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05/13/14

To: Woodbury County Supervisors

From: Jackie Smith

RE: Courthouse Security

After reviewing courthouse security options, the following proposal is being submitted for consideration by the Board of Supervisors. The proposal keeps in mind the safety and protection of the employees (both County and State) of the courthouse and the citizens and visitors that come to the courthouse for business and viewing of the building. This plan is cost effective and, I believe, less expensive than the current consideration.

The proposal includes:

- One overseer (a current county employee)
- One full time team leader with preference given to a veteran with security or military police training.
- A pool of part-time security people which could consist of retired public safety personnel.
- Three cameras and some additional equipment that is needed to accomplish the task of courthouse security.
- The proposed hours would be 7:30 a.m. to 5 p.m.

Following is the breakdown of implementation of this proposal:

- (1) The Human Resource Director or any other person designated by the Board of Supervisors would be the oversight person. This individual would be the scheduler in conjunction with the full-time team leader. There would be no additional cost associated with this person.
- (2) Hire a full-time team leader that would be stationed at the front entrance. This position would be under the direction of the individual selected in (1).
- (3) Build a pool of part-time personnel (to man one position) which would also be at the front entrance. Hours could not exceed 29 hours a week. These individuals would also be under the direction of the overseer in (1).
- (4) It is suggested that two security personnel be stationed at the front/north entrance at all times between 7:30 a.m. to 5:00 p.m. This door will also have the scanning equipment.
- (5) Normal days will include 2 security personnel stationed at the front entrance. On days there are jury selections and jury trials, an additional person from the revolving pool would be added, making a team of three individuals at the main secured door.
- (6) Install three cameras; one at the main entrance and two in the alley. These would be used to record all activity and recordings would be stored for one year.
- (7) The west entrance would be closed except for exit in emergency situations only.
- (8) The handicapped chair lift would be moved to the main security entrance door.

- (9) A security request button will be installed at the front door.
- (10) A security policy to give guidelines on entry, weapons and deliveries among other things, needs to be developed and adopted by the BOS .

The cost of the proposal would be as follows:

(1) Appointed overseer of the courthouse security.		\$	-0-	
(2) One full time team leader	2080 hours @ \$ 17.14/hour		35,651	
	FICA @ 7.65%		2,727	
	IPERS @ 8.93%		3,184	
	Health Insurance – Family		15,708	
	Dental		352	
	Life		24	
	LTD		<u>110</u>	57,756
(3) Part-Time Pool of security personnel	3,120 @ \$ 15/hour		46,800	
	FICA @ 7.65%		3,580	
	IPERS @ 8.93%		<u>4,179</u>	54,559
(4) Three cameras with recording ability up to one year				7,500
(5) New chairlift and relocation				50,000
(6) Close West Douglas Street door and install Panic bars				4,000
(7) Other equipment and costs				<u>40,000</u>
	Total projected costs			\$ 213,815

For FY 2014-15 there was \$ 250,000 budgeted for courthouse security.

Note: In visiting with Black Hawk County, the Board of Supervisors and Sheriff use a private security firm. They have two people at the screening door and on jury days they have three people on duty. The security guards are in a security uniform and are unarmed. The guards do have a security request button that alerts the Sheriff's office that there is a problem and their services are needed now. The Sheriff's office is located across the street from the courthouse. They do respond immediately. They have one security camera that records all activity at the screening door. No one monitors the camera. This system has been in place for at least 10 years.



Woodbury County Sheriff's Office

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Woodbury County Sheriff's Office Courthouse Security Proposal:

One Deputy Sergeant (Wages & Benefits) - \$90,852.00 (per contract)

Three Courthouse Security (Reserve Deputies) @ \$15.00/hr. x 9 hrs/day x 241 work days/yr - \$97,605.00.

Total Package: \$188,457.00

The remaining \$61,543.00 of the \$250,000.00 budget would need to be used for equipment, a handicap chairlift, securing the west doors, and any other unforeseen costs generated from this project. During workgroup sessions, Mr. Boykin and Caroline Tompkins were responsible for bidding the above mentioned work. It was agreed at the April 2014 meeting, video surveillance would come later.

In reviewing the two proposals, it has become apparent on our part that the difference in cost is merely a matter of what the Sheriff believes is the appropriate number of security officers working (four) opposed to the number the Board believes (two) can do the job. We take the position it will be impossible to staff courthouse security with two officers. At a minimum it will require four to provide adequate security.

