

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **DEPT. OF CORRECTIONS
(04610)**
Function: **Public Protection**
Activity: **Detention & Correction**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,517,934	4,901,930	6,017,259	6,017,259
710103 Extra Help	102,633	57,360	0	0
710105 Overtime	426,069	100,000	100,000	100,000
710106 Standby & Night Premium	41,247	37,000	40,000	40,000
710110 Uniform Allowance	63,285	85,500	85,500	85,500
710200 Retirement	1,501,032	1,656,403	2,218,630	2,218,630
710300 Health Insurance	709,241	743,894	928,242	928,242
710400 Workers' Compensation Insurance	200,041	273,252	327,426	327,426
TOTAL SALARIES & EMPLOYEE BENEFITS	7,561,480	7,855,339	9,717,057	9,717,057
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	18,975	50,066	60,786	60,786
720300 Communications	12,346	15,000	15,000	15,000
720305 Microwave Radio Services	19,208	19,635	21,035	21,035
720500 Household Expense	93,779	107,152	108,580	108,580
720600 Insurance	167,121	155,941	103,450	103,450
720800 Maintenance - Equipment	31,303	33,820	34,977	34,977
721000 Medical, Dental & Lab Supplies	10,366	15,000	15,000	15,000
721100 Memberships	530	500	500	500
721300 Office Expense	39,439	25,000	25,000	25,000
721400 Professional & Specialized Services	72,699	66,908	66,908	66,908
721430 Prof. & Specialized - Inmate Medical Services	3,148,327	3,034,994	3,126,045	3,126,045
721431 Prof. & Specialized - Food Services	845,469	844,026	817,326	817,326
721601 Rents & Leases - County Vehicle	78,809	63,000	63,000	63,000
721602 Rents & Leases - Other Equipment	50,819	62,000	62,000	62,000
721800 Small Tools & Instruments	0	200	200	200
721900 Special Departmental Expense	40,551	20,000	25,000	25,000
722000 Transportation & Travel/Education	39,617	30,000	30,000	30,000
722001 Transportation - Prisoners	3,198	10,000	10,000	10,000
722100 Utilities	491,811	220,000	220,000	220,000
TOTAL SERVICES & SUPPLIES	5,164,365	4,773,242	4,804,807	4,804,807
OTHER CHARGES				
730115 Support & Care of Persons	231	5,000	5,000	5,000
730302 Retire Capital Leases	0	0	38,500	38,500
730502 Int Capital Leases	0	0	16,800	16,800
731305 Contributions to Other Agencies	27,476	36,635	38,467	38,467

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TOTAL OTHER CHARGES	27,707	41,635	98,767	98,767
TOTAL - DEPARTMENT OF CORRECTIONS	12,753,553	12,670,216	14,620,631	14,620,631

DEPARTMENT OF CORRECTIONS

COMMENTS

The Department of Corrections operates the County Jail and provides custody of persons awaiting trial under sentence from the Superior Court; awaiting transfer to another jurisdiction, State prison or institution; or sentencing to both local and State time in the County facility. In FY 2010-11, the Department's Average Daily Population (ADP) was 366. In October of 2011, Assembly Bill 109 went into effect. The ADP for FY 2011-12 went up to 395. For FY 2012-13, the ADP went up to 440 and the ADP for FY 2013-14 went up to 482. In November 2014, Proposition 47 went into effect. For FY 2014-15, the ADP was 443. The mid-year ADP for FY 2015-16 sits at 407. Based on the fluctuation of inmate population since the implementation of AB 109 and the unknown impacts of the more recent Proposition 47, an ADP of 415 for FY 2016-17 is projected. Costs and staffing levels in this budget are reflective of maintaining a high ADP.

In 2010, Madera County received a \$30 Million dollar award through Assembly Bill 900 (Phase I) to construct two housing units consisting of 144-beds, central plant, administration and training facility, and renovation of existing housing units and facility security systems. This project was completed at the end of 2013. In 2012, Madera County received a \$3 Million dollar award through Assembly Bill 900 (Phase II) to construct a Jail kitchen, commissary and maintenance building. This project was started in January 2015 and is expected to be completed in February 2016.

Assembly Bill 109 legislation and prison realignment continues to impact Jail operations, specifically Inmate population management and classification issues. With this, the number of inmate assaults on other inmates and staff has increased as more dangerous and highly sophisticated State inmates are kept in the facility. The Average Length of Stay (ALS) continues to increase as more inmates who would have been sentenced to a State facility are sentenced to do their time in the County jail. Currently, Madera County has an inmate in custody who has received a seven (7) year local sentence. AB 109 is expected to continue to impact Madera County and other County jails for many years to come. The long-term impacts of Proposition 47 are still unknown; however, some relief to inmate population has been seen, and the Department hopes that, through Inmate programs and collaborative efforts with other local agencies and services, the recidivism rate can be reduced.

