

*HISTORY AND GENERAL  
POLICIES AND  
PROCEDURES OF THE  
SANTA BARBARA COUNTY  
PUBLIC SAFETY DISPATCH  
CENTER*

# HISTORY OF SBCPSDC

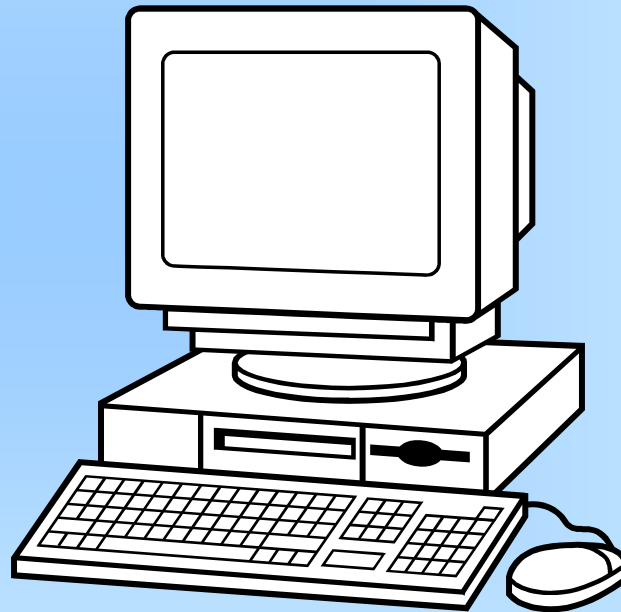
*CONSOLIDATION IN  
1977*



*MOVE TO NEW DISPATCH  
CENTER MARCH 19, 1997*



***CAD ON-LINE  
FALL 1999***



# CHAIN OF COMMAND

- Sheriff
- Undersheriff
- Commander, Operations Support Division
- Communications Manager
- Supervisor(s)
- Dispatch Training Officer (DTO)
- Library Link, About the Sheriff's Department, Organizational Charts

# SHIFT SCHEDULES

*12 Plan*

*ROTATE EVERY 4 MONTHS*

*SCHEDULE SELECTION*

*TRAINEES STAY WITH A TRAINER  
UNTIL RELEASED FROM TRAINING*

*LEXIPOL 1034*

*30 MIN. BREAKS*

*“REST” BREAKS*



# *TIME CARDS*

*Lexipol Policy 1036*







# ESS+

## Employee Self Service Plus

County of Santa Barbara

# Welcome to ESS+

Your portal to tools, information & more...

To access this site, please enter your Employee ID (Passport Login) and Password.

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# *ATTENDANCE POLICIES*



# VACATION

- ALLOWED AFTER 6 MONTHS
- WHILE ON TRAINING, WE'RE *FLEXIBLE*
- TWO WEEK NOTICE
- SHIFT TRADES
- SPECIAL OCCASIONS



# *SICK LEAVE/PSL*

*Lexipol 1014*

*2 HR. MINIMUM SICK  
LEAVE NOTICE*

*REPORT TO SUPERVISOR*

*PERSONAL SICK LEAVE*

*IMMEDIATE FAMILY*

*UP TO 5 DAYS*



# *CONSOLE PROCEDURES*

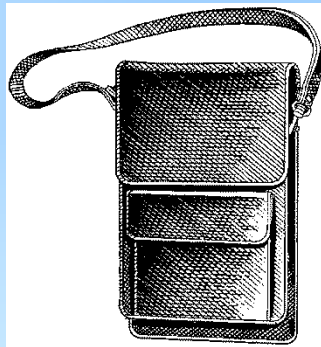
*ARRIVE ON TIME (Good Practice to be here 5 minutes before shift starts to relieve at console)*

