-41	TRAINING REGISTRATION	1,500
* OFFICE OF SHERIFF		15,289
001-1020-521.31-37	SURETY BOND-FORF FILINGS	1
001-1020-521.31-45	LEGAL FEES	50,000
001-1020-521.31-46	CONSULTANTS/OTHERS	360
001-1020-521.33-41	COURT REPORTER SERVICES	200
001-1020-521.40-41	TRAINING AND TRAVEL	1,800
001-1020-521.51-41	OFFICE SUPPLIES	700
001-1020-521.54-41	BOOKS, PUBL, SUBSC	6,342
001-1020-521.54-44	MEMBERSHIP DUES	990
001-1020-521.55-41	TRAINING REGISTRATION	1,000
* GENERAL COUNSEL		61,393
001-1030-521.34-43	CONTRACTS OR AGREEMENTS	200,000
001-1030-521.40-41	TRAINING AND TRAVEL	2,000
001-1030-521.47-41	PRINTING & BINDING	2,500
001-1030-521.48-41	ADVERTISING	400
001-1030-521.49-42	RECRUITMENT EXPENSE	16,000
001-1030-521.49-50	AWARDS/PLAQUES	8,400
001-1030-521.51-41	OFFICE SUPPLIES	1,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1030-521.52-46	OTHER OPERATING SUPPLIES	2,400
001-1030-521.55-41	TRAINING REGISTRATION	1,500
* PI & COMMUNITY SVCS DIV		234,900
001-1032-521.31-51	TRANSCRIPTION SERVICES	1,000
001-1032-521.41-47	AIRCARD/SIM CARD SERVICE	171,840
001-1032-521.51-41	OFFICE SUPPLIES	500
001-1032-521.52-46	OTHER OPERATING SUPPLIES	10,000
* BODY WORN CAMERAS		183,340
001-1040-521.31-51	TRANSCRIPTION SERVICES	1,000
001-1040-521.40-41	TRAINING AND TRAVEL	1
001-1040-521.44-42	EQUIP RENTALS & LEASES	901
001-1040-521.51-41	OFFICE SUPPLIES	1,500
* OPS		3,402
001-1041-521.31-50	ACCREDITATION FEES	600
001-1041-521.40-41	TRAINING AND TRAVEL	4,050
001-1041-521.44-42	EQUIP RENTALS & LEASES	1,194
001-1041-521.51-41	OFFICE SUPPLIES	550
001-1041-521.54-44	MEMBERSHIP DUES	100
001-1041-521.55-41	TRAINING REGISTRATION	675
* POLICY & ACCREDITATION		7,169
001-1044-521.31-41	Physicals(Pre&Post)&Drug	46,167
001-1044-521.31-42	EMPLOYMENT VACCINATIONS	2,625
001-1044-521.31-46	CONSULTANTS/OTHERS	20,000
001-1044-521.31-48	PSYCHIATRIC EVALUATIONS	33,100
001-1044-521.34-43	CONTRACTS OR AGREEMENTS	37,620
001-1044-521.40-41	TRAINING AND TRAVEL	5,000
001-1044-521.44-42	EQUIP RENTALS & LEASES	1,044
001-1044-521.45-41	NOTARY/NOTARY INSURANCE	600
001-1044-521.47-41	PRINTING & BINDING	2,000
001-1044-521.48-41	ADVERTISING	4,000
001-1044-521.49-42	RECRUITMENT EXPENSE	7,000
001-1044-521.49-46	MISCELLANEOUS EXPENSE	300
001-1044-521.49-50	AWARDS/PLAQUES	12,062
001-1044-521.51-41	OFFICE SUPPLIES	3,500
001-1044-521.52-46	OTHER OPERATING SUPPLIES	1,000
001-1044-521.54-41	BOOKS, PUBL, SUBSC	450
001-1044-521.54-44	MEMBERSHIP DUES	1,134
001-1044-521.55-41	TRAINING REGISTRATION	5,000
001-1044-521.55-46	CANDIDATE TRAINING	110,088
001-1044-521.55-49	TUITION REIMBURSEMENTS	16,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
* HUMAN RESOURCES BUREAU		308,690
001-1080-521.40-41	TRAINING AND TRAVEL	6,000
001-1080-521.41-47	AIRCARD/SIM CARD SERVICE	120,000
001-1080-521.43-41	UTILITY SERVICES	7,025
001-1080-521.51-41	OFFICE SUPPLIES	500
001-1080-521.52-46	OTHER OPERATING SUPPLIES	2,000
001-1080-521.52-67	COMPUTER/PRINTER < \$5000	100,000
001-1080-521.54-48	COMP/SWARE LIC&MAINT FEES	1,730,297
001-1080-521.55-41	TRAINING REGISTRATION	1,500
* INFORM TECHNOLOGY BUREAU		1,967,322
001-1090-521.40-41	TRAINING AND TRAVEL	600
001-1090-521.44-42	EQUIP RENTALS & LEASES	492
001-1090-521.48-41	ADVERTISING	800
001-1090-521.51-41	OFFICE SUPPLIES	3,000
001-1090-521.54-41	BOOKS, PUBL, SUBSC	150
001-1090-521.54-44	MEMBERSHIP DUES	555
001-1090-521.55-41	TRAINING REGISTRATION	600
* ACCOUNTING & BUDGET		6,197
001-2000-521.51-41	OFFICE SUPPLIES	950
* MAJOR OF OPERATIONS		950
001-2131-521.31-43	VETERINARIAN	2,500
001-2131-521.40-41	TRAINING AND TRAVEL	1,500
001-2131-521.51-41	OFFICE SUPPLIES	2,000
001-2131-521.52-45	ANIMAL SUPPLIES	3,000
001-2131-521.55-41	TRAINING REGISTRATION	13,000
* JRB/SPECIAL OPER		22,000
001-2198-521.34-43	CONTRACTS OR AGREEMENTS	2,140
001-2198-521.40-41	TRAINING AND TRAVEL	1
001-2198-521.43-41	UTILITY SERVICES	4,800
001-2198-521.44-45	OTHER RENTALS & LEASES	24,000
001-2198-521.46-47	OTHER R & M	45,000
001-2198-521.51-41	OFFICE SUPPLIES	800
001-2198-521.52-41	MOTOR FUELS/OIL	30,000
001-2198-521.52-46	OTHER OPERATING SUPPLIES	6,000
001-2198-521.54-41	BOOKS, PUBL, SUBSC	650
001-2198-521.54-44	MEMBERSHIP DUES	1,040
* AVIATION/SPECIAL OPER		114,431

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-2199-521.31-43	VETERINARIAN	20,000
001-2199-521.34-43	CONTRACTS OR AGREEMENTS	31,000
001-2199-521.40-41	TRAINING AND TRAVEL	10,500
001-2199-521.44-42	EQUIP RENTALS & LEASES	4,000
001-2199-521.46-47	OTHER R & M	29,000
001-2199-521.47-41	PRINTING & BINDING	1,500
001-2199-521.49-50	AWARDS/PLAQUES	840
001-2199-521.51-41	OFFICE SUPPLIES	20,000
001-2199-521.52-45	ANIMAL SUPPLIES	9,000
001-2199-521.52-46	OTHER OPERATING SUPPLIES	21,836
001-2199-521.52-66	OTHER EQUIPMENT < \$5000	5,000
001-2199-521.54-44	MEMBERSHIP DUES	2,810
* PATROL&SPECIAL OPERATIONS		155,486
001-2210-521.34-43	CONTRACTS OR AGREEMENTS	20,000
001-2210-521.35-41	INVESTIGATIVE FUNDS PE/PI	23,000
001-2210-521.40-41	TRAINING AND TRAVEL	5,500
001-2210-521.42-41	FREIGHT & POSTAGE	1,200
001-2210-521.44-42	EQUIP RENTALS & LEASES	2,688
001-2210-521.45-41	NOTARY/NOTARY INSURANCE	300
001-2210-521.47-41	PRINTING & BINDING	300
001-2210-521.51-41	OFFICE SUPPLIES	9,200
001-2210-521.52-46	OTHER OPERATING SUPPLIES	1,000
001-2210-521.52-66	OTHER EQUIPMENT < \$5000	3,000
001-2210-521.54-44	MEMBERSHIP DUES	1,450
001-2210-521.55-41	TRAINING REGISTRATION	1,200
* DETECTIVE BUREAU		68,838
001-2221-521.34-41	PRISONER TRANSPORT	220,000
001-2221-521.35-41	INVESTIGATIVE FUNDS PE/PI	1,800
001-2221-521.40-41	TRAINING AND TRAVEL	1
001-2221-521.44-42	EQUIP RENTALS & LEASES	475
001-2221-521.45-41	NOTARY/NOTARY INSURANCE	1
001-2221-521.47-41	PRINTING & BINDING	1,500
001-2221-521.51-41	OFFICE SUPPLIES	2,000
001-2221-521.52-46	OTHER OPERATING SUPPLIES	2,000
* WARRANTS BUREAU		227,777
001-2290-521.31-43	VETERINARIAN	6,000
001-2290-521.34-43	CONTRACTS OR AGREEMENTS	20,000
001-2290-521.35-41	INVESTIGATIVE FUNDS PE/PI	15,000
001-2290-521.41-47	AIRCARD/SIM CARD SERVICE	1
001-2290-521.46-47	OTHER R & M	1,200
001-2290-521.51-41	OFFICE SUPPLIES	500

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-2290-521.52-45	ANIMAL SUPPLIES	2,500
001-2290-521.54-44	MEMBERSHIP DUES	365
* GACDTF		45,566
001-3000-521.45-41	NOTARY/NOTARY INSURANCE	300
001-3000-521.51-41	OFFICE SUPPLIES	650
* MAJOR OF SUPPORT SERVICES		950
001-3220-521.34-43	CONTRACTS OR AGREEMENTS	900
001-3220-521.44-42	EQUIP RENTALS & LEASES	792
001-3220-521.45-41	NOTARY/NOTARY INSURANCE	1
001-3220-521.46-50	WEAPONS REPAIRS & MAINT	15,000
001-3220-521.46-51	AED R&M	15,750
001-3220-521.51-41	OFFICE SUPPLIES	2,625
001-3220-521.52-39	1ST RESPONDER SUPPLIES	1,500
001-3220-521.52-40	CADET UNIFORMS	20,000
001-3220-521.52-44	UNIFORMS	360,000
001-3220-521.52-46	OTHER OPERATING SUPPLIES	5,250
001-3220-521.52-60	AED'S < \$5000	1
001-3220-521.52-62	WEAPONS < \$5000	65,343
001-3220-521.52-66	OTHER EQUIPMENT < \$5000	1
001-3220-521.54-44	MEMBERSHIP DUES	50
* SUPPORT/PROPERTY UNIT		487,213
001-3222-521.34-43	CONTRACTS OR AGREEMENTS	20,000
001-3222-521.40-41	TRAINING AND TRAVEL	1
001-3222-521.41-46	INTERNET SERVICE	1,212
001-3222-521.45-41	NOTARY/NOTARY INSURANCE	1
001-3222-521.46-47	OTHER R & M	9,000
001-3222-521.51-41	OFFICE SUPPLIES	3,500
001-3222-521.52-43	FINGER PRINT/PHOTO SUPPLY	1,800
001-3222-521.52-46	OTHER OPERATING SUPPLIES	11,800
001-3222-521.54-41	BOOKS, PUBL, SUBSC	106
001-3222-521.54-44	MEMBERSHIP DUES	1,375
* SUPPORT/FORENSIC UNIT		48,795
001-3224-521.46-47	OTHER R & M	88,187
001-3224-521.52-46	OTHER OPERATING SUPPLIES	5,000
001-3224-521.52-52	JANITORIAL SUPPLIES	3,500
001-3224-521.52-66	OTHER EQUIPMENT < \$5000	2,500
* SUPPORT/FACILITIES UNIT		99,187
001-3225-521.34-43	CONTRACTS OR AGREEMENTS	2,272

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3225-521.40-41	TRAINING AND TRAVEL	1,200
001-3225-521.44-42	EQUIP RENTALS & LEASES	456
001-3225-521.44-45	OTHER RENTALS & LEASES	2,444
001-3225-521.45-41	NOTARY/NOTARY INSURANCE	1
001-3225-521.46-47	OTHER R & M	120
001-3225-521.46-41	ADVERTISING	480
001-3225-521.51-41	OFFICE SUPPLIES	1,785
001-3225-521.52-46	OTHER OPERATING SUPPLIES	10,500
001-3225-521.54-41	BOOKS, PUBL, SUBSC	1,100
001-3225-521.54-44	MEMBERSHIP DUES	250
001-3225-521.55-41	TRAINING REGISTRATION	1,200
* SUPPORT/EVIDENCE SECTION		21,808
001-3230-521.34-43	CONTRACTS OR AGREEMENTS	3,000
001-3230-521.40-41	TRAINING AND TRAVEL	2,000
001-3230-521.44-42	EQUIP RENTALS & LEASES	792
001-3230-521.44-45	OTHER RENTALS & LEASES	10,481
001-3230-521.46-41	R&M - AUTO/TIRES/TOWING	475,000
001-3230-521.46-47	OTHER R & M	10,000
001-3230-521.49-43	AUTOMOBILE TITLE & TAGS	7,200
001-3230-521.49-46	MISCELLANEOUS EXPENSE	1,065
001-3230-521.51-41	OFFICE SUPPLIES	1,000
001-3230-521.52-41	MOTOR FUELS/OIL	1,692,000
001-3230-521.52-46	OTHER OPERATING SUPPLIES	10,000
001-3230-521.52-63	AUTO EQUIPMENT < \$5000	50,000
001-3230-521.52-66	OTHER EQUIPMENT < \$5000	5,000
001-3230-521.54-41	BOOKS, PUBL, SUBSC	1,550
001-3230-521.54-44	MEMBERSHIP DUES	800
001-3230-521.55-41	TRAINING REGISTRATION	1,500
* SUPPORT/FLEET MAINT UNIT		2,271,388
001-3260-521.31-46	CONSULTANTS/OTHERS	680
001-3260-521.40-41	TRAINING AND TRAVEL	2,200
001-3260-521.42-41	FREIGHT & POSTAGE	17,000
001-3260-521.44-42	EQUIP RENTALS & LEASES	5,568
001-3260-521.44-43	FACILITIES/TOWER RENTAL	16,500
001-3260-521.45-41	NOTARY/NOTARY INSURANCE	600
001-3260-521.51-41	OFFICE SUPPLIES	7,700
001-3260-521.52-46	OTHER OPERATING SUPPLIES	900
001-3260-521.55-41	TRAINING REGISTRATION	2,200
* RECORDS BUREAU		53,348
001-3323-521.41-41	TELEPHONE SVCE & ACCESSOR	118,188
001-3323-521.41-43	CELL SVCE & ACCESSORIES	138,113
001-3323-521.41-46	INTERNET SERVICE	1,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3323-521.46-42	RADIO REPAIRS & MAINT	18,000
001-3323-521.52-46	OTHER OPERATING SUPPLIES	44,000
* RADIOS & PX		319,301
001-3401-521.51-41	OFFICE SUPPLIES	200
001-3401-521.54-44	MEMBERSHIP DUES	240
* JUD SVCS/TRAINING ADMIN		440
001-3442-521.34-43	CONTRACTS OR AGREEMENTS	1,056
001-3442-521.40-41	TRAINING AND TRAVEL	1
001-3442-521.44-42	EQUIP RENTALS & LEASES	2,700
001-3442-521.45-41	NOTARY/NOTARY INSURANCE	300
001-3442-521.47-41	PRINTING & BINDING	750
001-3442-521.51-41	OFFICE SUPPLIES	5,000
001-3442-521.52-46	OTHER OPERATING SUPPLIES	400
* CIVIL		10,207
001-3444-521.34-43	CONTRACTS OR AGREEMENTS	1,980
001-3444-521.40-41	TRAINING AND TRAVEL	1
001-3444-521.49-42	RECRUITMENT EXPENSE	7,000
001-3444-521.49-49	TOWING/NON-ASO VEHICLES	525
001-3444-521.49-50	AWARDS/PLAQUES	1,000
001-3444-521.51-41	OFFICE SUPPLIES	2,400
001-3444-521.52-42	AMMUNITION	168,750
001-3444-521.52-46	OTHER OPERATING SUPPLIES	1,600
001-3444-521.52-49	TRAINING SUPPLIES	8,000
001-3444-521.55-47	IN SERVICE TRAINING	31,100
* TRAINING		222,356

		8,090,481

LAW
ENFORCEMENT

**CAPITAL
OUTLAY**

Sub Object Level

ACCOUNT NUMBER		ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL	
001-1080-521.64-67		COMPUTER/PRINTER \$5000+	100,000	
LEVEL	TEXT			TEXT AMT
2026	CONTINUE REPLACEMENT OF AGENCY WIDE ROUTERS			100,000
	SERVERS AND SWITCHES - SPLIT AMONG ALL BUDGETS			100,000

*	CAPITAL OUTLAY		100,000	

**	LAW ENFORCEMENT		100,000	

***	INFORM TECHNOLOGY BUREAU		100,000	

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-2199-521.64-66	OTHER EQUIPMENT \$5000+	56,100

LEVEL	TEXT	TEXT AMT
2026	REPLACEMENT SCHEDULE FOR CANINES:	
	COST APPROX \$11K PER DOG	
	2025 4 DOGS	
	2026 2 DOGS \$15K EA	30,000
	2027 2 DOGS	
	2028 2 DOGS	
	REMOTE FIRING SYSTEM W/SHOCK TUBES & ELEC CAPS	26,100
		56,100

*	CAPITAL OUTLAY	----- 56,100
**	LAW ENFORCEMENT	56,100
***	PATROL&SPECIAL OPERATIONS	----- 56,100

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3220-S21.64-62	WEAPONS \$5000+	16,000

LEVEL	TEXT	TEXT AMT
2026	2 SETS OF IN-LINE NIGHT VISION - CONTINUE	
	REPLACING 2 EACH YEAR UNTIL REMAINING 6 SWAT	
	MEMBERS HAVE RECEIVED THEIR UPDATED REPLACEMENTS	16,000
		16,000

*	CAPITAL OUTLAY	----- 16,000
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**	LAW ENFORCEMENT	16,000
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***	SUPPORT/PROPERTY UNIT	----- 16,000
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3230-521.64-64	AUTO/VEHICLES \$5000+	2,080,962

LEVEL	TEXT	TEXT AMT
2026	2025-2026 FLEET CHANGEOVER:	
	20 PATROL X 77876 EACH TAHOES GREEN	1,557,520
	1 TRAINING X 46674 EACH F150	46,674
	4 K-9 X 89626 EACH TAHOES GREEN	358,504
	1 PATROL FST X 48264 EA F150	48,264
	2 DTF X 35000 EACH LT HARRIS TO CHOOSE	70,000
	COSTS INCLUDE ITEMS TO CONVERT TO POLICE VEHICLES	
	SOME COSTS SUBJECT TO BE MOVED TO OPERATING EXP	
	MOBILE CAR RADIOS IN 001-3323-521-64-61	
		2,080,962

*	CAPITAL OUTLAY	----- 2,080,962
**	LAW ENFORCEMENT	2,080,962
***	SUPPORT/FLEET MAINT UNIT	----- 2,080,962

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3323-521.64-61	RADIOS/CONSOLES \$5000+	169,000

LEVEL	TEXT	TEXT AMT
2026	FY25-26 FLEET CHANGEOVER - \$6500 PER MOBILE RADIO	
	20 PATROL	130,000
	1 PATROL FST	6,500
	4 X-9 CARS	26,000
	1 TRAINING CAR	6,500
		169,000

*	CAPITAL OUTLAY	----- 169,000
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**	LAW ENFORCEMENT	169,000
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***	RADIOS & PX	----- 169,000
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	----- 2,422,062
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LAW
ENFORCEMENT

DEBT
SERVICE

Sub Object Level

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1032-521.71-00	LEASE PAYMENT/PRINCIPAL	215,095

LEVEL	TEXT	TEXT AMT
2026	40 BWC \$184,501: ***20 ARE JAIL TRANSPORT***	
	PMT1 73800.40 10-30-21	
	PMT2 22140.12 10-30-22	
	PMT3 22140.12 10-30-23	
	PMT4 22140.12 10-30-24	
	PMT5 22140.12 10-30-25 OTHER HALF AT 523	11,070
	PMT6 22140.12 10-30-26	
	150 BWC \$1,756,206:	
	PMT1 500000 BY 9-30-21	
	PMT2 202482.40 10-30-21	
	PMT3 210744.72 10-30-22	
	PMT4 210744.72 10-30-23	
	PMT5 210744.72 10-30-24	
	PMT6 210744.72 10-30-25 OTHER PORTION AT 711	204,025
	PMT7 210744.72 10-30-26	
		215,095

*	DEBT SERVICE	----- 215,095
**	LAW ENFORCEMENT	215,095
***	BODY WORN CAMERAS	----- 215,095
		----- 215,095

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 2

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1080-521.71-00	LEASE PAYMENT/PRINCIPAL	219,198

LEVEL	TEXT	TEXT AMT
2026	REFINANCING OF LAPTOPS WIHT HP FINANCIAL	
	YEAR 1 FYE2025 \$286,202	
	YEAR 2 FYE2026 \$219,198	219,198
	YEAR 3 FYE2027 \$234,312	
	YEAR 4 FYE2028 \$250,469	
	YEAR 5 FYE2029 \$267,740	
		219,198

001-1080-521.72-00	LEASE PAYMENT/INTEREST	67,005
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LEVEL	TEXT	TEXT AMT
2026	REFINANCING OF LAPTOPS WIHT HP FINANCIAL	
	YEAR 1 FYE2025 \$0	
	YEAR 2 FYE2026 \$67,005	67,005
	YEAR 3 FYE2027 \$51,891	
	YEAR 4 FYE2028 \$35,734	
	YEAR 5 FYE2029 \$18,462	
		67,005

*	DEBT SERVICE	----- 286,203
**	LAW ENFORCEMENT	286,203
***	INFORM TECHNOLOGY BUREAU	----- 286,203

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3220-521.71-00	LEASE PAYMENT/PRINCIPAL	131,923

LEVEL	TEXT	TEXT AMT
2026	AXON ENTERPRISE 60 MONTH 273 TASER7 BUNDLE AGREEM. ENTERED INTO IN FYE22 200 FOR LE 73 FOR JAIL: FYE23 \$180,716.45 X 73% FYE24 \$180,716.45 X 73% = \$131,923.01 FYE25 \$180,716.45 X 73% = \$131,923.01 FYE26 \$180,716.45 X 73% = \$131,923.01 TASER 7 BUNDLE INCLUDED: 273 HOLSTERS-SAFARILAND, RH+CART CARRIER 273 HANDLES WITH XTENDED WARRANTY 273 HANDLE LICENSES 3 6-BAY DOCKS WITH XTENDED WARRANTY 327 BATTERY PACKS WITH XTENDED WARRANTY 9 SPARE HANDLES WITH XTENDED WARRANTY 3 WALL DOCK MOUNTS 3 DOCK POWER CORDS 4 TARGETS 4 TARGET FRAMES 20 LEFT HAND HOLSTERS 2300 LIVE CARTRIDGES CLOSE QTR 12-DEGREE 2300 LIVE CARTRIDGES STANDOFF 3.5DEGREE *** ADDTL NOTE TO FILE> ABOVE CONTRACT IS SEPARATE FROM ANOTHER CONTRACT WITH AXON WHERE WE GET CARTRIDGES FOR TRAINING PURPOSES ONLY. THAT \$ IS IN THE TRAINING BUREAU AT 001-3444-521-52-42	131,923

*	DEBT SERVICE	131,923
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**	LAW ENFORCEMENT	131,923
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***	SUPPORT/PROPERTY UNIT	131,923
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633,221

JAIL

**PERSONAL
SERVICES**

Sub Object Level

**Jail Position Control
For the Fiscal Year 9-30-2026**

Stat	FTE	Dep/Div	Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	Total
			Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	
Civ	1.00	1010	OOS/JAIL/EXEC ASST TO UNDERSHE	89,248	0	2,004	0	0	0	5,658	1,323	11,788	228	8,805	76	283	119,413
Civ	1.00	1010	JAIL/OOS/STRATEGIC PRJ MANAGER	99,424	0	2,004	0	0	0	6,289	1,471	14,230	254	8,805	76	283	132,835
	2.00	1010 Total		188,672	0	4,008	0	0	0	11,946	2,794	26,018	482	17,610	151	566	252,247
Civ	1.00	1030	JAIL/PIO/COMM RELATIONS SPECIA	54,299	0	2,004	0	0	0	3,491	816	7,899	141	18,619	72	283	87,624
	1.00	1030 Total		54,299	0	2,004	0	0	0	3,491	816	7,899	141	18,619	72	283	87,624
Cer	1.00	1040	JAIL/PROF STDS/LT INSPECTOR	106,115	7,959	0	0	0	1,000	7,135	1,669	40,494	4,891	8,805	76	283	178,425
Cer	1.00	1040	JAIL/OPS/DET DEP LT INSPECTOR	109,298	8,197	1,044	1,560	0	0	7,446	1,741	42,263	5,104	8,805	76	283	185,818
	2.00	1040 Total		215,413	16,156	1,044	1,560	0	1,000	14,581	3,410	82,757	9,995	17,610	151	566	364,243
Civ	1.00	1041	JAIL/DMS POLICY SPECIALIST	48,619	0	2,004	0	0	0	3,139	734	7,102	127	8,805	64	283	70,877
Sw	1.00	1041	JAIL/ACCREDITATION CAPTAIN	136,114	0	1,044	1,440	0	0	8,593	2,010	48,773	5,890	18,619	76	283	222,841
Cer	1.00	1041	JAIL/POLICY&ACCREDITATION LT	103,024	7,727	0	1,680	0	1,000	7,033	1,645	39,916	4,821	0	76	0	166,921
	3.00	1041 Total		287,757	7,727	3,048	3,120	0	1,000	18,764	4,388	95,791	10,838	27,424	215	566	460,639
Civ	1.00	1044	JAIL/HUMAN RESOURCE SPECIALIST	44,046	0	996	0	0	0	2,793	653	6,319	113	8,805	58	283	64,066
Civ	1.00	1044	JAIL/HUMAN RESOURCE SPECIALIST	44,046	0	2,004	0	0	0	2,855	668	6,461	115	8,805	59	283	65,296
Civ	1.00	1044	JAIL/HR/ON-BOARDING MANAGER	74,542	0	2,004	0	0	0	4,746	1,110	10,739	191	26,249	76	213	119,870
Civ	1.00	1044	JAIL/HR/ADMINISTRATIVE SPECIAL	52,012	0	0	0	0	0	3,225	754	7,297	130	8,805	67	213	72,503
Civ	1.00	1044	JAIL/HR/CIVILIAN BCKGRND INVE	71,245	0	2,004	0	1,300	0	4,622	1,081	16,416	186	26,249	76	126	123,305
	5.00	1044 Total		285,891	0	7,008	0	1,300	0	18,240	4,266	47,233	735	78,913	335	1,118	445,039
Civ	1.00	1080	JAIL/ITU NETWORK SUPPORT SPEC	75,958	0	996	0	0	0	4,771	1,116	10,797	192	26,249	76	283	120,438
Civ	1.00	1080	JAIL/ITU PC SUPPORT SPECIALIST	49,506	0	996	0	0	0	3,131	732	7,085	126	0	64	0	61,641
Civ	1.00	1080	JAIL/IT/NETWORK ADMINISTRATOR	83,642	0	2,004	0	0	0	5,310	1,242	12,016	214	18,619	76	283	123,406
	3.00	1080 Total		209,106	0	3,996	0	0	0	13,212	3,090	29,898	533	44,868	215	566	305,485
Civ	1.00	1090	JAIL/A&B/ACCOUNTING SUPERVISOR	74,542	0	996	0	0	0	4,683	1,095	10,598	189	8,805	76	283	101,267
Civ	1.00	1090	JAIL/A&B ACCOUNTS REC SPECIALI	53,313	0	0	0	0	0	3,305	773	7,480	133	8,805	68	283	74,161
	2.00	1090 Total		127,855	0	996	0	0	0	7,989	1,868	18,078	322	17,610	144	566	175,428
Sw	1.00	2210	JAIL/CID/JAIL INTELL ANALYST	91,922	0	0	480	910	1,000	5,847	1,368	33,188	4,008	26,249	76	213	165,261
	1.00	2210 Total		91,922	0	0	480	910	1,000	5,847	1,368	33,188	4,008	26,249	76	213	165,261
Civ	1.00	3220	JAIL/ADMIN SVS/PROPERTY SPECIA	42,295	0	636	600	0	0	2,699	631	6,107	109	26,249	55	283	79,665
Civ	1.00	3220	JAIL/ADMIN SVS/PROPERTY SPECIA	55,495	0	996	0	0	0	3,502	819	7,926	141	8,805	72	213	77,969
Civ	1.00	3220	JAIL/ADMIN SVS/PROPERTY SPECIA	51,532	0	0	0	0	0	3,195	747	7,230	129	0	66	283	63,181
	3.00	3220 Total		149,322	0	1,632	600	0	0	9,396	2,198	21,263	379	35,054	193	779	220,816
Civ	1.00	3230	JAIL/ADMIN SRVS/FLEET SPEC	54,221	0	2,004	0	0	0	3,486	815	7,888	141	26,249	72	283	95,159
	1.00	3230 Total		54,221	0	2,004	0	0	0	3,486	815	7,888	141	26,249	72	283	95,159
Cer	1.00	3444	JAIL/TRAINING SGT	101,536	7,615	636	840	1,300	0	6,939	1,623	39,387	4,757	0	76	0	164,709
Cer	1.00	3444	JAIL/TRAINING DET DEP SERGEANT	87,586	6,569	636	360	2,080	0	6,028	1,410	34,216	4,132	26,249	76	283	169,625
Cer	1.00	3444	JAIL/TRAINING DET DEP SERGEANT	90,214	6,766	0	0	2,080	0	6,142	1,436	34,859	4,210	26,249	76	283	172,315
	3.00	3444 Total		279,336	20,950	1,272	1,200	5,460	0	19,110	4,469	108,462	13,099	52,498	227	566	506,649
Cer	1.00	6001	JAIL/DIRECTOR	157,931	0	0	720	0	0	9,836	2,300	55,829	6,743	18,619	76	213	252,267
Cer	1.00	6001	JAIL/DEPUTY DIRECTOR	136,114	0	0	960	0	0	8,499	1,988	48,236	5,826	0	76	283	201,981
Civ	1.00	6001	JAIL/CONTRACT MONITOR/ADMIN	110,010	0	2,496	0	0	0	6,975	1,631	15,785	281	18,619	76	283	156,156
Civ	1.00	6001	JAIL/ADMIN SUPPORT SPECIALIST	67,812	0	0	0	0	0	4,204	983	9,514	170	0	76	283	83,042
	4.00	6001 Total		471,867	0	2,496	1,680	0	0	29,515	6,903	129,364	13,019	37,238	302	1,062	693,446
Cer	1.00	6010	JAIL/CAPTAIN/SECURITY OPER.	123,313	0	1,044	1,560	0	0	7,807	1,826	44,310	5,351	18,619	76	283	204,189

Jail Position Control
For the Fiscal Year 9-30-2026

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6010	JAIL/CAPTAIN/SECURITY OPER.	123,313	0	0	480	0	0	7,675	1,795	43,563	5,261	8,805	76	126	191,094
Cer	1.00	6010	JAIL/DETENTION LIEUTENANT	97,110	7,283	0	480	0	0	6,502	1,521	36,905	4,457	8,805	76	213	163,352
Cer	1.00	6010	JAIL/DETENTION LIEUTENANT	103,024	7,727	1,044	1,200	0	0	7,006	1,638	39,763	4,802	8,805	76	283	175,368
Cer	1.00	6010	JAIL/DETENTION LIEUTENANT	109,298	8,197	0	480	2,340	0	7,480	1,745	42,339	5,113	26,249	76	213	203,509
Cer	1.00	6010	JAIL/DETENTION SERGEANT	87,586	6,569	0	240	0	0	5,852	1,369	33,218	4,012	8,805	76	283	148,009
Cer	1.00	6010	JAIL/DETENTION SERGEANT	85,035	6,378	636	1,560	0	0	5,804	1,357	32,941	3,978	0	76	213	137,978
Cer	1.00	6010	JAIL/DETENTION SERGEANT	101,536	7,615	1,536	1,440	0	0	6,952	1,626	39,458	4,765	8,805	76	283	174,091
Cer	1.00	6010	JAIL/DETENTION SERGEANT	77,071	5,780	0	1,440	0	0	5,226	1,222	29,662	3,582	18,619	76	283	142,962
Cer	1.00	6010	JAIL/DETENTION SERGEANT	101,536	7,615	1,044	1,560	0	0	6,929	1,620	24,608	4,750	18,619	76	213	168,570
Cer	1.00	6010	JAIL/DETENTION SERGEANT	82,558	6,192	0	240	0	0	5,517	1,290	31,316	3,782	26,249	76	213	157,433
Cer	1.00	6010	JAIL/DETENTION SERGEANT	87,586	6,569	0	720	1,820	0	5,995	1,402	34,027	4,110	0	76	283	142,587
Cer	1.00	6010	JAIL/DETENTION SERGEANT	77,071	5,780	0	0	0	0	5,137	1,201	29,155	3,521	8,805	76	0	130,747
Cer	1.00	6010	JAIL/DETENTION SERGEANT	87,586	6,569	0	240	0	0	5,852	1,369	33,218	4,012	26,249	76	283	165,453
Cer	1.00	6010	JAIL/DETENTION SERGEANT	101,536	7,615	1,044	1,440	0	0	6,921	1,619	39,284	4,744	18,619	76	213	183,112
Cer	1.00	6010	JAIL/DETENTION SERGEANT	82,558	6,192	0	0	1,560	0	5,599	1,309	31,780	3,838	26,249	76	283	159,444
Cer	1.00	6010	JAIL/DETENTION SERGEANT	95,708	7,178	0	240	0	0	6,394	1,495	36,290	4,383	26,249	76	283	178,296
Cer	1.00	6010	JAIL/DETENTION SERGEANT	101,536	7,615	0	720	0	0	6,812	1,593	38,664	4,670	26,249	76	283	188,217
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
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Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716

