

Memorandum

Date: November 28, 2016
To: All Personnel
From: Undersheriff Melekian
Subject: Patrol Operations Minimum Staffing - Amended



Sheriff's Bulletin: 16-14A

Sheriff's Bulletin 16-14 is amended as follows:

In determining staffing levels, the following terminology shall be utilized:

- **Optimum Staffing:** The ideal number of personnel required to handle all calls for service in a timely fashion and engage in proactive police work. Ideally, patrol units will meet the saturation index standard of 60% set by the Center for Public Safety Management (CPSM, formerly ICMA). This refers to a target goal of no more than 60% of a patrol deputies time being spent handling calls for service.
- **Operational Minimum Staffing:** The minimum number of personnel required to handle all calls for service while maintaining officer safety. Response times may be affected, but not significantly.
- **Tactical Minimum Staffing:** The minimum number of personnel required to handle emergency calls for service. During periods of Tactical Minimum Staffing, dispatch should hold non-emergency calls (calls with a Priority other than Perin or Propin) in the Pending queue, give verbal notification to the area supervisor that the call is holding, and allow patrol units to self-assign via MDT (or manually assign those that cannot). The use of baker units should be considered to ensure officer safety.

The minimum staffing levels articulated in Sheriff's Bulletin 16-14 are operational minimums. The Central Stations operational minimum is returned to 1 supervisor and 7 deputies. Tactical minimums will be determined by the geographic Division Commander with the approval of the Law Enforcement Operations Chief Deputy.

BERNARD MELEKIAN
Undersheriff