



COUNTY ADMINISTRATOR
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TO: Katie Scott
Chair, Ways & Means Committee

THROUGH: Gregory Dill
County Administrator

FROM: Jerry L. Clayton
Sheriff

DATE: July 10, 2019

SUBJECT: Reclassify Re-Entry Case Manager to Re-Entry Coordinator

BOARD ACTION REQUESTED:

It is requested the Board of Commissioner ratify the reclassification of the Mental Health/Police Services Millage Re-Entry Case Manager position to Re-Entry Coordinator.

BACKGROUND:

In November 2017, the residents of Washtenaw County passed a dedicated millage for mental health services and police services. As part of these millage funds, the Sheriff's Office is going to formalize re-entry services for community members who are leaving the criminal system and setting them up with services and programming as a path to remaining out of the criminal justice system.

DISCUSSION:

Re-entry activities will be extensive and across a variety of organizations, a Coordinator is needed to oversee and direct the work of service providers and other team members as it related to discharge planning for the jail. This Coordinator position was created as a Case Manager as part of the four year budget process.

The Washtenaw County Reentry Initiative

Mission -

Washtenaw County's Reentry Initiative is a systematic approach to successful offender reintegration, recidivism reduction, and enhanced public safety.

Vision –

Washtenaw County's Reentry Initiative will provide opportunities for offenders to successfully connect as productive members of society. Through active partnerships with all stakeholders, reintegration will contribute to safer communities and an enhanced quality of life.

Strategies -

- Use a holistic, systemic, and inclusive approach that involves federal, state, and local government stakeholders, community organizations, advocates, family and community members as well as the formerly incarcerated to support an offender's reintegration back into the community.
- Adopt evidence based approaches and practices to treatment programs and services.
- Target high-to moderate-risk offenders through the use of validated assessment tools.
- Emphasize geographic areas in which a disproportionate number of offenders are drawn from and return to and bridge services to support these communities.
- Incorporate assessments and case management tools targeting continuous reentry planning, beginning at the point of admission to the criminal justice system, and working through pre- and post-release.
- Identify barriers to successful reintegration and reduce root cause issues leading to re-incarceration through continuous and appropriate delivery of drug treatment, mental health services, medical care, housing, job training and placement, educational services, cognitive behavioral therapy and/or other services essential to reentry.

Goals -

1. Reduction in recidivism and victimization
2. Assist released inmates in becoming a productive citizen
3. Lower the direct and collateral costs of incarceration

Upon review of the job description, the Sheriff's Office has determined that this position should be reclassified due to the following:

1. This position was created at a lower-than-intended grade. During the millage planning discussion, this position was budgeted as grade 30.

2. A higher grade will attract a larger pool of qualified applicants and aid in talent retention.
3. This position is at a higher level when coordinating services and team members as reentry services have become a vital part of the Sheriff's Office mission. Over the last 3 years the Sheriff's Office has established partnerships with local service providers and educators to develop and implement a solid reentry program within the jail, as well as transition planning into the community. Each of our core partnerships have allocated resources and staff to help provide services to inmates and returning citizens. A team representing Mental Health, Substance Use, Education/Employment, Mentoring, Community Engagement, and Corrections work together to create a discharge plan for all sentenced individuals released from the jail. These plans include areas of identified need and support and can include housing, education, employment, continued treatment services, and mentoring in the community.
4. The Reentry Coordinator will be responsible for finalizing all discharge plans and coordinating the services and plans of all our community partners. This new role will also allow for the coordination of plans into the community.
5. This change will position the Sheriff's Office to take the necessary steps to enhance and develop reentry service delivery.