WORKLOAD

	Actual <u>2014-15</u>	Estimated <u>2015-16</u>	Projected <u>2016-17</u>
Average Daily Inmate Population	443	405	415
Bookings	4,575	4,193	4,350

REVENUE

	Actual <u>2014-15</u>	Estimated <u>2015-16</u>	Projected <u>2016-17</u>
State - Jail Mental Health Realignment	51,000	51,000	51,000
State - POST/STC Training Reimbursement	39,968	56,000	58,000

DEPARTMENT OF CORRECTIONS

REVENUE (continued)

	Actual <u>2014-15</u>	Estimated <u>2015-16</u>	Projected <u>2016-17</u>
Jail Inmate Welfare Trust	\$ 114,879	\$ 90,000	\$ 80,000
Booking Fees – Cities	85,284	110,000	150,000
SLESF	50,220	50,000	50,000
SCAAP	0	77,006	70,000
St. Waste Tire	26,497	0	0
Community Service Fees	17,467	20,000	35,000
Daily Jail Incarceration Fee	37,063	26,000	40,000
AB 109	1,568,350	1,900,000	1,900,000
DNA Sample (Prop 69)	0	50,000	70,000
Technology Grant	89,212	0	72,170
Other Miscellaneous	<u>2,987</u>	<u>11,000</u>	<u>12,000</u>
Total	\$2,082,927	\$2,441,006	\$2,588,170

STAFFING

<u>Permanent</u>	2015-16 Authorized		2016-17 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	1		1	
Accounting Technician I/II	1		1	
Administrative Assistant	1		1	
Assistant Corrections Director	1		1	
Building Crafts/Maint. Worker I/II	1		1	
Correctional Corporal	10		10	
Correctional Lieutenant	2		2	
Correctional Officer I/II	76	7	76	7
Correctional Records Specialist I/II	6	1	6	1
Correctional Sergeant	7		7	
Corrections Director	1		1	
Personnel Technician I/II	2		2	
Program Assistant I/II	<u>3</u>	<u>2</u>	<u>5*</u>	
Total	112	10	114	8

*It is recommended to the conversion of two long-term extra help positions to permanent status.

DEPARTMENT OF CORRECTIONS

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$6,017,259) is recommended increased \$1,115,329 based on recommended staff allocations.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$57,360.

710105 **Overtime** (\$100,000) is recommended unchanged to cover temporarily vacant positions. Overtime is strictly monitored, controlled and used to maintain minimum staffing levels mainly in the custody and transportation divisions and to backfill for those attending training to meet State training mandates noted below.

Note: Correctional Officers who are injured while on duty and go on extended leave (CIDS-up to one (1) year per incident) receive full salary and benefit payments from the Department of Corrections budget. While on leave, and only when absolutely necessary, these positions are backfilled with overtime. During FY 2015-2016, the department averaged three (3) Correctional Officers on extended CIDS leave for the year.

Correctional Officers are required to attend 24-hours of ongoing training during the fiscal year. New Correctional Officers are required to attend the Core STC Academy (176 hours) within their first year of employment along with PC 832 training, Laws of Arrest and Use of Deadly Force (64 hours). This training is reimbursed by the State through STC funds, which is used to offset the overtime incurred for coverage while the officers are at training.

710106 **Standby & Night Premium** (\$40,000) is recommended increased \$3,000 due to the anticipated hiring of several officers in FY 2016-17. This category funds the premium paid to personnel working either of the two shifts which fall under the guidelines of section 18.00.00 of the Memorandum of Understanding for Correctional Officer and Clerical bargaining units.

710110 **Uniform Allowance** (\$85,500) is recommended unchanged. This category funds the uniform allowance of \$75 per officer monthly as per section 15.00.00 of the Memorandum of Understanding for the Correctional Officer bargaining unit.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES

Note: All services and supplies budget appropriations are based on a projected ADP of 415 inmates for Fiscal Year 2016-17. Contract rates are based on escalation clauses and agreed to capital increases.

