

REQUEST TO FILL VACANCY

Position Vacancy Part-Time Deputy Sheriff \_\_\_\_\_

Department Sheriff 211 \_\_\_\_\_

Vacancy Result of: Resignation \_\_\_\_\_

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description
- 2. Departmental Organizational Chart
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ N/A
Sick Leave	\$ N/A
Employee Retirement Recognition	\$ _____
Other	\$ _____
Total	\$ _____

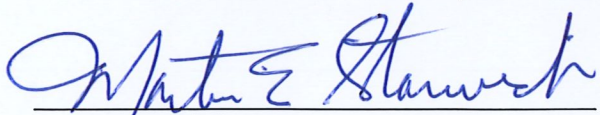
4. Explain the effects of leaving the vacancy until severance is accumulated.  
N/A

5. Explain the effects of not filling the position or discussion of alternatives.  
N/A

6. Provide description of departmental discussions about the vacancy.  
Because of staff shortages. The part-time Deputy will help with serving civil/criminal papers.  
Assist with calls for service on patrol.

7. Estimated length of time to fill the position after approval.  
Two weeks or less. Already have advertised and have applications.

8. Any additional comments?  
This would be a second part-time Deputy to pool from.

  
Department Manager

9-14-21  
Date

Request for filling of vacancy: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date