IMPACT ON HUMAN RESOURCES:

PCN	Position Title	Employee Group	Grade	Create	Eliminate
2703-0001	CC Re-Entry Case Services Manager	8100	27		1.0
3007-0001	Re-Entry Services Coordinator	8100	30	1.0	

IMPACT ON BUDGET:

None. The planned position was a Coordinator position to be paid by millage dollars which was agreed to with the County Administrator.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

The Washtenaw County Sheriff's Office Reentry Initiative works with a wide range of collaborative partners. Through these collaborative partnerships, Reentry Services provides offender assessments, programming, services, and discharge planning for individuals returning to this community from the Washtenaw County Jail. In coordination with Community Mental Health, Dawn Farm, Home of New Vision, Washtenaw Intermediate School District, Washtenaw County Community College, Ann Arbor Public Schools, Circuit Court Judges, MDOC Probation, District Court Judges: 14A1, 14A2, 14A3, 14A4, 14B and 15, all District Court Probation Officers, Prosecutor's Office,

Public Defender's Office, Family Court, Department of Human Services, Sobriety Court, Veteran's Court, Drug Court, Mental Health Court, Domestic Violence Grant, Washtenaw County Cognitive Therapy services program (KPEP), and MDOC Probation Residential Substance Abuse Treatment services, the Washtenaw County Sheriff's Office provides comprehensive support services to those being released from the jail. These individuals are consumers and clients of all previously mentioned agencies. The ability to identify, address, and coordinate release plans prior to release from jail supports the community work (effort) required by all community partners for formerly incarcerated individuals.

CONFORMITY TO COUNTY POLICIES:

Conforms to County Policies

ATTACHMENTS/APPENDICES:

Job Description

A RESOLUTION RECLASSIFYING THE RE-ENTRY CASE MANAGER POSITION TO RE-ENTRY SERVICES COORDINATOR.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 10, 2019

WHEREAS, the Washtenaw County Sheriff's Office and Washtenaw County have diligently maintained efforts to better serve the citizens of Washtenaw County; and

WHEREAS, the Sheriff's Office wishes to further enhance its delivery of law enforcement services to the community, within the realm of community oriented policing; and

WHEREAS, the Mental Health and Police Services Millage was passed in November 2017 and funding plans includes a position to direct the Re-Entry services to be formalized by the Sheriff's Office and

WHEREAS, this position was created at a lower-than-intended grade; during the millage planning discussion, this position was budgeted as grade 30. A higher grade will attract a larger pool of qualified applicants and aid in talent retention. This position is at a higher level when coordinating services and team members as reentry services have become a vital part of the Sheriff's Office mission. Over the last 3 years the Sheriff's Office has established partnerships with local service providers and educators to develop and implement a solid reentry program within the jail, as well as transition planning into the community. Each of our core partnerships have allocated resources and staff to help provide services to inmates and returning citizens. A team representing Mental Health, Substance Use, Education/Employment, Mentoring, Community Engagement, and Corrections work together to create a discharge plan for all sentenced individuals released from the jail. These plans include areas of identified need and support and can include housing, education, employment, continued treatment services, and mentoring in the community. The Reentry Coordinator will be responsible for finalizing all discharge plans and coordinating the services and plans of all our community partners. This new role will also allow for the coordination of plans into the community. This change will position the Sheriff's Office to take the necessary steps to enhance and develop reentry service delivery; and

WHEREAS, this matter has been reviewed by the County Administrator's Office, the Finance Department, Human resources, Corporation Counsel, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby reclassifies the Re-Entry Case Manager position to Re-Entry Services Coordinator.

PCN	Position Title	Employee Group	Grade	Create	Eliminate
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27030001	CC Re-Entry Case Services Manager	8100	27		1.0
3007-0001	Re-Entry Services Coordinator	8100	30	1.0	