Jail Position Control
For the Fiscal Year 9-30-2026

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION OFFICER/SEC														

**Jail Position Control
For the Fiscal Year 9-30-2026**

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	73,605	5,520	0	0	0	0	4,906	1,147	27,844	3,363	8,805	76	213	125,479
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	0	0	0	0	3,832	896	21,752	2,627	0	76	0	90,996
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	26,249	76	0	126,683
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	283	104,687
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	91,922	6,894	0	720	0	0	6,171	1,443	21,918	4,230	8,805	76	283	142,462
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	18,619	76	283	119,336
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	65,056	4,879	0	0	0	0	4,336	1,014	24,610	2,972	18,619	76	283	121,845
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	213	104,617
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	636	360	0	0	4,292	1,004	24,360	2,942	8,805	76	283	110,987
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	81,246	6,093	1,044	1,560	0	0	5,576	1,304	31,651	3,823	26,249	76	283	158,905
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	75,445	5,658	0	0	0	0	5,028	1,176	28,540	3,447	26,249	76	283	145,903
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	18,619	76	283	119,336
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	26,249	76	126	126,809
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	77,331	5,800	636	600	0	0	5,231	1,223	29,689	3,586	8,805	76	283	133,259
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	26,249	76	213	122,061
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	77,331	5,800	0	720	0	0	5,199	1,216	29,507	3,564	8,805	76	283	132,500
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	18,619	76	283	114,501
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	636	600	0	0	4,103	960	23,288	2,813	18,619	76	283	116,319
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	61,921	4,644	2,004	0	0	0	4,251	994	24,129	2,914	8,805	76	283	110,022
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	58,938	4,420	0	0	0	0	3,928	919	22,296	2,693	18,619	76	283	112,171
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	73,605	5,520	1,044	960	0	0	5,030	1,176	28,549	3,448	8,805	76	283	128,497
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	65,056	4,879	0	0	0	0	4,336	1,014	24,610	2,972	0	76	0	102,943
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	636	600	0	0	4,103	960	23,288	2,813	8,805	76	126	106,348
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	91,922	6,894	0	0	0	0	6,127	1,433	34,773	4,200	8,805	76	283	154,512
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	71,810	5,386	0	0	0	0	4,786	1,119	27,165	3,281	26,249	76	126	139,998
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	77,331	5,800	0	480	0	0	5,184	1,212	29,423	3,553	8,805	76	283	132,147
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	283	104,687
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	61,921	4,644	0	0	0	0	4,127	965	23,424	2,829	0	76	283	98,269
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	85,359	6,402	0	480	0	0	5,719	1,337	32,460	3,920	18,619	76	283	154,655
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	85,359	6,402	0	720	0	0	5,734	1,341	20,364	3,930	0	76	213	124,139
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	79,264	5,945	1,044	1,440	0	0	5,437	1,272	30,859	3,727	8,805	76	213	138,081
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	58,938	4,420	0	0	0	0	3,928	919	22,296	2,693	8,805	76	213	102,287
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	213	104,617
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	26,249	76	283	126,966
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	89,680	6,726	1,044	1,200	0	0	6,116	1,430	34,715	4,193	26,249	76	283	171,712
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	996	0	0	0	3,894	911	22,102	2,669	8,805	76	283	101,549
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	61,921	4,644	0	0	0	0	4,127	965	23,424	2,829	8,805	76	283	107,074
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	87,493	6,562	0	0	0	0	5,831	1,364	33,098	3,997	18,619	76	283	157,323
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	0	0	0	0	3,832	896	21,752	2,627	0	76	0	90,996
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	240	0	0	4,245	993	24,094	2,910	0	76	0	100,787
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	73,605	5,520	0	0	1,300	0	4,986	1,166	28,302	3,418	8,805	76	283	127,461
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	87,493	6,562	0	0	0	0	5,831	1,364	33,098	3,997	8,805	76	126	147,352
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	283	104,687

**Jail Position Control
For the Fiscal Year 9-30-2026**

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	61,921	4,644	0	0	0	0	4,127	965	23,424	2,829	8,805	76	283	107,074
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	70,058	5,254	0	240	0	0	4,684	1,096	25,587	3,211	18,619	76	283	130,108
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	68,349	5,126	0	1,440	0	0	4,645	1,086	26,363	3,184	8,805	76	283	119,356
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	8,805	76	283	117,238
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	65,056	4,879	0	240	0	0	4,351	1,018	24,695	2,982	8,805	76	283	112,384
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	636	360	0	0	4,088	956	23,204	2,802	26,249	76	213	123,526
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	91,922	6,894	0	240	0	0	6,141	1,436	34,858	4,210	8,805	76	283	154,865
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	71,810	5,386	0	0	1,560	0	4,883	1,142	27,714	3,347	18,619	76	283	134,819
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	0	0	0	4,444	1,039	25,225	3,047	8,805	76	283	114,602
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	83,277	6,246	636	600	0	0	5,627	1,316	31,938	3,857	8,805	76	283	142,661
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	0	0	0	4,444	1,039	25,225	3,047	18,619	76	213	124,346
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	91,922	6,894	0	480	0	0	6,156	1,440	34,942	4,220	8,805	76	126	155,061
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	480	0	0	4,474	1,046	25,394	3,067	8,805	76	283	115,308
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	70,058	5,254	0	0	0	0	4,669	1,092	26,502	3,201	8,805	76	283	119,941
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	18,619	76	213	114,431
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	26,249	76	283	126,966
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	0	0	0	0	3,832	896	21,752	2,627	8,805	76	0	99,801
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	60,411	4,531	636	360	0	0	4,088	956	23,204	2,802	18,619	76	283	115,966
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	0	0	0	0	3,832	896	21,752	2,627	8,805	76	213	100,014
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	81,246	6,093	0	480	0	0	5,445	1,273	30,904	3,732	0	76	283	129,532
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	2,004	0	0	0	3,957	925	22,457	2,712	26,249	76	213	120,405
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	1,300	0	4,311	1,008	24,467	2,955	8,805	76	283	111,434
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	85,359	6,402	0	240	0	0	5,704	1,334	32,375	3,910	18,619	76	283	154,302
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	58,938	4,420	0	0	0	0	3,928	919	22,296	2,693	0	76	0	93,269
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	91,922	6,894	0	0	0	0	6,127	1,433	34,773	4,200	18,619	76	283	164,326
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	480	0	0	4,474	1,046	25,394	3,067	26,249	76	283	132,752
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	75,445	5,658	0	0	0	0	5,028	1,176	28,540	3,447	8,805	76	283	128,459
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	0	0	0	4,444	1,039	25,225	3,047	0	76	0	105,514
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	26,249	76	283	134,682
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	61,921	4,644	0	0	0	0	4,127	965	23,424	2,829	18,619	76	283	116,888
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	66,682	5,001	0	0	0	0	4,444	1,039	25,225	3,047	26,249	76	283	132,046
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	58,938	4,420	636	0	0	0	3,968	928	22,520	2,720	26,249	76	283	120,737
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	1,044	1,200	0	0	4,369	1,022	24,800	2,995	0	76	0	103,735
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	8,805	76	283	109,522
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	8,805	76	213	117,168
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	87,493	6,562	0	1,200	0	0	5,906	1,381	13,364	4,048	8,805	76	283	129,118
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	81,246	6,093	0	0	0	0	5,415	1,266	30,735	3,712	8,805	76	213	137,561
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	58,938	4,420	0	0	0	0	3,928	919	22,296	2,693	8,805	76	283	102,357
Cer	1.00	6010	JAIL/DETENTION OFFICER/SECURIT	57,500	4,313	0	0	0	0	3,832	896	21,752	2,627	8,805	76	126	99,927
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716

Jail Position Control
For the Fiscal Year 9-30-2026

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	0	111,433
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	8,805	76	283	101,902
Cer	1.00	6010	JAIL/DETENTION DEPUTY	89,680	6,726	1,044	1,440	0	0	6,131	1,434	34,799	4,203	26,249	76	213	171,995
Cer	1.00	6010	JAIL/DETENTION DEPUTY	63,469	4,760	0	1,200	0	0	4,305	1,007	24,432	2,951	26,249	76	283	128,731
Cer	1.00	6010	JAIL/DETENTION DEPUTY	83,277	6,246	1,044	1,200	1,820	0	5,802	1,357	32,933	3,977	8,805	76	126	146,663
Cer	1.00	6010	JAIL/DETENTION DEPUTY	61,921	4,644	636	360	1,170	0	4,261	997	24,186	2,921	0	76	0	101,172
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	2,004	960	0	0	4,016	939	22,795	2,753	8,805	76	213	104,373
Cer	1.00	6010	JAIL/DETENTION DEPUTY	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	8,805	76	283	117,238
Cer	1.00	6010	JAIL/DETENTION DEPUTY	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	26,249	76	283	134,682
Cer	1.00	6010	JAIL/DETENTION DEPUTY	89,680	6,726	0	0	0	0	5,977	1,398	33,925	4,097	8,805	76	0	150,684
Cer	1.00	6010	JAIL/DETENTION DEPUTY	65,056	4,879	0	240	1,170	0	4,423	1,035	25,106	3,032	8,805	76	213	114,035
Cer	1.00	6010	JAIL/DETENTION DEPUTY	61,921	4,644	0	0	1,300	0	4,208	984	23,882	2,884	8,805	76	213	108,916
Cer	1.00	6010	JAIL/DETENTION DEPUTY	85,359	6,402	1,044	1,440	1,300	0	5,924	1,385	33,622	4,061	26,249	76	213	167,075
Cer	1.00	6010	JAIL/DETENTION DEPUTY	91,922	6,894	636	600	0	0	6,203	1,451	35,208	4,252	8,805	76	283	156,330
Cer	1.00	6010	JAIL/DETENTION DEPUTY	87,493	6,562	0	0	0	0	5,831	1,364	33,098	3,997	26,249	76	0	164,670
Cer	1.00	6010	JAIL/DETENTION DEPUTY	57,500	4,313	996	0	0	0	3,894	911	22,102	2,669	8,805	76	283	101,549
Cer	1.00	6010	JAIL/DETENTION DEPUTY	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	8,805	76	213	104,617
Cer	1.00	6010	JAIL/DETENTION DEPUTY	87,493	6,562	636	1,560	3,640	0	6,193	1,448	35,152	4,245	26,249	76	283	173,537
Cer	1.00	6010	JAIL/DETENTION DEPUTY	63,469	4,760	0	240	0	0	4,245	993	24,094	2,910	26,249	76	283	127,319
Cer	1.00	6010	JAIL/DETENTION DEPUTY	70,058	5,254	0	240	1,300	0	4,765	1,114	27,044	3,266	26,249	76	283	139,650
Cer	1.00	6010	JAIL/DETENTION DEPUTY	66,682	5,001	1,044	960	0	0	4,569	1,068	25,931	3,132	8,805	76	283	117,550
Cer	1.00	6010	JAIL/DETENTION DEPUTY	89,680	6,726	0	240	1,820	0	6,105	1,428	34,650	4,185	18,619	76	126	163,654
Cer	1.00	6010	JAIL/DETENTION DEPUTY	65,056	4,879	0	0	0	0	4,336	1,014	24,610	2,972	8,805	76	283	112,031
Civ	1.00	6010	JAIL/ADMINISTRATIVE SPECIALIST	53,313	0	0	0	0	0	3,305	773	7,480	133	26,249	68	283	91,605
Cer	1.00	6010	JAIL/DET DEPUTY LT/SECURITY	109,298	8,197	1,536	1,560	0	0	7,477	1,749	42,436	5,125	26,249	76	283	203,985
Cer	1.00	6010	JAIL/DET DEPUTY LT/SECURITY	103,024	7,727	636	360	2,860	0	7,106	1,662	40,330	4,871	18,619	76	283	187,553
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	87,586	6,569	0	720	0	0	5,882	1,376	33,386	4,032	18,619	76	283	158,529
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	101,536	7,615	636	1,560	0	0	6,904	1,615	39,183	4,732	0	76	283	164,139
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	82,558	6,192	0	480	0	0	5,532	1,294	31,400	3,792	0	76	0	131,324
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	85,035	6,378	1,044	1,440	0	0	5,822	1,362	33,042	3,991	18,619	76	283	157,090
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	101,536	7,615	0	240	0	0	6,782	1,586	38,495	4,649	8,805	76	283	170,067
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	87,586	6,569	0	0	1,820	0	5,950	1,392	33,774	4,079	18,619	76	213	160,077
Cer	1.00	6010	JAIL/DET DEPUTY SGT/SECURITY	95,708	7,178	0	720	1,820	0	6,536	1,529	37,099	4,481	26,249	76	283	181,679
Cer	1.00	6010	JAIL/ADM DETENTION DEPUTY SGT	77,071	5,780	636	840	1,300	0	5,309	1,242	30,132	3,639	18,619	76	283	144,927
Cer	0.50	6010	JAIL/PT DETENTION OFFICER	45,961	0	0	0	0	0	2,850	666	6,660	1,953	0	58	0	58,148

**Jail Position Control
For the Fiscal Year 9-30-2026**

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	0.50	6010	JAIL/PT DETENTION OFFICER	45,961	0	0	0	0	0	2,850	666	16,174	1,953	8,805	58	283	76,750
Cer	0.50	6010	JAIL/PT DETENTION OFFICER	31,735	0	636	600	0	0	2,044	478	11,602	1,401	18,619	42	283	67,441
Cer	0.50	6010	JAIL/PT DETENTION OFFICER	45,961	0	0	0	0	0	2,850	666	6,660	1,953	0	58	0	58,148
Cer	0.50	6010	JAIL/PT DETENTION DEPUTY	28,750	0	0	0	0	0	1,783	417	10,117	1,222	18,619	37	283	61,227
Cer	0.50	6010	JAIL/PT DETENTION DEPUTY	32,528	0	0	0	0	0	2,017	472	11,447	1,382	0	42	0	47,887
	218.00	6010 Total		15,189,060	1,099,367	76,296	92,880	33,410	0	1,022,443	239,120	5,693,981	698,736	3,267,710	16,540	52,151	27,481,693
Cer	1.00	6050	JAIL/CAPTAIN/SUPPORT SERVICES	139,517	0	1,536	1,200	0	0	8,820	2,063	50,059	6,048	26,249	76	283	235,848
Civ	1.00	6050	JAIL/ADMINISTRATIVE SPECIALIST	54,645	0	996	0	0	0	3,450	807	7,806	139	8,805	71	283	77,002
	2.00	6050 Total		194,162	0	2,532	1,200	0	0	12,269	2,869	57,865	6,185	35,054	146	566	312,849
Civ	1.00	6322	JAIL/PROGRAM MANAGER	60,876	0	2,004	0	0	0	3,899	912	8,822	157	8,805	76	283	85,833
Civ	1.00	6322	JAIL/INMATE SUPP/BUREAU CHIEF	92,325	0	2,496	0	0	0	5,879	1,375	13,303	4,030	0	76	0	119,484
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	52,493	0	636	600	0	0	3,331	779	7,538	134	18,619	68	283	84,482
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	52,493	0	636	600	0	0	3,331	779	7,538	134	18,619	68	283	84,482
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	60,876	0	2,496	0	0	0	3,929	919	8,891	2,693	8,805	76	283	88,968
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	77,926	0	2,004	0	0	0	4,956	1,159	11,214	3,397	0	76	0	100,731
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	59,391	0	996	0	0	0	3,744	876	8,472	2,566	26,249	76	213	102,583
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	52,493	0	2,004	0	0	0	3,379	790	7,646	2,316	0	69	0	68,697
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	52,493	0	2,004	0	0	0	3,379	790	7,646	2,316	0	69	0	68,697
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	52,493	0	996	0	0	0	3,316	776	7,505	2,273	26,249	68	213	93,889
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	57,942	0	2,004	0	0	0	3,717	869	8,410	2,548	0	76	0	75,566
Civ	1.00	6322	JAIL/CLASSIFICATION CASEWORKER	57,942	0	2,004	0	0	0	3,717	869	7,703	2,548	8,805	76	213	83,876
Civ	1.00	6322	JAIL/CLASSIFICATION SUPERVISOR	93,767	7,033	2,004	0	0	0	6,374	1,491	14,423	4,369	8,805	76	0	138,341
Civ	1.00	6322	JAIL/CLASSIFICATION SUPERVISOR	82,876	6,216	2,004	0	0	0	5,648	1,321	12,781	3,872	8,805	76	283	123,880
Civ	1.00	6322	JAIL/INM SUPP/PROGRAMS ASST	46,578	0	0	0	0	0	2,888	675	6,535	116	8,805	59	283	65,940
Civ	1.00	6322	JAIL/INMATE SUPP/PRGRM ASSIST	47,742	0	0	0	0	0	2,960	692	6,698	119	8,805	60	283	67,360
Civ	1.00	6322	JAIL/DIVERSION SPECIALIST	59,391	0	996	0	0	0	3,744	876	8,472	151	8,805	76	283	82,793
Civ	1.00	6322	JAIL/RELEASE COORDINATOR	52,493	0	2,004	0	0	0	3,379	790	7,646	136	0	69	0	66,517
	18.00	6322 Total		1,112,590	13,248	27,288	1,200	0	0	71,568	16,738	161,244	33,877	160,176	1,288	2,903	1,602,120
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	65,056	4,879	0	0	910	0	4,392	1,027	24,930	3,011	26,249	76	213	130,744
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	63,469	4,760	0	0	0	0	4,230	989	24,010	2,900	8,805	76	283	109,522
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	60,411	4,531	0	0	0	0	4,026	942	22,853	2,760	26,249	76	213	122,061
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	68,349	5,126	0	240	0	0	4,570	1,069	25,940	3,133	8,805	76	283	117,591
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	68,349	5,126	0	1,440	0	0	4,645	1,086	26,363	3,184	26,249	76	283	136,800
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	68,349	5,126	0	0	1,300	0	4,636	1,084	26,313	3,178	26,249	76	283	136,594
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	85,359	6,402	0	240	0	0	5,704	1,334	32,375	3,910	8,805	76	283	144,488
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	66,682	5,001	636	600	1,170	0	4,594	1,074	26,072	3,149	26,249	76	126	135,428
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	0	76	0	108,150
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	91,922	6,894	0	240	0	0	6,141	1,436	34,858	4,210	8,805	76	283	154,865
Cer	1.00	6411	JAIL/DETENTION OFFICER/TRANSP	63,469	4,760	0	0	1,300	0	4,311	1,008	24,467	2,955	8,805	76	283	111,434
Cer	1.00	6411	JAIL/DETENTION SGT/TRANSPORT	98,579	7,393	0	480	2,080	0	6,729	1,574	15,227	4,613	18,619	76	283	155,652
Cer	1.00	6411	JAIL/DETENTION SGT/TRANSPORT	87,586	6,569	0	480	0	0	5,867	1,372	33,302	4,022	0	76	283	139,557
Cer	1.00	6411	JAIL/DETENTION DEPUTY TRANSP	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716

**Jail Position Control
For the Fiscal Year 9-30-2026**

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Cer	1.00	6411	JAIL/DETENTION DEPUTY TRANSPOR	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6411	JAIL/DETENTION DEPUTY TRANSPOR	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6411	JAIL/DETENTION DEPUTY TRANSPOR	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6411	JAIL/DETENTION DEPUTY TRANSPOR	83,277	6,246	0	240	0	0	5,565	1,302	31,588	3,815	8,805	76	283	141,196
Cer	1.00	6411	JAIL/DET. DEPUTY LT/ SUPP SVCS	112,577	8,443	0	240	0	0	7,518	1,758	42,671	5,154	8,805	76	213	187,455
	20.00	6411 Total		1,439,283	107,946	3,816	7,200	6,760	0	97,030	22,693	527,760	66,513	304,594	1,512	5,010	2,590,117
Civ	1.00	6412	JAIL/FACILITY GROUND MAINTENA	64,357	0	0	0	0	0	3,990	933	9,029	0	26,249	76	0	104,634
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	63,489	4,760	0	0	0	0	4,230	989	24,010	2,900	26,249	76	283	126,966
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	77,331	5,800	0	240	0	0	5,169	1,209	29,338	3,543	26,249	76	283	149,238
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	79,264	5,945	0	0	0	0	5,283	1,236	29,985	3,621	18,619	76	283	144,311
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	68,349	5,126	0	0	0	0	4,555	1,065	25,856	3,123	18,619	76	213	126,982
Cer	1.00	6412	JAIL/DETENTION OFFICER/FACILIT	91,922	6,894	0	720	0	0	6,171	1,443	13,965	4,230	18,619	76	283	144,323
Cer	1.00	6412	JAIL/DETENTION SGT/FACILITY	90,214	6,766	0	480	1,560	0	6,139	1,436	34,845	4,208	8,805	76	283	154,812
Cer	1.00	6412	JAIL/DETENTION DEPUTY/FACILIT	57,500	4,313	636	600	0	0	3,909	914	22,187	2,680	18,619	76	283	111,716
Cer	1.00	6412	JAIL/DETENTION DEPUTY/FACILIT	81,246	6,093	0	240	0	0	5,430	1,270	30,819	3,722	26,249	76	283	155,428
Cer	1.00	6412	JAIL/DETENTION DEP SGT/FACILIT	92,920	6,969	0	720	0	0	6,238	1,459	35,404	4,276	26,249	76	213	174,523
	13.00	6412 Total		939,072	65,604	2,544	4,800	1,560	0	62,842	14,697	321,999	40,342	270,383	983	3,256	1,728,081
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	636	600	0	0	2,758	645	6,241	111	18,619	57	283	73,195
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	45,514	3,414	996	0	0	0	3,095	724	7,004	125	8,805	63	283	70,023
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	46,652	3,499	996	0	0	0	3,171	742	7,176	128	26,249	66	283	88,961
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	2,496	0	0	0	2,836	663	6,417	114	8,805	58	283	64,918
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	50,239	3,768	0	0	0	0	3,348	783	7,577	135	8,805	69	283	75,008
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	51,495	3,862	996	0	0	0	3,494	817	7,906	141	8,805	72	283	77,871
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	8,805	55	0	61,589
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	64,310	4,823	0	0	0	0	4,286	1,002	9,699	173	8,805	76	283	93,458
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	0	55	213	52,997
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	8,805	55	283	61,872
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	56,841	4,263	2,004	0	0	0	3,913	915	8,854	158	8,805	76	283	86,111
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	43,321	3,249	2,496	0	0	0	3,042	711	6,884	123	8,805	63	283	68,977
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	46,652	3,499	0	0	0	0	3,109	727	3,536	125	8,805	64	283	66,801
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	43,321	3,249	0	0	0	0	2,887	675	6,534	116	8,805	59	283	65,930
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	996	0	0	0	2,743	641	6,207	111	8,805	57	283	63,088
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	996	0	0	0	2,810	657	6,359	113	8,805	58	283	64,408
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	2,004	0	0	0	2,872	672	6,500	116	18,619	59	283	75,452

**Jail Position Control
For the Fiscal Year 9-30-2026**

			Object Code	12	12	12	12	12	15	21	21	22	24	23	23	23		
Stat	FTE	Dep/Div	Position Title	\$57,500 DO/DD 4% All Else	84 Hr Sch	College Degree	Police Stds	Other Add Pays	Clothing Allowance	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	54,102	4,058	0	0	0	0	3,606	843	8,160	145	26,249	74	283	97,520	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	61,212	4,591	0	0	0	0	4,080	954	9,232	165	26,249	76	283	106,841	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	61,212	4,591	0	0	0	0	4,080	954	14,490	165	8,805	76	283	94,655	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	8,805	55	283	61,872	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	8,805	55	283	61,872	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	2,004	0	0	0	2,805	656	6,348	113	0	58	0	55,230	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	0	55	0	52,784	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	45,514	3,414	0	0	0	0	3,034	709	6,865	122	0	62	283	60,002	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	46,652	3,499	2,004	0	0	0	3,234	756	7,317	130	8,805	67	283	72,747	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	62,742	4,706	2,004	0	0	0	4,306	1,007	9,744	174	18,619	76	283	103,660	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	59,719	4,479	0	0	0	0	3,980	931	9,007	160	26,249	76	213	104,814	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	2,496	0	0	0	2,836	663	6,417	114	8,805	58	283	64,918	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	8,805	55	126	61,715	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	996	0	0	0	2,810	657	6,359	113	0	58	0	55,320	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	47,818	3,586	2,004	0	0	0	3,311	774	7,493	134	8,805	68	283	74,277	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	47,818	3,586	0	0	0	0	3,187	745	7,212	129	8,805	66	283	71,831	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	40,228	3,017	0	0	0	0	2,681	627	6,067	108	18,619	55	213	71,616	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	0	0	0	0	2,748	643	6,219	111	8,805	57	283	63,192	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	47,818	3,586	996	0	0	0	3,249	760	7,352	131	8,805	67	126	72,890	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	0	0	0	0	2,748	643	6,219	111	8,805	57	283	63,192	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	44,404	3,330	0	0	0	0	2,960	692	6,697	119	8,805	60	283	67,351	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	51,495	3,862	996	0	0	0	3,494	817	7,906	141	8,805	72	213	77,801	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	41,234	3,093	996	0	0	0	2,810	657	6,359	113	8,805	58	283	64,408	
Civ	1.00	6430	JAIL/BOOKING CRIM JUST TECH	50,239	3,768	0	0	0	0	3,348	783	7,577	135	8,805	69	283	75,008	
Civ	1.00	6430	JAIL/BOOK SUPP SHIFT SUPERVISO	57,048	4,279	996	0	0	0	3,864	904	8,744	156	8,805	76	213	85,084	
Civ	1.00	6430	JAIL/BOOK SUPP SHIFT SUPERVISO	59,936	4,495	0	0	0	0	3,995	934	9,040	161	8,805	76	213	87,655	
Civ	1.00	6430	JAIL/BOOK SUPP SHIFT SUPERVISO	66,158	4,962	0	0	0	0	4,409	1,031	9,978	178	8,805	76	213	95,810	
Civ	1.00	6430	JAIL/BOOK SUPP SHIFT SUPERVISO	62,970	4,723	0	0	0	0	4,197	982	9,497	169	8,805	76	126	91,544	
Civ	1.00	6430	JAIL/BOOKING SUPP ADMIN SUPERV	55,656	4,174	2,004	0	0	0	3,834	897	8,675	155	8,805	76	283	84,558	
Civ	1.00	6430	JAIL/BOOK SUPP/BUREAU CHIEF	92,325	0	2,004	0	1,300	0	5,929	1,387	13,417	239	8,805	76	283	125,764	
	53.00	6430 Total		2,534,919	183,195	37,932	4,200	1,300	0	171,216	40,042	389,202	6,904	590,556	3,386	12,906	3,975,757	
	354.00	Grand Total		23,824,747	1,514,192	179,916	120,120	50,700	3,000	1,592,946	372,544	7,759,892	906,248	5,028,415	26,008	83,926	41,462,654	
																	Unemployment	10,000
	258.00	Certified															Retiree LI OPEB	20,000
	94.00	Civilian															Recruitment & Retention Bonus	480,000
	2.00	Sworn															Overtime + Bennies	3,017,492
																	Grand Total	44,990,146

JAIL

**OPERATING
EXPENSES**

Sub Object Level

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1001-523.31-55	FLEX SPENDING ADMIN FEES	450
001-1001-523.34-43	OTHER CONTRACTUAL SERV	1,146
001-1001-523.42-41	FREIGHT & POSTAGE	150
001-1001-523.45-42	LIABILITY INSURANCE	479,730
001-1001-523.45-43	AUTO INSURANCE	93,750
001-1001-523.51-41	OFFICE SUPPLIES	500
001-1001-523.54-44	MEMBERSHIP DUES	20,200
* GENERAL ADMINISTRATION		595,926
001-1020-523.31-45	LEGAL FEES	5,000
001-1020-523.40-41	TRAINING AND TRAVEL	1,800
001-1020-523.54-41	BOOKS, PUBL, SUBSC	100
001-1020-523.55-41	TRAINING REGISTRATION	1,000
* GENERAL COUNSEL		7,900
001-1030-523.49-42	RECRUITMENT EXPENSE	41,800
* PI & COMMUNITY SVCS DIV		41,800
001-1032-523.41-47	AIR CARD/SIM CARD SERVICE	5,280
* BODY WORN CAMERAS		5,280
001-1040-523.40-41	TRAINING AND TRAVEL	3,000
001-1040-523.44-42	EQUIP RENTALS & LEASES	906
001-1040-523.51-41	OFFICE SUPPLIES	100
001-1040-523.55-41	TRAINING REGISTRATION	3,000
* OPS		7,006
001-1041-523.31-50	ACCREDITATION FEES	1,000
001-1041-523.40-41	TRAINING AND TRAVEL	9,380
001-1041-523.44-42	EQUIP RENTALS & LEASES	1,194
001-1041-523.51-41	OFFICE SUPPLIES	500
001-1041-523.54-44	MEMBERSHIP DUES	100
001-1041-523.55-41	TRAINING REGISTRATION	1,350
* POLICY & ACCREDITATION		13,524
001-1044-523.31-41	Physicals(Pre&Post)&Drug	47,988
001-1044-523.31-42	EMPLOYMENT VACCINATIONS	2,486
001-1044-523.31-46	CONSULTANTS/OTHERS	20,000
001-1044-523.31-48	PSYCHIATRIC EVALUATIONS	27,600
001-1044-523.34-43	OTHER CONTRACTUAL SERV	47,025
001-1044-523.40-41	TRAINING AND TRAVEL	2,800
001-1044-523.44-42	EQUIP RENTALS & LEASES	1,044

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1044-523.45-41	NOTARY/NOTARY INSURANCE	260
001-1044-523.47-41	PRINTING & BINDING	1,000
001-1044-523.48-41	ADVERTISING	3,000
001-1044-523.49-42	RECRUITMENT EXPENSE	7,000
001-1044-523.49-46	MISCELLANEOUS EXPENSE	300
001-1044-523.49-50	AWARDS/PLAQUES	2,100
001-1044-523.51-41	OFFICE SUPPLIES	2,000
001-1044-523.52-46	OTHER OPERATING SUPPLIES	1,200
001-1044-523.54-41	BOOKS, PUBL, SUBSC	1,800
001-1044-523.54-44	MEMBERSHIP DUES	219
001-1044-523.55-41	TRAINING REGISTRATION	1,200
001-1044-523.55-46	CANDIDATE TRAINING	66,888
001-1044-523.55-49	TUITION REIMBURSEMENTS	12,000
* HUMAN RESOURCES BUREAU		247,910
001-1080-523.41-47	AIR CARD/SIM CARD SERVICE	2,016
001-1080-523.43-41	UTILITY SERVICES	2,989
001-1080-523.51-41	OFFICE SUPPLIES	500
001-1080-523.52-66	OTHER EQUIPMENT < \$5000	4,525
001-1080-523.52-67	COMPUTER/PRINTER < \$5000	57,000
001-1080-523.54-44	MEMBERSHIP DUES	300
001-1080-523.54-48	COMP/SWARE LIC&MAINT FEES	818,682
* INFORM TECHNOLOGY BUREAU		886,012
001-1090-523.40-41	TRAINING AND TRAVEL	600
001-1090-523.44-42	EQUIP RENTALS & LEASES	492
001-1090-523.48-41	ADVERTISING	800
001-1090-523.51-41	OFFICE SUPPLIES	2,500
001-1090-523.54-41	BOOKS, PUBL, SUBSC	150
001-1090-523.54-44	MEMBERSHIP DUES	640
001-1090-523.55-41	TRAINING REGISTRATION	600
* ACCOUNTING & BUDGET		5,782
001-2210-523.40-41	TRAINING AND TRAVEL	800
* DETECTIVE BUREAU		800
001-3220-523.46-50	WEAPONS REPAIRS & MAINT	7,355
001-3220-523.46-51	AED R&M	2,420
001-3220-523.51-41	OFFICE SUPPLIES	600
001-3220-523.52-40	CADET UNIFORMS	20,160
001-3220-523.52-44	UNIFORMS	220,000
001-3220-523.52-46	OTHER OPERATING SUPPLIES	2,000
* SUPPORT/PROPERTY UNIT		252,535

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3224-523.46-47	OTHER R & M	580
* SUPPORT/FACILITIES UNIT		580
001-3230-523.40-41	TRAINING AND TRAVEL	1,325
001-3230-523.46-41	R&M - AUTO/TIRES/TOWING	42,860
001-3230-523.49-43	AUTOMOBILE TITLE & TAGS	1,200
001-3230-523.52-41	MOTOR FUELS/OIL	46,000
001-3230-523.52-46	OTHER OPERATING SUPPLIES	1,000
001-3230-523.52-63	AUTO EQUIPMENT < \$5000	10,000
001-3230-523.55-41	TRAINING REGISTRATION	750
* SUPPORT/FLEET MAINT UNIT		105,135
001-3323-523.41-41	TELEPHONE SVCE & ACCESSOR	42,720
001-3323-523.41-43	CELL SVCE & ACCESSORIES	49,315
001-3323-523.46-42	RADIO REPAIRS & MAINT	10,000
001-3323-523.52-46	OTHER OPERATING SUPPLIES	11,000
001-3323-523.52-61	RADIOS < \$5000	25,000
* RADIOS & PX		138,035
001-3444-523.34-43	OTHER CONTRACTUAL SERV	4,320
001-3444-523.40-41	TRAINING AND TRAVEL	4,000
001-3444-523.49-42	RECRUITMENT EXPENSE	7,000
001-3444-523.51-41	OFFICE SUPPLIES	230
001-3444-523.52-42	AMMUNITION	183,750
001-3444-523.52-49	TRAINING SUPPLIES	500
001-3444-523.55-41	TRAINING REGISTRATION	4,000
001-3444-523.55-47	IN SERVICE TRAINING	30,000
* TRAINING		233,800
001-6001-523.31-46	CONSULTANTS/OTHERS	45,600
001-6001-523.31-47	INMATE MEDICAL CONTRACT	5,718,281
001-6001-523.31-54	INMATE MENTAL HEALTH K	1,472,239
001-6001-523.40-41	TRAINING AND TRAVEL	2,000
001-6001-523.44-42	EQUIP RENTALS & LEASES	30,229
001-6001-523.47-41	PRINTING & BINDING	200
001-6001-523.51-41	OFFICE SUPPLIES	7,000
001-6001-523.52-46	OTHER OPERATING SUPPLIES	1,500
001-6001-523.52-66	OTHER EQUIPMENT < \$5000	54,200
001-6001-523.54-44	MEMBERSHIP DUES	475
001-6001-523.55-41	TRAINING REGISTRATION	1,300
* JAIL DIRECTOR		7,333,024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-6010-523.40-41	TRAINING AND TRAVEL	21,000
001-6010-523.46-43	EQUIP & FURN R&M	28,500
001-6010-523.46-47	OTHER R & M	5,000
001-6010-523.47-41	PRINTING & BINDING	250
001-6010-523.49-46	MISCELLANEOUS EXPENSE	47
001-6010-523.49-50	AWARDS/PLAQUES	500
001-6010-523.51-41	OFFICE SUPPLIES	22,000
001-6010-523.52-46	OTHER OPERATING SUPPLIES	41,300
001-6010-523.52-66	OTHER EQUIPMENT < \$5000	26,000
001-6010-523.54-44	MEMBERSHIP DUES	350
001-6010-523.55-41	TRAINING REGISTRATION	4,500
* SECURITY OPERATIONS		149,447
001-6050-523.40-41	TRAINING AND TRAVEL	30,000
001-6050-523.44-42	EQUIP RENTALS & LEASES	3,456
001-6050-523.49-47	PETTY CASH	600
001-6050-523.51-41	OFFICE SUPPLIES	1,000
001-6050-523.55-41	TRAINING REGISTRATION	10,000
* SUPPORT SVCS DIVISION		45,056
001-6322-523.34-43	OTHER CONTRACTUAL SERV	600
001-6322-523.51-41	OFFICE SUPPLIES	5,000
* CLASSIFICATION/PROGRAMS		5,600
001-6411-523.34-40	INMATE TRANSPORT-NON WARR	85,000
001-6411-523.40-41	TRAINING AND TRAVEL	2,000
001-6411-523.55-41	TRAINING REGISTRATION	500
* TRANSPORTATION		87,500
001-6412-523.31-53	JAIL FOOD CONTRACT	1,524,000
001-6412-523.46-43	EQUIP & FURN R&M	25,000
001-6412-523.46-47	OTHER R & M	3,000
001-6412-523.51-41	OFFICE SUPPLIES	4,000
001-6412-523.52-44	UNIFORMS	75,000
001-6412-523.52-46	OTHER OPERATING SUPPLIES	518,735
001-6412-523.52-66	OTHER EQUIPMENT < \$5000	30,500
001-6412-523.54-44	MEMBERSHIP DUES	45
* FACILITY SUPPORT		2,180,280
001-6430-523.34-43	OTHER CONTRACTUAL SERV	1,400
001-6430-523.42-41	FREIGHT & POSTAGE	5,000
001-6430-523.44-42	EQUIP RENTALS & LEASES	700
001-6430-523.46-43	EQUIP & FURN R&M	25,246

