

Office of the Sheriff Lancaster County

Terry T. Wagner
Sheriff

Todd Duncan
Chief Deputy

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Date: September 26, 2017
From: Captain Josh Clark
To: Sheriff Wagner, Chief Deputy Duncan
Re: Accelerated Hire; Records System Specialist

Staff shortage:

The administrative support division is expecting a staff shortage. RSS Pat Garcia will be retiring October 25, 2017 creating a new vacancy. A second RSS has expressed their intent to retire in November, 2017. We have an authorized strength of 6 people fulfilling the 24 hours a day 7 days a week critical functions. As a result of these retirements we will have a limited pool of staff to fill these hours.

Proposed solution:

- Hire a new RSS three weeks in advance of Pat Garcia's retirement date of October 25.
- Allows time for training a new RSS to fill the future vacancy quickly and efficiently.
- A new RSS hired and trained will reduce the strain on current staff.

Fiscal Impact:

- Approximate cost to hire and train a RSS prior to Pat Garcia's last physical day of October 25th through her last paid day is: \$2,808.
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