- 720200** **Clothing & Personal Supplies** (\$60,786) is recommended increased \$10,720 for clothing replacement (colored shirts and trousers, socks, work boots, coats, underwear, shoes, court-ordered clothing, etc.) Also, this account funds required health and welfare items such as: feminine hygiene, inmate haircuts, inmate welfare packets (toothbrush, tooth paste, writing paper, etc.).
- 720300** **Communications** (\$15,000) is recommended unchanged for telephone service charges, relocation, replacement, fax line and cellular telephone charges for command, Transport, and CSU staff. Additionally, the California Law Enforcement Teletype System (CLETS) and Cogent Fingerprint line rental is paid from this account.
- 720305** **Microwave Radio Services** (\$21,035) is recommended increased \$1,400 for the Department's contribution to the Internal Service Funds based on the number of radios utilizing the County's microwave radio network and per costs provided by Information Technology.
- 720500** **Household Expense** (\$108,580) is recommended increased \$1,428 due to current maintenance of facility needs that include:
- A. Disinfecting cleaners and supplies for staff areas and inmate housing units.
 - B. Replacement bedding, mattresses, pillows, sheets, blankets, pillowcases, mattress covers and towels.
 - C. Household supplies, toilet paper, paper towels, laundry soap, bleach, floor wax, floor stripper, polishing/buffing disks, mops, handle and head replacement, mop buckets, wringers, stainless steel cleaner, brooms, garbage cans, plastic can liners, waste baskets, floor safety matting, toilet bowl brushes, etc.
 - D. Refuse disposal service (approximately \$25,000 annually).
- 720600** **Insurance** (\$103,450) is recommended unchanged for the Department's contribution to the County's Self-Insured Liability Program (\$53,450) and also includes an appropriation (approximately \$50,000) to pay the annual premium for the County's Catastrophic Inmate Medical Insurance plan.
- 720800** **Maintenance - Equipment** (\$34,977) is recommended increased \$1,157 for maintenance or repair of California Law Enforcement Teletype System (CLETS), Identification (ID) cameras, laminator, digital recorders, fire alarm, check writer, fire extinguishers, video equipment, vehicles, firearms, computer equipment, two-way radios, module and cell intercoms, and washers and dryers. This account also includes annual server and support costs for our new Jail management System (\$15,870) that will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721000** **Medical, Dental & Laboratory Supplies** (\$15,000) is recommended unchanged to replenish miscellaneous non-prescription medical supplies such as band-aids, elastic bandages, tongue depressors, first aid kits, paper masks, and special heavy-quilted modesty garments for inmates housed in safety cells. In addition, this account funds the purchase of latex gloves which are necessary to prevent the spread of MRSA, H1N1 and other contagious diseases. Correctional staff uses latex gloves when searching inmates going to and coming from court, housing units, and when handling dirty or contaminated inmate clothing and bedding. Latex gloves are also utilized for the collection of required DNA swab samples from all felony inmates.
- 721100** **Memberships** (\$500) is recommended unchanged for memberships in Central California Jail Manager's Association, California Jail Programs Association (CJPA), California Law Enforcement Association of Records Supervisors (CLEARs), Central California Training Officer's Association (CCTOA), California State Sheriff's Association (CSSA), Fresno Madera Chiefs Association, Fresno Peace Officer's Gun Range, Prison Gang Task Force (PGTF), Computerized C.L.E.T.S. Users Group (CCUG), California Gang Investigator's Association (CGIA), and National Tactical Officer's Association (NTOA).
- 721300** **Office Expense** (\$25,000) is recommended unchanged for all general office supplies, copy paper, and a number of various forms. This account also provides for computer equipment and minor office equipment purchases and toner.
- 721400** **Professional & Specialized Services** (\$66,908) is recommended unchanged for the following:
- \$33,408 **Private Security Guard Service**: To guard inmates housed in the hospital, which is more economical than using Correctional Officers. Costs for this service are difficult to project as it is determined by the number of inmates needing hospital care and their length of stay there.
 - \$2,000 **Drug Screening**: For in-custody inmates and inmates participating in supervised release and county parole programs. Also screening for inmates suspected of being under the influence of narcotics and/or engaged in importation of drugs into the facility.
 - \$7,500 **Psychological Examinations**: As required by state law for all Correctional Officer applicants. An estimated 20 examinations will be given in FY 2016-17.
 - \$10,000 **Polygraph Examinations**: Administered to all Correctional Officer applicants. An estimated 50 examinations will be given in FY 2016-17. Per agreement with paleographer, the department is responsible for no shows at \$75 each.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

Professional & Specialized Services (continued)

\$12,000 Background Investigations: Conducted on all Correctional Officer applicants. An estimated 18 examinations will be conducted in FY 2016-17.

\$2,000 Justice Benefits Inc.: Prepares and assists DOC staff with Federal revenue enhancement activities related to State Criminal Alien Assistance Program (SCAAP) receiving 1% up to awards of \$89,921; and 18% on any amount over that.