PREPARED 04/22/25
PROGRAM GM601L

FY 25/26 CERTIFIED BUDGET REQUEST - OPERATING EXPENSES - SUBOBJECT LEVEL

PAGE 5

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-6430-523.51-41	OFFICE SUPPLIES	15,925
001-6430-523.52-46	OTHER OPERATING SUPPLIES	1,500
001-6430-523.54-44	MEMBERSHIP DUES	375
001-6430-523.55-41	TRAINING REGISTRATION	1
* BOOKING SUPPORT BUREAU		50,147

		12,393,079

JAIL

**CAPITAL
OUTLAY**

Sub Object Level

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1080-523.64-67	COMPUTER/PRINTER \$5000+	20,435

LEVEL	TEXT	TEXT AMT
2026	CONTINUE REPLACEMENT OF AGENCYWIDE SERVERS	20,435
	ROUTERS AND SWITCHES - SPLIT AMONG ALL BUDGETS	20,435

*	CAPITAL OUTLAY	----- 20,435
**	JAIL	20,435
***	INFORM TECHNOLOGY BUREAU	----- 20,435

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 2

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3230-523.64-64	AUTO/VEHICLES \$5000+	160,000

LEVEL	TEXT	TEXT AMT
2026	REPLACE 2 DOJ TRANSPORT VANS T350S	160,000
		160,000

*	CAPITAL OUTLAY	----- 160,000
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**	JAIL	160,000
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***	SUPPORT/FLEET MAINT UNIT	----- 160,000
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PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 3

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3323-523.64-61	RADIOS/CONSOLES \$5000+	13,000

LEVEL	TEXT
2026	2 TRANSPORT VANS MOBILE RADIOS

TEXT AMT
13,000
13,000

*	CAPITAL OUTLAY	----- 13,000
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**	JAIL	13,000
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***	RADIOS & PX	----- 13,000
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PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 4

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL	
001-6010-523.64-66	OTHER EQUIPMENT \$5000+	22,000	
LEVEL	TEXT		TEXT AMT
2026	CONTINUE REPLACEMENT OF WORN OUT AND OBSOLETE EQUIPMENT WITHIN THE SECURITY OPERATIONS DIVISION		22,000
			22,000
* CAPITAL OUTLAY		----- 22,000	
** JAIL		22,000	
*** SECURITY OPERATIONS		----- 22,000	

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 5

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-6412-523.64-66	OTHER EQUIPMENT \$5000+	17,500

LEVEL	TEXT	TEXT AMT
2026	CONTINUE REPLACEMENT OF WORN OUT AND OBSOLETE EQUIPMENT WITHIN THE FACILITY SUPPORT BUREAU	17,500
		17,500

*	CAPITAL OUTLAY	17,500
**	JAIL	17,500
***	FACILITY SUPPORT	17,500
		232,935

JAIL

**DEBT
SERVICE**

Sub Object Level

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1032-523.71-00	LEASE PAYMENT/PRINCIPAL	11,070

LEVEL	TEXT	TEXT AMT
2026	40 BWC \$184,501: ***20 ARE JAIL TRANSPORT***	
	PMT1 73800.40 10-30-21	
	PMT2 22140.12 10-30-22	
	PMT3 22140.12 10-30-23	
	PMT4 22140.12 10-30-24	
	PMT5 22140.12 10-30-25 OTHER HALF AT 521	11,070
	PMT6 22140.12 10-30-26	11,070

*	DEBT SERVICE	----- 11,070
**	JAIL	11,070
***	BODY WORN CAMERAS	----- 11,070

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3220-523.71-00	LEASE PAYMENT/PRINCIPAL	48,794

LEVEL	TEXT	TEXT AMT
2026	AXON ENTERPRISE 60 MONTH 273 TASER7 BUNDLE AGREEM. ENTERED INTO IN FYE22 200 FOR LE 73 FOR JAIL:	
	FYE23 \$180,716.45 X 27%	
	FYE24 \$180,716.45 X 27% = \$48793.44	
	FYE25 \$180,716.45 X 27% = \$48793.44	
	FYE26 \$180,716.45 X 27% = \$48793.44	48,794
	TASER 7 BUNDLE INCLUDES:	
	273 HOLSTERS-SAFARILAND, RH-CART CARRIER	
	273 HANDLES WITH XTENDED WARRANTY	
	273 HANDLE LICENSES	
	3 6-BAY DOCKS WITH XTENDED WARRANTY	
	327 BATTERY PACKS WITH XTENDED WARRANTY	
	9 SPARE HANDLES WITH XTENDED WARRANTY	
	3 WALL DOCK MOUNTS	
	3 DOCK POWER CORDS	
	4 TARGETS	
	4 TARGET FRAMES	
	20 LEFT HAND HOLSTERS	
	2300 LIVE CARTRIDGES CLOSE QTR 12-DEGREE	
	2300 LIVE CARTRIDGES STANDOFF 3.5DEGREE	

	ADDTL NOTE TO FILE> ABOVE CONTRACT IS SEPARATE FROM ANOTHER CONTRACT WITH AXON WHERE WE GET CARTRIDGES FOR TRAINING PURPOSES ONLY. THAT \$ IS IN THE TRAINING BUREAU AT 001-3444-523-52-42	
		48,794

* DEBT SERVICE	48,794
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** JAIL 48,794

*** SUPPORT/PROPERTY UNIT 48,794

59,864

CCC

**PERSONAL
SERVICES**

Sub Object Level

REQUEST FOR ADDITIONAL FTE'S
For the Fiscal Year Ending 9-30-26

	Building Maintenance Specialist	Convert PT to FT Audio Prod Spec	Total
	<u>Civilian</u>	<u>Civilian</u>	
<u>Personal Services:</u>			
Salary	42,295	22,023	64,318
College Degree Pay	996	0	996
Police Standards Pay(estimate)	0	0	0
Overtime (estimate)	0	0	0
Retirement	6,074	3,090	9,164
Fica (7.65%)	3,312	1,685	4,997
Health Insurance (assume EE+1 coverage)	18,619	0	18,619
Dental Insurance (assume high coverage)	283	0	283
Life Insurance	55	28	83
Workers Comp Insurance	108	55	163
Total Personal Services	<u>71,742</u>	<u>26,881</u>	<u>98,623</u>
<u>Operating Expenditures:</u>			
Pre-Employment HR Costs	700	0	700
MS Software (email, word, etc)	250	0	250
MS Enterprise Agreement	1,000	0	1,000
Computer	1,000	0	1,000
Office Supplies	500	0	500
Liability Insurance	300	0	300
Total Operating Expenditures	<u>3,750</u>	<u>0</u>	<u>3,750</u>
Total	<u><u>75,492</u></u>	<u><u>26,881</u></u>	<u><u>102,373</u></u>

CCC Position Control
For the Fiscal Year Ending 9-30-2026

Stat	FTE	Dep/Div	Object Code	12	12	12	12	12	21	21	22	24	23	23	23	Total
			Position Title	4%	84 Hr Sch	College Degree	Police Stds	Other Add Pays	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	
Sw	0.50	1040	OPS & TECH SVCS MAJOR	80,940	0	768	780	0	5,114	1,196	29,028	3,506	0	76	0	121,407
	0.50	1040 Total		80,940	0	768	780	0	5,114	1,196	29,028	3,506	0	76	0	121,407
Civ	1.00	1044	CCC/HUMAN RESOURCES SPECIALIST	47,433	0	2,004	0	1,300	3,146	736	7,118	127	0	64	0	61,928
Civ	1.00	1044	CCC/HR RESEARCH ANALYST	66,158	0	0	0	0	4,102	959	9,282	165	18,619	76	283	99,644
Civ	0.50	1044	CCC/HR/PT CRIMINAL JUSTIC TECH	23,909	0	0	0	0	1,482	347	3,354	60	8,805	30	283	38,270
Civ	1.00	1044	CCC/HR BACKGROUND INVESTIGATOR	71,245	0	2,004	0	0	4,541	1,062	10,277	3,113	0	76	283	92,601
	3.50	1044 Total		208,745	0	4,008	0	1,300	13,271	3,104	30,032	3,465	27,424	246	849	292,443
Civ	0.50	1080	ITB/INFORMATION TECH DIRECTOR	67,239	0	1,002	0	0	4,231	989	9,574	171	13,125	76	142	96,549
Civ	0.50	1080	ITB/NETWORK ADMINISTRATOR	46,163	0	1,002	0	0	2,924	684	6,617	118	4,403	60	107	62,079
Civ	0.50	1080	ITB/NETWORK ADMINISTRATOR	59,092	0	1,002	0	0	3,726	871	8,431	150	13,125	76	142	86,615
Civ	1.00	1080	ITB/PC SUPPORT SPECIALIST	49,506	0	2,004	0	0	3,194	747	7,227	129	8,805	66	283	71,960
Civ	0.50	1080	CCC/IT HELP DESK ADMINISTRATOR	39,321	0	1,248	0	0	2,515	588	5,692	101	4,403	52	142	54,062
	3.00	1080 Total		261,321	0	6,258	0	0	16,590	3,880	37,541	669	43,861	329	816	371,265
Civ	1.00	1090	CCC/A&B/ACCOUNTING MANAGER	97,594	0	2,004	0	0	6,175	1,444	13,974	249	26,249	76	213	147,977
	1.00	1090 Total		97,594	0	2,004	0	0	6,175	1,444	13,974	249	26,249	76	213	147,977
Civ	1.00	3260	RECORDS/AUDIO PROD SPEC	46,578	0	0	0	0	2,888	675	6,535	116	8,805	59	283	65,940
Civ	0.50	3260	RECORDS/PT AUDIO PROD SPEC	28,375	0	0	0	0	1,759	411	3,981	71	8,805	37	283	43,722
	1.50	3260 Total		74,953	0	0	0	0	4,647	1,087	10,516	187	17,610	96	566	109,662
Civ	1.00	3301	CCC/DIVISION MANAGER	129,748	0	996	0	0	8,106	1,896	18,343	327	8,805	76	283	168,580
	1.00	3301 Total		129,748	0	996	0	0	8,106	1,896	18,343	327	8,805	76	283	168,580
Civ	1.00	3309	CCC/CAD ADMINISTRATOR	88,088	0	0	0	0	5,461	1,277	12,359	220	26,249	76	213	133,943
	1.00	3309 Total		88,088	0	0	0	0	5,461	1,277	12,359	220	26,249	76	213	133,943
Civ	1.00	3310	CCC/ADMINISTRATIVE SPECIALIST	66,580	0	0	0	0	4,128	965	14,661	166	8,805	76	283	95,664
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	78,917	5,919	0	0	0	5,260	1,230	11,902	212	8,805	76	0	112,321
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	98,556	7,392	0	0	0	6,569	1,536	14,864	265	26,249	76	283	155,790
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	73,282	5,496	0	0	910	4,941	1,155	11,180	199	26,249	76	283	123,771
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	98,556	7,392	0	0	910	6,625	1,549	14,992	267	18,619	76	283	149,269
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	76,992	5,774	2,004	0	0	5,256	1,229	11,893	212	18,619	76	283	122,338
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	87,109	6,533	0	0	0	5,806	1,358	13,138	234	8,805	76	213	123,272
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	87,109	6,533	0	0	0	5,806	1,358	13,138	234	8,805	76	213	123,272

CCC Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	4%	84 Hr Sch	College Degree	Police Stds	Other Add Pays	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	3310	CCC/SHIFT SUPERVISOR	73,282	5,496	2,004	0	0	5,008	1,171	11,334	202	0	76	283	98,856
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	83,702	6,278	2,004	0	0	5,703	1,334	12,905	230	18,619	76	283	131,133
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	99,495	7,462	0	0	0	6,631	1,551	15,006	267	8,805	76	283	139,576
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	94,701	7,103	2,004	0	0	6,436	1,505	14,564	260	18,619	76	283	145,550
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	87,939	6,595	2,496	0	0	6,016	1,407	13,613	243	26,249	76	283	144,917
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	92,391	6,929	0	0	0	6,158	1,440	13,935	248	8,805	76	283	130,265
Civ	1.00	3310	CCC/COMMUNICATIONS COMMANDER	94,701	7,103	0	0	0	6,312	1,476	14,283	255	8,805	76	283	133,293
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	61,383	4,604	2,004	0	0	4,215	986	9,539	170	18,619	76	283	101,879
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	61,383	4,604	2,004	0	0	4,215	986	9,539	170	18,619	76	283	101,879
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	71,185	5,339	0	0	1,820	4,857	1,136	10,992	196	8,805	76	126	104,531
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	69,449	5,209	2,004	0	0	4,753	1,112	10,756	192	18,619	76	283	112,451
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	66,103	4,958	2,004	0	0	4,530	1,059	10,251	183	8,805	76	283	98,251
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	74,789	5,609	0	0	910	5,041	1,179	11,408	203	8,805	76	283	108,303
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	69,449	5,209	996	0	0	4,691	1,097	10,614	189	8,805	76	283	101,408
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	67,755	5,082	2,004	0	910	4,697	1,098	10,628	189	18,619	76	283	111,340
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	66,103	4,958	0	0	0	4,406	1,030	9,970	178	18,619	76	213	105,552
Civ	1.00	3310	CCC/MASTER TELECOMMUNICATOR	76,659	5,749	0	0	910	5,166	1,208	11,690	208	8,805	76	283	110,754
Civ	1.00	3310	CCC/GIS SPECIALIST	94,861		2,004	0	0	6,006	1,405	21,330	242	18,619	76	283	144,825
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	53,011	3,976	996	0	0	3,595	841	8,135	145	18,619	73	283	89,674
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	53,011	3,976	996	0	0	3,595	841	8,135	145	18,619	73	283	89,674
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	53,011	3,976	996	0	0	3,595	841	8,135	145	18,619	73	283	89,674
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	53,011	3,976	996	0	0	3,595	841	8,135	145	18,619	73	283	89,674
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	69,555	5,217	2,004	0	0	4,760	1,113	16,906	192	18,619	76	283	118,724
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	57,087	4,282	0	0	910	3,861	903	8,738	156	8,805	76	283	85,100
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	59,977	4,498	0	0	910	4,054	948	9,174	163	26,249	76	283	106,332
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	67,859	5,089	996	0	0	4,585	1,072	10,374	185	8,805	76	283	99,324
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	54,336	4,075	2,004	0	910	3,802	889	8,604	153	8,805	76	283	83,937
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	55,695	4,177	0	0	910	3,768	881	8,528	152	8,805	76	283	83,275
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	58,514	4,389	996	0	910	4,018	940	9,093	162	8,805	76	283	88,185
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	55,695	4,177	0	0	910	3,768	881	8,528	152	8,805	76	283	83,275

CCC Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	4%	84 Hr Sch	College Degree	Police Stds	Other Add Pays	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	59,977	4,498	0	0	0	3,997	935	9,046	161	8,805	76	213	87,708
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	59,977	4,498	0	0	0	3,997	935	9,046	161	8,805	76	0	87,495
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	71,294	5,347	996	0	0	4,813	1,126	10,892	194	8,805	76	213	103,756
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	74,903	5,618	0	0	0	4,992	1,168	11,297	201	8,805	76	283	107,343
Civ	1.00	3310	CCC/GENERAL TELECOMMUNICATOR	54,336	4,075	996	0	910	3,740	875	8,463	151	8,805	76	213	82,638
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710	6,873	122	18,619	62	283	78,693
Civ	1.00	3310	CCC/TELECOMMUNICATOR	44,642	3,348	996	0	0	3,037	710						

CCC Position Control
For the Fiscal Year Ending 9-30-2026

			Object Code	12	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	4%	84 Hr Sch	College Degree	Police Stds	Other Add Pays	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Civ	0.50	3310	CCC/PT TELECOMMUNICATOR	25,254	1,894	0	0	0	1,683	394	3,809	68	8,805	35	283	42,225
Civ	0.50	3310	CCC/PT TELECOMMUNICATOR	24,037	1,803	0	0	0	1,602	375	3,625	65	8,805	33	283	40,627
Civ	0.50	3310	CCC/PT GENERAL TELECOMMUNICATR	33,929	2,545	0	0	0	2,261	529	5,117	91	18,619	47	283	63,421
Civ	0.50	3310	CCC/PT GENERAL TELECOMMUNICATR	27,847	2,089	0	0	0	1,856	434	4,200	75	0	38	0	36,538
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	47,430	3,557	996	0	0	3,223	754	7,293	130	18,619	66	283	82,351
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	47,430	3,557	996	0	0	3,223	754	7,293	130	18,619	66	283	82,351
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	47,430	3,557	996	0	0	3,223	754	7,293	130	18,619	66	283	82,351
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	47,430	3,557	996	0	0	3,223	754	7,293	130	18,619	66	283	82,351
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	47,430	3,557	996	0	0	3,223	754	7,293	130	18,619	66	283	82,351
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	48,616	3,646	996	0	910	3,358	785	7,600	135	8,805	69	283	75,205
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	59,234	4,443	996	0	910	4,066	951	9,201	164	8,805	76	283	89,128
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	48,616	3,646	0	0	0	3,240	758	7,332	131	8,805	67	283	72,878
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	51,077	3,831	0	0	0	3,404	796	7,704	137	8,805	69	283	76,106
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	55,004	4,125	2,496	0	0	3,821	894	8,646	154	8,805	76	213	84,233
Civ	1.00	3310	CCC/INTERMEDIATE TELECOMMUNICA	52,354	3,927	996	0	910	3,608	844	8,164	145	8,805	74	283	80,109
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	58,590	4,394	996	0	0	3,967	928	8,976	160	18,619	76	283	96,989
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	58,590	4,394	996	0	0	3,967	928	8,976	160	18,619	76	283	96,989
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	64,672	4,850	996	0	910	4,429	1,036	10,021	179	26,249	76	283	113,700
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	60,055	4,504	0	0	910	4,059	949	9,185	164	8,805	76	283	88,990
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	82,786	6,209	0	0	0	5,518	1,290	12,496	222	8,805	76	213	117,605
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	67,946	5,096	2,004	0	910	4,709	1,101	10,657	190	8,805	76	283	101,777
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	61,556	4,617	2,004	0	910	4,283	1,002	9,693	173	8,805	76	283	93,401
Civ	1.00	3310	CCC/ADVANCED TELECOMMUNICATOR	69,645	5,223	0	0	910	4,698	1,099	10,632	189	0	76	283	92,755
Civ	0.50	3310	CCC/PT INTERMEDIATE TELECOMMUN	26,832	2,012	0	0	0	1,788	418	4,047	72	0	37	0	35,207
Civ	0.50	3310	CCC/PT INTERMEDIATE TELECOMMUN	25,539	1,915	0	0	0	1,702	398	3,852	69	18,619	35	283	52,412
Civ	0.50	3310	CCC/PT INTERMEDIATE TELECOMMUN	23,715	1,779	996	0	0	1,642	384	3,716	66	18,619	34	283	51,235
Civ	1.00	3310	CCC/TRAIN/QUAL MGMT SPEC-MAST	61,383	4,604	996	0	0	4,153	971	9,398	167	18,619	76	283	100,650
Civ	1.00	3310	CCC/TRAIN/QUAL MGMT SPEC-MAST	67,755	5,082	0	0	0	4,516	1,056	10,219	182	8,805	76	283	97,973
Civ	1.00	3310	CCC/TRAIN/QUAL MGMT SPEC-MAST	69,449	5,209	0	0	1,820	4,742	1,109	10,730	191	18,619	76	283	112,227
Civ	1.00	3310	CCC/TRAIN/QUAL MGMT SPEC-MAST	66,103	4,958	0	0	0	4,406	1,030	9,970	178	18,619	76	283	105,622

For the Fiscal Year Ending 9-30-2026

[illegible]

CCC

**OPERATING
EXPENSES**

Sub Object Level

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1001-525.31-55	FLEX SPENDING ADMIN FEES	350
001-1001-525.34-43	OTHER CONTRACTUAL SERV	549
001-1001-525.44-45	OTHER RENTALS & LEASES	84
001-1001-525.45-42	LIABILITY INSURANCE	55,647
001-1001-525.45-43	AUTO INSURANCE	13,000
001-1001-525.45-44	BOCC SELF INS ON BLDGS	24,525
*	GENERAL ADMINISTRATION	94,155
001-1044-525.31-41	Physicals(Pre&Post)&Drug	5,405
001-1044-525.31-48	PSYCHIATRIC EVALUATIONS	10,660
001-1044-525.45-41	NOTARY/NOTARY INSURANCE	1
001-1044-525.47-41	PRINTING & BINDING	1,000
001-1044-525.48-41	ADVERTISING	1,500
001-1044-525.49-42	RECRUITMENT EXPENSE	2,400
001-1044-525.49-46	MISCELLANEOUS EXPENSE	50
001-1044-525.49-50	AWARDS/PLAQUES	1,234
001-1044-525.51-41	OFFICE SUPPLIES	2,855
001-1044-525.54-44	MEMBERSHIP DUES	200
001-1044-525.55-49	TUITION REIMBURSEMENTS	8,000
*	HUMAN RESOURCES BUREAU	33,305
001-1080-525.41-47	AIR CARD SERVICE	1,332
001-1080-525.43-41	UTILITY SERVICES	7,188
001-1080-525.52-67	COMPUTER/PRINTER < \$5000	50,000
001-1080-525.54-48	COMP/SWARE LIC&MAINT FEES	1,123,804
*	INFORM TECHNOLOGY BUREAU	1,182,324
001-3220-525.46-51	AED R&M	1,210
001-3220-525.52-44	UNIFORMS	3,864
*	SUPPORT/PROPERTY UNIT	5,074
001-3224-525.46-47	OTHER R & M	5,600
*	SUPPORT/FACILITIES UNIT	5,600
001-3230-525.46-41	R&M - AUTO/TIRES/TOWING	4,500
001-3230-525.49-43	AUTOMOBILE TITLE & TAGS	150
001-3230-525.52-41	MOTOR FUELS/OIL	5,100
*	SUPPORT/FLEET MAINT UNIT	9,750
001-3260-525.44-43	FACILITIES/TOWER RENTAL	192
001-3260-525.45-41	NOTARY/NOTARY INSURANCE	1
*	RECORDS BUREAU	193

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-3310-525.31-50	ACCREDITATION FEES	4,670
001-3310-525.34-43	OTHER CONTRACTUAL SERV	34,250
001-3310-525.40-41	TRAINING AND TRAVEL	16,500
001-3310-525.41-46	INTERNET SERVICE	1
001-3310-525.44-42	EQUIP RENTALS & LEASES	2,640
001-3310-525.44-45	OTHER RENTALS & LEASES	450
001-3310-525.45-41	NOTARY/NOTARY INSURANCE	400
001-3310-525.49-50	AWARDS/PLAQUES	500
001-3310-525.51-41	OFFICE SUPPLIES	14,300
001-3310-525.52-46	OTHER OPERATING SUPPLIES	4,000
001-3310-525.52-49	TRAINING SUPPLIES	2,000
001-3310-525.54-41	BOOKS, PUBL, SUBSC	35
001-3310-525.54-42	PROF CERT/LICENSES	30,000
001-3310-525.54-44	MEMBERSHIP DUES	2,080
001-3310-525.55-41	TRAINING REGISTRATION	15,000
* COMBINED COMM OPERATIONS		126,826
001-3321-525.46-42	RADIO REPAIRS & MAINT	12,000
* NON SHARE ACFR CONTRACT		12,000
001-3323-525.34-43	OTHER CONTRACTUAL SERV	14,400
001-3323-525.40-41	TRAINING AND TRAVEL	8,000
001-3323-525.41-41	TELEPHONE SVCE & ACCESSOR	38,895
001-3323-525.41-43	CELL SVCE & ACCESSORIES	12,154
001-3323-525.46-42	RADIO REPAIRS & MAINT	2,750
001-3323-525.46-47	OTHER R & M	5,500
001-3323-525.52-46	OTHER OPERATING SUPPLIES	12,600
* RADIOS & PX		94,299

		1,563,526

CCC

**CAPITAL
OUTLAY**

Sub Object Level

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1080-525.64-67	COMPUTER/PRINTER \$5000+	60,000

LEVEL	TEXT	TEXT AMT
2026	CONTINUE REPLACEMENT OF AGENCY WIDE SERVERS	60,000
	ROUTERS AND SWITCHES - SPLIT AMONG ALL BUDGETS	
	FUTURE NOTE-CAD REHOST FY29 - DISCUSS FY28	
	HAPPENS EVERY 4 YEARS	
		60,000

*	CAPITAL OUTLAY	----- 60,000
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**	COMBINED COMMUNICATIONS	60,000
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***	INFORM TECHNOLOGY BUREAU	----- 60,000
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60,000

COURT SECURITY

PERSONAL SERVICES

Sub Object Level

REQUEST FOR ADDITIONAL FTE'S
For the Fiscal Year Ending 9-30-26

	PT Fleet Maintenance Specialist
	<u>Civilian</u>
<u>Personal Services:</u>	
Salary	23,378
College Degree Pay	996
Police Standards Pay(estimate)	0
Overtime (estimate)	0
Retirement	3,420
Fica (7.65%)	1,865
Health Insurance (assume EE+1 coverage)	18,619
Dental Insurance (assume high coverage)	283
Life Insurance	31
Workers Comp Insurance	61
Total Personal Services	<u>48,653</u>
<u>Operating Expenditures:</u>	
Pre-Employment HR Costs	700
MS Software (email, word, etc)	250
MS Enterprise Agreement	1,000
Computer	1,000
Office Supplies	500
Liability Insurance	300
Total Operating Expenditures	<u>3,750</u>
Total	<u><u>52,403</u></u>

**Court Security Position Control
For the Fiscal Year Ending 9-30-26**

			Object Code	12	12	12	12	21	21	22	24	23	23	23	
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Spec Team	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total
Sw	0.25	3441	JS&T CAPTAIN	34,029	159	390	0	2,144	501	12,168	1,470	18,619	44	283	69,807
Sw	1.00	3441	COURT SECURITY/LIEUTENANT	109,298	0	720	0	6,821	1,595	38,715	4,676	26,249	76	283	188,433
Sw	1.00	3441	COURT SECURITY/SERGEANT	77,071	636	600	0	4,855	1,135	27,556	3,328	18,619	76	283	134,159
Sw	1.00	3441	COURT SECURITY/SERGEANT	101,536	1,044	1,440	0	6,449	1,508	36,605	4,421	8,805	76	283	162,167
Sw	1.00	3441	COURT SECURITY/SERGEANT	95,708	636	840	0	6,025	1,409	34,199	4,130	26,249	76	283	169,556
Sw	1.00	3441	COURT SECURITY/SERGEANT	87,586	636	600	0	5,507	1,280	31,258	3,775	18,619	76	283	149,626
Sw	1.00	3441	COURT SECURITY/DEPUTY	57,500	636	600	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	3441	COURT SECURITY/DEPUTY	57,500	636	600	0	3,642	852	20,669	2,496	18,619	74	283	105,371
Sw	1.00	3441	COURT SECURITY/DEPUTY	85,359	0	0	2,340	5,437	1,272	19,311	3,727	26,249	76	283	144,054
Sw	1.00	3441	COURT SECURITY/DEPUTY	79,264	636	600	0	4,991	1,167	28,328	3,421	18,619	76	213	137,315
Sw	1.00	3441	COURT SECURITY/DEPUTY	87,493	636	600	1,300	5,582	1,305	31,681	3,826	26,249	76	283	159,031
Sw	1.00	3441	COURT SECURITY/DEPUTY	68,349	0	960	0	4,297	1,005	24,390	2,946	0	76	0	102,022
Sw	1.00	3441	COURT SECURITY/DEPUTY	75,445	0	240	0	4,692	1,097	26,634	3,217	0	76	0	111,401
Sw	1.00	3441	COURT SECURITY/DEPUTY	68,349	1,044	1,560	0	4,399	1,029	24,968	3,016	26,249	76	213	130,902
Sw	1.00	3441	COURT SECURITY/DEPUTY	81,246	636	840	0	5,129	1,199	29,110	3,516	26,249	76	283	148,283
Sw	1.00	3441	COURT SECURITY/DEPUTY	63,469	1,536	1,440	0	4,120	963	23,382	2,824	18,619	76	283	116,712
Sw	1.00	3441	COURT SECURITY/DEPUTY	87,493	0	480	0	5,454	1,276	30,958	3,739	8,805	76	283	138,563
Sw	1.00	3441	COURT SECURITY/DEPUTY	77,331	0	720	2,080	4,968	1,162	28,198	3,406	8,805	76	213	126,958
Sw	1.00	3441	COURT SECURITY/DEPUTY	66,682	636	600	910	4,267	998	24,221	2,925	0	76	126	101,441
Sw	1.00	3441	COURT SECURITY/DEPUTY	77,331	1,044	960	0	4,919	1,150	27,918	3,372	8,805	76	126	125,700
Sw	1.00	3441	COURT SECURITY/DEPUTY	75,445	1,044	1,200	0	4,817	1,126	15,784	3,302	0	76	0	102,793
Sw	1.00	3441	COURT SECURITY/DEPUTY	79,264	1,044	1,440	0	5,068	1,185	28,767	3,474	8,805	76	283	129,407
Sw	1.00	3441	COURT SECURITY/DEPUTY	89,680	0	240	0	5,575	1,304	31,643	3,822	8,805	76	126	141,270
Sw	1.00	3441	COURT SECURITY/DEPUTY	91,922	1,044	1,440	0	5,853	1,369	20,788	4,012	18,619	76	213	145,336
Sw	1.00	3441	COURT SECURITY/DEPUTY	63,469	636	360	0	3,997	935	22,685	2,740	26,249	76	283	121,429
Sw	1.00	3441	COURT SECURITY/DEPUTY	91,922	0	240	0	5,714	1,336	32,432	3,917	26,249	76	283	162,169

**Court Security Position Control
For the Fiscal Year Ending 9-30-26**

			Object Code	12	12	12	12	21	21	22	24	23	23	23		
Stat	FTE	Dep/Div	Position Title	\$57,500 DEP 4% All Else	College Degree	Police Stds	Spec Team	SS	Care	FRS 401a	WC Ins	Health	Life	Dental	Total	
Sw	1.00	3441	COURT SECURITY/DEPUTY	91,922	0	240	0	5,714	1,336	20,294	3,917	8,805	76	283	132,587	
Sw	1.00	3441	COURT SECURITY/DEPUTY	77,331	636	360	0	4,856	1,136	27,563	3,329	0	76	0	115,287	
Sw	1.00	3441	COURT SECURITY/DEPUTY	70,058	0	960	0	4,403	1,030	14,494	3,018	18,619	76	283	112,941	
Sw	1.00	3441	COURT SECURITY/DEPUTY	91,922	0	720	0	5,744	1,343	20,400	3,937	8,805	76	283	133,230	
Sw	1.00	3441	COURT SECURITY/DEPUTY	87,493	636	840	1,300	5,597	1,309	31,766	3,836	8,805	76	283	141,940	
Sw	1.00	3441	COURT SECURITY/DEPUTY	85,359	0	240	0	5,307	1,241	18,849	3,638	26,249	76	283	141,242	
Sw	1.00	3441	COURT SECURITY/DEPUTY	89,680	636	840	2,600	5,813	1,359	18,966	3,985	0	76	0	123,955	
Sw	0.50	3441	COURT SECURITY/DEPUTY P/T	28,750	0	0	0	1,783	417	10,117	1,222	18,619	37	283	61,227	
Sw	0.50	3441	COURT SECURITY/DEPUTY P/T	31,735	0	0	0	1,968	460	4,598	1,349	18,619	40	283	59,052	
Civ	0.50	3441	COURT SECURITY/CIV PT	22,023	0	0	0	1,365	319	3,090	55	18,619	29	283	45,784	
Civ	0.50	3441	COURT SECURITY/CIV PT	22,023	0	0	0	1,365	319	3,090	55	18,619	29	283	45,784	
Civ	0.50	3441	COURT SECURITY/CIV PT	26,179	0	0	0	1,623	380	3,673	65	18,619	34	283	50,856	
Civ	0.50	3441	COURT SECURITY/CIV PT	22,023	0	0	0	1,365	319	3,090	55	8,805	29	213	35,900	
Civ	0.50	3441	COURT SECURITY/CIV PT	22,574	0	0	0	1,400	327	1,591	56	0	29	0	25,978	
Civ	0.50	3441	COURT SECURITY/CIV PT	23,138	0	0	0	1,435	335	1,631	58	0	30	0	26,627	
Civ	0.50	3441	COURT SECURITY/CIV PT	24,309	0	0	0	1,507	352	1,714	61	0	32	0	27,975	
Civ	0.50	3441	COURT SECURITY/CIV PT	22,574	0	0	0	1,400	327	3,167	56	8,805	29	213	36,572	
	37.25			2,868,834	16,227	23,910	10,530	181,009	42,333	881,129	116,685	593,762	2,778	9,014	4,746,212	
	33.25	Sworn													Unemployment	1,000
	4.00	Civilian													Retiree LI OPEB	6,000
															Recruit & Retain Bonus	40,000
															Overtime + Bennies	136,000
															Grand Total	4,929,212

COURT SECURITY

OPERATING EXPENSES

Sub Object Level

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1001-711.31-55	FLEX SPENDING ADMIN FEES	60
001-1001-711.34-43	OTHER CONTRACTUAL SERV	158
001-1001-711.45-42	LIABILITY INSURANCE	57,353
001-1001-711.45-43	AUTO INSURANCE	83,594
001-1001-711.54-44	MEMBERSHIP DUES	3,240
* GENERAL ADMINISTRATION		144,405
001-1044-711.31-41	Physicals(Pre&Post)&Drug	3,500
001-1044-711.31-48	PSYCHIATRIC EVALUATIONS	2,400
001-1044-711.34-43	OTHER CONTRACTUAL SERV	6,750
001-1044-711.48-41	ADVERTISING	225
001-1044-711.49-50	AWARDS/PLAQUES	1,450
001-1044-711.51-41	OFFICE SUPPLIES	1,000
001-1044-711.55-49	TUITION REIMBURSEMENTS	4,000
* HUMAN RESOURCES BUREAU		19,325
001-1080-711.54-48	COMP/SWARE LIC&MAINT FEES	78,714
* INFORM TECHNOLOGY BUREAU		78,714
001-3220-711.46-50	WEAPONS R&M	2,400
001-3220-711.46-51	AED R&M	2,104
001-3220-711.52-44	UNIFORMS	20,000
001-3220-711.52-66	OTHER EQUIPMENT < \$5000	1
* SUPPORT/PROPERTY UNIT		24,505
001-3230-711.46-41	R&M - AUTO/TIRES/TOWING	22,000
001-3230-711.52-41	MOTOR FUELS/OIL	54,000
* SUPPORT/FLEET MAINT UNIT		76,000
001-3323-711.41-43	CELL SVCE & ACCESSORIES	996
001-3323-711.46-42	RADIO REPAIRS & MAINT	800
* RADIOS & PX		1,796
001-3441-711.40-41	TRAINING AND TRAVEL	1,000
001-3441-711.44-42	EQUIP RENTALS & LEASES	750
001-3441-711.51-41	OFFICE SUPPLIES	400
001-3441-711.55-41	TRAINING REGISTRATION	600
* COURT SECURITY		2,750
001-3444-711.52-42	AMMUNITION	22,500
* TRAINING		22,500

369,995

COURT SECURITY

DEBT SERVICE

Sub Object Level

PREPARED 04/22/25
PROGRAM GM601L

FY25/26 CERTIFIED BUDGET REQUEST

SUBJECT LEVEL

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2025-2026 BUDGET LEVEL
001-1032-711.71-00	LEASE PAYMENT/PRINCIPAL	6,720

LEVEL	TEXT	TEXT AMT
2026	150 BWC \$1,756,206:	
	PMT1 500000 BY 9-30-21	
	PMT2 202482.40 10-30-21	
	PMT3 210744.72 10-30-22	
	PMT4 210744.72 10-30-23	
	PMT5 210744.72 10-30-24	
	PMT6 210744.72 10-30-25 OTHER PORTION AT 521	6,720
	PMT7 210744.72 10-30-26	6,720

*	DEBT SERVICE	6,720
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**	Courthouse Security	6,720
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***	BODY WORN CAMERAS	6,720
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6,720

ALACHUA COUNTY SHERIFF'S OFFICE

FEES AND CHARGES FOR SERVICES

FISCAL YEAR 24-25

(amounts subject to change)

EXTRA DUTY (3 hour minimum) 30.2905 f.s.

