



MEMORANDUM

DATE: October 14, 2021
TO: Sheriff Jim Skinner *JOS*
FROM: Asst. Chief Deputy Mitch Selman
RE: Overtime approval

In an attempt to address the growing number of expunctions, I am requesting approval of 60 hours of overtime for Virginia Westrick beginning October 1, 2021 through December 31, 2021. This overtime will be used for expunctions only. We currently have over 300 expunction orders waiting to be addressed and the number grows daily. On October 2nd and 9th, Virginia worked a total of 8 hours and was able to complete 111 of these orders. Approval of this overtime is critical to address this growing problem.