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
Welcome to ESS+

Your portal to tools, information & more...

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

Login:  Password:  

Forgot your Employee ID or password? Click here.
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
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
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!!

I THINK IT'S 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

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