

Salt Lake County
Decision Package Summary
 by Linked Form ID

Form ID: 8972

Name: Transfer of Civil Processing Specialist from UPD

Request Description: The Sheriff's Office plans to transition the civil unit from UPD to the Sheriff's Office as of January 2021. The Civil Unit is currently funded by Salt Lake County, providing residents essential civil services including the processing of protective orders, writ and sale process, and more. Vital to the success of this transition is the 3 Civilian Processing Specialists. To ensure the smooth return of the Civil Unit from UPD to the Sheriff's Office in 2021 an uninterrupted process is critical. The UPD currently has one of these positions vacant so it made sense to request the position on the County side now rather than wait until January. Filling this position now will allow the individual to obtain intensive on the job training and specialized skill set needed to perform these critical functions, and to ensure uninterrupted service in the Civil Unit. The individual filling this role must be proficient in their duties prior to the transition from of the Unit from UPD back to the Sheriff's Office. This request is for a 5 months of salary and benefits and will need to be annualized for 2021. The funding for the position will be offset by a reduction in the Countywide law enforcement contract with UPD. The FTE being requested is assumed to be a grade 11 Civil Process Specialist.

Current Stage	Type	Council Approval	Council Approval Date
5007 - Mayor	New Revenue or Expense	No	

	Revenues	Expenses	Transfer In and	Transfer Out	Balance Sheet	Net Change to	FTE
110 - GENERAL FUND							
91250000 - SHERIFF PUBLIC SAFETY BUREAU							
9125001400 - PUBLIC SAFETY - FACILITY							
0 - Not Assigned							
000100 - Salaries and Benefits	0	28,489	0	0	0	(28,489)	0.00
F - FTE	0	0	0	0	0	0	1.00
Total SHERIFF PUBLIC SAFETY BUREAU	0	28,489	0	0	0	(28,489)	1.00
91300000 - SHERIFF CW INVEST/SUPPORT SVCS							
9130000200 - SHERIFF ADMIN AND CONTINGENCY-CW							
0 - Not Assigned							
000200 - Operations	0	(28,488)	0	0	0	28,488	0.00
Total SHERIFF CW INVEST/SUPPORT SVCS	0	(28,488)	0	0	0	28,488	0.00
Total GENERAL FUND	0	1	0	0	0	(1)	1.00

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Future Year Adjustments	Revenues	Expenses	Transfer In and	Transfer Out	Balance Sheet	Net Change to	FTE
110 - GENERAL FUND							
91250000 - SHERIFF PUBLIC SAFETY BUREAU							
9125001400 - PUBLIC SAFETY - FACILITY							
0 - Not Assigned							
000100 - Salaries and Benefits	0	39,884	0	0	0	(39,884)	0.00
Total SHERIFF PUBLIC SAFETY BUREAU	0	39,884	0	0	0	(39,884)	0.00
91300000 - SHERIFF CW INVEST/SUPPORT SVCS							
9130000200 - SHERIFF ADMIN AND CONTINGENCY-CW							
0 - Not Assigned							
000200 - Operations	0	(39,884)	0	0	0	39,884	0.00
Total SHERIFF CW INVEST/SUPPORT SVCS	0	(39,884)	0	0	0	39,884	0.00
Total GENERAL FUND	0	0	0	0	0	0	0.00
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Form ID	Attachments						
8972	Civil Processing Specialiast Job Title_20200701T133045.docx						
8972	FY20c_8972-8973_x_Txfr Civil Proc Specialist from UPD and contract reduc_20200708T143659.pdf						
8973	Civil Processing Specialiast Job Title_20200629T140423.docx						
8973	FY20c_8972-8973_x_Txfr Civil Proc Specialist from UPD and contract reduc_20200708T143950.pdf						
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Budget Year - Grand Total	0	1	0	0	0	(1)	1.00
Future Year Adjustments - Grand Total	0	0	0	0	0	0	0.00