Field Service Technician	\$50.00/hr
Deputy	73.00/hr
Sergeant	90.00/hr
Lieutenant	110.00/hr

IMPOUNDMENT OF LIVESTOCK RUNNING AT LARGE: 588.18 f.s.

Impound Fee	\$50.00/ea
Mileage Fee	IRS Standard Mileage Rate
Feed/Care Fee	\$5.00/day/animal
Disposition Fee	\$5.00/ea
Dart Fee	\$15.00/ea

FLEET: 318.18(2)(c) f.s.

Vehicle Safety Violation Ticket Inspections	\$4.00/ea
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RECORDS: 119.07 f.s.

Fingerprints <i>various statutes</i>	10.00/ea
Concealed Weapon Permit Fingerprinting 790.06(6) f.s.	5.00/ea
Background Checks	6.00/ea
Public Records Request <i>(extensive)</i>	Cost to Produce
Copies one-sided	.15/pg
Copies double-sided	.20/pg

CIVIL: 30.231 f.s.

Non Enforceable Process	40.00/ea
Out of State Non Enforceable Process	40.00/ea
Enforceable Process/Writ of Replevin/Possession/or any other Enforceable Writ	90.00/ea
Sheriff's Levy	50.00/ea
Processing Fee	40.00/ea
Preparation of Newspaper Ad	40.00/ea
Certified Mail to all Parties (Rate may vary)	8.93/ea
Conducting Sheriff's Sale	40.00/ea
Bill of Sale of Sheriff's Deed	40.00/ea
Satisfaction of Judgement	40.00/ea
Levy Advance Cost Deposit:	
Vehicles, Boats, etc., requiring towing and storage	1,500.00/ea
Motorcycles, or any item requiring covered storage	1,500.00/ea
Real Property	1,000.00/ea
Business-(Cost Deposit may vary)	1,500.00/ea
Deputy Standby/Inventory after 1 st hour	\$73.00/hr

FALSE ALARM REDUCTION UNIT: *county & city ordinances*

PERMITS:

Fire:

Permit - County	21.00/ea
Permit – City	22.00/ea
Permit Reinstatement after Revocation -County	74.00/ea
Permit Reinstatement after Revocation – City	77.75/ea

Burglar:

Permit - County	25.00/ea
Permit – City	26.25/ea
Permit Reinstatement after Revocation - County	77.75/ea
Permit Reinstatement after Revocation – City	81.75/ea

FALSE ALARM FINES:

Fire:

First Alarm with valid permit	0.00/ea
Second - County	173.75/ea
Second – City	182.50/ea
Third & Fourth - County	231.50/ea
Third & Fourth – City	243.00/ea
Fifth, Sixth & Seventh - County	463.00/ea
Fifth, Sixth & Seventh – City	486.25/ea
Eighth, Ninth & Tenth - County	926.00/ea
Eighth, Ninth & Tenth – City	972.25/ea
False Alarm on Un-Permitted system additional fee - County	295.50/ea
False Alarm on Un-Permitted system additional fee – City	1000.00/ea

Burglar:

First Alarm with valid permit	0.00/ea
Second, Third & Fourth - County	80.50/ea
Second, Third & Fourth – City	84.50/ea
Fifth & Sixth - County	155.25/ea
Fifth & Sixth – City	163.00/ea
Seventh & Eighth - County	310.25/ea
Seventh & Eighth – City	325.75/ea
Ninth & Tenth - County	619.25/ea
Ninth & Tenth – City	650.25/ea
False Alarm on Un-Permitted system additional fee - County	310.25/ea
False Alarm on Un-Permitted system additional fee – City	325.75/ea

**COLLECTIVE
BARGAINING
UNITS**

COLLECTIVE BARGAINING UNITS

Certain employees of the Sheriff's Office are represented as follows:

- 1. Florida Police Benevolent Association, Inc. –
representing Deputy Sheriffs below the rank of
Sergeant.**
- 2. Florida Police Benevolent Association, Inc. –
representing Deputy Sheriff Supervisors in the
rank of Sergeant and Lieutenant.**
- 3. Florida Police Benevolent Association, Inc. –
representing Detention Officer Supervisors in
the rank of Lieutenant.**
- 4. Florida Police Benevolent Association, Inc. -
representing Detention Officer Supervisors in
the rank of Sergeant and Detention Officers.**

(Copies of ratified agreements are available upon request)

CURRENT

PAY PLAN

ALACHUA COUNTY SHERIFF'S OFFICE
SWORN & CERTIFIED PAY STEP PLAN
AS OF 2-1-2025
FY 2024-2025

POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Deputy Sheriff Detention Officer Detention Deputy	DEP 45a 45b	\$26.4490	\$27.1103	\$27.7880	\$28.4827	\$29.1948	\$29.9247	\$30.6728	\$31.4396	\$32.2256	\$33.0312
		\$55,014	\$56,389	\$57,799	\$59,244	\$60,725	\$62,243	\$63,799	\$65,394	\$67,029	\$68,705
		STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
		\$33.8570	\$34.7034	\$35.5710	\$36.4603	\$37.3718	\$38.3061	\$39.2637	\$40.2453	\$41.2515	\$42.2828
		\$70,423	\$72,183	\$73,988	\$75,837	\$77,733	\$79,677	\$81,669	\$83,710	\$85,803	\$87,948
POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Deputy Sheriff Sergeant Detention Officer Sergeant Detention Deputy Sergeant	SGT 56a 56b	\$35.6284	\$37.0535	\$38.1651	\$39.3101	\$40.4894	\$41.7040	\$42.9552	\$44.2438	\$45.5711	\$46.9383
		\$74,107	\$77,071	\$79,383	\$81,765	\$84,218	\$86,744	\$89,347	\$92,027	\$94,788	\$97,632
POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Deputy Sheriff Lieutenant Detention Officer Lieutenant Detention Deputy Lieutenant	LT1 60a 60b	\$44.8918	\$46.2386	\$47.6258	\$49.0545	\$50.5261	\$52.0419	\$53.6032	\$55.2112	\$56.8676	\$58.5737
		\$93,375	\$96,176	\$99,062	\$102,033	\$105,094	\$108,247	\$111,495	\$114,839	\$118,285	\$121,833
POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Deputy Sheriff Captain Detention Officer Captain Detention Deputy Captain	63a 63e 63f	\$57.0048	\$58.4299	\$59.8907	\$61.3879	\$62.9226	\$64.4957	\$66.1081	\$67.7608	\$69.4548	\$71.1912
		\$118,570	\$121,534	\$124,573	\$127,687	\$130,879	\$134,151	\$137,505	\$140,942	\$144,466	\$148,078
POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Deputy Sheriff Major Jail Director	64a 64b	\$64.5284	\$66.1416	\$67.7951	\$69.4900	\$71.2275	\$73.0079	\$74.8332	\$76.7039	\$78.6217	\$80.5871
		\$134,219	\$137,574	\$141,014	\$144,539	\$148,153	\$151,856	\$155,653	\$159,544	\$163,533	\$167,621
POSITION CLASSIFICATION	PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Undersheriff	65a	\$71.4366	\$73.2226	\$75.0530	\$76.9294	\$78.8526	\$80.8239	\$82.8445	\$84.9156	\$87.0385	\$89.2144
		\$148,588	\$152,303	\$156,110	\$160,013	\$164,013	\$168,114	\$172,317	\$176,624	\$181,040	\$185,566

Note > Amounts calculated at 80 hours biweekly. Employees assigned an 84 hour biweekly schedule earn the additional 4 hours at overtime rate.

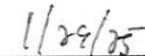

SHERIFF CHAD D. SCOTT

3/7/25
DATE

ALACHUA COUNTY SHERIFF'S OFFICE
CCC PAY STEP PLAN
OCTOBER 1
FY 2024-2025

PAY GRADE	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
Telecommunicator / Telecommunicator Trainee																				
CTC	\$20.6371	\$21.1529	\$21.6818	\$22.2241	\$22.7794	\$23.3491	\$23.9327	\$24.5309	\$25.1443	\$25.7727	\$26.4174	\$27.0775	\$27.7544	\$28.4486	\$29.1597	\$29.8885	\$30.6356	\$31.4016	\$32.1866	\$32.9914
	\$42,925	\$43,998	\$45,098	\$46,226	\$47,381	\$48,566	\$49,780	\$51,024	\$52,300	\$53,607	\$54,948	\$56,321	\$57,729	\$59,173	\$60,652	\$62,168	\$63,722	\$65,315	\$66,948	\$68,622
Intermediate Telecommunicator																				
ITC	\$21.9260	\$22.4741	\$23.0361	\$23.6119	\$24.2022	\$24.8073	\$25.4276	\$26.0631	\$26.7145	\$27.3827	\$28.0674	\$28.7688	\$29.4880	\$30.2252	\$30.9808	\$31.7553	\$32.5492	\$33.3630	\$34.1973	\$35.0520
	\$45,606	\$46,746	\$47,915	\$49,113	\$50,340	\$51,599	\$52,889	\$54,211	\$55,566	\$56,956	\$58,380	\$59,839	\$61,335	\$62,868	\$64,440	\$66,051	\$67,702	\$69,395	\$71,130	\$72,908
General Telecommunicator																				
GTC	\$24.5058	\$25.1184	\$25.7462	\$26.3900	\$27.0500	\$27.7260	\$28.4193	\$29.1299	\$29.8577	\$30.6044	\$31.3693	\$32.1539	\$32.9577	\$33.7813	\$34.6260	\$35.4919	\$36.3789	\$37.2885	\$38.2207	\$39.1760
	\$50,972	\$52,246	\$53,552	\$54,891	\$56,264	\$57,670	\$59,112	\$60,590	\$62,104	\$63,657	\$65,248	\$66,880	\$68,552	\$70,265	\$72,022	\$73,823	\$75,668	\$77,560	\$79,499	\$81,486
Advanced Telecommunicator																				
ATC	\$27.0851	\$27.7622	\$28.4563	\$29.1678	\$29.8972	\$30.6443	\$31.4106	\$32.1957	\$33.0006	\$33.8256	\$34.6712	\$35.5380	\$36.4265	\$37.3371	\$38.2707	\$39.2275	\$40.2082	\$41.2132	\$42.2435	\$43.2996
	\$56,337	\$57,745	\$59,189	\$60,669	\$62,186	\$63,740	\$65,334	\$66,967	\$68,641	\$70,357	\$72,116	\$73,919	\$75,767	\$77,661	\$79,603	\$81,593	\$83,633	\$85,723	\$87,866	\$90,063
Master Telecommunicator / Training & Quality Mangement Specialist																				
MTC	\$28.3760	\$29.0856	\$29.8125	\$30.5578	\$31.3218	\$32.1050	\$32.9074	\$33.7303	\$34.5736	\$35.4377	\$36.3236	\$37.2318	\$38.1625	\$39.1166	\$40.0948	\$41.0969	\$42.1243	\$43.1775	\$44.2568	\$45.3635
TQM	\$59,022	\$60,498	\$62,010	\$63,560	\$65,149	\$66,778	\$68,447	\$70,159	\$71,913	\$73,710	\$75,553	\$77,442	\$79,378	\$81,362	\$83,397	\$85,481	\$87,618	\$89,809	\$92,054	\$94,356
Supervisor																				
CCS	\$32.2444	\$33.0505	\$33.8766	\$34.7236	\$35.5919	\$36.4814	\$37.3934	\$38.3283	\$39.2866	\$40.2689	\$41.2755	\$42.3073	\$43.3650	\$44.4491	\$45.5603	\$46.6993	\$47.8669	\$49.0635	\$50.2900	\$51.5472
	\$67,068	\$68,745	\$70,463	\$72,225	\$74,031	\$75,881	\$77,778	\$79,723	\$81,716	\$83,759	\$85,853	\$87,999	\$90,199	\$92,454	\$94,765	\$97,134	\$99,563	\$102,052	\$104,603	\$107,218
Commander																				
CCM	\$38.6938	\$39.6611	\$40.6526	\$41.6689	\$42.7107	\$43.7784	\$44.8731	\$45.9948	\$47.1448	\$48.3232	\$49.5313	\$50.7698	\$52.0390	\$53.3400	\$54.6733	\$56.0401	\$57.4411	\$58.8771	\$60.3490	\$61.8578
	\$80,483	\$82,495	\$84,557	\$86,671	\$88,838	\$91,059	\$93,336	\$95,669	\$98,061	\$100,512	\$103,025	\$105,601	\$108,241	\$110,947	\$113,720	\$116,563	\$119,477	\$122,464	\$125,526	\$128,664
Communications Director																				
CCD	\$44.6457	\$45.7621	\$46.9059	\$48.0785	\$49.2805	\$50.5125	\$51.7753	\$53.0698	\$54.3967	\$55.7563	\$57.1502	\$58.5790	\$60.0435	\$61.5446	\$63.0832	\$64.6602	\$66.2770	\$67.9337	\$69.6320	\$71.3728
	\$92,863	\$95,185	\$97,564	\$100,003	\$102,503	\$105,066	\$107,693	\$110,385	\$113,145	\$115,973	\$118,872	\$121,844	\$124,890	\$128,013	\$131,213	\$134,493	\$137,856	\$141,302	\$144,835	\$148,455


SHERIFF CHAD D. SCOTT


DATE

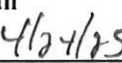
ALACHUA COUNTY SHERIFF'S OFFICE
CIVILIAN PAY STEP PLAN
October 1, 2024 -- FY 2024-2025

POSITION CLASSIFICATION			PAYGRADE
a. School Crossing Guard (P/T)***			11
b. Deputy Sheriff Cadet***	c. Student Intern***		12
a. Detention Officer Recruit***			13
a. Criminal Justice Technician	d. Mail Courier	e. Civil Technician	16
d. Audio Production Specialist (F/T & P/T)	l. Jail Program Assistant		17
a. Property Specialist	c. Evidence Specialist	f. Court Liaison Coordinator	22
b. Building Maintenance Specialist			
b. HR Specialist	g. Warrants Technician	k. Civilian Court Security	26
c. DMS Policy Specialist	j. Administrative Assistant (P/T)	m. Digital Evidence Specialist	
e. QA Specialist (P/T)			
c. Fleet Specialist	d. Emergency Vehicle Technician	e. Field Service Technician	32
b. Accounts Payable Specialist	i. Teen Court Case Manager	s. Accounts Receivable Specialist	38
c. Purchasing Agent	j. Crime Analyst	w. Administrative Specialist	
d. PC Support Specialist	m. Accreditation Specialist	x. Media Production Specialist	
h. FARU/False Alarm Specialist	r. Extra Duty Coordinator		
b. Chaplain	f. Jail Release Coordinator	i. Jail Programs Manager	40
d. Crime Scene Investigator	g. Jail Diversion Specialist	j. Recruitment & Retention Specialist	
e. Jail Caseworker			
a. Digital Evidence Supervisor	b. Public Records Unit Supervisor		43
g. HR Benefit/Risk Coordinator	n. Jail Booking Admin Supervisor	u. Youth Outreach Coordinator	44
h. Help Desk Administrator	p. Records Shift Supervisor	v. Administrative Support Specialist	
i. Victim Advocate	q. Records Training Supervisor	w. Senior Payroll Specialist	
j. Civil Supervisor	r. DTF/Support Specialist	x. Training Administrative Specialist	
k. Fleet Master Technician	s. ITB/Radio Technician	y. Community Relations Specialist	
l. Jail Booking Shift Supervisor	t. Civilian Background Investigator	z. HR Research Analyst	
m. SCG & FST Supervisor			
a. Executive Assistant to the Chief of Staff and the Deputy Director	d. Civilian PIO	f. Executive Assistant to the Undersheriff	50
c. Jail Classification Supervisor	e. Victim Advocate Supervisor		
b. RMS System Administrator	f. CAD Administrator	j. Cold Case Investigator	54
c. Jail Contract Monitor	h. Grant Administrator	k. Radio Systems Manager	
d. Network Support Specialist	i. GIS Specialist	l. Cyber Security Specialist	
a. Latent Print Examiner / Forensic Investigator	c. HR On-Boarding Manager	f. Aviation Mechanic	55
b. HR Employment Manager	d. A&B Supervisor	g. Evidence Manager	
	e. FARU/False Alarm Unit Manager	h. Property Manager	
c. Forensics Manager	e. Youth Services Manager	f. Govt & Community Relations Manager	56
b. Fleet Manager	d. Accounting Manager		58
a. IT Network Administrator	d. Senior Executive Assistant to the Sheriff	e. Strategic Project Manager to the Sheriff	59
b. Bureau Chief			
c. Data Support Administrator	e. Civilian Chief Pilot		60
d. Assistant Financial Officer	b. IT Director	c. HR Director	61
a. Chief Financial Officer	b. Deputy Director	c. General Counsel	62
a. Division Manager			
c. Chief of Staff			64

Pay Plan based on annual salary for employees compensated for working 2080 hours a year.

***Does not participate in step plan


 Sheriff Chad D. Scott


 Date

ALACHUA COUNTY SHERIFF'S OFFICE
CIVILIAN PAY STEP PLAN
OCTOBER 1
FY 2024-2025

PAY GRADE	Base Hourly	Top Hourly																		
11	\$32.31	\$37.07																		
12	25.4808																			
13	25.4808																			
	Less than 2 YRS	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
16	\$18,5967 \$38,681	\$19,0616 \$39,648	\$19,5381 \$40,639	\$20,0265 \$41,655	\$20,5275 \$42,697	\$21,0404 \$43,764	\$21,5664 \$44,858	\$22,1058 \$45,980	\$22,6582 \$47,129	\$23,2246 \$48,307	\$23,8053 \$49,515	\$24,4005 \$50,753	\$25,0106 \$52,022	\$25,6357 \$53,322	\$26,2766 \$54,655	\$26,9335 \$56,022	\$27,6068 \$57,422	\$28,2972 \$58,858	\$29,0044 \$60,329	\$29,7295 \$61,837
17	\$19,0313 \$39,585	\$19,5073 \$40,575	\$19,9947 \$41,589	\$20,4948 \$42,629	\$21,0069 \$43,694	\$21,5323 \$44,787	\$22,0704 \$45,906	\$22,6222 \$47,054	\$23,1877 \$48,330	\$23,7674 \$49,436	\$24,3616 \$50,672	\$24,9707 \$51,939	\$25,5949 \$53,237	\$26,2348 \$54,568	\$26,8909 \$55,933	\$27,5630 \$57,331	\$28,2520 \$58,764	\$28,9583 \$60,233	\$29,6823 \$61,739	\$30,4246 \$63,283
22	\$19,5520 \$40,668	\$20,0409 \$41,685	\$20,5419 \$42,727	\$21,0553 \$43,795	\$21,5819 \$44,890	\$22,1212 \$46,012	\$22,6742 \$47,162	\$23,2411 \$48,341	\$23,8223 \$49,550	\$24,4178 \$50,789	\$25,0281 \$52,058	\$25,6539 \$53,360	\$26,2952 \$54,694	\$26,9525 \$56,061	\$27,6265 \$57,463	\$28,3170 \$58,899	\$29,0250 \$60,372	\$29,7506 \$61,881	\$30,4943 \$63,428	\$31,2568 \$65,014
26	\$20,3616 \$42,352	\$20,8707 \$43,411	\$21,3924 \$44,496	\$21,9271 \$45,608	\$22,4755 \$46,749	\$23,0377 \$47,917	\$23,6131 \$49,115	\$24,2035 \$50,343	\$24,8087 \$51,602	\$25,4289 \$52,892	\$26,0645 \$54,214	\$26,7161 \$55,569	\$27,3847 \$56,959	\$28,0688 \$58,383	\$28,7703 \$59,842	\$29,4896 \$61,338	\$30,2270 \$62,872	\$30,9827 \$64,444	\$31,7573 \$66,055	\$32,5510 \$67,706
32	\$21,6140 \$44,957	\$22,1543 \$46,081	\$22,7082 \$47,233	\$23,2760 \$48,414	\$23,8577 \$49,624	\$24,4544 \$50,865	\$25,0655 \$52,136	\$25,6924 \$53,440	\$26,3347 \$54,776	\$26,9929 \$56,145	\$27,6677 \$57,549	\$28,3594 \$58,987	\$29,0683 \$60,462	\$29,7952 \$61,974	\$30,5400 \$63,523	\$31,3034 \$65,111	\$32,0861 \$66,739	\$32,8882 \$68,407	\$33,7106 \$70,118	\$34,5534 \$71,871
38	\$22,8856 \$47,602	\$23,4577 \$48,792	\$24,0447 \$50,012	\$24,6453 \$51,262	\$25,2616 \$52,544	\$25,8929 \$53,857	\$26,5405 \$55,204	\$27,2039 \$56,584	\$27,8839 \$57,998	\$28,5809 \$60,935	\$29,2957 \$62,458	\$30,0279 \$64,019	\$30,7786 \$65,620	\$31,5481 \$66,974	\$32,3367 \$68,260	\$33,1452 \$69,942	\$33,9738 \$71,665	\$34,8231 \$72,432	\$35,6838 \$74,243	\$36,5861 \$76,099
40	\$24,2663 \$50,474	\$24,8731 \$51,736	\$25,4948 \$53,029	\$26,1323 \$54,355	\$26,7856 \$55,714	\$27,4553 \$57,107	\$28,1415 \$58,534	\$28,8452 \$59,998	\$29,5664 \$61,498	\$30,3053 \$63,035	\$31,0630 \$64,611	\$31,8395 \$66,226	\$32,6356 \$67,882	\$33,4515 \$69,579	\$34,2877 \$71,318	\$35,1449 \$73,101	\$35,9877 \$74,929	\$36,8241 \$76,802	\$37,6477 \$78,722	\$38,4679 \$80,690
43/44	\$25,1015 \$52,211	\$25,7290 \$53,516	\$26,3722 \$54,854	\$27,0318 \$56,226	\$27,7073 \$57,631	\$28,4000 \$59,072	\$29,1100 \$60,549	\$29,8377 \$62,062	\$30,5837 \$63,614	\$31,3483 \$65,204	\$32,1320 \$66,834	\$32,9353 \$68,505	\$33,7587 \$70,218	\$34,6026 \$71,973	\$35,4678 \$73,773	\$36,3544 \$75,617	\$37,2635 \$77,508	\$38,1948 \$79,445	\$39,1497 \$81,431	\$40,1284 \$83,467
50	\$28,4871 \$59,253	\$29,1992 \$60,734	\$29,9294 \$62,253	\$30,6775 \$63,809	\$31,4443 \$65,404	\$32,2304 \$67,039	\$33,0362 \$68,715	\$33,8621 \$70,433	\$34,7087 \$72,194	\$35,5765 \$73,999	\$36,4659 \$75,849	\$37,3775 \$77,745	\$38,3121 \$79,689	\$39,2698 \$81,681	\$40,2515 \$83,723	\$41,2577 \$85,816	\$42,2891 \$87,961	\$43,3464 \$90,160	\$44,4300 \$92,414	\$45,5409 \$94,725
54	\$31,8111 \$66,167	\$32,6063 \$67,821	\$33,4217 \$69,517	\$34,2573 \$71,255	\$35,1135 \$73,036	\$35,9914 \$74,862	\$36,8911 \$76,733	\$37,8135 \$78,652	\$38,7587 \$80,618	\$39,7279 \$82,634	\$40,7208 \$84,699	\$41,7390 \$86,817	\$42,7823 \$88,987	\$43,8520 \$91,212	\$44,9482 \$93,492	\$46,0722 \$95,830	\$47,2237 \$98,225	\$48,4044 \$100,681	\$49,6145 \$103,198	\$50,8549 \$105,778
55	\$31,9991 \$66,558	\$32,7992 \$68,222	\$33,6190 \$69,927	\$34,4597 \$71,676	\$35,3212 \$73,468	\$36,2040 \$75,304	\$37,1092 \$77,187	\$38,0371 \$79,117	\$38,9877 \$81,094	\$39,9625 \$83,122	\$40,9616 \$85,200	\$41,9856 \$87,330	\$43,0351 \$89,513	\$44,1111 \$91,751	\$45,2140 \$94,045	\$46,3463 \$96,396	\$47,5029 \$98,806	\$48,6904 \$101,276	\$49,9077 \$103,808	\$51,1553 \$106,403
56	\$33,8890 \$70,489	\$34,7362 \$72,251	\$35,6047 \$74,058	\$36,4948 \$75,909	\$37,4071 \$77,807	\$38,3424 \$79,752	\$39,3010 \$81,746	\$40,2833 \$83,789	\$41,2904 \$85,884	\$42,3226 \$88,031	\$43,3808 \$90,232	\$44,4654 \$92,488	\$45,5770 \$94,800	\$46,7164 \$97,170	\$47,8942 \$99,599	\$49,0813 \$102,089	\$50,3083 \$104,641	\$51,5660 \$107,257	\$52,8553 \$109,939	\$54,1766 \$112,687
58	\$36,1250 \$75,140	\$37,0284 \$77,019	\$37,9539 \$78,944	\$38,9029 \$80,918	\$39,8755 \$82,941	\$40,8722 \$85,014	\$41,8939 \$87,139	\$42,9414 \$89,318	\$44,0150 \$91,551	\$45,1154 \$93,840	\$46,2433 \$96,186	\$47,3991 \$98,590	\$48,5842 \$101,055	\$49,7987 \$103,581	\$51,0438 \$106,171	\$52,3198 \$108,825	\$53,6278 \$111,546	\$54,9685 \$114,334	\$56,3428 \$117,193	\$57,7515 \$120,123
59	\$38,6659 \$80,425	\$39,6327 \$82,436	\$40,6236 \$84,497	\$41,6390 \$86,609	\$42,6799 \$88,774	\$43,7477 \$90,994	\$44,8405 \$93,268	\$45,9616 \$95,600	\$47,1106 \$97,990	\$48,2885 \$100,440	\$49,4957 \$102,951	\$50,7332 \$105,525	\$52,0015 \$108,163	\$53,3015 \$110,867	\$54,6339 \$113,638	\$55,9997 \$116,479	\$57,3997 \$119,391	\$58,8347 \$122,376	\$60,3058 \$125,436	\$61,8137 \$128,571
60	\$42,7000 \$88,816	\$43,7675 \$91,036	\$44,8617 \$93,312	\$45,9832 \$95,645	\$47,1328 \$98,036	\$48,3111 \$100,487	\$49,5289 \$102,999	\$50,7569 \$105,574	\$52,0260 \$108,214	\$53,3265 \$110,919	\$54,6597 \$113,692	\$56,0261 \$116,534	\$57,4270 \$119,448	\$58,8625 \$122,434	\$60,3342 \$125,495	\$61,8424 \$128,632	\$63,3885 \$131,848	\$64,9731 \$135,144	\$66,5976 \$138,523	\$68,2625 \$141,986
61	\$52,2986 \$108,781	\$53,6063 \$111,501	\$54,9462 \$114,288	\$56,3198 \$117,145	\$57,7279 \$120,074	\$59,1712 \$123,076	\$60,6505 \$126,153	\$62,1666 \$129,306	\$63,7207 \$132,539	\$65,3140 \$135,853	\$66,9466 \$139,249	\$68,6202 \$142,730	\$70,3357 \$146,298	\$72,0943 \$149,956	\$73,8967 \$153,705	\$75,7439 \$157,547	\$77,6375 \$161,486	\$79,5784 \$165,523	\$81,5679 \$169,661	\$83,6073 \$173,903
62	\$55,0972 \$115,850	\$56,0895 \$118,746	\$57,1169 \$121,715	\$58,1799 \$124,758	\$59,2799 \$127,877	\$60,4162 \$131,074	\$61,5916 \$134,350	\$62,8064 \$137,709	\$64,0516 \$141,152	\$65,3481 \$144,681	\$66,6815 \$148,298	\$68,0525 \$152,005	\$69,4664 \$155,805	\$70,9270 \$159,701	\$72,4379 \$163,693	\$73,9946 \$167,785	\$75,5929 \$171,980	\$77,2379 \$176,279	\$78,9784 \$180,686	\$80,7151 \$185,227
64	\$57,0967 \$118,761	\$58,1241 \$121,730	\$59,1871 \$124,773	\$60,2871 \$127,893	\$61,4341 \$131,090	\$62,6186 \$134,367	\$63,8411 \$137,726	\$65,1016 \$141,170	\$66,3945 \$144,699	\$67,7289 \$148,316	\$69,1049 \$152,024	\$70,4934 \$155,825	\$71,9159 \$159,720	\$73,3728 \$163,713	\$74,8886 \$167,806	\$76,4390 \$172,001	\$77,9279 \$176,301	\$79,4574 \$180,709	\$80,9715 \$185,227	\$82,5725 \$189,857

Chad D. Scott

SHERIFF CHAD D. SCOTT

4/24/25

DATE

**FISCAL
POLICIES
AND
PROCEDURES**



ALACHUA COUNTY SHERIFF'S OFFICE

201 – Accounting and Budget Management

PUB: 03/13/25
STATUS: Current

- I. **EFFECTIVE DATE:** January 07, 2025
RESCINDS: ACSO 201 of October 16, 2023
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedures for the sound fiscal management of the ACSO.
- III. **POLICY** – The ACSO will maintain fiscal management practices consistent with applicable federal and state laws, including Generally Accepted Accounting Principles and the Governmental Accounting Standards Board.
- IV. **FORMS**
Petty Cash Request, ACSO 77-08
Approval to Pay Invoice(s), ACSO 02-32 (For A&B use)
Personnel Action Form (For HR Use, HTE System)
Budget Enhancement Request, ACSO 22-05
- V. **DEFINITIONS**
 - A. **Fiscal Year** – A financial period to which revenues, appropriations and expenditures are related for accounting purposes. The fiscal year for the ACSO begins October 1st and ends September 30th.
 - B. **Generally Accepted Accounting Principles (GAAP)** – Accounting processes developed and documented by nationally recognized professional organizations in order to conduct, measure and report financial and related activities in a consistent manner.
 - C. **Obligational Authority** – Authority delegated by the Sheriff to certain personnel who may obligate public funds for authorized purchases of services and supplies.
 - D. **Governmental Accounting Standards Board (GASB)** – Standards established by the Governmental Accounting Standards Board for state and local governments to improve accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors and users of those financial reports.
 - E. **Adjustments Before Taxes (ABT's)** – Payroll deductions which are not subject to taxation due to the agencies' participation in a cafeteria plan.
- VI. **FISCAL CONTROL AND RESPONSIBILITY**
 - A. The Sheriff has the authority and the responsibility for the sound fiscal management of the Office of the Sheriff, per Chapter 30, FSS, and may delegate this authority. [PSCAP 2.4.1]
 - B. The Chief Financial Officer is responsible for the fiscal, budgetary and purchasing management functions of the ACSO as delegated by the Sheriff. The Chief Financial Officer's responsibilities include: [PSCAP 2.4.2]

1. Maintain accounting records in accordance with GAAP and GASB;
2. Supervision of Accounting and Budget Bureau functions and employees;
3. Preparation and submission of the annual certified budget in accordance with s. 30.49 FSS;
4. Monitor and manage the budgeted line items throughout the fiscal year including all revenues and expenditures;
5. Coordination of various external audits including the annual independent audit of the financial statements;
6. Internal reviews;
7. Preparation of financial statements in accordance with GAAP and GASB;
8. Development of internal control procedures to include purchasing, payroll, accounts payable, cash, special revenue and trust funds; and
9. Informing the Sheriff and Command Staff of the status of funds and other fiscal matters.

VII. BUDGET PROCESS – The ACSO budget will be prepared and presented to the Alachua County Board of County Commissioners each year in accordance with Chapter 30, FSS. [PSCAP 2.4.2]

- A. All component budget requests will be prepared in accordance with the format set forth by the Accounting and Budget Bureau and will be based on the functional goals and objectives of each component, as well as the ACSO. [PSCAP 2.4.2 & 2.4.3]
- B. Justification must be provided for major continuing expenditures, new positions and major equipment items.
- C. Budget enhancement requests will be documented using the Budget Enhancement Request, ACSO 22-05.
- D. Budget requests will be grouped according to the Uniform Accounting System. [PSCAP 2.4.2]
- E. When reviews are completed by the Undersheriff, Majors, Chief of Staff, Director of the Jail and the Chief Financial Officer, the budget will be presented to the Sheriff. After final review and approval by the Sheriff, the budget will be assembled in final form for presentation to the Alachua County Board of County Commissioners. [PSCAP 2.4.2]
- F. After budget approval is granted by the Alachua County Board of County Commissioners, budgeted funds will be monitored, disbursed and accounted for by the Chief Financial Officer.
- G. The Undersheriff, Majors, Chief of Staff, Director of the Jail, Division Commanders/Managers and Bureau Chiefs are responsible for those portions of the agency's budget that relate to their functions.
- H. One-twelfth (1/12) of the approved budget will be requisitioned from the Alachua County Board of County Commissioners each month, except any portion of the amount budgeted for capital outlay may be requested at any time during the year. In addition, in January of each fiscal year, the Sheriff may also requisition the September share per s. 30.50(1), FSS.

VIII. UNANTICIPATED OR UNBUDGETED NEEDS, SUPPLEMENTAL OR EMERGENCY APPROPRIATIONS AND FUNDS TRANSFERS [PSCAP 2.4.4M e & f]

- A. For unanticipated/unbudgeted needs costing less than \$10,000, bureaus should exhaust all efforts to find funding within their own budget. Bureau Chiefs/Lieutenants and above or their designees are authorized to request a transfer of budgetary funds between operating expenditures or between capital outlay for unanticipated needs by submitting an e-mail to the Chief Financial Officer. Transfers into or out of personal services may only be made by the Chief Financial Officer or designee. All budget transfer transactions may only be performed by designated Accounting and Budget staff.
- B. When an unanticipated/unbudgeted need costing \$10,000 or greater arises, the requesting bureau must document the need in an IDR addressed to the Sheriff. The IDR shall be routed through the appropriate chain of command and the Chief Financial Officer. After review by, and recommendation of the Chief Financial Officer (CFO), the CFO will hand deliver the request to the Sheriff's suite via the Undersheriff for final review and decision.
- C. If unable to meet the needs of the ACSO with the existing budget, the Sheriff may request a supplemental/emergency budget amendment from the Alachua County Board of County Commissioners.

