

**M E M O R A N D U M**

DATE: August 8, 2000  
TO: The Board of Supervisors  
FROM: Katie W. Green, Colonial Community Corrections Administrator  
SUBJECT: Conversion of Case Supervisor Position to Full-Time, Colonial Community Corrections

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Colonial Community Corrections (CCC) received additional funding from the Department of Criminal Justice Services (DCJS) to increase the hours of an existing Case Supervisor position from part-time to full-time. The primary responsibility of the position is to provide probation supervision to local responsible offenders. Since James City County is the fiscal agent for CCC, the Board of Supervisors must authorize the conversion to a full-time position.

The current caseload justifies the conversion of this position to full-time. DCJS established 50 as the minimum average caseload; CCC's current average caseload is 99.7.

Staff recommends approval of the attached resolution, which authorizes the conversion of this part-time limited term position to full-time limited term, effective July 1, 2000.

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Katie W. Green

CONCUR:

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Anthony Conyers, Jr.

KWG/gb  
casesuper.mem

Attachment