*BRIEFING/CLEAN-UP*

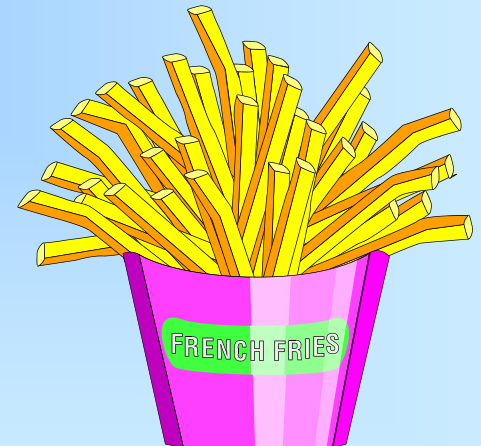
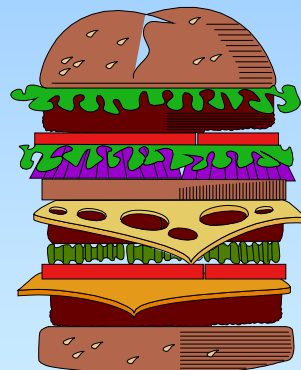
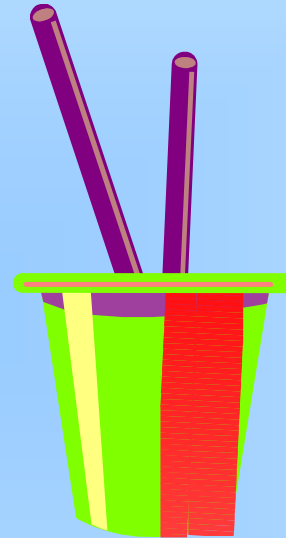
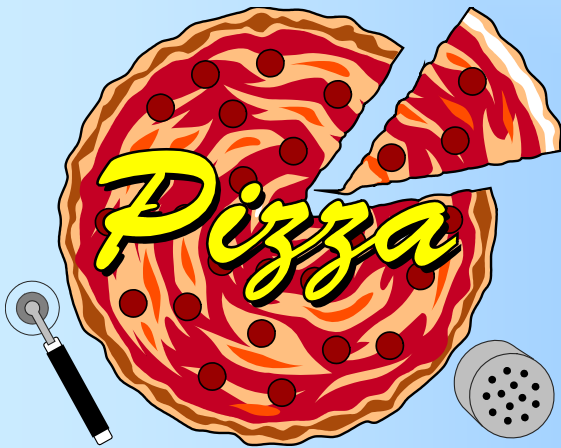
*CONSOLE OPERATION CHECK*



# *HOUSEKEEPING*



# *MEALS/DRINKS AT THE CONSOLES*



# PERSONAL TELEPHONE CALLS

- ALL TELEPHONE LINES TAPED
- SUBJECT TO SUBPOENA
- Lexipol 702
- USE BREAK ROOM/BREAK TIME
- USE 692-5722



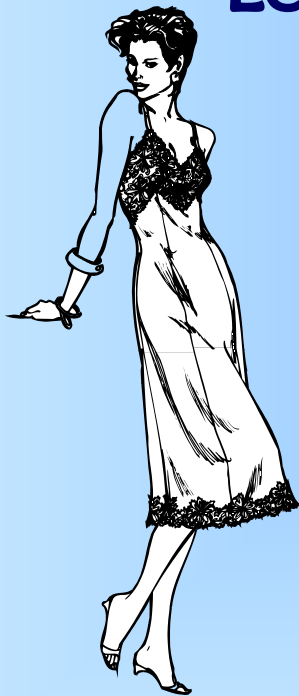


# *PERSONAL PROJECTS/READING AT THE CONSOLES*



# OUTSIDE EMPLOYMENT POLICY

## Lexipol Policy 1040



# DEPUTY SHERIFF'S ASSOCIATION



***DISCRIMINATORY HARASSMENT***

***Lexipol 328***

***NOT ALLOWED!***

***NOT TOLERATED!***

# *OCCUPATIONAL INJURY*

*Lexipol 1042*



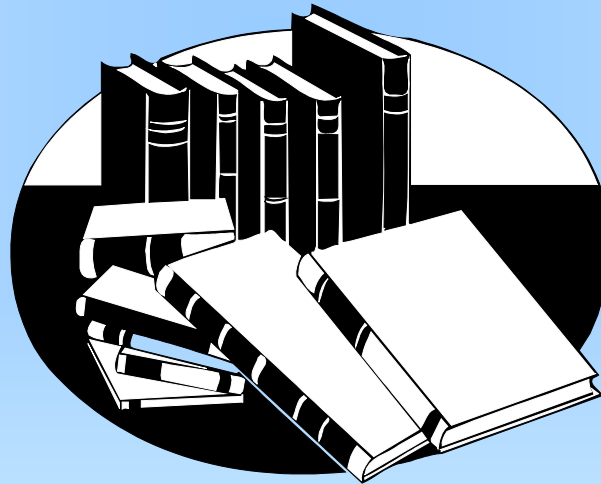


# *STAFFING IN EMERGENCIES*

*Lexipol 206: Emergency  
Management Plan*



# *REVIEW OF POLICIES & PROCEDURES*



# Mission Statement

We, the members of your Sheriff's Office,  
are responsible for enforcing the laws,  
upholding the Constitutions,  
and providing custody and court services.

We are committed to enhancing the quality of life through effective partnerships,  
protecting persons and property,  
while serving as role models to our community.



# Guiding Principles

## **INTEGRITY**

**We** are responsible for our actions, which are based upon the highest standard of ethics. We are committed to being honest, moral and trustworthy.