IX. ACCOUNTING

- A. Accounts and records will be kept according to applicable laws, including Generally Accepted Accounting Principles and Governmental Accounting Standards, to ensure an orderly, accurate and complete documentation of the flow of funds. Accounting records will be maintained in sufficient detail to permit an annual audit.
- B. The chart of accounts will be kept according to the Uniform Accounting System established by the state.
- C. New accounts will be approved and processed by the Chief Financial Officer in accordance with the Uniform Accounting System.
- D. Departments will have H.T.E. inquiry access to their respective accounts to facilitate rapid retrieval of information on the status of their appropriations and expenditures.
- E. Accounts will be closed monthly and an analysis report prepared. The report reflects the adjusted budget for each account, beginning expenditure balance, expenditures made to date, encumbrances and the unencumbered balance. A copy of this report will be forwarded to the Policy and Accreditation Commander. [PSCAP 2.4.5M A-D]
- F. Expenses occurring in the fiscal year will be vouchered and charged to the budget for that year. The accounting records may be held open up to thirty (30) days past September 30th to ensure this is accomplished per s. 30.50(1), FSS.
- G. Lieutenants/Bureau Chiefs and above will have obligational authority to expend their respective bureau's budgeted expenditure line items. Expenditures are to be made in a prudent, reasonable and responsible manner within budgeted amount.
- H. Unexpended balances and interest earnings will be refunded to the Alachua County Board of County Commissioners by October 31st.
- I. Quarterly and annual budget reports will be prepared and forwarded to the Alachua County Board of County Commissioners.

X. CASH MANAGEMENT AND AUTHORIZATIONS [CFA 5.06M]

- A. Funds are received on pre-numbered receipts, disbursed on pre-numbered checks or EFTs, and accounted for in the balance sheets and financial statements of the agency. [CFA 5.02M A; FCAC 3.02M A; PSCAP 2.4.6M b]
- B. A bank reconciliation of monies received, disbursed and held on deposit will be completed monthly and agreed to the accounting records. [PSCAP 2.4.6M a & f]
- C. The Chief Financial Officer will conduct, and may delegate to Accounting and Budget staff only, at least quarterly, examinations (and internal audits as defined by accreditation standards) on all cash funds received by collection points throughout the agency. Cash funds include all cash, checks, cashier's checks, money orders and credit card payments received for services and/or inmate intakes.

The Alachua County Sheriff's Office believes that quarterly examinations (and internal audits as defined by accreditation standards) are not sufficient. Therefore, examinations (and audits as defined by accreditation standards) of all cash received from the various collection points will be conducted on a daily basis. The daily examination (and internal audit as defined by accreditation standards) will include the following:

- 1. Count all cash funds received from collection points.
- 2. Verify the mathematical accuracy of the collection points summarized receipts listing.
- 3. Verify that the total of the cash count agrees with the collection points summarized receipts listing.
- 4. Verify that all receipt numbers on the collection points summarized receipts listing are sequential and that no receipt numbers are missing and verify that the first receipt number for the day is in sequential order from the prior day's final receipt number.
- 5. Match all individual receipts to the summarized receipts listing.
- 6. If any discrepancies are found in steps 2 – 5, all efforts will be exhausted to resolve the discrepancy with the collection point contact. Any unresolved discrepancies will immediately be brought to the attention of the Chief Financial Officer.
- 7. Prepare deposit and deposit ticket for remittance to bank via locked bank bag.
- 8. Accounting and Budget staff are not authorized to deliver the deposit to the bank. Therefore, a courier outside of the Accounting and Budget Bureau will deliver the daily deposits to the bank.

A copy of the daily examinations (and internal audits as defined by accreditation standards) will be forwarded to the Policy and Accreditation Commander, as requested, along with any quarterly financial statements. [CFA 5.02M F; PSCAP 2.4.6M f]

- D. Employees in the following collection points are authorized to receive monies:
 - 1. Accounting and Budget Bureau,
 - 2. Booking Support Bureau,

3. Civil Bureau,
4. False Alarm Reduction Unit,
5. Records Bureau, and
6. The Warrants Bureau.

A pre-numbered receipt must be completed for all monies received. [CFA 5.02M B & E; FCAC 3.02M B; PSCAP 2.4.6M e]

- E. Monies received by the above components will be kept in a locked and secure condition and remitted to the Accounting and Budget Bureau by the next working day. Deposits will be made on a daily basis. [CFA 5.06M]
- F. The Sheriff and Undersheriff are the authorized check signors for all bank accounts of the Sheriff's Office. All checks will be electronically signed with the Sheriff's signature. [PSCAP 2.4.6M e]
- G. **Inmate Welfare Fund** – The Sheriff and Undersheriff are authorized to sign Inmate Welfare Fund disbursements after expenditure recommendation from the Inmate Welfare Fund Committee and approval from the Sheriff, or designee, or the Director of the Jail per s. 951.23 (9) (d), FSS. [PSCAP 2.4.6M e] [FMJS 12.1 (d)]
- H. **Inmate Trust Fund** – The Sheriff is authorized to disburse Inmate Trust Funds by electronically signing Inmate Trust Fund checks. [PSCAP 2.4.6M e]
- I. **Investigative Cash Funds** – The Major Crimes Bureau Lieutenant, Property Investigations Bureau Lieutenant, Warrants Bureau Lieutenant and the Gainesville-Alachua County Drug Task Force (GACDTF) Lieutenant or designee, are authorized to disburse investigative cash funds to sworn personnel. All disbursements will be receipted. Disbursement procedures are covered in ACSO 639 – Investigative and Evidence Fund. [PSCAP 2.4.6M e]
- J. Requisitions for expenditures of \$5,000 or greater will be electronically submitted to the Undersheriff for 4th and final level approval. [PSCAP 2.4.6M c]
- K. No expenditures will be made without original invoice/document. [CFA 5.02M D.; PSCAP 2.4.6M d]
- L. All employees handling monies will be bonded through the Sheriff's Public Employee Blanket Bond.
- M. See ACSO 209 – Investment of Surplus ACSO Funds for more information.

XI. ANNUAL AUDIT [PSCAP 2.4.7M]

- A. An annual independent audit will be performed by a firm selected by the Alachua County Board of County Commissioners.
- B. The Chief Financial Officer will host the auditors and disseminate findings to the Sheriff, Undersheriff and the affected Department.
- C. The Chief Financial Officer is responsible for preparation of a final report of responses with regard to any audit findings and forwarding a copy of the completed audit to the Policy and Accreditation Commander.

XII. FUND BALANCE

- A. The Alachua County Sheriff's Office will abide by the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type

Definitions, to classify fund balances for governmental funds into specifically defined classifications.

- B. The specifically defined classifications are as follows and the ACSO's policy is to expend resources in the following order:
1. Unassigned Fund Balance – Unassigned fund balance is the main classification for the General Fund.
 2. Restricted Fund Balance – Fund balances are restricted when constraints placed on the use of the resources are either
 - a. Externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or
 - b. Imposed by law through constitutional provisions or enabling legislation.
 3. Committed Fund Balance – Fund balances are committed when they can only be used for specific purposes as a result of constraints imposed by formal action of the ACSO's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the ACSO removes those constraints by taking the same type of action.
 4. Assigned Fund Balance – Assigned fund balances are amounts that are constrained by the ACSO's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by either
 - a. The constitutional officer, or
 - b. A body or official to which the constitutional officer has delegated the authority to assign amounts to be used for specific purposes.

XIII. INVENTORY [PSCAP 2.4.8M]

- A. The Property/Facilities Unit will perform an annual inventory of fixed assets as stipulated by the Florida Department of Financial Services. The Accounting and Budget Bureau will provide the Property/Facilities Unit with a quarterly trial balance of the General Fixed Assets Account Group so that Property can reconcile their balances with the Accounting and Budget Bureau.
- B. Property will also perform a quarterly inventory of the store supplies and agree their balances with the Accounting and Budget Bureau.
- C. The Chief Financial Officer or designee will process depreciation on fixed assets on a monthly basis.

XIV. PETTY CASH

- A. There are two (2) authorized Petty Cash Funds. Purchases are limited to a cost of no more than one hundred dollars (\$100.00) each. Emergency exceptions to this limit will be approved by the Chief Financial Officer or designee. The funds are assigned to the following: [PSCAP 2.4.6M c; CFA 5.02M C & E]
 1. Department of the Jail and administered by the Support Services Division Captain or designee with a six hundred dollar (\$600) allotment; and [FCAC 3.02M A & B]
 2. Accounting and Budget Bureau and administered by the Chief Financial Officer or designee with a six hundred dollar (\$600) allotment.

3. Requests for purchases through petty cash are to be made through the use of a Petty Cash Request, ACSO 77-08. These requests will be signed by the Division Commander and forwarded to the DOJ Support Services Division or Accounting and Budget Bureau as appropriate. [CFA 5.02M D; FCAC 3.02M A]
 4. Receipts for the purchase will be forwarded to the Accounting and Budget Bureau or the Jail's Support Services Division immediately after the purchase is made. Receipts will be filed in the Accounting and Budget Bureau along with the corresponding Petty Cash Request, ACSO 77-08. Receipts and Petty Cash Request, ACSO 77-08, from the Jail's Support Services Division Petty Cash Fund will be forwarded to the Accounting and Budget Bureau after the Accounting and Budget Bureau has audited the Petty Cash Fund. [CFA 5.02M D]
 5. Florida sales tax will not be reimbursed. [PSCAP 2.4.6M d]
 6. Allotment amounts in each petty cash box can be increased during times of emergency as approved by the Undersheriff or designee. [CFA 5.02M C]
- B. The Chief Financial Officer or designee may audit these monies at any time, but no less than quarterly. [CFA 5.02M F; PSCAP 2.4.6M f]

XV. PAYROLL – ACSO payroll practices will be consistent with all applicable federal, state and local laws. The following guidelines are established for payroll management:

- A. Payroll transactions including regular pay, add pays, promotions, demotions, suspensions, COLA's, Merit pay, tax withholdings, deductions or ABT's (other than health, life, dental and vision) etc., will be processed by the Payroll Specialist in Accounting and Budget only upon receipt of proper authorization. (The Human Resources Bureau processes deductions or ABT's related to health, life, dental and vision.)
 1. Authorization generally should flow from the Human Resources Bureau to the Accounting and Budget Bureau in the form of a Personnel Action Form or other authorizing document.
 2. Additions, deletions or changes to payroll deductions, ABT's and withholdings will be processed only upon written authority from the employee. Employees requesting changes to their health, life, dental and vision plans must contact the Benefits Coordinator in the Human Resources Bureau.
 3. Court orders for wage garnishments submitted to the ACSO will be processed by the Payroll Specialist in Accounting and Budget and complied with as directed by the Court.
- B. Personnel will be paid in accordance with salary schedules established by the Sheriff.
- C. Retirement contributions, salary incentive and special qualification salary payments will be paid in accordance with Florida state law.
- D. Deductions and matching contributions for Social Security and Medicare will be made in accordance with the Federal Insurance Contributions Act.
- E. Income tax withholding will be in accordance with the Internal Revenue Service Code based on the withholding status declared by the individual on IRS form W-4.
- F. Initial appointments, retirements, suspensions, demotions and terminations will originate in the appropriate component, be processed through the Human

Resources Bureau or Office of Professional Standards and a copy forwarded to the Accounting and Budget Bureau.

- G. The Human Resources Bureau Director or designee and Chief Financial Officer will ensure there is an authorized and budgeted position for new personnel prior to appointment.
- H. See other payroll related directives throughout the Directive Management System.



ALACHUA COUNTY SHERIFF'S OFFICE

202 – Purchasing Procedures

PUB: 03/13/25
STATUS: Current

- I. **EFFECTIVE DATE:** January 07, 2025
RESCINDS: ACSO 202 of October 16, 2023
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedures to ensure sound purchasing practices.
- III. **POLICY** – It is the policy of the ACSO to make all purchases based on sound business practices, to ascertain that all public money spent on equipment, services, and supplies serves a public purpose and is consistent, if applicable, with State and Federal requirements and to develop and maintain good will between the agency and suppliers.
- IV. **FORMS**
Justification for Use of Sole Source or No Substitute Item/Service, ACSO 13-05
Statement of Purpose for Collection of Social Security Numbers by ACSO, ACSO 07-21
Refund/Reimbursement Request for Non-W-9 Vendors, A&B 20-01
Emergency Cash Request, ACSO 16-11
- V. **DEFINITIONS**
 - A. **Bid** – A competitive price offer one is willing to pay for something.
 - B. **Grant Purchase** – Any purchase funded in full or part with grant funds. If any portion of the purchase is funded with grant funds, then the whole purchase will comply with the grant purchase policies.
 - C. **Non-W-9 Vendor** – A person or entity to whom the ACSO owes a refund/reimbursement to not related to something for sale or trade.
 - D. **Public Purpose** – The Sheriff's action or direction, for which the primary purpose provides a declared public benefit.
 - E. **Purchase Order** – A document issued by the Purchasing Agent (buyer) to a seller indicating the type, quantity and agreed prices for products or services.
 - F. **Purchase Requisition** – A request to procure products or services that is originated by the department requiring the goods or service. A purchase requisition is not a purchase order and therefore should never be used to purchase the goods or service.
 - G. **Purchasing Agent (Buyer)** – An employee responsible for buying products and services needed by the agency. The ACSO Purchasing Agent is housed in the Accounting & Budget Bureau.
 - H. **Quote** – An estimate of how much a product or service will cost.
 - I. **Request for Proposal (RFP)** – An invitation for suppliers, through a bidding process, to submit a proposal on a specific product or service.
 - J. **W-9 Vendor** – A person, company or other entity offering something for sale or trade to the Alachua County Sheriff's Office.

VI. PUBLIC PURPOSE – Appropriations received by the Alachua County Sheriff's Office are public funds and as such, their use must serve a public purpose. The Sheriff hereby declares that the following objectives support the Sheriff's mission to serve the public with integrity, innovation, fiscal responsibility and also serves a valid public purpose:

- A. Educate, inform and increase the knowledge of citizens in the operations and services of the Alachua County Sheriff's Office, including increased partnerships with the private sector and other governmental agencies;
- B. Continually educate and train employees so they are engaged and knowledgeable in the most current work-related issues resulting in increased efficiency and customer service. This would include memberships with industry-related organizations;
- C. Recognize employees to improve and enhance morale resulting in increased efficiency and effectiveness;
- D. Recognize employees for retirement, length of service or other milestone achievements;
- E. Promote the interests and image of the Alachua County Sheriff's Office;
- F. Fulfill the duties of the Office through any legal use deemed necessary.

VII. PURCHASING AGENT RESPONSIBILITIES [PSCAP 2.4.4M a]

- A. Administering purchasing policies and procedures as approved by the Sheriff/Undersheriff.
- B. Effecting cost savings by purchasing goods and services at the lowest price, consistent with quality, performance and delivery requirements.
- C. Assuring continuity of supply, but avoiding duplication and waste through standardization.
- D. Maintaining familiarity with agency-wide needs.
- E. Locating sources and availability of needed products/services.
- F. Processing all requisitions and purchase orders with the least possible delay.
- G. Working with the supplier in correlating all the steps involved in completing a purchase, including purchase order follow-up.
- H. Preparing specifications for products/services with assistance of requesting Division.
- I. For W-9 Vendors, obtaining a taxpayer identification number via IRS Form W-9.
- J. For Non-W-9 Vendors, obtaining a Refund/Reimbursement Request for Non-W-9 Vendors, A&B 20-01.
- K. Facilitating the sale of surplus property.

VIII. PURCHASING PROCEDURES [PSCAP 2.4.4M a]

- A. ACSO personnel and components are not authorized to order products or services prior to a requisition being entered in the HTE system. There must be a fully executed requisition and purchase order (or blanket purchase order) before anyone is authorized to order products or services. In most circumstances, purchasing procedures begin only after a purchase requisition has been entered into the HTE system and moved through the levels of approval. Only situations covered in XVI. – Emergency Purchases below are exempted from this procedure.

B. Approval Levels

1. 1st Level – Typically a Lieutenant or Bureau Chief would perform 1st level approval. 1st level approval can be delegated to an Administrative Assistant/Specialist or other staff member so that no one individual performs more than one (1) level of approval.
 2. 2nd Level – Typically a Captain or Division Manager would perform 2nd level approval. 2nd level approval can be delegated to another staff member who is not an Administrative Assistant/Specialist so that no one individual performs more than one (1) level of approval.
 3. 3rd Level – Typically a Major/Deputy Director would perform 3rd level approval. 3rd level approval can be performed by the head of Bureau or Department as long as the Accounting and Budget Bureau have put systems in place for 1st and 2nd level approval to ensure that no individual employee performs more than one (1) level of approval.
 4. 4th Level – The Undersheriff performs 4th level approval if the total dollar amount is \$10,000 or greater. The Undersheriff may also delegate 4th level approval to the Chief of Staff or the Deputy Director as long as no individual performs more than one (1) level of approval.
- C. Starting with the initial purchase request and entry into the HTE system, each approval level is responsible for ensuring the purchase is necessary and prudent, serves a public purpose, funding availability exists and the proper funding account number has been entered.
- D. Once a requisition has gone through all levels of approval, it goes to the Purchasing Agent's buyer processing screen in HTE.
- E. The Purchasing Agent will review the approved requisition for completeness, validate the accuracy of the funding account number and verify that funds are available.
1. The Purchasing Agent may return to sender any incomplete or incorrectly charged requisitions with a note in the comment section stating the reason for the return.
 2. Only after it has been determined that a requisition is accurate and complete can the Purchasing Agent begin the process of obtaining quotes and acquisition of the product or services. Departments are encouraged to assist in the process of obtaining quotes.
 3. If the recommended vendor is going to be changed by the Purchasing Agent, he/she will notify the person/component initiating the requisition prior to issuing the purchase order.
- F. If funds are not available in the proper account, the requisition will be held in "insufficient funds" status and the Division Commander or designee will be responsible for requesting a transfer of funds to the proper account before processing can continue. The Division Commander or designee must send an e-mail requesting a transfer of funds to the Chief Financial Officer for approval and processing prior to any purchasing action. See section XIX and ACSO 201 – Accounting and Budget Management, section VIII for additional instructions.
- G. The Purchasing Agent is not authorized to receive items.

- H. Product samples are only to be received through the Property Unit, Training Bureau or the Purchasing Agent. Any samples intended for the employee to keep must comply with ACSO 008 – Acceptance of Gifts, Fees, Loan, Valuables or Prizes. This does not include items of negligible value obtained at conferences and trade shows.
- I. The Grant Administrator will ensure that ACSO does not pay federally-provided funds (i.e., federally-awarded grant funds) to any vendor who has been debarred or suspended, or otherwise excluded or ineligible for participation in federal assistance programs. The Grant Administrator shall check all vendors against the List of Parties Excluded from Federal Procurement at <https://www.sam.gov/>. For all other non-federal dollars, the Purchasing Agent shall be responsible for using the List of Parties Excluded from Federal Procurement to assure that no transactions exceeding \$100,000 to any one (1) vendor are awarded to parties that are in violation of the Executive Order.

IX. BIDS AND QUOTES [PSCAP 2.4.4M b & c]

- A. The Purchasing Agent will award the purchase order to the lowest most responsive and responsible bidder/quote meeting the needs of the user component.

Delivery time, delivery charges, warranty and any other special circumstances can be taken into consideration when awarding the bid or quote to a particular vendor. The following guidelines must be followed:
 - 1. Micro Purchases up to \$5,000 – Obtain one (1) written quote.
 - 2. Purchases greater than \$5,000 and up to \$15,000 – Obtain two (2) written quotes.
 - 3. Purchases greater than \$15,000 and up to \$100,000 – Obtain three (3) written quotes if a state contract is not available.
 - 4. Purchases greater than \$100,000 – Legal Advertised Bids/RFP. If unable to piggyback off another contract, locate a Sole Source or locate a State Contract.
 - 5. Grant funded purchases will comply with agency procurement policies, unless the grant has more stringent procurement policies. Federally-funded grants require compliance with 2 CFR Part 200. State of Florida grants additionally require compliance with F.S. Chapter 287, Part I and Chapter 60A-1, Florida Administrative Code, as follows:
 - a. Purchases up to \$2,499 – Obtain one (1) documented quote.
 - b. Purchases between \$2,500 and to less than \$35,000 – Obtain two (2) written quotes.
 - c. Purchases greater than \$35,000 – Legal Advertised Bids/RFP. If unable to piggyback off another contract, locate a Sole Source or locate a State Contract.
- B. Only situations covered in XVII – Emergency Purchases and XV – Sole Source below are exempt from this procedure.

X. LEGAL ADVERTISED BIDS/RFP [PSCAP 2.4.4M d]

- A. The Purchasing Agent must follow the below noted guidelines: [PSCAP 2.4.4M d]
 - 1. Compile a mailing list using the commodity/vendor cross-reference files in the HTE system, the telephone yellow pages, Thomas Registers, internet,

user component recommendations, or any other source to allow as much competition as possible.

2. Prepare advertisement for Invitation to Bid or RFP, publish once in a daily newspaper of general circulation for two (2) consecutive weeks, and advertise on agency website.
3. On the appointed day, the Purchasing Agent will open the bids and prepare a tabulation sheet to be sent to the user component with copies of all bids.
4. The user component will submit its award recommendation to the Purchasing Agent with a justification if lowest bidder is not selected. The Purchasing Agent will review all recommendations.
5. Prepare bid award letters to be signed by the Sheriff, Undersheriff, Major of Operations, Chief of Staff, Major of Support Services, Major of the Office of Professional Standards and Technical Services or Director of the Jail for all responding bidders. A copy of the bid tabulation should be included with the letter.
6. Grant purchases through the competitive bidding process must follow additional requirements as described in ACSO 210 – Grant Procedures.
7. Bid Protest Procedure – A protest to a bid invitation or request for proposal for a grant funded project shall be submitted in writing to the purchasing agent prior to the bid opening. If facts regarding the protest were not known prior to the bid opening, the protest must be submitted in writing to the purchasing agent within five (5) calendar days after the bid opening. Notification to purchasing agent must include grounds for protest and any applicable documentation. The Sheriff, or designee, will respond to the protest within ten (10) business days of receipt of the bid protest. Said response by the Sheriff shall be final.

- B. Only situations covered in XVII – Emergency Purchases and XV – Sole Source below are exempted from this procedure.

XI. PURCHASE ORDERS – After obtaining the required number of quotes, the Purchasing Agent will select the vendor that best meets the Sheriff's Office needs after considering pricing, responsiveness and responsibility of the proposed vendors. After vendor selection, a purchase order, electronically-signed by the Sheriff or designee, is prepared by the Purchasing Agent. The signed purchase order will be sent to the: [PSCAP 2.4.4M a]

- A. Vendor;
- B. User department (originating section); and
- C. Receiving department. Once the item has been received, the receiving department will forward a signed pink copy of the purchase order to Accounts Payable.

XII. CHANGE ORDER – After a purchase order has been processed, it may be necessary to process minor changes to its contents, e.g., minor price changes or minor quantity changes. The Sheriff or designee must provide an electronic signature approval to the change order and the original purchase order must be attached. Comments as to the reason for the change must be clearly stated on the change order. [PSCAP 2.4.4M a]

XIII. BLANKET PURCHASE ORDERS AND RENEWAL PURCHASE ORDERS [PSCAP 2.4.4M a]

- A. Blanket purchase orders and/or renewal purchase orders are used for ongoing contracts, recurring charges, and small incidental type items required to keep the normal day-to-day activity of a component uninterrupted. A dollar limit is established for each blanket/renewal purchase order.
- B. At the beginning of a new fiscal year, the Purchasing Agent will review all prior year's blanket and renewal purchase orders to determine if they should be re-issued and if funds are available for re-issue.
- C. Departments, Divisions, Bureaus and Units can request that the Purchasing Agent include them in a blanket or renewal purchase order. The request for a blanket/renewal purchase order will be made through an IOC via chain of command to the Purchasing Agent and will include the vendor, amount, and the account number to be charged. E-mail submission of the IOC copied to the chain of command is an acceptable method of communication.
- D. Departments/Divisions/Bureaus/Units are fully responsible for ensuring sufficient budgetary funds are available. Departments/Divisions/Bureaus/Units may request to be included in an agency-wide blanket purchase order for products/services that are obtained through the legal bid process. All increases, decreases, and cancellations of a blanket/renewal purchase order must be done via an IOC through the chain of command to the Purchasing Agent. E-mail submission of the IOC copied to the chain of command is an acceptable method of communication.
- E. Blanket/renewal purchase orders are usually prepared at the beginning of a new fiscal year and expire on September 30th.

XIV. SALE OF SURPLUS PROPERTY – The Purchasing Agent, with the direction of the Property/Facilities Unit, will attempt to dispose of all surplus property with a value in excess of \$5,000, first by offering the property to other governmental agencies by means of letter and advertisement. (F.S. 274.05) The following guidelines will be followed:

- A. An advertisement will be placed in a newspaper of general circulation, seven (7) to ten (10) days prior to the set opening date, notifying other governmental agencies of the availability of the surplus items. The advertisement will also be placed on the ACSO website.
- B. A bid sheet, copy of the advertisement and a letter briefly describing the property offered, terms and conditions of the sale and location of on-site viewing of the items will be provided to any interested agencies.
- C. Reasonable bids received from governmental agencies will be awarded first to agencies within our district, then to agencies outside our district.
- D. Any items not sold to a governmental agency may then be advertised for sale at public auction.

XV. SOLE SOURCE

- A. A contract or a purchase order may be awarded for a supply, service, material, equipment or construction item without competition when the Purchasing Agent and/or requesting component certifies in writing that there is only one (1) source for the required item. A Justification for Use of Sole Source or No Substitute Item/Service, ACSO 13-05, must be completed by the requesting department before awarding any Sole Source or No Substitute item/service to a provider. [PSCAP 2.4.4M c]

- B. Sole source purchases are not meant in any way to circumvent the purchasing procedure, nor are they meant in any way to restrict fair competition or favor any particular vendor.
- C. Due to the nature of the purchase, canines are considered sole-source purchases. Justification for Use of Sole Source or No Substitute Item/Service, ACSO 13-05, will be completed for the purchase.

XVI. NO SUBSTITUTE – "No Substitute" on brand or model number can be specified when the requesting component can articulate a valid reason for purchasing that brand only. An example of a "No Substitute" purchase would be when specialty type items have been tested and evaluated, such as body armor or radar units; and, through this testing and evaluation process, one (1) particular brand has been documented to be superior for use intended. "No Substitute" will not preclude the competitive bid process. A Justification for Use of Sole Source or No Substitute Item/Service, ACSO 13-05, must be completed by the requesting department before awarding any Sole Source or No Substitute item/service to a provider. Federal and state grants typically prohibit "No Substitute" or "Brand Name Only" language, unless specified in the grant award. See ACSO 210 – Grant Procedures regarding "No Substitute."

XVII. EMERGENCY PURCHASES [PSCAP 2.4.4M e]

- A. During normal business hours, the Purchasing Agent will be contacted and advised of the emergency situation and the product or service needed. The Purchasing Agent will then immediately notify the Chief Financial Officer and begin the acquisition process to obtain the item(s). The Purchasing Agent will still attempt to receive competitive pricing. However, delivery of the product or ability to provide the service for the emergency situation will prevail. An emergency purchase authorization IOC from the Sheriff to the Chief Financial Officer will be required.
- B. Emergency purchases are defined as those purchases whereby normal purchasing procedures must be by-passed and only under the following circumstances:
 - 1. To protect the health, safety or welfare of citizens of the County or members/appointees of the ACSO.
 - 2. When it is necessary, in certain cases, (i.e., natural disasters, internal criminal investigations, etc.) to halt or reduce the loss, damage or destruction of the Sheriff's Office property or property being held by the Sheriff for another entity.
 - 3. Emergency purchases do not include running out of normally stocked supplies and will not be authorized merely to bypass purchasing procedure and policy.
 - 4. Emergency purchases do not include grant-funded purchases.
- C. **Authorization Procedure**
 - 1. If a need for an emergency purchase request should arise, the Shift Commander, Division Commander or higher level must determine that the requested purchase is a valid emergency purchase situation before any attempt is made to procure the product or service.
 - 2. Proper paperwork (submission of purchase requisition and backup documents) will still need to be completed as soon as possible for emergency purchases.

3. Emergency purchases require an IOC from the Sheriff, Undersheriff or their designee to the Chief Financial Officer authorizing the Purchasing Agent to by-pass other sections of this directive and instead proceed with the emergency purchase.
 4. In the event of an emergency (i.e., hurricane, riot, flood), the Sheriff may authorize for a sum of cash to be withdrawn for purchase of emergency items in the event that the use of credit cards or checks is not available. Employees purchasing items using withdrawn cash will document purchases on an Emergency Cash Request, ACSO 16-11. Receipts must be provided when possible and all supporting documentation will be remitted to the Chief Financial Officer.
- D. After hours, holidays or weekend emergencies will be handled by the Division Commander, Shift Commander, Bureau Chief or first line supervisor, in that order. Emergency purchases will be made as prudently as possible under the emergency circumstances. Receipts and/or invoices for the products purchased or the service provided will be turned in on the next regular work day to the person responsible for requisition entry for the component involved in the emergency purchase. A requisition will immediately be completed, and it will be clearly stated in the comment section that the goods/services have already been ordered and/or received. A brief description of the emergency will also be included in the comment section. Any invoicing or paperwork received from the vendor will be forwarded to Purchasing with the requisition number recorded on the back-up documents.
- E. The Purchasing Agent will review all emergency purchases to ascertain if they, in fact, meet the requirements of an emergency purchase and that procedures are not being abused.
1. If a purchase is determined to be legitimate, the Purchasing Agent will issue a confirming purchase order.
 2. If the Purchasing Agent does not feel the purchase was prudent, he/she will bring the difference of opinion to the attention of the Chief Financial Officer. The Chief Financial Officer will notify the Major of Operations, the Major of Support Services, Major of the Office of Professional Standards and Technical Services, Director of the Jail, Chief of Staff and/or the Undersheriff if a Major, the Director of the Jail or the Chief of Staff is not available for a final determination.
 3. All personnel who approve emergency purchases for other members/appointees should be mindful of the fact that they may be required to reimburse the ACSO for any purchase that is ruled a non-prudent purchase.
 4. Items or services procured that are not an emergency, without following the proper requisition process, may be returned to the requestor and the individual member/appointee may be responsible for any charges incurred.
 5. Any product or service that has already been received will be clearly marked in the comment section of the requisition. Failure to do so may result in duplication of order.

XVIII. PURCHASE OF KITCHEN APPLIANCES AND HEATERS

A. Authorized Purchases

1. The use of agency funds for the purchase of kitchen appliances and heaters in employee break rooms within the following areas is authorized:
 - a. Department of the Jail
 - b. ACSO Headquarters
 - c. Fleet Maintenance
 - d. CCC/CDC
 - e. Sheriff's Suite
2. The use of agency funds for the purchase of kitchen appliances to create/maintain an employee break room within the following areas is authorized as long as those bureaus continue to be located in remote areas:
 - a. Gainesville-Alachua County Drug Task Force
 - b. Civil Bureau

B. Unauthorized Purchases

1. Other than the areas mentioned XVII.A., the use of agency funds to purchase kitchen appliances or heaters is not allowed. Those areas wishing to have their own kitchen area must use their personal funds.
2. The use of agency funds for the purchase of coffee products and condiments is not allowed.

XIX. UNANTICIPATED/UNBUDGETED NEEDS

- A. When an unanticipated/unbudgeted need costing \$10,000 or greater arises, the requesting bureau must document the need in an IDR addressed to the Sheriff. The IDR shall be routed through the appropriate chain of command and the Chief Financial Officer. After review by, and recommendation of the Chief Financial Officer (CFO), the CFO will hand deliver the request to the Sheriff's suite for final review and decision.
- B. For unanticipated/unbudgeted needs costing less than \$10,000, please exhaust all efforts to find within your own budgets, if possible. Please email the CFO to transfer the funds and for any assistance in meeting the need.

XX. PURCHASE REQUISITIONS [PSCAP 2.4.4M a]

- A. The purchase requisition serves to inform the Purchasing Agent of the needs of the components and to correctly define the items requested. In addition, an approved requisition signifies authority to charge a specific account number and that there are sufficient funds available in the account specified.
 1. When requisitioning items, the requisitioner will ensure that funds are available. If funds are not available, the requisition system will hold the requisition under "Insufficient Funds" status. In order to remove the requisition from Insufficient Funds status, an e-mail requesting the transfer of funds will need to be submitted to the Chief Financial Officer. See section XIX and ACSO 201 – Accounting and Budget Management, section VIII for additional instructions.
 2. Requisitioners shall ensure that the items being requisitioned are charged to the proper account number. Please do not miscode an item to an account that happens to have sufficient funds in it. The Purchasing Agent will "return to sender" any requisitions charged to the wrong account.

- B. **Special Situations** – Requisitions that require special handling to prevent downtime of operation in a component may be expedited through the approval channels by telephone notification to the approving authority and advising that person that a special situation requisition is in their approval directory. The Purchasing Agent will be notified of the requisition number and that the approval notifications have been made. Justification of the immediate need will be recorded in the comment section of the requisition. The Purchasing Agent will attempt to obtain competitive verbal pricing on all special situation requisitions prior to issuance of the purchase order.
- C. **Instructions for Purchase Requisition Preparation**
1. From the Purchasing/Receiving Menu in the HTE system, access "Requisition Entry."
 2. Choose "Add" to create a new requisition.
 3. The system will automatically number the requisition and will default to a "purchase requisition" type 1.
 4. Fill in a reason for the request.
 5. By – Bureau (area) name followed by requestor's name (i.e., CIVIL/SMITH). **If the item is a rush item, type "****RUSH****" in front of the bureau name (i.e., ***RUSH***CIVIL/SMITH).**
 6. The system will automatically default to the current date.
 7. Vendor Number – Not required to fill in this field.
 8. Vendor Name – If the requesting section has a vendor they want to be sure is included in the competitive bid process, or if there is only one (1) source for the purchase, include the vendor's name in this field. If no preference, leave blank.
 9. Give a telephone number, address, contact person or any other information you may have about the vendor in the comments section of the requisition. You can get to the comments section F20 at #11 below.
 10. Ship to – The ACSO has a central receiving in the Property/Facilities Unit of both the Jail building and the ACSO Headquarters. Unless there is a special circumstance, such as a very heavy item, installation required or the request is for a service, the "ship to" information shall be to the respective Property/Facilities Unit. If the item/service is a special circumstance, select the proper "ship to" code for the component where the goods/services are to be delivered. If the item(s) is to be picked up, the "ship to" will be Pick-Up. Selecting F4 will provide you with a list of ship to options.
 11. Hit the enter button and a new set of choices will be available on the bottom of the requisition screen. Choose "Add Item" to continue.
 12. The system will automatically count the number of lines on the requisition. A line is defined by a quantity, description, unit of measure and unit cost. Extended descriptions are not considered line numbers.
 13. Item Desc – Give a clear description of the item(s) desired as to size, color, type, grade, etc. Full and detailed descriptions will allow Purchasing to process your request in a more timely and efficient manner. Requisitions received with incomplete and inadequate detail and description may be returned to the requesting components. If the item cannot be described

without a great amount of detail, a brief description should be given followed by the trade name and model of an acceptable item and the term "equal to." If a catalog number is shown, the company and catalog description should be noted in the comment portion of the requisition. (The comment choice on the first screen of the Purchase Requisition is to record any information that will not appear on the face of the purchase order but is relevant information to the Purchasing Agent or anyone in the approval levels.)

