

# Memorandum

**Date:** July 13, 2016  
**To:** All Personnel  
**From:** Undersheriff Melekian  
**Subject:** Patrol Operations Minimum Staffing  
**Sheriff's Bulletin:** 16-14



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The purpose of this bulletin is to define the patrol minimum staffing level for each of the Sheriff's Office patrol stations. The staffing levels defined in this bulletin should be implemented no later than August 1, 2016.

Minimum staffing is defined as the minimum number of patrol positions, excluding specialty positions such as Traffic Units, CRDs and SRDs, assigned to any given station of the Sheriff's Office during the operational period. A supervisor is authorized to use voluntary overtime or order personnel to work without having prior management approval to meet minimum staffing. Determination of minimum staffing is based on a number of factors including contractual obligations, memorandums of understandings, geography, availability of law enforcement personnel from adjacent stations or jurisdictions, and the historical call volume.

The importance of maintaining a safe minimum staffing level for patrol operations while not exceeding the funded number of positions available to the Sheriff's Office is an important component of managing our finite resources.

It is important to recognize that minimum staffing is not a mandated staffing level for the entire shift nor does it eliminate supervisor discretion. A supervisor is authorized to drop below the recognized minimum staffing level when they believe it is reasonable to do so.

Please see the following page for minimum staffing levels for each division.

  
BERNARD MELEKIAN  
Undersheriff

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Page 2

**SOUTH COUNTY OPERATIONS DIVISION<sup>1</sup>**

**Coastal Patrol Bureau**

<b>Operational Period</b>	<b>County Deputies</b>	<b>Contract Deputies</b>	<b>Supervisors</b>	<b>Total</b>
<b>Days (0530 – 1730)</b>	2	2	1	5
<b>Nights (1730 – 0530)</b>	2	2	1	5

**Goleta Valley Patrol Bureau**

<b>Operational Period</b>	<b>County Deputies</b>	<b>Contract Deputies</b>	<b>Supervisors</b>	<b>Total</b>
<b>Days (0600 – 1800)</b>	2	3	1	6
<b>Nights (1800 – 0060)</b>	2	3	1	6

**NORTH COUNTY OPERATIONS DIVISION**

**North Stations**

<b>Operational Period</b>	<b>Deputies</b>	<b>Supervisors</b>	<b>Total</b>
<b>Days (0600 – 1800)</b>	4	1	5
<b>Nights (1800 – 0600)</b>	4	1	5

**Central Stations<sup>2</sup>**

<b>Operational Period</b>	<b>Lompoc County Deputy</b>	<b>Contract Deputy<sup>3</sup></b>	<b>Valley County Deputy</b>	<b>Supervisors</b>	<b>Total</b>
<b>Days (0600-1800)</b>	2	3	2	1	8
<b>Nights (1800-0600)</b>	2	3	2	1	8

<sup>1</sup> The community of Isla Vista requires unique considerations when determining staffing levels.

<sup>2</sup> Central Stations supervisors may move county units between Lompoc and the Valley as circumstances require.

<sup>3</sup> Contract positions include City of Buellton, City of Solvang, and the Chumash Reservation