Washtenaw County

JOB DESCRIPTION

Job Code: XXXX
Authorization: RES #
Employee Group: Sheriff Non-union
8100

CLASS TITLE: RE-ENTRY COORDINATOR
DEPARTMENT: OFFICE OF THE SHERIFF – CORRECTIONS
FLSA STATUS: Exempt

JOB SUMMARY

Under the supervision of a higher classified employee within the Washtenaw County Jail, conducts assessments, develops treatment plans, appropriate program interventions, and provides case management services to inmates based upon identified needs. Develops and assists in the coordination of discharge plans for offenders returning to the community. Coordinates the work of the Reentry Services team within the Washtenaw County Jail. Works with a variety of Washtenaw County Sheriff's Office programs, outside service providers, courts, and community partners to support the successful transition of individuals from jail to the community.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, assigns, directs, supervises and reviews the work and documents of the Reentry Services team, interns, and personnel they are responsible for.
- Supervises and maintains a caseload of incarcerated individuals, identified by the Reentry Services team, with the purpose of promoting successful transitions to the community.
- Conducts assessments to identify needs of offenders.
- Refers individuals to the appropriate intervention/treatment services.
- Work with Reentry Services team to develop treatment plans and assists with the coordination of discharge plans for offenders returning to the community.
- Follows up with recently released individuals and their assigned service providers in the community to track progress on discharge plans.
- Coordinates with Washtenaw County Sheriff's Office Community Engagement – Street Outreach program to support successful transition of offenders to community programs and services.

- Maintains contact with service providers, courts, probation, parole and other criminal justice officials as necessary and appropriate to support and facilitate individual program compliance and options.
- Maintains essential case documentation, writes reports, prepares orders and submits letters to courts, probation departments, and community partners.
- Provides jail programming support as needed.
- Participates in the evaluation of existing programs as well as the development and implementation of new programs within the jail that support successful offender transitions.
- Researches and implements best and promising practices as assigned.
- Collects and analyzes data and program information, evaluates alternatives, and makes recommendations. Prepares narrative and statistical reports of findings.
- Maintains a practical familiarity with the criminal justice and human services systems.
- Establishes and maintains a positive working relationship with local criminal justice system officials, human service agencies, and peer professionals.
- Attends meetings and trainings as required.
- Represents the Office of the Sheriff to the community, relatives of offenders and other parties in a manner consistent with Office mission, strategies and values.
- Remains current on available resources and programs for the offender population.
- Uses standard office equipment and computers as well as other various technologies in the course of the work.
- Performs all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Criminal justice and human services operations, principles and practices.
- Concepts and functions of criminal justice and human services agencies as it relates within a correctional facility.

- Community resources and local service agencies in the areas of housing, substance use, mental health, advocacy, education, and employment.
- Applicable federal, state and local legislation which may have an impact upon community and alternative correctional services.
- Research, data, and information recordkeeping, management and analysis; report preparation techniques.

Skill in:

- Planning, directing, supervising and controlling the activities of others.
- Impacting and influencing an individual's beliefs, opinions, judgments and behaviors.
- Case supervision and individualized case planning using person centered approach.
- Performing effectively under stress; meeting specific operational and functional standards, tolerances and time constraints.
- Effective interpersonal communication and motivational interviewing.
- Preparing clear, concise and effective written materials.
- Using sound independent judgment within established policy and procedures and other guidelines.
- Maintaining accurate files and records.
- Establishing and maintaining effective working relationships with those contacted in the course of the work including individuals of diverse socioeconomic and ethnic backgrounds.
- Working cooperatively and effectively within a team and the larger organizational setting.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS

- Must possess a valid driver's license and be able to work at any designated work site.
- Must meet qualifications to be a Law Enforcement Information Network (LEIN) operator.
- Possession of or eligibility to obtain Substance Abuse Assessment Certification is preferred.

PHYSICAL DEMANDS

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.
- Must be willing to work varied hours and be on-call.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

- Minimum of a Bachelor's degree in Social Work, Criminal Justice, Psychology, or a closely related field.
- Master's Degree in Social Work, Criminal Justice, Psychology, or closely related field is preferred.

EXPERIENCE

Three (3) years of experience working in criminal justice, law enforcement, corrections, probation, the courts, social work, or in a comparable setting is preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to increase specific job-related competencies, knowledge, skills or licensing and certifications for successful job performance.