- 721430** Inmate Medical Services (\$3,126,045) is recommended increased \$91,051 per a three percent contract increase for FY 2016-17. The department contracts with California Forensic Medical Group, Inc. for medical, dental and mental health services at an average base monthly cost of \$260,503. If Adult and Juvenile Quarterly ADP exceeds 500 combined, a per diem of \$5.33 per inmate will be assessed. However, the projected ADP for both facilities in FY 2016-17 is expected to remain below 500.
- 721431** Inmate Food Services (\$817,326) is recommended reduced \$26,700 due to current and projected inmate population as impacted by AB 109 and Proposition 47. Estimated number of meals in FY 2016-17 is 483,625 at \$1.69 per meal, including 8.0% sales tax and anticipated CPI of 2.5% (CPI-Food Away from Home, all Urban U.S. City Average).
- 721601** Rents and Leases – County Vehicles (\$63,000) is recommended unchanged and funds the department's transportation of prisoners to and from in-county and out-of-county facilities, to medical appointments, court, etc. The department continues to utilize TOPIC (Transportation of Prisoners in Cooperation) which has helped reduce transportation costs.
- 721602** Rents and Leases – Other Equipment (\$62,000) is recommended unchanged to fund department's lease of copiers, desktop computers, command staff tablets and other necessary technology equipment rentals.
- 721800** Small Tools & Instruments (\$200) is recommended unchanged for paint brushes, paint rollers, sandpaper, replacement of small hand tools, ladders, cleaning tools for weapons, screwdrivers, pliers, miscellaneous tools used in security searches. The department has undertaken a program to repair and paint inmate housing areas due to wear and tear in the facility.

DEPARTMENT OF CORRECTIONS

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$25,000) is recommended increased \$5,000 for downloading in-custody audio evidence and DVD costs for downloading in-custody video evidence, including inmate assaults and other criminal activity; equipment related to the gathering of crime scene evidence; critical incident and inmate photos; flash drives for storing investigative data and training material (\$1,000). This account also provides for small equipment, badges, shoulder patches, belly chains, leg irons, handcuffs, replacement of broken restraint equipment, new and/or replacement flashlights, hand held two-way radio battery packs and microphones, identification supplies, flashlight batteries, security key blanks, chemical agents, ammunition for firearms qualification, stands, targets, range fees, gun cleaning supplies, ear plugs, tape, shooting glasses (\$24,000).
- 722000** **Transportation and Travel** (\$30,000) is recommended unchanged to cover newly promoted Corporals and Sergeant's Supervisory Core Academy costs and increased costs of required Academy ammunition. Management and supervisory staff attend out-of-county professional meetings that are offered or sponsored by the State of California's Board of State and Community Corrections, as well as the Central California Jail Manager's Association, California State Sheriff's Association, Fresno/Madera Chief's Association, California Jail Programs Association and Central California Training Officer's Association.
- All new Correctional Officers must attend a Basic Core Correctional Officer Academy within their first year of employment. The cost for this training is \$700 per student. This includes registration/tuition, per diem, physical training equipment, clothing, etc. It is anticipated eight (8) new Correctional Officers will attend this training in 2016-17. The majority of training related costs are offset by STC revenues.
- Along with the Basic Core Academy, new Correctional Officers must also receive PC 832 training within their first year of employment. It is anticipated eight (8) new Correctional Officers will attend Basic Core and PC 832 in 2016-17. The cost of this training is approximately \$300 per student, and includes tuition, materials and the 500 rounds of ammunition that each student is required to have.
- 722001** **Transportation - Prisoners** (\$10,000) is recommended unchanged. The transportation unit moves sentenced inmates to the primary reception center at North Kern State Prison in the southern Central Valley, occasionally DVI located in Tracy in the northern Central Valley, Patton and C.R.C located in San Bernardino, Metro and CIW in Los Angeles County, and Atascadero State Hospital in San Luis Obispo County. DOC transportation has also been impacted by the reduction of assistance from Los Angeles County transportation. This account funds per diem costs associated with this out-of-county travel.
- 722100** **Utilities** (\$220,000) is recommended unchanged based on projected gas, electricity, sewer, water and disposal services.

DEPARTMENT OF CORRECTIONS

OTHER CHARGES

- 730115** **Support and Care of Persons** (\$5,000) is recommended unchanged. This account provides for the estimated medical care of inmates when the cost for outside services exceeds the \$25,000 per inmate, per incident limit; the cost for any necessary housing of inmates in other correctional facilities due to the overcrowding in the Madera facility; protective custody; and medical costs that are not covered by the medical provider contract. Through cooperative efforts between this Department, District Attorney's Office, Probation, and the Courts, the goal is to minimally fund this line item. If a situation arises where it is not possible to resolve and costs exceed the budgeted amount, the Department may have to request additional funding.
- 730302** **Retire Capital Leases** (\$38,500) is recommended to fund the necessary leasing of servers and hardware for the new Jail Management System. These costs will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013
- 730502** **Interest - Capital Leases** (\$16,800) is recommended to fund the necessary interest costs of leased servers and hardware required for our new Jail Management System. These costs will be reimbursed per the Technology Grant through the Securus contract, MCC# 9842-C-2013.
- 731305** **Contributions to Other Agencies** (\$38,467) is recommended increased \$1,832 for contributions made to the Jail Chaplaincy Program. This funding is provided from the (IWF) Inmate Welfare Fund and reflects a five percent COLA for FY 2016-17.