14. Vendor Part # – Not a required field, component can enter a part number, if known.
15. Commodity, Sub-Com, Item # – Will be filled in by the Purchasing Agent.
16. Ship to – This information should be the same as the ship to on the first screen of the requisition, unless multiple items are being ordered with different delivery locations.
17. Quantity – Enter the quantity needed. Appropriate quantities should be entered keeping in mind the unit of measure being used.
18. Order UOM – Select the appropriate unit of measure for the item. When selecting a box, or case, be sure to put in the comments that appear on the first requisition screen, how many you consider to be in a box, or a case, etc. Selecting F4 will give you UOM options.
19. Cost Code – System defaults to N.
20. Unit Cost – Enter an estimated unit cost. This allows for the validation of funds available and also gives purchasing an idea of anticipated expenditure from the account. Items that cost substantially more than the estimated cost will be brought to the attention of the requestor, even if funds are available, so the requestor can make the final decision whether or not they want to make the expenditure. The system will extend out the totals for the total units requested.
21. Account # – Enter the proper account number for the item requested. If there is not enough money in the account for the purchase, the system will automatically put the requisition on hold. E-mail the Chief Financial Officer requesting a transfer of funds. DO NOT KNOWINGLY CHARGE items to the wrong account. This will only hold up your paperwork or possibly cause the requisition to be returned to sender for proper coding. The system will continue to give you new line number screens until you have completed your entries. When you have no more items to request, choose the "Cancel" function key on the bottom of the screen to return to the first screen of the requisition. Enter your way through all the screens until the system returns you to the Purchase Requisition Maintenance Screen.



ALACHUA COUNTY SHERIFF'S OFFICE

203 – Fraud Prevention and Detection

PUB: 07/10/20
STATUS: Current

- I. **EFFECTIVE DATE:** October 11, 2006
RESCINDS: New
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedure to define what constitutes fraud and to outline rules and procedures all personnel must follow when fraud is suspected.
- III. **POLICY** – The ACSO is committed to preventing fraud. All personnel must share in this commitment. One of the primary responsibilities of management is to protect a government's assets against the risk of loss or misuse. Accordingly, it is essential that all reasonable steps be taken to eliminate fraud.
- IV. **DEFINITIONS**
 - A. **Fraud** – Deceit, trickery, sharp practice, or breach of confidence, perpetrated for profit or to gain some unfair or dishonest advantage including theft or intentional waste or abuse of government funds, property or time.
 - B. **Agency** – The Alachua County Sheriff's Office
 - C. **Agency Funds** – Currency, checks, or other negotiable instruments belonging to the Alachua County Sheriff's Office, or for which the Alachua County Sheriff's Office is the fiscal agent or has a fiduciary responsibility.
 - D. **Agency Property** – Any tangible item owned by the Alachua County Sheriff's Office.
 - E. **Retaliation** – When an individual is discriminated against or penalized for reporting fraud or for cooperating, giving testimony, or participating in any manner in an audit/investigation, proceeding, or hearing.
- V. **FLORIDA LAW/LEGAL** – State of Florida Whistle Blower Act. FSS 112.3187 to 112.31895
- VI. **EXAMPLES OF FRAUD** – Specific examples of fraud include but are not limited to
 - A. Theft of agency funds,
 - B. Serious abuse of agency time such as unauthorized time away from work or excessive use of agency time for personal business,
 - C. Unauthorized use of or misuse of agency property or records,
 - D. Falsification of records,
 - E. Theft or unauthorized removal of agency records, agency property or the property of other persons to include the property of employees, supervisors, vendors, citizens or visitors,

- B. **Special Situations** – Requisitions that require special handling to prevent downtime of operation in a component may be expedited through the approval channels by telephone notification to the approving authority and advising that person that a special situation requisition is in their approval directory. The Purchasing Agent will be notified of the requisition number and that the approval notifications have been made. Justification of the immediate need will be recorded in the comment section of the requisition. The Purchasing Agent will attempt to obtain competitive verbal pricing on all special situation requisitions prior to issuance of the purchase order.
- C. **Instructions for Purchase Requisition Preparation**
1. From the Purchasing/Receiving Menu in the HTE system, access "Requisition Entry."
 2. Choose "Add" to create a new requisition.
 3. The system will automatically number the requisition and will default to a "purchase requisition" type 1.
 4. Fill in a reason for the request.
 5. By – Bureau (area) name followed by requestor's name (i.e., CIVIL/SMITH). **If the item is a rush item, type "****RUSH****" in front of the bureau name (i.e., ***RUSH***CIVIL/SMITH).**
 6. The system will automatically default to the current date.
 7. Vendor Number – Not required to fill in this field.
 8. Vendor Name – If the requesting section has a vendor they want to be sure is included in the competitive bid process, or if there is only one (1) source for the purchase, include the vendor's name in this field. If no preference, leave blank.
 9. Give a telephone number, address, contact person or any other information you may have about the vendor in the comments section of the requisition. You can get to the comments section F20 at #11 below.
 10. Ship to – The ACSO has a central receiving in the Property/Facilities Unit of both the Jail building and the ACSO Headquarters. Unless there is a special circumstance, such as a very heavy item, installation required or the request is for a service, the "ship to" information shall be to the respective Property/Facilities Unit. If the item/service is a special circumstance, select the proper "ship to" code for the component where the goods/services are to be delivered. If the item(s) is to be picked up, the "ship to" will be Pick-Up. Selecting F4 will provide you with a list of ship to options.
 11. Hit the enter button and a new set of choices will be available on the bottom of the requisition screen. Choose "Add Item" to continue.
 12. The system will automatically count the number of lines on the requisition. A line is defined by a quantity, description, unit of measure and unit cost. Extended descriptions are not considered line numbers.
 13. Item Desc – Give a clear description of the item(s) desired as to size, color, type, grade, etc. Full and detailed descriptions will allow Purchasing to process your request in a more timely and efficient manner. Requisitions received with incomplete and inadequate detail and description may be returned to the requesting components. If the item cannot be described

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without a great amount of detail, a brief description should be given followed by the trade name and model of an acceptable item and the term "equal to." If a catalog number is shown, the company and catalog description should be noted in the comment portion of the requisition. (The comment choice on the first screen of the Purchase Requisition is to record any information that will not appear on the face of the purchase order but is relevant information to the Purchasing Agent or anyone in the approval levels.)

14. Vendor Part # – Not a required field, component can enter a part number, if known.
15. Commodity, Sub-Com, Item # – Will be filled in by the Purchasing Agent.
16. Ship to – This information should be the same as the ship to on the first screen of the requisition, unless multiple items are being ordered with different delivery locations.
17. Quantity – Enter the quantity needed. Appropriate quantities should be entered keeping in mind the unit of measure being used.
18. Order UOM – Select the appropriate unit of measure for the item. When selecting a box, or case, be sure to put in the comments that appear on the first requisition screen, how many you consider to be in a box, or a case, etc. Selecting F4 will give you UOM options.
19. Cost Code – System defaults to N.
20. Unit Cost – Enter an estimated unit cost. This allows for the validation of funds available and also gives purchasing an idea of anticipated expenditure from the account. Items that cost substantially more than the estimated cost will be brought to the attention of the requestor, even if funds are available, so the requestor can make the final decision whether or not they want to make the expenditure. The system will extend out the totals for the total units requested.
21. Account # – Enter the proper account number for the item requested. If there is not enough money in the account for the purchase, the system will automatically put the requisition on hold. E-mail the Chief Financial Officer requesting a transfer of funds. DO NOT KNOWINGLY CHARGE items to the wrong account. This will only hold up your paperwork or possibly cause the requisition to be returned to sender for proper coding. The system will continue to give you new line number screens until you have completed your entries. When you have no more items to request, choose the "Cancel" function key on the bottom of the screen to return to the first screen of the requisition. Enter your way through all the screens until the system returns you to the Purchase Requisition Maintenance Screen.



ALACHUA COUNTY SHERIFF'S OFFICE

203 – Fraud Prevention and Detection

PUB: 07/10/20
STATUS: Current

- I. **EFFECTIVE DATE:** October 11, 2006
RESCINDS: New
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedure to define what constitutes fraud and to outline rules and procedures all personnel must follow when fraud is suspected.
- III. **POLICY** – The ACSO is committed to preventing fraud. All personnel must share in this commitment. One of the primary responsibilities of management is to protect a government's assets against the risk of loss or misuse. Accordingly, it is essential that all reasonable steps be taken to eliminate fraud.
- IV. **DEFINITIONS**
 - A. **Fraud** – Deceit, trickery, sharp practice, or breach of confidence, perpetrated for profit or to gain some unfair or dishonest advantage including theft or intentional waste or abuse of government funds, property or time.
 - B. **Agency** – The Alachua County Sheriff's Office
 - C. **Agency Funds** – Currency, checks, or other negotiable instruments belonging to the Alachua County Sheriff's Office, or for which the Alachua County Sheriff's Office is the fiscal agent or has a fiduciary responsibility.
 - D. **Agency Property** – Any tangible item owned by the Alachua County Sheriff's Office.
 - E. **Retaliation** – When an individual is discriminated against or penalized for reporting fraud or for cooperating, giving testimony, or participating in any manner in an audit/investigation, proceeding, or hearing.
- V. **FLORIDA LAW/LEGAL** – State of Florida Whistle Blower Act. FSS 112.3187 to 112.31895
- VI. **EXAMPLES OF FRAUD** – Specific examples of fraud include but are not limited to
 - A. Theft of agency funds,
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without a great amount of detail, a brief description should be given followed by the trade name and model of an acceptable item and the term "equal to." If a catalog number is shown, the company and catalog description should be noted in the comment portion of the requisition. (The comment choice on the first screen of the Purchase Requisition is to record any information that will not appear on the face of the purchase order but is relevant information to the Purchasing Agent or anyone in the approval levels.)

14. Vendor Part # – Not a required field, component can enter a part number, if known.
15. Commodity, Sub-Com, Item # – Will be filled in by the Purchasing Agent.
16. Ship to – This information should be the same as the ship to on the first screen of the requisition, unless multiple items are being ordered with different delivery locations.
17. Quantity – Enter the quantity needed. Appropriate quantities should be entered keeping in mind the unit of measure being used.
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19. Cost Code – System defaults to N.
20. Unit Cost – Enter an estimated unit cost. This allows for the validation of funds available and also gives purchasing an idea of anticipated expenditure from the account. Items that cost substantially more than the estimated cost will be brought to the attention of the requestor, even if funds are available, so the requestor can make the final decision whether or not they want to make the expenditure. The system will extend out the totals for the total units requested.
21. Account # – Enter the proper account number for the item requested. If there is not enough money in the account for the purchase, the system will automatically put the requisition on hold. E-mail the Chief Financial Officer requesting a transfer of funds. DO NOT KNOWINGLY CHARGE items to the wrong account. This will only hold up your paperwork or possibly cause the requisition to be returned to sender for proper coding. The system will continue to give you new line number screens until you have completed your entries. When you have no more items to request, choose the "Cancel" function key on the bottom of the screen to return to the first screen of the requisition. Enter your way through all the screens until the system returns you to the Purchase Requisition Maintenance Screen.



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 - C. Unauthorized use of or misuse of agency property or records,
 - D. Falsification of records,
 - E. Theft or unauthorized removal of agency records, agency property or the property of other persons to include the property of employees, supervisors, vendors, citizens or visitors,

- F. Neglecting or subverting job responsibilities in exchange for an actual or promised reward.

VII. WHY FRAUD OCCURS – Fraud can occur for several reasons including but not limited to

- A. Poor internal controls,
- B. Managements override of internal controls,
- C. Collusion between employees or between employees and third parties,
- D. Poor or non-existent ethical standards,
- E. Lack of control over personnel by their supervisors.

VIII. “RED FLAGS” OF FRAUD – Indications that fraud may be occurring

- A. Changes in an employee’s lifestyle, spending habits or behavior,
- B. Poorly written or poorly enforced internal controls, procedures, policies or security,
- C. Irregular/unexplained variances in financial information,
- D. Inventory shortages,
- E. Failure to take action on results of internal/external audits or reviews,
- F. Unusually high expenses or purchases,
- G. Frequent complaints from customers,
- H. Missing files,
- I. Ignored employee comments concerning possible fraud.

IX. INTERNAL CONTROLS THAT HELP PREVENT FRAUD – Safeguards to reduce the possibility of fraud occurring

- A. Adherence to all organizational directives, policies and procedures,
- B. Transactions are properly authorized,
- C. Key documents are sequentially numbered,
- D. Passwords are changed periodically and kept secret,
- E. Computer records backed up daily and backups kept in a secure location,
- F. Annual inventory of fixed assets,
- G. Physical security over assets such as locking doors and restricting access to certain areas,
- H. Proper training of employees,
 - I. Independent review and monitoring of tasks,
- J. Separation of duties so that no one employee is responsible for a transaction from start to finish,
- K. Clear line of authority,
- L. Rotation of duties in positions more susceptible to fraud,
- M. Ensuring that employees take regular vacations,

- N. Regular independent audits of areas susceptible to fraud.

X. EMPLOYEE RESPONSIBILITY

A. All Employees

1. Any employee who has knowledge of an occurrence of fraud, or has reason to suspect that fraud has occurred, shall immediately notify an Inspector in the Office of Professional Standards.
2. The employee shall not discuss the matter with anyone other than the Inspector.
3. Failure to report suspected fraud could result in disciplinary action or termination.
4. All employees reporting suspected fraud shall be protected under the State of Florida's Whistle Blower Act.
 - a. It is a violation for any individual to be discriminated against for reporting fraud or for cooperating, giving testimony, or participating in an audit investigation, proceeding, or hearing.
 - b. Such individual shall be protected under FSS 112.3187.

B. Office of Professional Standards

1. Any Inspector in the Office of Professional Standards who has been made aware of suspected fraud shall immediately notify the Chief Inspector.
2. The Office of Professional Standards shall promptly coordinate an investigation of possible fraud.



ALACHUA COUNTY SHERIFF'S OFFICE

206 – Division Credit Cards

PUB: 07/14/23
STATUS: Current

- I. **EFFECTIVE DATE:** April 22, 2021
RESCINDS: ACSO 206 of March 19, 2020
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedures to ensure fiscally sound use of ACSO credit cards assigned to all Divisions.
- III. **DISCUSSION** – ACSO employees are entrusted and empowered to make credit card purchases on behalf of their Divisions. Along with this empowerment comes responsibility. Card holders are expected to make sound business decisions that are in the best interest of the ACSO, i.e., obtain best pricing, etc., and to always comply with the policies and procedures set forth in this directive.
- IV. **POLICY** – ACSO credit cards will only be used for authorized purchases for which a public purpose can be demonstrated.
- V. **FORMS**
Approval to Pay Invoices, ACSO 02-32
Training/Travel Authorization and Voucher, ACSO 95-17
- VI. **AUTHORIZED USE**
 - A. ACSO credit cards will have the ACSO's name, account number and expiration date and are to be used for authorized purchases only.
 - B. Authorized purchases consist of all travel-related purchases. Travel related expenses include but are not limited to:
 1. Car rental
 2. Lodging
 3. Registration fees
 4. Meals
 5. Parking
 6. Miscellaneous travel-related emergencies
 - C. An additional credit card will be issued to the Criminal Investigations Division to be used specifically for investigative purposes related to major cases including cold cases. The Criminal Investigations Division will implement internal procedures to ensure proper use of the credit card and compliance with this directive.
 - D. Agency credit cards may be authorized to pay for charges related to document viewing when researching federal cases through the agency's PACER account. Personnel will implement procedures to:
 1. Limit document viewing charges, and

2. Ensure access to the agency's PACER account is limited to appropriate personnel.
- E. Exceptions to the authorized purchases noted in V.C, D and E must be pre-approved by the Division Commander (Captains and above) and are limited to purchases which do not exceed \$500. E-mail authorization from the Division Commander will be obtained and must be copied to accpayable@alachuasheriff.org.
- F. During declared emergencies the Sheriff may authorize exceptions to authorized uses, purchasing amounts and credit limits.
- G. At no time will credit cards be used to intentionally circumvent regular purchasing/approval procedures.

VII. UNAUTHORIZED USE

- A. Personal transactions are not to be made with agency credit cards.
- B. Agency credit cards will not be attached to any employee's personal e-commerce account such as Amazon, PayPal, Google, E-bay, etc.
- C. Employees are not authorized to create or do business with any e-commerce accounts on behalf of the ACSO.
 1. ACSO e-commerce accounts will be centrally created and maintained by the Accounting and Budget Bureau.
 2. The Purchasing Unit will be authorized to use e-commerce accounts when reasonable to do so.
- D. Improper use of an agency credit card will result in consequences ranging from suspension of the card up to and including termination of employment. Employees will be required to reimburse the ACSO for unauthorized use of an agency credit card.

VIII. DIVISION RESPONSIBILITIES

- A. Each Division is responsible for ensuring that sufficient funds are budgeted in their expense account to cover purchases made with their credit card(s).
- B. Items will not be charged to the Division's credit card if the item is available via a blanket purchase order or via the centralized ACSO property stores located in the ACSO Headquarters and Department of the Jail buildings.
- C. In some cases, items may be less expensive via e-commerce. Requests to purchase items via e-commerce with an agency credit card require a purchase requisition to be entered.
- D. The Accounting and Budget Purchasing Agent will be responsible for determining if e-commerce provides effective cost savings, keeping in mind quality, performance, and delivery. If e-commerce is determined to be the best route, the Purchasing Agent will be responsible for ordering the items via the selected e-commerce provider.
- E. The Alachua County Sheriff's Office is a Florida Sales Tax Exempt agency. Each Division is responsible for providing merchants with a copy of the ACSO Sales Tax Exempt Certificate to ensure that sales tax is not charged when making purchases. The ACSO tax exempt number is 85-8013868101C-9. Copies of the ACSO Sales

Tax Exemption Certificate can be obtained from the Accounting and Budget Bureau.

1. If a Florida merchant insists on imposing the Florida state sales tax after being presented with the ACSO tax exemption number, the employee will:
 - a. Pay the tax and record this payment on either the Training/Travel Authorization and Voucher, ACSO 95-17, if applicable, or on a written IOC addressed to the Accounting and Budget Bureau. A copy of the invoice showing that sales tax was imposed must be attached.
 - b. Receive reimbursement for the tax.
 - c. In no instance will an agency employee use the ACSO sales tax exemption for personal business.
- F. Each Division is responsible for notifying the Property/Facilities Unit that an item(s) purchased on the Division credit card is to be delivered to the ACSO Property/Facilities Unit at 2621 SE Hawthorne Road or the Department of the Jail Property/Facilities Unit at 3333 NE 39th Avenue. This enables the Property/Facilities Unit receiving the property to contact the Division in a timely manner when the item(s) arrives.
- G. Back up documentation, such as original receipts/invoices, must be obtained for all transactions charged to the credit card.
- H. Each Division Commander will review the monthly credit card invoice for all charges ensuring accuracy of amounts and approving those charges for payment. The Division will code all charges with the 14-digit expense account number and return the credit card invoice with the back-up documentation to the Accounting and Budget Bureau, with a completed Approval to Pay Invoices, ACSO 02-32, in a timely manner so that prompt payment can be made and late charges avoided.
- I. Each Division will be responsible for handling any disputed charges.
- J. If a credit card is lost or stolen, the Division is responsible for immediately notifying the Chief Financial Officer to minimize the liability to the ACSO. After hours, the Chief Financial Officer may be reached through Communications.

IX. ACCOUNTING AND BUDGET BUREAU RESPONSIBILITIES – The Accounting and Budget Bureau will

- A. Submit the monthly credit card invoice to the respective Division with an Approval to Pay Invoices, ACSO 02-32. (The Division will be responsible for reviewing the charges, expense account coding and attaching all supporting receipts and approvals);
- B. Maintain the credit card database;
- C. Coordinate the issuance, replacement or cancellation of credit cards;
- D. Pay the monthly credit card invoices; and
- E. File all documentation.



ALACHUA COUNTY SHERIFF'S OFFICE

208 – Accounts Receivable

PUB: 01/17/25
STATUS: Current

- I. **EFFECTIVE DATE:** April 25, 2005
RESCINDS: ACSO 208 of February 20, 2003
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and establishes policy and procedures for accounts receivable due and expected to be collected by the ACSO.
- III. **POLICY** – The Chief Financial Officer will be responsible for coordinating the process for collecting receivables and ensuring the process is followed by all applicable Departments/Divisions/Bureaus.
- IV. **DEFINITIONS**
 - A. **Accounts Receivable** – Defined as amounts due and expected to be collected by the ACSO for services provided to individuals, businesses, other organizations, and governmental units.
 - B. **Aging of Receivables** – Receivables are to be aged according to the following categories:
 1. Current – Amounts not yet due. (Amounts are normally due thirty (30) days after service is issued.)
 2. Past Due – Amounts one (1) to ninety (90) days past the due date.
 3. Delinquent – Amounts more than ninety (90) days past the due date.
 4. Uncollectible – Amounts unpaid after all prescribed collection efforts, including use of outside collection agency/attorney.
 - C. **Allowance for Uncollectible Accounts** – Allowance for uncollectibles are amounts of total receivables not expected to be collected. This estimate should include not only uncollectible accounts, but also an estimated percentage of current, past due and delinquent receivables. The allowances are as follows and are subject to change based on the individual Bureau's circumstances for the fiscal year.
 1. Current Accounts – 45% not expected to be collected.
 2. Past Due Accounts
 - a. Thirty (30) days past due – 65% not expected to be collected
 - b. Sixty (60) days past due – 85% not expected to be collected
 - c. Ninety (90) days past due – 95% not expected to be collected
 3. Delinquent – 100% not expected to be collected.
- V. **USE OF COLLECTION AGENCY** – Amounts more than ninety (90) days past the due date (delinquent accounts) are subject to being submitted to a collection

agency/attorney at the discretion of the affected Division Commander/Bureau Chief with concurrence of the Chief Financial Officer. Amounts less than ninety (90) days past the due date may be subject to being submitted to a collection agency/attorney with the approval of the affected Division Commander/Bureau Chief. All accounts turned over to a collection agency/attorney must be reported to the Chief Financial Officer for review by the independent auditors.

VI. WRITE-OFF OF ACCOUNTS RECEIVABLE

- A. **Accounts Receivable** – Accounts receivable may be written off the books only after all collection efforts have failed and only after obtaining the following written approvals:
1. Amounts up to \$1,000 – review and approval by Division Commander/Bureau Chief.
 2. Amounts greater than \$1,000 – review and approval by the Division Commander/Bureau Chief and Chief Financial Officer.
 3. Copies of written approval for write-off of accounts must be forwarded to the Chief Financial Officer. Copies will be filed in the Accounting and Budget Bureau for review by the independent auditors.
- B. Inmate receivables accounted for in a subsidiary ledger for Inmate Trust Fund accounts are subject to FS 951.033(6). Statute states a civil restitution lien may be placed against an inmate's cash account and continue for a period of three (3) years. The civil lien applies to the cash account of the inmate if/when he/she is re-incarcerated.
1. In effort to collect inmate receivables, a collection agency will be used as notated in section V above.
 2. Based on FS 951.033(6), inmate receivables are not collectible after three (3) years have passed since creation.
 3. On August 1st of each fiscal year, the Accounting and Budget Bureau will write-off inmate receivables that are three (3) years old and older.
 4. Copies of write-off support will be retained by the Accounting and Budget Bureau and can be reproduced.

VII. REPORTING REQUIREMENTS AT FISCAL YEAR END

A. Accounts Receivable Aging Report

1. Bureaus maintaining their own billing and collection's systems must report in detail the September 30th balance of their receivables to the Chief Financial Officer no later than October 15th.
2. This report is needed to properly record an asset and related revenue in the Sheriff's accounting system and financial statements in accordance with accounting standards.
3. The report must be in the format of an aging report listing all current, past due (thirty (30), sixty (60), and ninety (90) days), delinquent (over ninety (90) days) accounts and uncollectible accounts.

VIII. BILLING AND COLLECTION SYSTEMS – Bureaus maintaining their own billing and collection system must establish and maintain acceptable internal controls for receipts

and an effective collection process. Elements of an effective billing/collection process include

- A. Maintaining written billing and collection procedures.
- B. Using sequentially numbered invoices.
- C. Posting daily payments, supported by detailed payments listings.
- D. Keeping detailed documentation of adjustments made to receivable amounts and restricting adjustments to staff not processing payments.
- E. Performing collections on delinquent accounts in accordance with Federal and State credit and collection laws.
- F. Documenting collection efforts and retaining the detail for each delinquent receivable.
- G. Using ACSO contracted outside collection agency for delinquent accounts when all internal efforts have failed. Contact the Chief Financial Officer at 367-4055 for name and number of contracted collection agent.
- H. Providing receivables information annually to the Chief Financial Officer.
- I. Obtaining proper approvals on write-offs of receivables.

FRINGE

BENEFITS



ALACHUA COUNTY SHERIFF'S OFFICE

327 – Florida Retirement System

PUB: 10/21/24
STATUS: Current

- I. **EFFECTIVE: DATE:** February 14, 2012
RESCINDS: ACSO 327 of September 16, 2010
- II. **SCOPE AND PURPOSE** – This directive applies to all Alachua County Sheriff's Office (ACSO) personnel and outlines the Florida Retirement System Benefit.
- III. **POLICY** – Retirement is a fair and equitable benefit provided to all ACSO employees.
- IV. **PENSION PLAN BENEFIT [PSCAP 3.2.3M a]**
 - A. **Florida Retirement System**
 1. The ACSO provides a pension or investment plan through the State of Florida Division of Retirement which administers the Florida Retirement System for:
 - a. Full-time employees.
 - b. Budgeted part-time employees.
 2. The Florida Retirement System requires a mandatory employee contribution rate of three percent (3%), along with a legislatively-determined contribution rate for the employer.
 - a. Employees in the pension plan with an original FRS hire date prior to July 1, 2011, are vested after six (6) years of service. Employees in the pension plan with an original hire date of July 1, 2011, or after, are vested after eight (8) years of service.
 - b. Employees in the investment plan are vested after one (1) year of service.
 3. Certain military time and other time allowed by the Florida Retirement System:
 - a. May be added to time employed with ACSO,
 - b. Counted toward years of service for retirement purposes.
 - B. **Deferred Retirement Option Plan (DROP)**
 1. The DROP program is only available to vested Pension Plan members who have qualified for retirement either by age or years of service. You can contact FRS to determine your eligibility by calling 1 (866) 446-9377.
 2. It is the employee's responsibility to notify the Human Resources Bureau at least thirty (30) days in advance of their intention to enter DROP.
 3. Under this program, employees:
 - a. Effectively "retire."

- b. Build up retirement benefits in a DROP "account" while they continue to work and draw a paycheck.
- 4. However, participants:
 - a. Earn no additional credit for retirement while in DROP,
 - b. Are not eligible for State disability retirement or State-mandated in-line of duty death benefits, if they were to become disabled or die while in DROP.
- 5. While in DROP, pension benefits are:
 - a. Kept in the Florida Retirement System Trust Fund.
 - b. Earning a predetermined interest rate set by the State of Florida www.myfrs.com.
- 6. The employee can leave employment (retire):
 - a. A maximum of eight (8) years away,
 - b. With a monthly Florida Retirement System benefit plus a "nest egg" that can be taken either:
 - i. As a lump sum (after taxes),
 - ii. Subject to federal limits, rolled over into an eligible retirement plan (e.g., individual retirement account or a qualified trust).
- 7. Employees eligible to be paid for unused Annual Leave may take the leave pay-out when starting or concluding DROP.
- 8. Pay-out dollars taken at the start of DROP will be included by the Florida Retirement System in determining "average final compensation."
- 9. The ACSO will allow only one (1) pay-out of Annual Leave to DROP participants.
- 10. Employees electing the maximum pay-out (two hundred eighty (280) hours) prior to the start of their DROP participation will not be eligible for another Annual leave pay-out upon the completion of their employment.
- 11. Employees electing less than the 280-hour maximum payout will be paid for the difference (totaling up to two hundred eighty (280) hours) upon separation.
- 12. Any hours in excess, not used prior to the actual retirement date, will be forfeited.
- 13. The ACSO will give DROP participants, who choose to have Annual Leave and Compensatory Leave paid out immediately prior to their DROP participation, a one-time option to convert up to four hundred eighty (480) hours of sick leave to Annual Leave, at the rate of two (2) hours of Sick Leave to one (1) hour of Annual Leave, after their DROP participation begins.
- 14. Terminating employees who participate through payroll deduction in an approved 457 Deferred Compensation Plan may elect to defer any portion

of their accumulated Annual Leave (up to 280 hours), Sick Leave (at half value) or comp leave into their 457 Deferred Compensation Plan.

- a. Annual Leave contribution limits apply.
 - b. Notice of intent to make such a deferral must be submitted to the payroll specialist via email or IOC at least forty-five (45) days prior to the anticipated termination date in order to ensure that the deferral is timely in accordance with Internal Revenue Service regulations.
 - c. All transactions must be completed on the website. Please see the Get to Know Your 457 Deferred Compensation Plan – Mission Square for further information.
15. Information on the Florida Retirement System and retirement benefits is available from the:
 - a. State of Florida Division of Retirement.
 - b. Human Resources Bureau's Employee Benefits Coordinator.
 - c. Division of Retirement website: <http://www.rol.frs.state.fl.us/>
16. If you write the Florida Retirement System:
 - a. Address your correspondence to:
Division of Retirement
2639-C North Monroe Street
Tallahassee, Florida 32399-1560
 - b. Include your:
 - i. Full name, printed and signed,
 - ii. Social Security Number,
 - iii. Return address,
 - iv. Phone number.
17. Employees may log online at the www.myfrs.com website or call the Florida Retirement System at the following telephone numbers:
 - a. Bureau of Retirement Calculations
1 (850) 488-6491
 - b. Bureau of Benefit Payment
1 (850) 488-4742



ALACHUA COUNTY SHERIFF'S OFFICE

328 – Elective Insurance Benefits

PUB: 10/18/24
STATUS: Current

- I. **EFFECTIVE DATE:** March 26, 2024
RESCINDS: ACSO 328 of September 28, 2015
- II. **SCOPE AND PURPOSE** – This directive applies to all eligible ACSO personnel and outlines the Elective Insurance Benefits available to all ACSO personnel.
- III. **POLICY** – This directive outlines the elective insurance benefits available to all eligible ACSO employees through payroll deduction.
- IV. **FORMS**
Affidavit of Certified Domestic Partner Relationship, ACSO 07-12
2023 Open Enrollment Summary
Employee Contribution Election Form, ACSO 24-01
- V. **ELECTIVE INSURANCE BENEFITS [PSCAP 3.2.3M b]**
 - A. **Elective Insurance**
 1. The ACSO offers a variety of elective insurance options, which are coordinated through the Human Resources Bureau's Employee Benefits Coordinator.
 2. Elective insurance plans are options available to:
 - a. Full-time employees,
 - b. Permanent Part-Time employees:
 - i. If at any time the part-time employee fails to average a full twenty (20) hours per week in a calendar quarter, their benefits will be canceled and not reinstated.
 - ii. If a part-time employee has no earnings in a 14-day period, they may be responsible for paying the full cost (employee and employer portion) of all benefits.
 - iii. If the employee does not earn enough in a pay period to cover the employee portion of the cost of benefits, they are responsible for contacting the Accounting and Budget Bureau within seven (7) working days to make payment arrangements; otherwise, their benefits will be canceled.
 3. The Employee Benefits Coordinator will:
 - a. Meet with each new employee,
 - b. Explain the options regarding the various types of insurance.
 4. The Human Resources Bureau will:
 - a. Provide all necessary forms,

- b. Insure all information is correctly presented and forwarded to the appropriate agencies in a timely manner.
- 5. The cost of insurance options will be handled through automatic payroll deduction.
- 6. A period of open enrollment for insurance coverage is held during the month of July for employees who:
 - a. Are not enrolled,
 - b. Wish to add new or existing dependents,
 - c. Want to change coverage.
- 7. Any expected or desired changes in insurance coverage should be reported to the Employee Benefits Coordinator via the [#RiskBenefits@alachuasheriff.org](mailto:RiskBenefits@alachuasheriff.org) email address immediately for appropriate processing.
- 8. A record of each employee's current insurance information is:
 - a. Maintained in the Human Resources Bureau,
 - b. Scanned into the employee's electronic personnel file,
 - c. Not available for public inspection.

VI. NON-TAXABLE BENEFIT PLAN

A. Cafeteria Plan

- 1. Employees may participate in a Non-Taxable Benefit Plan wherein their premiums for group health, life and/or dental insurance are paid before income and social security taxes are deducted.
- 2. In other words, the employee's share/cost for these optional benefits is paid on a pre-tax basis.
- 3. Employees who participate in the Non-Taxable Benefit Plan will realize a significant tax savings.
- 4. However, because the Non-Taxable Benefit Plan reduces the amount of Social Security taxes the employee pays, there could be a slight reduction in the employee's future Social Security benefits.
- 5. Participation in the Non-Taxable Benefit Plan has no effect on Florida Retirement System benefits.
- 6. Some requirements of the Non-Taxable Benefit Plan are:
 - a. Internal Revenue Service rules do not allow for partial year participation.
 - b. The employee's election to participate must cover the full plan year (October 1st to September 30th).
 - c. An employee participating in the Non-Taxable Benefit Plan generally may not add, drop or reduce benefit coverage during the plan year, unless the employee has either a:
 - i. Change in their employment status,

- ii. Qualifying change in family status:
 - (A) Marriage,
 - (B) Divorce,
 - (C) Birth or adoption of a child,
 - (D) Death of a spouse or child,
 - (E) Change in the employee's employment that affects the availability of benefits to their family.
- d. Any request to add, drop or reduce benefit coverage during the plan year must be made to the Employee Benefits Coordinator via the [#RiskBenefits@alachuasheriff.org](mailto:RiskBenefits@alachuasheriff.org) email address in the Human Resources Bureau.
- e. Employees who wish to join the Non-Taxable Benefit Plan must do so during the month of July.

VII. HEALTH INSURANCE [PSCAP 3.2.3M b]

A. Florida Blue

- 1. Elective health insurance is provided by:
Florida Blue
P.O. Box 44144,
Jacksonville, FL 32231-4144.
- 2. Two (2) options are provided:
 - a. Blue Options 5770 PPO,
 - b. Blue Options 5781 PPO High Deductible Plan.
- 3. A portion of the 2023 Open Enrollment Summary provides a summary of health insurance benefits and costs.
- 4. See Human Resources Bureau information packets for more details.
- 5. All employees are encouraged to schedule a periodic physical examination with their primary care physician.