## **CARING**

**We** are considerate, selfless and supportive in all our endeavors.

## **COURAGE**

**We** take action, even at personal risk, by protecting the community, safeguarding the public interest and improving the organization.

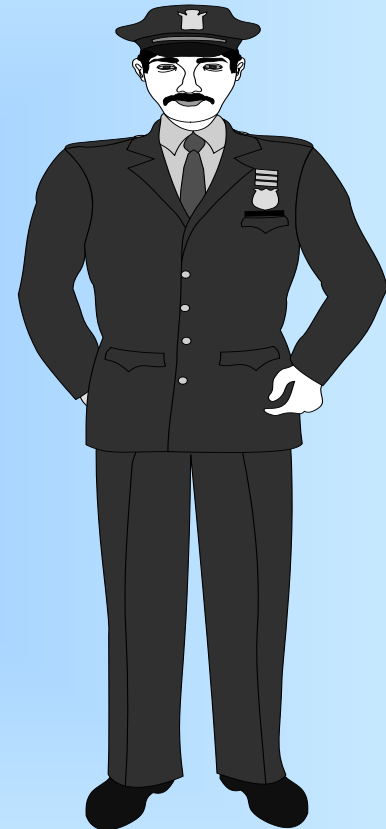
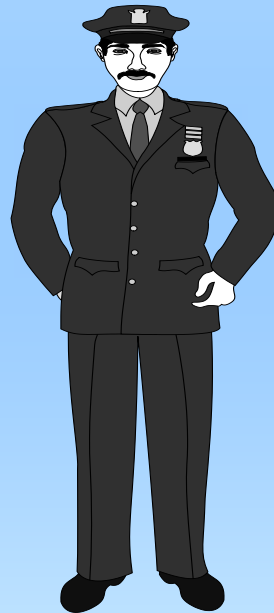
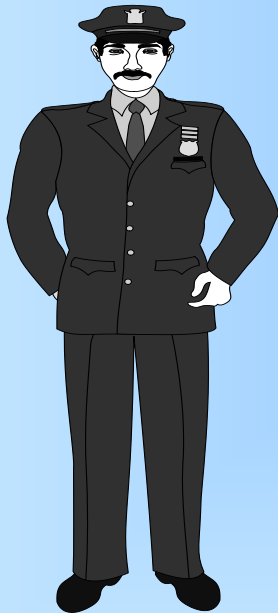
## **FAIRNESS**

**We** treat everyone with respect and dignity. We are impartial and just in our decisions and conduct.

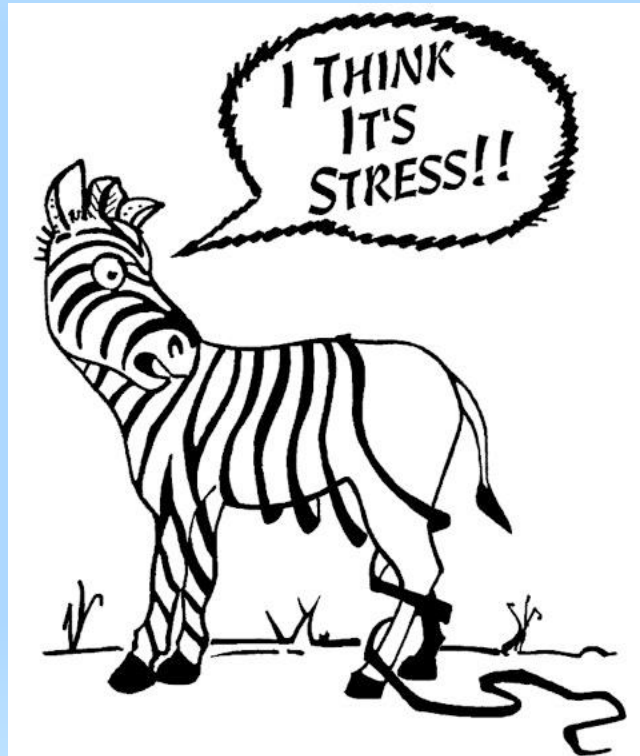
## **SERVICE**

**We** perform our duties with professional excellence. We are dedicated and responsive to our community.

# *UNIFORM POLICY*



# ***STRESS!!***



# Employee Assistance Program

Call **LifeMatters®** by Empathia toll-free anytime. **1-800-367-7474**

Assistance with Life, Work, Family, and Wellbeing • 24/7/365

Call collect to **262-574-2509** if outside of North America

Visit **LifeMatters®** online at **mylifematters.com** (password: COSB)



[facebook.com/lifematterseap](https://facebook.com/lifematterseap)

Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.

