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SHERIFF OF ERIE COUNTY

May 15, 2025

The Honorable
Erie County Legislature
92 Franklin Street
Buffalo, NY 14202

Re: Personnel Adjustments

Honorable Members:

The attached resolution and accompanying memorandum requests authorization for the Erie County Sheriff's Office to reorganize a number of positions within its Correctional Health Division, Civil Division, Police/Patrol Support Division, Administrative Division and Professional Standards Division.

Representatives of the Erie County Sheriff's Office will be made available upon request to answer any questions you may have.

Yours very truly,


John C. Garcia
Sheriff of Erie County

Attachments

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Sheriff's Office
Re: Personnel Adjustments
Date: May 15, 2025

Summary of Recommended Action

This resolution requests authorization for the Erie County Sheriff's Office to add the following ten (10) full-time positions:

- Administrative Coordinator (Cost Center 1151010)
- Administrative Assistant (Cost Center 1151010)
- Account Clerk (Cost Center 1151020)
- Account Clerk (Cost Center 1151020)
- Holding Center Medical Aide (Cost Center 1165020)
- Captain (Cost Center 1151040)
- Senior Tactical Flight Officer - Aviation (Cost Center 1151040)
- Senior Tactical Flight Officer - Aviation (Cost Center 1151040)
- Lieutenant (Cost Center 1151040)
- Lieutenant (Cost Center 1151090)

In a corresponding action, this resolution would delete nine (9) full-time positions. The cumulative effect is a cost savings on the 2025 budget.

Fiscal Implications of Proposal

These adjustments are estimated to save approximately \$3,230.00 in full-time salary costs in the 2025 budget.

Reasons for Recommendation

The added jobs are necessary for several different reasons. The Administrative Coordinator and Administrative Assistant positions are required to assist with personnel-related duties. Presently, the Erie County Sheriff's Office employs a single Senior Personnel Clerk to handle personnel matters.

Two (2) Account Clerks are required to assist with confidential matters related to the Civil Division.

A review of our Correctional Health Division has determined that it would be beneficial to transfer one (1) Medical Aide from the Erie County Correctional Facility to the Erie County Holding Center.

The addition of a Captain and two (2) Senior Tactical Flight Officers - Aviation within Cost Center 1151040 are necessary to reorganize the Aviation Unit and create a clear chain of command.

The final two (2) Lieutenant positions are necessary to better align staff with their duties.

Consequences of Negative Action

Failure to approve this request will prevent the Sheriff's Office from reorganizing these positions.

Steps Following Approval of Measure

Certified copies of this resolution shall be forwarded to the County Executive, the County Comptroller, the Division of Budget and Finance, the Personnel Department and the Sheriff's Office for implementation.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY SHERIFF'S OFFICE

Re: Personnel Adjustments

WHEREAS, it is the mission of the Erie County Sheriff's Office to provide quality public safety services to our community by promoting a safe environment through police and citizen interaction with an emphasis on integrity, fairness and professionalism; and

WHEREAS, the Erie County Sheriff's Office seeks to reorganize its Correctional Health Division, Civil Division, Police/Patrol Support Division, Administrative Division and Professional Standards Division by adding and deleting several positions; and

WHEREAS, these personnel adjustments would allow each of the aforementioned divisions to properly assign staff to perform duties required of them; and

WHEREAS, the Erie County Sheriff's Office proposes adding ten (10) full-time jobs to achieve this goal; and

WHEREAS, the Erie County Sheriff's Office further proposes deleting nine (9) full-time jobs to make this cost neutral on the 2025 budget; and

WHEREAS, these personnel adjustments would save an estimated \$3,230.00 in full-time salary costs;

NOW, THEREFORE, BE IT

RESOLVED, the Erie County Sheriff's Office and Personnel Department are authorized to create the following positions:

<u>Full-Time Positions</u>	<u>Cost Center</u>	<u>Add</u>
Administrative Coordinator (JG10)	1151010	61,424
Administrative Assistant (JG10)	1151010	61,424
Account Clerk (JG4)	1151020	44,138
Account Clerk (JG4)	1151020	44,138
Holding Center Medical Aide (JG7)	1165020	65,936
Captain (JG11)	1151040	106,673
Sr. Tactical Flight Officer - Aviation (JG10)	1151040	83,215
Sr. Tactical Flight Officer - Aviation (JG10)	1151040	100,327
Lieutenant (JG10)	1151040	94,625
<u>Lieutenant (JG10)</u>	<u>1151090</u>	<u>104,129</u>
TOTAL ADD		766,029

and be it further

RESOLVED, the Erie County Sheriff's Office and Personnel Department are authorized to delete the following positions:

<u>Full-Time Positions</u>	<u>Cost Center</u>	<u>Delete</u>
Senior Nurse Practitioner-51018064	1165020	127,835
Pistol Permit Liaison (Sheriff)-51018017	1151020	61,718
CF Medical Aide-51018880	1165030	60,374
Receptionist-51009204	1151020	51,416
Lieutenant-51017828	1151040	98,413
Sergeant-51017768	1151040	89,001
Deputy Sheriff-Criminal-51017774	1151030	74,052
Senior Tactical Flight Officer-9556	1151040	108,713
<u>Sergeant-51016358</u>	<u>1151090</u>	<u>97,737</u>
TOTAL DELETE		769,259

and be it further

RESOLVED, the Director of Budget and Management and the Commissioner of Personnel are authorized to make any technical changes to effectuate the implementation of this resolution; and be it further

RESOLVED, certified copies of this resolution shall be forwarded to the County Executive, the County Comptroller, the Division of Budget and Finance, the Personnel Department and the Sheriff's Office for implementation.

FISCAL IMPACT: As indicated