

**TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY MICHIGAN**, Your County Personnel and Human Services Committee respectfully recommend the adoption of the following:

**RESOLUTION**

**WHEREAS**, the Berrien County Sheriff's Office would like to add a Records Clerk position to be assigned to Master Control in the Berrien County Jail; and

**WHEREAS**, this position is needed to assist with the completion and accuracy of the paperwork, data entry and bonding process that occurs in Master Control; and

**WHEREAS**, the current Offender Management Software (OMS) creates a significant amount of additional data entry from when we were on the mainframe with the Trial Court and Prosecutors Office; and

**WHEREAS**, adding this Clerk Position would allow the deputy's more time for daily duties other than data entry; and

**WHEREAS**, this position would be funded out of Sheriff's Office, Org #10103510.


**NOW, THEREFORE, BE IT HEREBY RESOLVED** that effective with the date of this resolution the following additional complement change is approved for the Berrien County Sheriff's Office:

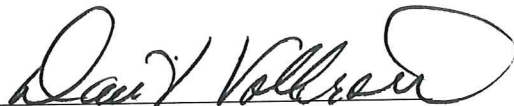
**Create**

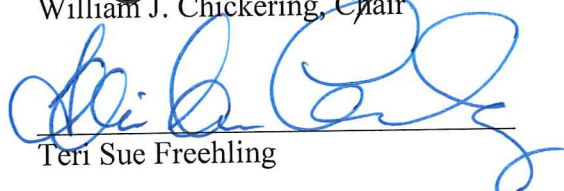
1 FTE Records Clerk  
FOPLC Union  
Grade 3

**Respectfully submitted,**

**BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**

  
\_\_\_\_\_  
William J. Chickering, Chair

  
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David Vollrath, Vice-Chair

  
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Teri Sue Freehling

RESOLUTION APPROVED AS TO FORM	
Administrator <u>lm</u>	Date <u>6/26/19</u>
Comments Attached _____	
Corporate Counsel <u>zm</u>	Date <u>6.26.19</u>
Comments Attached _____	