Supervisor Smith Plan:

Plan A

One full time team leader (2,088*) hours, includes FICA, IPERS, Family Health Insurance, Dental, Life Insurance & Long Term Disability)	\$ 58,356
2 Part-time Security Personal (4,338*) hours & does include FICA & IPERS	<u>75,857</u>
Total Personnel & Benefits	134,213
Other costs:	
Three cameras with recording ability up to one year	10,000
New Chairlift and relocation	50,000
Close west street door and install panic bars	4,000
Other equipment, training and costs	<u>51,787</u>
Total other costs	115,787
Total of Plan A	<u>\$ 250,000</u>

* Total hours in Plan A = 2,088 + 4,338 = 6,426.

Hours of Coverage:

Team Leader	8:00 a.m. to 4:30 p.m.
Part-time pool of security personnel	7:30 a.m. to 5:00 p.m.

Sheriff's Plan

One Deputy Sergeant (2,088*) hours, Wages & Benefits) Family Health Insurance, Dental, Life Insurance & Long Term Disability)	\$ 91,661
3 Part-time Security Personal (6,507* hours) & does include FICA & IPERS	<u>113,788</u>
Total Personnel & Benefits	205,449
Total other costs	<u>44,551</u>
Total Sheriff's Plan Costs	<u>\$ 250,000</u>

* Total hours in Sheriff's plan = 2,088 + 6,507 = 8,595.

Security Plan Comparison and Recommendation

Patrick F. Gill
Woodbury County Auditor and
Recorder
5/13/2014

Black Hawk County

- Contracted Services
- Established in 1998
- FY13 costs were \$91,238.30
- FY14 costs so far are \$72,970.63
- Current hourly rate is \$15.77
- Sheriff provides Court Security

Black Hawk County

- **Mon-Wed-Thu-Fri**
 - One guard 7:30 am – 7:45 am
 - Two guards 7:45 am – 10:00 am
 - Three guards 10:00 am – 2:00 pm
 - Two guards 2:00 pm – 5:00 pm
 - One guard 5:00 pm – 5:15 pm
- 23 billable hours on these days

Black Hawk County

- Tuesday
 - One guard 7:30 am – 7:45 am
 - Three guards 7:45 am – 2:45 pm
 - Two guards 2:45 pm – 5:00 pm
 - One guard 5:00 pm – 5:15 pm
- 26 billable hours on Tuesdays

Black Hawk County

Annual Costs

$$(4 \times 23) + 26 = 118 \text{ per week}$$

$$118 \times 52.2 = 6,159.6 \text{ per year}$$

$$6,159.6 \times \$15.77 = \$97,136.89$$

Assumptions for Comparison

- Not concerned with ancillary costs
- Not concerned with Court Security
- Both plans do not intend to undercut any bargaining unit
- Unit cost of \$19.98 per hour for non-supervisory personnel based upon entry level court security officer including FICA and IPERS

Assumptions for Comparison

- 2088 hours and an annual cost of \$91,661 for a Deputy Sergeant in the Sheriff's Plan
- 2088 hours and an annual cost of \$78,646 for a Court Security Sergeant in the Supervisor sponsored plan
- 6,159.6 covered hours based on 16 years of experience in Black Hawk County
- Training costs are covered in the Sheriff's plan
- Not allowed to use Sheriff's plan to use reserves due to a Board policy

Sheriff's Plan Projection

- $6,159.6 - 2088 = 4071.6$ covered hours for non-supervisory personnel
- Non-supervisory annual cost is \$81,350.57
- Annual cost of an Deputy Sergeant is \$91,661.00
- Total Cost of Sheriff's plan is \$173,011.57

Supervisor Sponsored Plan Projection

- $6,159.6 - 2088 = 4071.6$ covered hours for non-supervisory personnel
- Non-supervisory annual cost is \$81,350.57
- Annual cost of an Court Security Sergeant is \$78,646.00
- Total Cost of Supervisor sponsored plan is \$159,996.57

Difference

- \$13,015.00
- Training is not covered in Supervisor sponsored plan

Things to Consider

- Costs
- Power to Arrest and Weapons
- Experience and Expertise
- Training
- Liability
- Future expansion

Costs

- Sheriff's plan is more costly
- Not much when training is considered
- Additional Liability for Supervisor sponsored plan
- Both plans will cost more when Supervisory person is not on duty
- Overall same amount of money is spent
- Privatize

Power to Arrest and Weapons

- Sheriff's personnel have the power to arrest, training, expertise and certification
- Supervisor sponsored plan is unanswered

Experience and Expertise

- Sheriff's personnel have actual experience in law enforcement and security
- Supervisor's plan depends on experience of applicants and development of a training plan

Training

- Sheriff's personnel have experienced trainers in law enforcement and security
 - Supervisor sponsored plan is unanswered
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Liability

- Sheriff's personnel offer less risk because of training and experience
- Supervisor sponsored plan opens the HR Director to personal liability

Future Expansion

- Sheriff's plan allows for existing office to be deployed in another building

Recommendation

Sheriff's Plan offers a distinct advantage when all factors are considered.