



"Excellence in Service"

# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

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## MEMORANDUM

To: Yamhill County Board of Commissioners  
Ken Huffer, County Administrator  
Andrea Paola, Human Resources Manager

From: Tim Svenson, Sheriff *Tim Svenson*

Date: April 21, 2021

Re: FY2021 Positional Authority Transfer – Patrol (010-043)

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With the impending retirement of one of two non-certified Civil Deputy staff members, Enforcement Captain Bowdle and Operations Captain Ray have requested a change in the FTE position authority for 010-043-404.04 Civil Deputy and 010-043-404.02 Deputy Sheriff.

By creating a rotating assignment for Enforcement deputies within our office for the function of processing and serving civil papers and orders, YCSO will be creating the opportunity for staff development, training, and professional advancement. This assignment will allow the selected deputy the ability to develop additional skills and knowledge related to the service of civil paperwork and the civil process. All Enforcement deputies participate in the service of civil paperwork and have a cursory knowledge of civil processes in their role as deputy, but the reorganization to provide an assignment in the Civil Unit will allow for a more comprehensive and in-depth function for sworn deputies. While this position will have a direct supervisor, the nature of this position requires the individual to work largely independently and be self-directed within the established policies and procedures.

The assignment of a certified deputy in this role will also help with risk management in a high liability function of the Office. Law enforcement has seen, over the last several years, additional risk and negative consequences related to certain types of civil service (warrants, restraining orders, evictions, Extreme Risk Protection Orders (ERPOs), etc.), which we have attempted to mitigate by having our Enforcement deputies escort our Civil deputies in situations where there is a potential for heightened response. By creating an assignment for an Enforcement deputy to have a primary responsibility for these types of civil service, we are better utilizing our staff within our existing FTE authority.

After discussion with the captains, I agree that it is in the best interest of the Office to transfer 1.0 FTE and associated salary amounts from the Civil Deputy line to the Deputy Sheriff line. The cost difference between the top-step Civil Deputy who is retiring and a mid-range deputy is negligible.

Therefore, I am requesting the Board authorize the movement of 1.0 FTE and associated salary amounts out of the Civil Deputy line and into the Deputy Sheriff line. The overall FTE for 010-043 will remain the

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same, as will the overall approved budget authority, but this reallocation will allow us to better serve the citizenry of the county based on the needs of the Operations Division.

Thank you for your consideration of this request.

TS:emw

cc: Justin Hogue, Business Services Director  
Mike Barnhart, Finance Manager  
Brandon Bowdle, Captain, Enforcement Division  
Chris Ray, Captain, Operations Division

Accepted by Yamhill County  
Board of Commissioners on  
4/29/21 by Board Order  
# 21-147