VIII. LIFE INSURANCE [PSCAP 3.2.3M c]

A. Elective Life Insurance

- 1. Elective life insurance is provided by **USABLE Life**.
- 2. A portion of the 2023 Open Enrollment Summary provides a summary of life insurance benefits and costs.
- 3. Group life insurance can be purchased without purchasing group health insurance.
- 4. Requests to increase or add dependent life or additional amounts are subject to approval by Florida Combined Life unless the option is elected at new hire enrollment.

IX. DENTAL INSURANCE

A. Elective Dental Insurance

1. Elective Dental Insurance is available from Florida Combined Life.
2. There are three (3) available options:
 - a. BlueDental Choice – Low Option PPO,
 - b. BlueDental Choice – High Option PPO,
 - c. BlueDental Choice - Blue Care PS220.
3. A portion of the 2023 Open Enrollment Summary provides a summary of dental insurance benefits and costs.
4. See Human Resources Bureau information packets for more details.

X. VISION INSURANCE

A. Elective Vision Insurance

1. Elective vision insurance is available through **Humana Insurance Company**.
2. A portion of the 2023 Open Enrollment Summary provides a summary of insurance benefits and costs.

XI. INSURANCE BENEFITS FOR LAW ENFORCEMENT OFFICERS SUFFERING A CATASTROPHIC INJURY

A. Funding For Grants

1. In order to receive full funding for grants awarded under the Office of Justice Programs, State and Local Law Enforcement Assistance, an entity must provide a public safety officer who retires or is separated from service due to injury suffered as a direct and proximate result of a personal injury sustained in the line of duty while responding to an emergency situation or a hot pursuit (as defined by State law) with the same or better level of health insurance benefits that are paid by the entity at the time of retirement or separation.
2. A "public safety officer" under Section 1204 of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968 is an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, a firefighter or rescue squad or ambulance crew.
3. A "law enforcement officer" under this Act is an individual involved in crime and juvenile delinquency control or reduction, or enforcement of the laws including, but not limited to: police, corrections, probation, parole and judicial officers.

B. FS 112.19(h)

1. *FS 112.19(h), provides that any employer who employs a full-time law enforcement, correctional, or correctional probation officer who, on or after January 1, 1995, suffers a catastrophic injury, as defined in s. 440.02, Florida Statutes 2002, in the line of duty shall pay the entire premium of the employer's health insurance plan for the injured employee, the injured employee's spouse, and for each dependent child of the injured employee until the child reaches the age of majority or until the end of the calendar year in which the child reaches the age of 25 if the child continues to be dependent for support, or the child is a full-time or part-time student and is*

dependent for support. The term "health insurance plan" does not include supplemental benefits that are not part of the basic group health insurance plan. If the injured employee subsequently dies, the employer shall continue to pay the entire health insurance premium for the surviving spouse until remarried, and for the dependent children, under the conditions outlined in this paragraph.

2. The term "health insurance plan" does not include supplemental benefits that are not part of the basic group insurance plan.
3. Health insurance benefits payable from any other source will reduce benefits payable under this section.
4. In order for the Deputy, spouse and dependent children to be eligible for such insurance coverage, the injury must have occurred as the result of:
 - a. The Deputy's response to fresh pursuit.
 - b. The Deputy's response to what is reasonably believed to be an emergency.
 - c. An unlawful act perpetrated by another.
5. Defined by FS 112.19(d) "*Fresh pursuit*" means the pursuit of a person who has committed or is reasonably suspected of having committed a felony, misdemeanor, traffic infraction or violation of a county or municipal ordinance. The term does not imply instant pursuit, but pursuit without unreasonable delay."
6. The HR Bureau Director will:
 - a. Review all cases that appear to meet the definition of catastrophic injury.
 - b. Forward a recommendation to the Sheriff as to the eligibility of the employee for receipt of this benefit.

XII. DEATH BENEFITS [PSCAP 3.2.3M c]

A. ACSO Term Life Policy

1. The ACSO provides, at no cost to the employee, a \$10,000 term life policy to all full-time employees.
2. This term life policy may be converted upon retirement and will pay up to 75% in accelerated benefits if an employee becomes terminally ill with a life expectancy of less than twelve (12) months.

B. Chapter 112 – Public Officers and Employees

1. FS 112.19 "Law enforcement... officers; death benefits" mandates that a law enforcement officer's employer must provide the following minimum amounts for death benefits to designated beneficiaries as summarized below:
 - a. \$50,000 when law enforcement officer is accidentally killed while engaged in the performance of law enforcement duties.
 - b. \$50,000 when law enforcement officer is accidentally killed while responding in "fresh pursuit" or to an emergency while engaged in the performance of law enforcement duty.

- c. \$150,000 when law enforcement officer is unlawfully and intentionally killed while engaged in the performance of law enforcement duties.
 - d. \$1,000 for funeral and burial expenses when killed in the line of duty as a result of an act of violence or riot.
 - e. Payment of the health insurance premiums to a surviving spouse and dependent children as provided in FS 112.19(h).
2. The state shall waive certain educational expenses that the child or spouse of the deceased officer incurs while obtaining a career certificate, an undergraduate education or a postgraduate education. The State Board of Education shall adopt rules and procedures, and the Board of Governors shall adopt regulations and procedures, as are appropriate and necessary to implement the educational benefits provisions.

C. Chapter 440 – Workers' Compensation

1. FS 440.16, titled "Compensation for Death" mandates that *"if death results from the accident within 1 year thereafter or follows continuous disability and results from the accident within 5 years thereafter, the employer shall pay:"*
- a. Funeral expenses,
 - b. Monthly payment to spouse/relatives,
 - c. Payment of post-secondary student fees for qualified dependents.

D. Chapter 121 – Florida Retirement System

1. FS 121.091 – *"Benefits payable under the system"*
- a. *"(7) Death benefits.--"*
 - b. *"(c) The surviving spouse of any member killed in the line of duty may receive a monthly pension equal to one-half of the monthly salary being received by the member at the time of death for the rest of the surviving spouse's lifetime; or, in lieu of the above, the surviving spouse may elect to receive the benefit provided in paragraph (b).*
 - c. *If the surviving spouse of a member killed in the line of duty dies, the monthly payments which would have been payable to such surviving spouse had such surviving spouse lived shall be paid for the use and benefit of such member's child or children under 18 years of age and unmarried until the 18th birthday of the member's youngest child.*
 - d. *If a member killed in the line of duty leaves no surviving spouse but is survived by a child or children under 18 years of age, the benefits provided by subparagraph 1., normally payable to a surviving spouse, shall be paid for the use and benefit of such member's child or children under 18 years of age and unmarried until the 18th birthday of the member's youngest child."*

E. Federal Death Benefits

1. Public Safety Officers' Benefits Act, 42 USC 3796, sec. 3796. *"Payments of death benefits"*. Approximately \$333,000 when a public safety officer died

as the direct and proximate result of a personal injury sustained in the line of duty.

XIII. DEFERRED COMPENSATION RETIREMENT PROGRAMS [PSCAP 3.2.3M a]

A. Deferred Compensation Retirement Plans Administered by MissionSquare

1. The ACSO offers the following plans for all employees. Contributions are made solely by the employee.
 - a. 457(b) – Tax Deferred Contributions
 - b. Roth 457
 - c. Roth IRA
2. Full-time employees who are retirees of the Florida Retirement System (FRS) and are initially reemployed with the Sheriff's Office on or after July 1, 2010, are no longer eligible for renewed membership with the FRS. The ACSO offers the following Governmental Money Purchase Plan in which the employer contributes to the plan and employee contributions are optional. The employee shall complete the Employee Contribution Election Form, ACSO 24-01, to make their one-time election.
 - a. 401(a) – Tax Deferred Contributions
3. Information regarding retirement plans, as well as loan options that may be available to participating employees, can be obtained through the Human Resources Bureau.

XIV. PRE-PAID LEGAL SERVICE

A. Pre-Paid Legal Service Plan

1. A pre-paid legal service plan and identity theft coverage, through LegalShield of Ada, Oklahoma, is available to all employees via payroll deduction.
2. The plan provides the employee and his/her family affordable access to legal services for his/her personal and work life and/or identity theft protection.

B. Coverage and Benefits

1. Preventive legal services include:
 - a. Unlimited toll-free telephone consultations for personal and business questions,
 - b. Personal letters/telephone calls on the employee's/family's behalf, plus two related calls or letters,
 - c. Personal contract/document review, plus one business-related review,
 - d. Will preparation and updates.
2. Motor vehicle legal services include:
 - a. Minor legal expenses: moving traffic violation representation (available fifteen (15) days after enrollment),
 - b. Major legal expenses: defense of criminal charges resulting from operation of a motor vehicle,

- c. Up to two and one-half (2½) hours for help with suspended license and/or personal injury/property damage, collection \$2,000 or less.
- 3. Trial defense for employee and spouse includes:
 - a. For certain covered civil or criminal actions as limited in the service contract,
 - b. Up to sixty (60) hours of attorney time in the first membership year, with scheduled vacation increase to a maximum of three hundred (300) hours after the fifth year.
- 4. Internal Revenue Service audit legal services includes:
 - a. Scheduled benefit up to fifty (50) hours of professional services from provider attorney to help defray the cost of audit representation.
 - b. Coverage includes the tax return filed April 15th of the first membership year.
- 5. Other legal work – Other legal services not specifically covered by the membership are available at a twenty-five percent (25%) discount from the provider attorney's standard or corporate hourly rate.
- 6. A toll-free telephone number is provided for immediate access to legal representation – 1(800)729-7998.
- 7. For further details and information, contact the Employee Benefits Coordinator in the Human Resources Bureau.

XV. SUPPLEMENTAL BENEFITS PACKAGE

A. AFLAC (www.aflac.com)

- 1. AFLAC has also been added to the benefits package.
- 2. AFLAC is a supplemental benefits package to your primary health insurance to offset deductible costs, loss of income, etc.
- 3. Benefit payments are mailed directly to the employee.
- 4. All AFLAC policies pay benefits regardless of any other plan in existence.
- 5. Some of the programs are offered as pre-tax under the Cafeteria Plan.
- 6. The current programs are:
 - a. Intensive Care Plan,
 - b. Cancer Plan,
 - c. Personal Recovery Plan,
 - d. Accident II Policy,
 - e. Short-Term Disability Coverage,
 - f. Voluntary Indemnity Plan,
 - g. Dental.

- B. Materials are available through the Employee Benefits Coordinator by emailing #RiskBenefits@alachuasheriff.org in the Human Resources Bureau.

XVI. FLORIDA DEPUTY SHERIFFS ASSOCIATION (FDSA)

- A. FDSA membership is offered to non-bargaining unit employees via payroll deduction.
- B. Enrollment information is available in HR and online at www.fldeputysheriffs.org.



ALACHUA COUNTY SHERIFF'S OFFICE

329 – Leave Policy

PUB: 10/18/24
STATUS: Current

- I. **EFFECTIVE DATE:** November 01, 2024
RESCINDS: ACSO 329 of July 14, 2024
- II. **SCOPE AND PURPOSE** – This directive applies to all full-time ACSO personnel and outlines the leave benefits guidelines and procedures.
- III. **POLICY** – Leave is a fair and equitable benefit, which is provided to full time ACSO personnel.
- IV. **FORMS**
 - Health and Work Status Report, ACSO 96-179
 - Affidavit of Certified Domestic Partner Relationship, ACSO 07-12
 - Separation and Clearance Form, ACSO 82-42
 - Employee Notice of Administrative Leave, ACSO 16-04
 - Employee Notice of Administrative Leave Rescission, ACSO 16-05
 - Vacation Leave Buy-Out Request, A&B 20-05
- V. **LEAVE REQUEST PROCEDURES [PSCAP 3.2.4]**
 - A. Requests must be submitted
 - 1. In advance, when possible, to the employee's supervisor.
 - 2. By use of the Time Off Request in ExecuTime for ACSO 205 – Time Entry and Paycheck Procedures.
 - a. Annual Leave
 - b. Sick Leave
 - c. Compensatory Leave (See ACSO 332 – Employee Compensation.)
 - d. Military Leave
 - e. Special Event Leave
 - f. Bereavement Leave
 - g. Personal Holiday Leave
 - B. Employees may not take or request more leave than they have accrued.
 - C. All forms of leave may be used in quarter hour increments.
 - D. In the case of approved FMLA, the Human Resources Bureau will inform the Accounting and Budget Bureau of the start and end date of each FMLA granted to an employee. (See ACSO 325 – Family and Medical Leave.)
 - E. It is the responsibility of the employee to notify his/her supervisor to cancel a request for leave or to advise when approved leave was not used.
- VI. **TRANSITION LEAVE**

- A. Transition Leave is defined as the period of time that begins when an employee has physically stopped working and ends on the official date of the employee's retirement/separation.
- B. When an employee has notified the Sheriff of separation or retirement from the agency the employee must document in the notification whether or not they wish to have a transition period. The employee must include in their notification the following information:
 - 1. The final physical work day,
 - 2. The transition period, as applicable, and
 - 3. The official retirement/separation date.
- C. During their Transition Leave period, the employee must continuously utilize accumulated leave other than Sick Leave continuously and will not accrue/earn any form of leave.
- D. Upon the start of Transition Leave, the ITB shall disable the employee's access to all ACSO computers/software, databases and agency email.
- E. During the transition period, if exigent circumstances arise, the Sheriff reserves the right to recall the employee back to work.
- F. Employees who voluntarily or involuntarily terminate within their first year of new hire probation are not eligible for use of Transition Leave.

VII. LEAVE WITHOUT PAY

- A. The Division Commander or higher may grant leave without pay for periods of eighty (80) hours or less to employees, provided such leave is for good cause and not detrimental to the operations of the ACSO.
- B. The total amount of leave without pay allowed per year will not exceed eighty (80) hours, without approval by the Sheriff.
- C. Prior to the commencement of leave without pay, the employee will be required to exhaust all:
 - 1. Annual Leave, including Holiday, Restored and Converted Annual,
 - 2. Special Event Leave,
 - 3. Personal Holiday Leave,
 - 4. Compensatory Leave.
- D. A leave without pay request must be:
 - 1. Submitted in writing,
 - 2. To the Division Commander or higher,
 - 3. Via the employee's chain of command.
- E. While on leave without pay, you will not:
 - 1. Accrue Annual Leave, including Holiday, Restored and Converted Annual,
 - 2. Accrue Sick Leave,
 - 3. Accrue any holiday benefits.

VIII. ANNUAL LEAVE [PSCAP 3.2.2M e; FCAC 4.01M C]

- A. Full time employees accrue Annual Leave provided the employee is in active status for at least seventy-five percent (75%) of the pay period.
1. See ACSO 318 – Military Reserve Activation. Military reserve activation or military reserve active duty is the only exception to the seventy-five percent (75%) rule.
 2. Annual Leave is earned each pay period except for the last pay period of the months with three (3) pay periods.
 3. Annual Leave is accrued at the end of the pay period and is not available for use until the following pay period.
 4. Annual Leave accruals are based on years of service and are accrued as follows:
 - a. Less than five (5) years of continuous service – four (4) hours Annual Leave per pay period for a total of eight (8) hours per month.
 - b. Five (5) years through nine (9) years of continuous service – five (5) hours Annual Leave per pay period for a total of ten (10) hours per month.
 - c. Ten (10) years through fourteen (14) years of continuous service – six (6) hours Annual Leave per pay period for a total of twelve (12) hours per month.
 - d. Fifteen (15) years through nineteen (19) years of continuous service – seven (7) hours Annual Leave per pay period for a total of fourteen (14) hours per month.
 - e. Twenty (20) years and beyond of continuous service – eight (8) hours Annual Leave per pay period for a total of sixteen (16) hours per month.
 - f. Annual leave accruals will not be earned while on twenty-five percent (25%) or more Donated Leave or while on Transition Leave.
 - g. The Supervisor is responsible to either approve or deny annual leave at least fourteen (14) days prior to the time the leave is scheduled to be taken.

IX. HOLIDAY ANNUAL LEAVE EARNED (PBA bargaining unit employees refer to your specific contract.) [PSCAP 3.2.2M b]

- A. Holiday Annual Leave will not be earned while on Transition Leave.
- B. All full-time employees who work on an ACSO recognized holiday will be compensated for hours worked. Additionally, the employee will accrue Holiday Leave earned at a rate equal to the number of hours worked on the ACSO recognized holiday.
- C. Special pay, such as call-out, cannot be combined with Holiday Annual Leave earned. (Refer to ACSO 332 – Employee Compensation.)
- D. If an employee is called back to work while off recognizing an agency holiday or if an employee is called out during an agency holiday, refer to ACSO 332 – Employee Compensation. Also, refer to ACSO 205 – Time Entry and Paycheck Procedures, for how to enter your time.
- E. Shift Employees

1. When the employee works a shift of any length that starts on the day of a holiday, the employee will receive Holiday Leave for the entire shift worked.
 2. Shifts which only end on a holiday DO NOT receive Holiday Leave.
- F. If a paid holiday falls on the employee's regular day off:
1. Employees will accrue eight (8) hours of Holiday leave. PBA bargaining unit employees should refer to their specific contract.
 2. If the employee is scheduled to observe the holiday on an alternate day, they will not accrue Holiday Leave.
- Example: A holiday falls on a weekend but the employee is required to be off to observe it on the appropriate Friday or Monday.

X. EXCESS ANNUAL AND HOLIDAY ANNUAL LEAVE

- A. On an employee's employment anniversary date each year, accumulated Annual Leave and Holiday Annual Leave combined in excess of two hundred eighty (280) hours will be automatically transferred to Sick Leave.
- B. Employees who have accumulated Annual Leave in excess of two hundred eighty (280) hours on their employment anniversary date, as a result of their request for leave being denied or canceled by their supervisor, can request those hours be restored to their accumulated Annual Leave/Holiday Annual Leave.

XI. RESTORATION OF EXCESS ANNUAL/HOLIDAY ANNUAL LEAVE

- A. Requests for restoration of accumulated Annual Leave and Holiday Annual Leave combined in excess of two hundred eighty (280) hours must be submitted via an IOC to the Accounting and Budget Bureau no later than fifteen (15) days past the employee's employment anniversary date via the chain of command.
- B. The IOC must include printouts of ExecuTime leave record(s) showing denied or cancelled leave or an explanation of the extenuating circumstances that prohibited the employee taking leave. If approved, the Accounting and Budget Bureau will accomplish the restoration of approved hours – usually the next paycheck following receipt of the approval.
- C. All restored hours must be utilized before the next year's anniversary date or be forfeited.

XII. INCENTIVE FOR NON-USE OF SICK LEAVE

- A. An Annual Leave incentive will be given to employees who use no Sick Leave during the quarter.
- B. Eight (8) hours Annual Leave will be credited to an employee's accrued Annual Leave at the end of the month following the quarter in which the employee uses no Sick Leave.

XIII. PAYOUT OF ACCUMULATED ANNUAL/HOLIDAY ANNUAL LEAVE

- A. Pay-out of accumulated Annual Leave and Holiday Annual Leave combined is capped at two hundred eighty (280) hours for all employees upon:
 1. Termination of employment.
 2. Retirement,
 3. Entering the Florida Deferred Retirement Option Program (DROP),

4. Full-Time to Part-Time status Change,
 5. Employees are capped at a maximum pay-out of two hundred eighty (280) hours regardless of the number of times an employee has separated and re-hired. Once an employee is paid out two hundred eighty (280) hours of Annual/Holiday Leave, the employee is no longer eligible for any Annual/Holiday Leave pay-out on future separations.
- B. Upon separation, the employee or his/her beneficiary will be paid for accumulated Annual Leave/Holiday Annual Leave, less the number of hours paid-out upon entering DROP, at the employee's final rate of pay.
1. Example: an employee who elected to be paid for two hundred (200) hours of accumulated Annual Leave and Holiday Annual Leave combined, upon entering DROP, is only entitled to receive payment for an additional eighty (80) hours upon separation.
- C. Employees who voluntarily or involuntarily terminate within their 1st year of new hire probation are not eligible for pay out of accumulated Annual Leave or Holiday Annual Leave.
- D. Employees who are involuntarily terminated with more than one (1) year of service may not be eligible for payout of Annual Leave or Holiday Leave. Eligibility is at the Sheriff's discretion. Bargaining unit employees should refer to their contracts for conditions for non-payout.
- E. If budgeted funds allow, the Sheriff may announce a buy-out of Annual Leave and reserves the right to suspend or discontinue the buy-out plan:
1. Whether made all at once or in ten (10) hour increments the buy-out cannot take the employee's Annual Leave balances below eighty (80) hours.
 2. Annual Leave does not include any balances the employee may have in Converted Vacation or Restored Vacation
 3. In accordance with IRS rules this payment will be taxed as supplemental wages. The IRS supplemental wage rate is twenty-two percent (22%) rate and subject to change.
 4. Requests for Annual Leave buy out shall be made on the Vacation Leave Buy-Out Request, A&B 20-05.

XIV. OBSERVED HOLIDAYS [PSCAP 3.2.2M B; FCAC 4.01M C] (Please refer to ACSO 205 – Time Entry and Paycheck Procedures, for specific instructions on how to enter your time in ExecuTime during holidays.)

- A. The following holidays will be observed and administrative offices closed:
1. New Year's Day
 2. Martin Luther King, Jr. Day
 3. Good Friday
 4. Memorial Day
 5. Juneteenth National Independence Day
 6. Independence Day
 7. Labor Day

8. Veterans' Day
 9. Thanksgiving Day
 10. Friday following Thanksgiving
 11. Christmas Day
- B. Employees assigned to a regular Monday through Friday shift will observe holidays that fall on Saturday on the Friday preceding the holiday and those falling on Sunday are observed on the Monday following the holiday.
 - C. All other employees will observe the holiday on the actual holiday.
 - D. Non-bargaining unit employees who are normally scheduled to work the holiday and are approved to be off that day to recognize the holiday:
 1. The employee must take another type of leave in conjunction with the eight (8) hours of Regular Holiday Leave, if:
 - a. The employee's work shift for that day is more than eight (8) hours.
 - b. Provided that additional leave time does not amount to overtime pay in and of itself.
 2. PBA bargaining unit employees should refer to their specific contracts.
 - E. While on unpaid leave status, that is not FMLA eligible, holiday benefits will not be earned.
 - F. Employees on Transition Leave are not entitled to Holiday Leave.

XV. PERSONAL HOLIDAY [FCAC 4.01M C]

- A. One (1) eight (8) hour Personal Holiday is awarded to each full-time employee effective each January 1st, to be used during that calendar year. Personal Holiday Leave will not be accrued while on Transition Leave.
- B. Employees hired after January 1st, will not earn Personal Holiday Leave until the following year.
- C. Personal Holiday Leave accrued:
 1. May not be carried into the next year.
 2. Will not be paid in lieu of use.
- D. While on leave without pay for any reason, an employee may not use Personal Holiday Leave.

XVI. SPECIAL EVENT LEAVE [FCAC 4.01M C]

- A. Each full-time employee accrues eight (8) hours Special Event Leave every calendar quarter.
 1. 1st Quarter – January 1 – March 31
 2. 2nd Quarter – April 1 – June 30
 3. 3rd Quarter – July 1 – September 30
 4. 4th Quarter – October 1 – December 31
- B. A new employee must work a full quarter before earning his/her first eight (8) hours of Special Event Leave time.
- C. Special Event Leave must be utilized within the calendar year earned, and:

1. Special Event Leave not used by the last day of the calendar year is forfeited.
2. There is no payout of Special Event Leave in lieu of use.
3. Special Event Leave may not be used while an employee is on leave without pay for any reason.

D. Special Event Leave is not accrued while on Transition Leave.

XVII. SICK LEAVE [PSCAP 3.2.2M c; FCAC 4.01M C]

A. Sick Leave is a benefit given at the discretion of the Sheriff.

B. **Eligibility** – Full time employees accrue Sick Leave provided the employee is in active status for at least seventy-five percent (75%) of the pay period.

C. **Accrual**

1. Full-time employees accrue Sick Leave at the rate of four (4) hours per pay period with the exception of the last pay period of the months with three (3) pay periods.
2. Sick Leave is accrued at the end of the pay period and is not available for use until the following pay period.
3. Sick Leave may be accumulated without limits for the entire period of employment.
4. Sick Leave may not be taken prior to the time of its accrual.
5. Sick Leave accruals will not be earned while on twenty-five percent (25%) or more Donated Leave or while on Transition Leave.

D. **Authorized Use of Sick Leave** – If an employee calls in sick for their assigned shift, the employee is not authorized/eligible to work any hours in excess of their normally scheduled hours within the same work period, including prescheduled overtime. Any exceptions to this policy must be authorized by the Division Commander or above and followed by an email to the Accounting and Budget Bureau for handling. An employee who has worked the standard number of hours in their work period, (i.e., forty (40) hours per week for civilian employees), is not eligible to use sick leave benefits (except for sick leave used in conjunction with Family Medical Leave) in lieu of working prescheduled overtime.

E. When granted, Sick Leave may only be used for the following reasons:

1. Illness or injury which prevents the employee from performing their duties
2. Medical, dental, psychological or optical consultation or treatment
3. Maternity
4. Care and attendance of an immediate/step family member afflicted with an illness or injury.

F. Immediate family is defined as:

1. Spouse
2. Children
3. Stepchildren
4. Parents
5. Stepparents

6. Grandparents/step-grandparents, living in the same household with the employee
 7. Brother/Sister (non-bargaining unit personnel only)
 8. Certified Domestic Partner (See Affidavit of Certified Domestic Partner Relationship, ACSO 07-12.)
- G. While on Sick Leave, employees, during their normal duty hours, are expected to be found at their:
1. Respective residences
 2. Authorized immediate family's residence
 3. Physician's office
 4. Hospital
 5. Emergency care center
 6. Pharmacy
 7. Enroute to or from one of these locations
- H. Employees may be asked to notify the supervisor when leaving their residence to travel to an authorized destination and upon their return.
- I. For any reason other than those listed in G. above, an employee on Sick Leave may not leave the residence during normal duty hours without verbal permission of the supervisor.
- J. The employee should be prepared to have a supervisor check on his/her condition or whereabouts by phone and/or in person.
- K. After submitting notification of retirement or intent to terminate employment, use of Sick Leave requires documentation from an employee's physician.
- L. **Transfer of Sick Leave to Converted Annual Leave**
1. On the first day of the month following the employee's employment anniversary date, employees with four hundred eighty (480) or more hours accrued Sick Leave, may transfer to Converted Annual Leave up to one-half (½) of the Sick Leave hours earned but not used during the previous year.
 2. Any exceptions must be approved in advance by the Sheriff.
 3. Requests to transfer Sick Leave to Converted Annual Leave must be submitted in writing to the Accounting and Budget Bureau.
- M. **Accrued Sick Leave Payment**
1. Upon separation, employees hired prior to October 1, 2017, who have completed ten (10) or more years of continuous full-time employment, or their beneficiaries, will be paid for fifty percent (50%) of their accrued Sick Leave balance at their final rate of pay. The other fifty percent (50%) becomes null and void and cannot be regained.
 2. Upon separation, employees hired on or after October 1, 2017, who have completed ten (10) or more years of continuous full-time employment, or their beneficiaries, will be paid for fifty percent (50%) of their accrued Sick Leave balance at their final rate of pay not to exceed a pay-out of six hundred (600) hours. All remaining hours become null and void and cannot be regained. For

example: An employee meeting the above criteria with one thousand two hundred (1200) hours or more in their Sick Leave balance would receive a maximum pay-out of six hundred (600) hours.

3. DROP and Retirement Eligible Related Sick Leave Payment

- a. If funding is available, an employee who has provided formal notification that he or she will be entering the Florida Retirement System's Deferred Retirement Option Program (DROP), or who is currently in DROP, may elect to be paid for up to half of their accrued Sick Leave balance prior to his or her official date of retirement from ACSO. The other half will become null and void.
- b. If funding is available, employees who are not in DROP but have completed ten (10) or more years of continuous full-time employment and have reached full retirement requirements and qualifications as defined by the "FRS Pension Plan Service Requirements" may elect to be paid for up to half of their accrued Sick Leave balance prior to his or her official date of retirement from ACSO. The other half becomes null and void.
- c. Said payout will only be made during the last quarter of the fiscal year on a first-requested, first-paid basis, and is subject to available funding.
- d. An employee who has elected this payout will not be eligible for Donated Leave, except for injuries incurred while on-duty.
- e. Requests shall be made via IOC to the Chief Financial Officer no earlier than October 1st of each fiscal year. The request shall contain the following:
 - i. Total years of ACSO service
 - ii. Total years of FRS service
 - iii. Employee plan type
 - (A) Pension
 - (B) Investment
 - (C) DROP
 - iv. Number of any previous requests
 - (A) It is the requesting employee's responsibility to provide documentation of any previous requests
 - (B) Documentation should include whether previous requests were approved or denied.
 - v. Type of payout requested
 - (A) Transfer to 457 Deferred Compensation Plan
 - (B) Direct payout
- f. Only one (1) request can be made each year with a maximum of five (5) total requests. Requests shall be prioritized in the following criteria:
 - i. All first requests shall be granted on a first come, first serve basis. All first requests shall take priority over any second, or subsequent, request.

- ii. All second requests shall be granted on a first come, first serve basis. All second requests shall take priority over any third, or subsequent, request.
- iii. All third requests shall be granted on a first come, first serve basis. All third requests shall take priority over any fourth, or subsequent, request.
- iv. All fourth requests shall be granted on a first come, first serve basis. All fourth requests shall take priority over any fifth request.
- v. All fifth requests shall be granted on a first come, first serve basis.
- vi. If any request is not granted, the next year's request shall not be treated as a subsequent request but rather the appropriate request that was denied. For example, a member who submits a second request is not granted during this fiscal year and next year, the member submits another request. This request shall be treated as a second request and not a third request
- g. The employee will continue to accrue Sick Leave from the time their Sick Leave payout is disbursed to them through their separation date at an accrual rate of four (4) hours per pay period with the exception of the last pay period of the months with three (3) pay periods and employees on Transition Leave.

XVIII. VERIFICATION

- A. At any time during an employee absence charged to Sick Leave, a Supervisor or the Human Resources Bureau may request medical documentation to substantiate the absence. The documentation from the physician or medical facility must include at a minimum the following information:
 - 1. Patient's name.
 - 2. Dates unable to come to work – including date initially seen by a physician.
 - 3. Nature of illness and prognosis.
 - 4. Date of return to work without restrictions and/or the next follow-up appointment date.
- B. Complete medical documentation must be provided, when requested. Failure to do so may,
 - 1. Result in leave not being charged to Sick Leave, or
 - 2. Be considered an unexcused absence.
- C. Employees taking Sick Leave for employee sickness for more than five (5) consecutive work days will provide verification to the Human Resources Bureau of the reason for the absences via a Health and Work Status Report, ACSO 96-179, completed by the employee's physician and submitted via the #RiskBenefits@alachuasheriff.org email address. If the employee is unable to notify the HRB, the employee's Supervisor will notify the HRB.
- D. When using Sick Leave, and advance notice is known (medical/dental appointments, etc.), the Time Off Request in ExecuTime will be completed and approved before the leave is taken.

- E. The employee's supervisor will notify the Human Resources Bureau when an employee has been instructed to provide this documentation.
- F. The Human Resources Bureau will notify the supervisor that complete medical documentation was submitted for the absence.

XIX. REQUESTING UNPLANNED SICK LEAVE

- A. Employees working shifts, who request Sick Leave, will directly contact the on-duty supervisor, who will notify the employee's supervisor or designee.
- B. All employees will contact their immediate supervisor as soon as possible after the beginning of the shift, health concerns permitting, and will furnish an adequate explanation of their illness and the projected amount of absence from duty.
- C. The notification procedure will be the same for each subsequent missed work day.
- D. Sick Leave will not be authorized when a request for other leave is denied, unless the employee provides verification of illness or injury.
- E. Employees who are absent from work due to sickness and who have not accrued sufficient Sick Leave to cover the absence, will be carried on the ExecuTime Timesheet, as "Unpaid Sick Leave" for the number of hours not covered and may be subject to disciplinary action.
- F. The supervisor may use other accrued leave in lieu of using the "Unpaid Sick Leave" status.

XX. SUPERVISORY DUTIES

- A. Supervisors will ensure the employee is eligible for the leave requested and will document on a daily sign-in sheet and/or approve the employee's request in ExecuTime that the employee is requesting Sick Leave.
- B. After more than five (5) consecutive days of Sick Leave, the supervisor will notify the Human Resources Bureau by email ([#RiskBenefits@alachuasheriff.org](mailto:RiskBenefits@alachuasheriff.org)) of the employee's status, including when the employee returns to work.
- C. Supervisors will periodically telephone and/or visit the employee to verify the circumstances of the absence and the location of the employee.
- D. If excessive absence and/or Sick Leave abuse is suspected, the supervisor, or designee, is encouraged to visit the employee's home or location of employee every time the employee is absent with no advance notice.

XXI. IMPROPER USE OF SICK LEAVE

- A. **Unauthorized Use of Sick Leave**
 - 1. Failure to notify supervisor of medical absence.
 - 2. Failure to provide physician's verification, when required.
 - 3. Fraudulent physician verification.
- B. **Misuse of Sick Leave** – Use of Sick Leave for that which it was not intended to provide.
- C. **Abuse of Sick Leave** – Consistent periods of Sick Leave usage, for example:
 - 1. Before and/or after holidays.
 - 2. Before and after weekends and/or regular days off.
 - 3. After pay days.

4. Any one (1) specific day every week, month, or year.
 5. Absence following overtime worked.
 6. Continued pattern of maintaining zero (0) or near zero (0) balances.
 7. Excessive absenteeism – use of more Sick Leave than accrued.
 8. Other patterns identified by the supervisor.
- D. Sick Leave abuse is a violation of the agency's attendance and Sick Leave policies.
- E. Abuse of Sick Leave can result in the following:
1. The Sick Leave request being denied by the supervisor and subject the employee to disciplinary action, which may include loss of opportunity to work overtime assignments.
 2. Formal Discipline
 - a. For all certified Department of the Jail Detention Officers/Detention Deputies or Supervisors, temporary suspension of the employee's eligibility to accrue Sick Leave may be recommended. Initial suspensions will be for six (6) months duration; subsequent suspensions will be for one (1) year for each case of abuse.
 - b. For all other ACSO employees, temporary suspension of the employee's eligibility to accrue Sick Leave may be recommended. An initial suspension will be for four (4) months duration; subsequent suspensions may be for up to one (1) year.
 3. The hours not worked may be without compensation.
 4. A Request for Donated Leave being denied.

