



Memorandum

To: Livingston County Board of Commissioners

From: Sheriff Michael J. Murphy

Date: January 2, 2024

Re: Jail Division – Inmate Services Personnel

The Livingston County Sheriff's Office has identified the need to add an additional Jail Division Deputy to the Inmate Services Unit.

The Livingston County Jail provides several substance abuse prevention programming, anger management, GED, discharge planning assistance, and other self-improvement opportunities through the Inmate Services Program in conjunction with various community providers.

More than fifty programs, groups and classes are scheduled monthly. The Inmate Services Unit also coordinates with Reach the Forgotten Jail Ministries to provide pastoral care and religious services to inmates at the Livingston County Jail. Spiritual counsel, moral support and practical guidance are available to all inmates. With the approval of the Sheriff's Office Chaplain, over thirty worship services and Bible studies are provided by volunteers each week to jail inmates.

The Inmate Services Unit is responsible for:

- Classification/Reclassification/Review of Classified Inmates
- Monitoring/Overseeing all classes/programs and volunteers
- Training and Overseeing Inmate Workers
- Overseeing SWAP
- Responsible for Inmate Accountability/Identification
- Updating Sex Offender Registry List
- Submitting, Checking and Passing Inmate Commissary
- Stocking Inmate Vending Machines
- Monitoring/Maintaining Inmate Tablet Inventory
- LEIN/NCIC clearance for all vendors and volunteers
- Facilitate professional phone calls with DHS or Treatment Placement
- Facilitate ZOOM visits for MAT Interview/Counseling Services
- Responding/Answering internal inmate correspondence
- Scanning and distribution of inmate mail
- Reviewing and answering of inmate internal communication requests.

I am requesting the authorization for the addition of one deputy to be assigned to Jail Services due to aid in the delivery and management of services that are provided by the Inmate Services Unit.

The attached Resolution is asking for the elimination of the fourth Jail Services/Intake Specialist position and requesting the additional Jail Division/Inmate Services Deputy position. The differential in pay and benefits is approximately \$38,000.00. As an option, the differential in wages and benefits could be supplemented through the Inmate Commissary Fund which has a current fund balance of \$419,000.00 (as of date of correspondence). *

I am requesting the approval of the attached resolution so that we may maintain the high level of services and growth opportunities for the inmates of the Livingston County Jail.

Respectfully Submitted,

Sheriff Michael J. Murphy

*Current fund balance as of February 7, 2024, is \$402,819.00.