



# Yamhill County Sheriff's Office

*Sheriff Tim Svenson*

535 NE 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 ● Fax: (503) 472-5330

Jail: (503) 434-7507 ● Fax: (503) 434-7534 Email: [sheriff@co.yamhill.or.us](mailto:sheriff@co.yamhill.or.us)

"Excellence in Service"

## MEMORANDUM

To: Yamhill County Board of Commissioners  
Ken Huffer, County Administrator

From: Tim Svenson, Sheriff *Tim Svenson*

Date: July 8, 2022

Re: FY2223 Positional Authority Transfers

In 2021, the Board approved a contract with Jensen Hughes to conduct a long-desired Management 360° Review of the Sheriff's Office (BO21-504 and BO22-038). In May and June 2022, two of the most senior positions in my office, Corrections Captain and Operations Captain, were vacated due to a resignation and a retirement. After receiving the final Management 360° report in early June, which includes a recommendation for management realignment in order to better address the current needs of the Office, the requirements outlined in several state legislative actions, and to better prepare for new programs, I am formally requesting the reclassification and positional authority with affiliated budget reallocation as outlined below.

The Operations Captain (1.0 FTE in 010-043-401.27) will be reclassified as an Undersheriff and the salary will be allocated to a 0.50/0.50 FTE split between 010-041 and 010-043. The position will remain a non-represented position and will be placed on the Sheriff's Management Salary Table at two ranges above the captain position (SFMGT 22). The updated Undersheriff position description has been approved by Human Resources. This position will serve at the pleasure of the Sheriff, receive administrative direction from the Sheriff, and is responsible for assisting in the planning, directing, and reviewing of the activities and operations in all divisions of the Sheriff's Office. This position will also serve as Acting Sheriff in my absence.

In addition, I am requesting positional authority to reclassify a Sergeants position in Court Security (1.0 FTE in 010-086-401.14) to a Lieutenant's position and the salary will be reallocated to a 0.50/0.50 FTE split between 010-041 and 010-043. The position will remain a non-represented position and will be placed on the Sheriff's Management Salary Table at two ranges above the sergeant position (SFMGT 18). The updated Lieutenant position description has been approved by Human Resources. This position will serve at the pleasure of the Sheriff, receive direction from the Command Staff (Sheriff, Undersheriff, and Captains), and is responsible for leading, planning, organizing, and managing a variety of law enforcement operations and unit/division activities. Specifically, the immediate need for a Lieutenant is to manage Professional Standards Investigations, address training needs, and supervise the implementation of the body-worn cameras (BWCs) in all divisions.

Attached is the Organizational Chart provided as part of the Budget Process and an updated version to highlight the restructure. The reclassifications of these positions are expected to better serve the needs of the Sheriff's Office while realizing a cost savings of approximately \$70,000 across the divisions.

Thank you for your consideration of this request.

TS:emw

Attachments: Organizational Charts (2)

cc: Justin Hogue, Deputy County Administrator  
Mike Barnhart, Finance Manager  
Patricia Rojas, Human Resources Director

Accepted by Yamhill County  
Board of Commissioners on  
7-14-2022 by Board Order  
# 22-232