XXII. LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE [PSCAP 3.2.2M a & 3.2.4]

- A. Leave with or without pay for up to three (3) days in a twelve (12) month period may be granted to an employee who is the victim of domestic violence, in accordance with s. 741.313, Florida Statutes.
- B. Employees are eligible for this leave if they have been employed by the ACSO for at least three (3) months.
- C. If an employee has Sick, Annual, Personal or Special Event Leave, it shall be used while on this leave.
- D. This leave is for the purpose of:
 1. Seeking an injunction for protection:
 - a. Against domestic violence or an injunction for protection.
 - b. In cases of:
 - i. Repeat violence.
 - ii. Dating violence.
 - iii. Sexual violence.
 2. Obtaining medical care or mental health counseling, or both, to address physical or psychological injuries resulting from the act of domestic violence for:

- a. The employee,
 - b. A family or household member.
- 3. Obtaining services from a victim-services organization as a result of the act of domestic violence, including but not limited to a:
 - a. Domestic violence shelter or program,
 - b. Rape crisis center.
- 4. Making the employee's home secure or seeking new housing to escape the perpetrator of the domestic violence.
- 5. Seeking legal assistance in addressing issues of, or attending and preparing for court-related proceedings arising from the act of, domestic violence.
- E. Except in cases of imminent danger to the employee's health or safety, or to the health or safety of a family or household member, the leave must:
 - 1. Be requested at least one (1) day in advance.
 - 2. The leave request must be accompanied with documentation of the act of domestic violence.

XXIII. MILITARY LEAVE [PSCAP 3.2.2M f]

- A. Military Leave will be granted in accordance with Chapter 115 and s. 250.48, Florida Statutes.
- B. An employee in the United States Reserve Forces or the Florida National Guard will be granted Military Leave for training purposes with full pay and without loss of benefits.
 - 1. Such Military Leave will not exceed two hundred forty (240) hours in a calendar year.
 - 2. An employee assigned to military duty for training in the United States Reserve Forces or the Florida National Guard will be granted military leave without pay for any period extending beyond two hundred forty (240) hours in a calendar year. See ACSO 318 – Military Reserve Activation.
- C. Employees who are members of the United States Reserve Forces or Florida National Guard are entitled to leave of absence from their respective duty without loss of pay or time:
 - 1. On all days during which the employee is engaged in active duty.
 - 2. May not exceed thirty (30) days at any one (1) time.
- D. A request for Military Leave will be:
 - 1. Submitted to the Human Resources Bureau by Inter-Office Correspondence via the chain of command.
 - 2. Accompanied by proper military orders.
- E. An employee serving on a Military Leave of absence will retain seniority and continuous service rights.

XXIV. ADMINISTRATIVE LEAVE [PSCAP 3.2.2M a]

- A. Administrative Leave with pay may be approved for official purposes at the discretion of the Sheriff.

- B. The purpose for the leave must be submitted for approval by:
 - 1. An Inter-Office Correspondence to the Sheriff via the chain of command, or
 - 2. At the direction of the Office of Professional Standards using the Employee Notice of Administrative Leave, ACSO 16-04, to place the employee on Administrative Leave and using the Employee Notice of Administrative Leave Rescission, ACSO 16-05, to remove the employee from Administrative Leave status.

XXV. PERSONAL/EXTENDED LEAVE OF ABSENCE – Any unpaid leave in excess of eighty (80) regularly scheduled work hours not covered by FMLA or by Military Leave may be considered a personal leave of absence.

- A. An employee desiring to take a personal leave of absence must submit:
 - 1. An Inter-Office Correspondence (IOC),
 - a. To the Sheriff,
 - b. Via chain of command,
 - c. Indicating the specific reason for the request.
 - 2. A completed Separation and Clearance Form, ACSO 82-42, indicating whether or not the employee wishes to be paid for all accumulated leave at the beginning of the personal leave of absence. (Partial payment of accrued leave is not an option.)
- B. Personal leaves of absence will not:
 - 1. Exceed twelve (12) months,
 - 2. Be paid,
 - 3. Be granted for the purpose of seeking or performing paid work for any other employer.
- C. During personal leaves of absence:
 - 1. The accruals will cease toward:
 - a. Annual Leave,
 - b. Sick Leave,
 - c. Seniority.
 - 2. The ACSO does not pay any portion of the employee's group insurance premiums.
- D. At the expiration of a personal leave of absence, return to work will depend upon availability of an opening.
 - 1. If there is an open position for the rank/position held by the employee prior to the leave, the employee may be returned to that rank/position at his/her former salary or at a lower rank/position and a correspondingly lower salary.
 - 2. In any event, salary upon any return to ACSO employment will not be higher than the employee's salary at the start of the leave of absence.

XXVI. BEREAVEMENT LEAVE [PSCAP 3.2.2M a & 3.2.4]

- A. When there is a death in an employee's family, the employee may request from his/her immediate supervisor, a bereavement leave of up to four (4) consecutive work days to facilitate funeral arrangements and/or attend the funeral.
- B. Bereavement Leave will not be charged against:
 - 1. Sick Leave
 - 2. Annual Leave
 - 3. Compensatory Leave
- C. Family is defined as:
 - 1. Father/stepfather/current father-in-law
 - 2. Mother/stepmother/current mother-in-law
 - 3. Spouse
 - 4. Children/stepchildren
 - 5. Sister/stepsister
 - 6. Brother/stepbrother
 - 7. Grandparents
 - 8. Grandchildren
 - 9. Any relative residing in the member's household
 - 10. Certified Domestic Partner (See Affidavit of Certified Domestic Partner Relationship, ACSO 07-12.)
- D. Bereavement Leave requests for family members, other than listed above, will be directed to the employee's Division Commander, Bureau Chief for employees assigned to the Department of Administrative Services who do not report to a Division Commander, or to the Sheriff if the employee works directly under the Sheriff, on a case-by-case basis.

XXVII. INITIAL WORKERS' COMPENSATION LEAVE

- A. Employees who have a work-related injury/illness which causes them to be on out-of-work status may use Initial Workers' Compensation Leave (W1) for the first two (2) weeks following their injury.
- B. The purpose and intent of this leave is to prevent the employee from having to utilize their own leave prior to the start of the applicable Workers' Compensation benefit. See ACSO 330 – Workers' Compensation, for further information.
- C. If the Workers' Compensation claim is denied, the employee will be required to utilize their own leave. The Accounting and Budget Bureau will make the necessary leave adjustments if this occurs.



ALACHUA COUNTY SHERIFF'S OFFICE

332 – Employee Compensation

PUB: 01/21/25
STATUS: Current

- I. **EFFECTIVE DATE:** January 07, 2025
- II. **RESCINDS:** ACSO 332 of October 01, 2024
- III. **SCOPE AND PURPOSE** – This directive applies to all ACSO personnel and outlines all ACSO employee compensation.
- IV. **POLICY** – A fair and equitable benefit provided to ACSO employees for employee compensation.
- V. **FORMS**
 - Civilian Pay Step Plan, ACSO 02-26A
 - Sworn/Certified Pay Step Plan, ACSO 02-26B
 - Combined Communications Center Pay Step Plan, ACSO 02-26C
 - Status Change (Full-Time to Part-Time), ACSO 23-11
- VI. **FULL-TIME EMPLOYEES**
 - A. **Salaries** [PSCAP 3.2.1M a]
 1. Employees are compensated as follows:
 - a. The minimum established salary for a position within the respective Pay Step Plan.
 - b. The Human Resources Bureau Director may approve for employees with more years of comparable qualifying experience, above the minimum requirements of the job, to start at a higher salary.
 - c. Generally, one percent (1%) above base salary will be awarded for each full year of comparable full-time experience, above the minimum requirements of the job, up to a maximum of ten percent (10%) above the base salary. The Sheriff may allow for a higher percentage above base in order to recruit highly qualified individuals.
 2. Existing full-time employees may receive salary increases through: [PSCAP 3.2.1M b]
 - a. Their respective Pay Step Plans. The Pay Step Plans are implemented in October of each calendar year.
 - b. Merit increases
 - c. Cost of living adjustments
 - d. Compensation plan adjustments
 - e. Reclassification
 - f. Transfer
 - g. Promotion

- h. Years of service

B. Salary Progression within the Civilian, Combined Communications and Certified Pay Step Plans

1. New Hires

- a. New Hires are defined as individuals who have never worked for the Alachua County Sheriff's Office or individuals who have previously worked for the Alachua County Sheriff's Office and were gone for more than twenty-four (24) months before being re-hired.
- b. Effective October 01, 2023, all new hires, whether hired at base or above base, will serve two (2) years in step 1 before moving, effective October 1st, to the next step that provides them a pay increase that is no less than that year's Cost of Living Adjustment (COLA). Successful completion of new hire probation must be documented on the final probationary evaluation. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.
- c. For example, if an employee was hired in December 2023, at or above base pay, that employee would complete their new-hire probationary period in December 2024. In December 2025, they will reach their second-year anniversary. They will be eligible for a compensation step increase on October 01, 2026, to the next step number that provides them with a pay increase that is no less than that year's COLA. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.

2. Rehires

- a. Individuals re-hired, after being gone for more than twenty-four (24) months, will be considered new hires.
- b. Same Discipline, Lower Paygrade
 - i. Effective October 02, 2023, employees rehired within the same discipline but into a lower paygrade than previously held, who have been separated from the agency for less than twenty-four (24) months, will:
 - (A) Be rehired at step 1, but will receive the salary commensurate with the years of service in the discipline.
 - (B) Serve one (1) year in step 1 before moving, effective October 1st, to the next step number, which provides the employee with a pay increase that is no less than that year's COLA. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.
 - (C) Not have a salary greater than the salary they were previously making in the former, higher position.

- (D) Have the successful completion of their one (1) year probationary period documented on their final probationary evaluation.
- ii. Example: A Communications Commander in the CCC leaves the agency on February 17, 2023, after serving twenty-five (25) years in a Communications/Telecommunicator discipline. Ten (10) months later, they are rehired as a Master Telecommunicator, a position which is a lower paygrade than the one they left at but within the same discipline. The employee will receive the salary commensurate with step 20, the highest step available of the Master Telecommunicator paygrade.
- c. Same Discipline, Same Position
 - i. Effective October 01, 2018, employees re-hired into the position they left with a rehire date of October 01, 2018, or later who were separated for twenty-four (24) months or less, who left the agency with a step number assigned to them (step plan was in existence when they left), will:
 - (A) Be rehired at Step 1, but will receive the salary commensurate with the step number at which they left.
 - (B) Effective October 01, 2023, serve one (1) year in step 1 before moving, effective October 1st, to the next step number, which provides the employee with a pay increase that is no less than that year's COLA. If the COLA places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.
 - (C) Have the successful completion of their one (1) year probationary period documented on their final probationary evaluation.
 - ii. Example: An employee leaves October 15, 2022, when they were a Master Telecommunicator in step 3. Thirteen (13) months later, the employee returns as a Master Telecommunicator on November 15, 2023. They will be rehired at the salary equivalent to that of step 3 but flagged as to step 1. They remain flagged as step 1 until they complete their one (1) year probationary period on November 03, 2024. On October 01, 2025, they are eligible to begin stepping and will be moved to the next step number that provides them with a pay increase that is no less than that year's COLA. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.

3. Promotions

- a. Upon promotion, an employee will receive whichever is greater, either:
 - i. The base pay of the established paygrade for the job class to which the promotion is made, or
 - ii. A five percent (5%) increase to the employee's current pay.

- b. Effective October 01, 2023, employees promoted on October 02, 2021, or later, whether promoted to base or above base, will serve one (1) year in step 1 before moving, effective October 1st, to the next step that provides them a pay increase that is no less than that year's COLA. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.
 - c. For example, if an employee was promoted on October 31, 2022, at or above base pay, they would complete their promotional probationary period on October 31, 2023. They will be eligible for a compensation step increase on October 01, 2024, to the next step number that provides them with a pay increase that is no less than that year's COLA. If the COLA increase places the employee at a salary that falls between two (2) step numbers, the employee will receive the salary commensurate with the higher step number.
 - d. The employee may also request via IOC to the Human Resources Bureau for above base compensation per section V.A.1.c.
4. Transfers
- a. If an employee transfers to a different position within the same paygrade, they will be eligible to continue progressing to the next higher applicable step without a waiting period. For example, if an employee is currently in step 7 of their position and they transfer to another position within the same paygrade, they will be eligible for a compensation increase to step 8 effective October 1st.
 - b. The employee may also request via IOC to the Human Resources Bureau for above base compensation per section V.A.1.c.
 - c. The Division Commander or Bureau Chief in consultation with the Human Resources Bureau will determine any above base percentages for the effected employee.
5. Reclassification to a Lower Paygrade and Involuntary Demotion
- a. Employees that voluntarily move back to their immediate previously held position within five (5) years of leaving it, will return as if they had never left the position. They will be eligible to continue to the next step on October 1st. Example: An employee is hired into a position where they remain for five (5) years. The employee applies to and is selected for another position in a higher paygrade. After being in their new position for three (3) years, they apply or request to be moved back to their previously held position. When they are selected or approved, they would go back to the applicable step as if they had been in that previous position for eight (8) years. They would be eligible to go to the next higher step on October 1st.
 - i. This practice also applies to those employees that show an inability to perform new duties.
 - b. If the employee is reclassified to another previously held position or to a position not previously held by the employee at all, the employee will be eligible to request the years of service for above base compensation

of the position to which they are going (V.B.6.c below). The position the employee enters must be at a lower salary grade.

- c. If an employee is involuntarily demoted as a result of disciplinary action, the employee will be compensated at the base pay of the position to which they are going. They may request via IOC for above base pay consideration for relevant experience (V.A.1.c.) and/or above base compensation for years of service (V.B.6.c. below), reviewed and approved by the Human Resources Bureau in consultation with the affected employee's chain of command.
- d. Certified employees that are reclassified or involuntarily demoted will be treated on a case-by-case basis.

6. Years of Service

- a. Employees with ten (10) or more years of continuous agency service upon being reclassified to a lower salary grade or demoted may be eligible for above base compensation of the position to which they are going. If the employee also requests and is approved for above-base pay for relevant experience, the two (2) percentages will be combined. However, the combination of the two (2) percentages cannot result in pay greater than the pay the employee was making in the position they held prior to being demoted or reclassified to the lower grade.
 - i. For example, if an employee receives three percent (3%) for relevant experience and four percent (4%) for years of service, they will receive seven percent (7%) above base pay of the position to which they are going as long as it does not result in pay greater than the pay they were making before they were demoted or reclassified to the lower grade.
- b. To maintain internal pay equity, the Division Commander or Bureau Chief in consultation with the Human Resources Bureau will determine above base percentages for the affected employee.
- c. The range of above base compensation is as follows:
 - i. Employees with ten (10) – fifteen (15) years of service at the time of internal offer: zero percent (0%) – five percent (5%).
 - ii. Employees with sixteen (16) – twenty (20) years of service at the time of internal offer: zero percent (0%) – seven and a half percent (7.5%).
 - iii. Employees with twenty (20) or more years of service at the time of internal offer: zero percent (0%) – ten percent (10%).
- d. Application of this does not apply to rehires, promotions, or transfers.

C. Salary Progression (Sworn Employees and DOJ Lieutenants) – Please refer to your respective bargaining unit contracts.

1. Transitioning from Certified to Sworn

- a. Effective October 01, 2017, any bargaining unit member who has previously served as a Detention Officer or Detention Deputy at the Alachua County Sheriff's Office Department of the Jail, will have all of

those years of service at the Department of the Jail credited towards their Deputy Sheriff Step Pay Plan.

2. Rehires

a. Deputy Sheriff Bargaining Unit Members

- i. Effective October 01, 2020, any bargaining unit member who had a previous separation of twenty-four (24) months or less will be given credit for their previous years of service in the Deputy Sheriff Step Pay Plan provided the separation and rehire was after October 01, 2020.
- ii. Any bargaining unit member employed as of September 30, 2020, who had a separation in their ACSO sworn service prior to October 01, 2020, regardless of rank, shall be given credit for their previous complete years of service in the Step Pay Plan. The years of service credit shall be effective October 01, 2020, and the bargaining unit members shall not be entitled to any retroactive pay prior to October 01, 2020.

- b. Department of Jail Lieutenants – Beginning October 01, 2018, any bargaining unit member who had a previous separation of twenty-four (24) months or less will be given credit for their previous years of service in the Pay Step Plan provided the separation and re-hire was after December 01, 2013.

3. New Hires

- a. New Hires are defined as individuals who have never worked for the Alachua County Sheriff's Office or who have previously worked for the Alachua County Sheriff's Office and were gone for more than twenty-four (24) months before being rehired except as provided in V.B.2.b.
- b. All new hires, whether hired at base or above base, will serve two (2) years in step 1 before moving, effective October 1st, to the next step that provides them a pay increase. Successful completion of new hire probation must be documented on the final probationary evaluation.
- c. For example, if an employee was hired in May 2018, at or above base pay, that employee would complete their new-hire probationary period in May 2019. In May 2020, they would reach their second-year anniversary. The employee is eligible to receive a compensation step increase effective October 01, 2020, to the next step that provides them with a pay increase.

4. Promotions

- a. Effective January 05, 2021, upon promotion, an employee will receive whichever is greater, either:
 - i. The base pay of the established paygrade for the job class to which the promotion is made, or
 - ii. A minimum of five percent (5%) increase; however, the employee shall receive salary commensurate with the next highest step in the pay plan into which the employee is being promoted.

- (A) Example: An employee is promoted and a five percent (5%) pay increase places their salary between step 2 and step 3. The employee will be placed into the salary commensurate with step 3 of the respective pay plan. They will be flagged as step 1 and will serve one (1) year in step 1 before moving, effective October 1st to the next highest step that provides them a pay increase.
 - (B) Example: If an employee is promoted on December 25, 2023, at or above base pay, they would complete their normal probationary period on December 25, 2024. They will be eligible for a compensation step increase on October 01, 2025 to the next step that provides them with a pay increase.
- 5. Transfers – Sworn employees that transfer to another bureau or division within the same paygrade will transfer without change in pay or step in the applicable Step Plan.
 - 6. Reclassification and Involuntary Demotion – Sworn employees that are reclassified or involuntarily demoted will be treated on a case-by-case basis.

VI. PART-TIME EMPLOYEES

- A. All permanent part-time employees will work an average of twenty (20) hours per week in a calendar quarter, in order to remain in good standing. Please refer to ACSO 328.V.A.2.b for additional information.
- B. Permanent part-time employees are eligible for Pay Step Plan increases and Cost-of-Living Adjustment (COLA) increases but not merit pay increases.
- C. **CCC Dual Employment** – Agency employees who work full-time in an area outside of CCC, and who have applied for and been accepted to work as a temporary, part-time Telecommunicator, will be compensated for hours worked at the higher of their primary positions overtime rate or the CCC overtime rate commensurate with the CCC skillset for which they qualify.
- D. Status Change (Full-Time to Part-Time), ACSO 23-11, must be completed if a full-time employee transitions into a part-time position with no gap in employment.

VII. MERIT INCREASES [PSCAP 3.2.1M g & 3.6.3]

- A. **Awarding of Merit Increases**
 - 1. The awarding of merit increases are:
 - a. Subject to availability of funds.
 - b. Based on the employee's performance.
 - c. Made until an employee reaches the established maximum pay range of the employee's position. See Performance Award section below if an employee has reached the maximum pay range of their position.
 - d. Based on a percentage of their annual salary.
 - e. Not to occur more often than every twelve (12) months.
 - 2. The Sheriff may grant merit increases in greater amounts to employees who display superior work performance.
 - 3. Civilian employees

- a. Will not be eligible for a merit increase for any rating period while on disciplinary probation.
 - b. Any subsequent, new or extended probationary period could affect future merit increases.
- 4. Civilian employees on promotional probation will not be awarded a merit increase when an inability to perform duties results in "Requires Improvement" performance appraisal rating.
 - a. Civilian employees who have been promoted and their probationary period is extended due to an inability to perform duties will not be awarded a merit increase while still on probation.
 - b. Upon a successful completion of the probationary period, a merit increase will be awarded but will not be retroactive.

VIII. PERFORMANCE AWARD [PSCAP 3.6.3]

A. Full-Time Employees

- 1. Full-time employees who have reached the maximum salary in their respective Pay Step Plan may be granted an annual "lump sum" performance award as approved by the Sheriff. The language on disciplinary and promotional probation noted in the merit increases section above also applies to performance awards.
- 2. The performance award will:
 - a. Be subject to availability of funds.
 - b. Be based on the employee's performance.
 - c. Not become a part of the base salary.
 - d. Be based on a percentage of their annual salary.
 - e. Not occur more often than every twelve (12) months.
 - f. Adhere to s. 215.425(3), F.S.

B. Merit Increase and Performance Award Committee

- 1. Merit and Performance Award (MPA) percentages will be determined by a Committee consisting of the following members:
 - a. Sheriff
 - b. Undersheriff
 - c. Chief of Staff
 - d. Major of Operations
 - e. Major of Support Services
 - f. Major of the Office of Professional Standards and Technical Services
 - g. Director of the Jail
 - h. Chief Financial Officer
- 2. The MPA Committee will meet each September to review the budget and determine if funds are available to issue merit increases or performance

awards for employees. Following their review, the Committee will present their recommendation to the Sheriff for final approval.

IX. OVERTIME [PSCAP 3.2.1M f]

A. Exempt Employees

1. Employees the rank of Captain, their equivalent and above are considered exempt employees and will not be compensated for overtime hours.
2. During times of declared emergencies, certain exempt employees may be approved by the Sheriff to receive overtime.

B. Overtime Computation

1. Overtime will be computed and paid in accordance with the Fair Labor Standards Act.
 - a. Employees entitled to overtime will receive pay beginning with the first quarter ($\frac{1}{4}$) hour.
 - b. Overtime will be rounded to the nearest quarter ($\frac{1}{4}$) hour.
 - i. Seven (7) minutes or less rounded down.
 - ii. Eight (8) minutes or more rounded up.
2. Before being compensated for overtime, regular work hours are as follows: [FCAC 4.01M C]
 - a. Sworn employees (Deputy Sheriffs) and certified detention personnel (Detention Officers/Detention Deputies) must work eighty (80) hours in a 14-day work period.
 - b. Civilians must work forty (40) hours in a 7-day work period.
 - c. For employees not represented by the PBA, the only **non-work hours** which will count as work hours to determine the employee's eligibility for overtime are agency recognized holidays not worked that fall on a regularly scheduled work day. This includes pay code "RH."
 - d. Any form of leave and any other form of holiday will not count towards the employee's eligibility for overtime.
3. Hours automatically paid at an employee's overtime rate of pay:
 - a. Reimbursable overtime details – Services performed for the Sheriff's Office related to specific types of overtime details as listed on certain grant awards, memorandums of understanding or other types of contracts stating that overtime will be refunded to the Sheriff's Office.
 - i. In order for an employee to be automatically compensated at an overtime rate of pay for reimbursable forms of overtime details, the employee must have:
 - (A) If Civilian – Forty (40) hours on their weekly timesheet not comprised of the reimbursable overtime detail.
 - (B) If Sworn Deputy Sheriff or Certified Detention Officer – Eighty (80) hours on their biweekly timesheet not comprised of the reimbursable overtime detail.

- ii. If violations of "i" above are found, the employee's hours will be reclassified to regular work hours at the employee's straight time rate of pay.
 - b. Off Duty Call-Out
 - c. Off-Duty Court Time
 - d. Telephone Testimony
 - e. After Hours Help Calls
 - f. Billable Extra Duty hours – Work performed for outside agencies needing Extra Duty services from the Sheriff's Office, see ACSO 604 – Extra Duty Employment.
4. Overtime reimbursement may be in the form of:
- a. Pay
 - b. Compensatory Time
 - i. The Sheriff has the discretion to pay all overtime rather than grant compensatory time.

C. Total Work Hours

- 1. ACSO employees are limited to a cumulative total of:
 - a. Sixty-four (64) hours of employment per week.
 - b. Seventeen (17) hours in any 24-hour period.
- 2. This includes:
 - a. The normal ACSO work hours.
 - b. Overtime hours.
 - c. Special details.
 - d. Sworn and civilian extra duty employment.
 - e. Any secondary employment not requiring law enforcement authority.
- 3. There must be a mandatory 7-hour break between the seventeenth (17th) or last hour worked on the previous shift or detail and the beginning of the next 24-hour work period.
- 4. Bargaining Unit Members should refer to their respective labor contracts regarding the limits on cumulative total hours.
- 5. In the case of emergency needs, Division Commanders and above have the authority to make exceptions to these time limits. [PSCAP 3.2.6]

D. Daylight Saving Time

- 1. Eastern Daylight Time (Spring Forward) – Whenever an employee starts a night shift before 2:00 a.m. and time is set ahead one (1) hour, the employee is still paid for working that hour. Example: An employee works a 12-hour shift from 1900-0700, but during daylight saving time is actually only working eleven (11) hours. The employee will still be paid for working twelve (12) hours in ExecuTime.

2. Eastern Standard Time (Fall Back) – Whenever an employee starts a night shift before 2:00 a.m. and time is set back one (1) hour, the employee is paid for working that hour. Example: An employee works a 12-hour shift from 1900-0700, but during daylight saving time is actually working thirteen (13) hours. The employee will be paid for working thirteen (13) hours in ExecuTime.
- E. **Telephone Testimony** – Testimony given by telephone, outside of normal scheduled work hours, in response to a subpoena issued for a duty-related matter is not considered court time. Employees shall be compensated at time and one-half for the time spent giving testimony via telephone, plus an additional thirty (30) minutes for testimony preparation, and shall record such time using pay code "PX" titled "Telephone Testimony," which will pay to the next highest quarter (¼) hour.
- F. **Off-Duty Court Time**
1. Duty-related court time occurring more than one (1) hour outside of an employee's normal scheduled work hours:
 - a. When the court appearance begins and ends outside of an employee's normal scheduled work hours, employees shall receive overtime pay for court time with a minimum payment of three (3) hours. See b. below. (See ACSO 205 – Time Entry and Paycheck Procedures on how to enter Off-Duty Court Time hours on your timesheet.)
 - b. Off-Duty Court Time ends when your normal work schedule begins. In other words, the Off-Duty Court Time pay code cannot continue to be used during your normal work hours. Off-Duty Court Time can only be used for hours that start and stop outside of your normal work schedule.
 2. An employee called to court within one (1) hour before or within one (1) hour after their regular work schedule will:
 - a. Consider the time as an extension of the work day, and
 - b. Include that time in the total regular hours worked.
 3. If an employee has more than one (1) court appearance on the same day, any Off-Duty court time that falls within the same 3-hour minimum will be considered one (1) instance of Off-Duty Court Time.
 4. If an employee is off on approved leave time and they have been summoned to court during this leave time, the employee's leave becomes null and void and reverts back to regular hours. The previously approved leave must be adjusted accordingly. No employee shall receive both leave pay and court pay for the same hours. **This is a very rare occurrence as court time is usually scheduled well in advance.**
- G. **Call Back from Leave or Holiday** (PBA Bargaining unit employees refer to your specific contract regarding call back on a holiday.)
1. Call back is defined as an employee not having a choice and is required/ordered by a Supervisor to come back to work inside their normal work schedule while off on approved leave time or holiday.
*****SUPERVISORS WILL EXHAUST ALL EFFORTS NOT TO CALL BACK EMPLOYEES WHO ARE OFF ON APPROVED LEAVE OR HOLIDAY.*****

- a. If an employee is off on approved leave time or holiday and they have been called back to work during this time, the leave or holiday becomes null and void and employee is considered to be back at work.
- b. If an employee is called back to work while off on approved leave, the employee will adjust their leave request accordingly and instead use the regular hours pay code. The employee shall be allowed to reschedule with special consideration for any time lost as a result of the call back.

H. **Off-Duty Call-Out**

1. Off-Duty Call-Out is defined as an employee not having a choice and is required/ordered by a Supervisor to come to work **outside** of their normal work schedule.
2. Off-Duty Call-Out pay will compensate an employee at an overtime rate. If you are required/ordered to report to work while off on approved leave or holiday, this is not considered Off-Duty Call-Out as it is not **outside** of your normal work schedule. (Instead, see "Call Back from Leave," section G above.)
3. An employee called to return to work within one (1) hour before or within one (1) hour after their regular work schedule will:
 - a. Consider that time as an extension of the work day, and
 - b. Include that time in the total regular hours worked.
4. If the Off-Duty Call-Out begins more than one (1) hour before, or it begins more than one (1) hour after the normal work schedule, the employee is entitled to a minimum of three (3) hours Off-Duty Call-Out pay at an overtime rate, **IF:**
 - a. The notification of said Off-Duty Call-Out is less than sixteen (16) hours from the point the employee starts responding to the call; and
 - b. The employee arrives to the call prior to any cancellation or prior to the call ending; and
 - c. The three (3) hours do not run into the employee's normal work schedule.
5. Off-Duty Call-Out ends when your normal work schedule begins. In other words, the Off-Duty Call-Out pay code cannot continue to be used during hours that are your normal work hours. Off-Duty Call-Out can only be used for hours that start and stop outside of your normal work schedule. (See ACSO 205 – Time Entry and Paycheck Procedures on how to enter your time.)
6. If the Off-Duty Call-Out hours occur on the day of an ACSO recognized holiday and #3 above applies, the employee will be:
 - a. Compensated at an overtime rate of pay for the hours worked outside of their normal work schedule with a three (3) hour minimum
 - b. See ACSO 205 – Time Entry and Paycheck Procedures on how to enter your time.

7. If the call-out is canceled prior to the employee's arrival to the scene, he/she shall only be compensated at the OT rate from point of notification and response to cancellation. Law enforcement deputies, sergeants and lieutenants shall receive two (2) hours of compensation at the OT rate.
 8. Employees will not be compensated with call-out pay when the duty involved is training or a meeting.
 9. Units such as the Gainesville-Alachua County Drug Task Force (GACDTF) and those within the Special Operations Division do not have a defined work schedule.
- I. **"On-Call"** – In most situations an employee, while "On-Call," will be:
1. Generally unrestricted as to movement or activity, and
 2. Able to leave a location where contact can be made through:
 - a. ACSO cell phone
 - b. Personal cell phone
 - c. Forwarding phone number
 3. The employee is restricted from consuming alcohol while "On-Call."
 4. "On-Call" time will not be considered as hours worked.
- J. **On-Call After Hours Work** – Also referred to as **After Hours Help Calls** – The following applies only to employees of the Information Technology Bureau and members of the Florida Police Benevolent Association (PBA) collective bargaining agreements with an administrative schedule:
1. When an employee with an administrative schedule is in an on-call status and is called upon to conduct ACSO business over the telephone with no required response to a scene or an ACSO facility, the employee will be compensated at time-and-a-half only for the time spent on the phone conducting ACSO business. Use pay code "AH," titled "After Hours Help Calls."
 2. If the call is a court-related telephone testimony, see the "Telephone Testimony" section above on how to properly record your hours.
- K. **"Stand By"**
1. In most situations an employee while on "Stand By" will be:
 - a. Dressed for expected duty.
 - b. Ready to report for duty immediately.
 2. "Stand By" time will be considered as hours worked. Please use the regular hours code in ExecuTime.
- L. **Compensatory Time** [PSCAP 3.2.1M e]
1. Compensatory Time may be earned:
 - a. By all employees at the rank of lieutenant or equivalent and below.
 - b. In lieu of paid overtime with the approval of the Sheriff or designee.

- i. Employees anticipating the need to earn Compensatory Time in lieu of paid overtime for a specific event will submit an Inter-Office Correspondence in advance to the Sheriff or designee.
- c. At the discretion of the Sheriff, accrued Compensatory Time may be:
 - i. Required to be utilized by an employee at any time.
 - ii. Paid only when funds are available.
- d. Compensatory Time may not be taken until it is earned.
 - i. Compensatory Time cannot be taken during the same work period in which it was earned.
- e. Compensatory Time is tracked in the HTE Payroll System.
- f. Upon separation, the employee (or his/her beneficiary) will be paid for unused Compensatory Time at the employee's final rate of pay.
- g. The Sheriff reserves the right to determine when Compensatory Time may or may not be taken.
- h. Accrued Compensatory Time is limited to:
 - i. Two hundred forty (240) hours for sworn/certified employees.
 - ii. One hundred twenty (120) hours for civilian employees.
 - iii. Overtime hours worked that exceeds this cap will be paid at the overtime rate.
- i. Any Compensatory Time accrued must be used within sixty (60) days of date earned.
 - i. The employee's supervisor shall monitor their employee's Compensatory Time to ensure that the time is taken within the 60-day period.
- j. Compensatory Time calculations fall under the same rules as overtime:
 - i. Overtime is calculated at straight time until the cumulative hours worked exceeds forty (40) hours for staff employees, eighty (80) hours for sworn law enforcement employees or eighty-four (84) hours for certified detention employees. Any accrued leave used during the pay period will not count as hours worked.
 - ii. Compensatory Time as "straight time" (code "35") and "time and one-half" (code "31") pay may be earned in the same pay period.

X. FLEX TIME – Flex time is:

- A. Time taken off for work hours that will convert into hours accumulated above and beyond:
 - 1. Eighty (80) hours for sworn and certified personnel in a 14-day work period; and
 - 2. Forty (40) hours per week for civilian staff in a 7-day work period.
- B. Meant to be utilized during the same applicable work period.
- C. Given at the discretion of the supervisor when requested by the employee.

XI. OTHER TIME COMPENSATION

A. Training Time

1. ACSO mandated or approved training will be compensated as hours worked while:
 - a. Attending training.
 - b. Traveling to or from out-of-county training.
2. The expenditure of overtime funds for training or traveling to or from training will generally not be approved.
3. The Division Commanders
 - a. Are encouraged to accommodate employees attending Criminal Justice Standards and Training Commission elective courses.
 - b. Must approve, in advance, courses that will require a temporary change to the employee's duty schedule.

B. Acting Assignment

1. The Division Commander, or higher authority, will submit an IOC via chain of command to the Sheriff for approval prior to the start of an acting assignment in a supervisory position.
2. A full-time employee, while appointed in an acting capacity in a higher classification:
 - a. For a full 14-day pay period will be paid the greater of:
 - i. An extra five percent (5%) of their base pay as acting assignment pay, or
 - ii. The minimum salary for the acting position. [PSCAP 3.2.1M g]
3. The acting assignment shall not exceed eleven (11) months.
4. Upon termination of the acting assignment, the Division Commander will immediately notify the Human Resources Bureau of the ending date of the acting assignment.
5. If the employee is permanently promoted to the acting assignment, the immediately contiguous time spent as acting will count toward their Pay Step Plan time in grade.

C. Jury Duty

1. An employee receiving a summons of jury duty will:
 - a. Immediately provide a copy of the summons to their supervisor.
 - b. The copy will be placed in the employee's division level employee file.
2. If an employee is released or excused by the court, the employee will immediately report to their duty assignment for the remainder of the work shift.
3. Employees will be paid for scheduled work hours during which they are called to jury duty.

4. Employees who work midnight shift or evening shift will be re-scheduled for day shift during jury duty.
- D. **Working from Home or Alternate Locations** – Under unusual circumstances such as human-made or natural disasters, ACSO employees may have to work from home or at an alternate location to maintain the critical and essential operations of the ACSO. The Sheriff or designee has the authority to authorize ACSO employees to alter their work schedule, work location and work assignment accordingly.
1. While work assignments, duties and responsibilities may vary depending on the circumstances, employees are subject to the same rules and procedures as in-office employees while working from home or off-site.
 2. The Human Resource Bureau will maintain updated contact information for all ACSO employees in accordance with ACSO 313 – Employee Information/Residency Requirements. All employees are required to be available by phone during working hours to receive assignments and instruction from their supervisors.
 3. The Information Technology Bureau will ensure employees who require access to agency computers and software have such available in accordance with CJIS security policies.
 4. Employees are required to document and report their working time in Executime or through a Supervisor with access to the software if not available to the employee. The employee should note in the comments section all time worked from home or an alternate location.