

Memorandum

Date: November 29, 2022
To: All Sheriff's Employees
From: Undersheriff Craig Bonner
Subject: LE Mandatory Overtime in Custody
Operations Directive & Sign-Up Procedure



Sheriff's Bulletin: 22-02

Colleagues,

Staffing within our Custody Branch has dropped to a point that all custody deputies are required to work a significant number of mandatory overtime shifts in an effort to close the gap between the operational need of maintaining the safety and security of our Jail facilities and the available Custody staffing. For reference, the most recent Sheriff's HR update outlines that we have 29 hard vacancies within our custody deputy classification, along with 14 additional soft vacancies, totaling 43 effective vacancies. We have reached a point where it is necessary to provide assistance from our Law Enforcement and Support Branches to assist in lowering the number of mandatory overtime shifts our Custody personnel are working.

In the past, we addressed similar Custody Branch staffing challenges by temporarily transferring LE deputies to the Custody Branch on a full-time basis, pursuant to Lexipol policy §1004.3. In considering concurrent hard and soft vacancies within the LE and Support Branches and the resulting staffing challenges, we are attempting to avoid transferring LE deputies to the jail. To that end, we explored using LE deputies to cover a portion of the mandatory overtime need within the Custody Branch.

Our leadership team, in a series of meetings with the Deputy Sheriff's Association and County Human Resources, has established a process by which Law Enforcement Deputies, Special Duty Deputies and Sergeants will work mandatory overtime shifts in the Custody Branch. These shifts will be worked covering functions/ positions that minimize the need for specialized training or certifications related to working inside custody facilities and which are most consistent with the training and experience of our LE deputies. The attached Letter of Agreement between the County of Santa Barbara and the Santa Barbara Deputy Sheriff's Association outlines the specifics of the agreement.

The basic premise of this directive is that each LE deputy from the Law Enforcement and Support Branches shall sign up to work two (2) mandatory overtime shifts between December 1, 2022 and January 9, 2023 in the Custody Branch. The specific procedures for accomplishing this are addressed within the attached protocol document.

The effectiveness of this this mandatory overtime effort will be reevaluated at the conclusion of this time period and will include further discussions with the DSA.



CRAIG BONNER
Undersheriff

Attached: Sign-up Protocol
Letter of Agreement

Law Enforcement Overtime in Custody Operations Sign-up Protocol

- Each day, from December 1, 2022, through January 9, 2023, there will be four (4) available day shifts (0600-1800) and four (4) available night shifts (1800-0600) 2 each in north county and south county.
- Supervisors will receive an email from Sheriff's HR with instructions on how to establish a user account for smartsheet. Supervisors (Sergeants and Senior Deputies) will be responsible for utilizing the "Smart Sheet" to sign up their employees for their preferred two shifts.
- Smart Sheet Link:

<https://app.smartsheet.com/sheets/88ccx5Hw8Cc3jwFR5jxVr5WgjpFcr7GMggW9xhw1>
- Supervisors will complete the sign up for their deputies on a first come, first served basis. The employee's **name and contact number** will be entered into the designated row and column on the smart sheet (Date / Day / Night / North / South). Deputies will be assigned to transportation or hospital guard details per the agreement; however, they may also indicate they are willing to work inside the custody facilities by checking the appropriate box on the smart sheet.
- 2 hours prior to the designated shift start time, a Custody Operations supervisor will call the deputy who signed up for the shift and advise them of where they are assigned.
- If there is no need for the overtime deputy, they will be excused from their shift and will have satisfied their obligation to complete that mandatory shift. If two deputies are listed for the same shift (ex: January 1, 2023 Day Shift South County 1 and Day Shift South County 2), the second name will be called in first.
- If for any reason a deputy is unable to fulfill the shift they signed up for, the deputy must notify their supervisor as soon as practical to amend the smart sheet and sign up for an alternative shift.
- Employees called in to work on their assigned day will be compensated for Portal-to-Portal transportation time in addition to their actual hours worked, according to the attached agreement. Employees called off work will be compensated for two hours of work time per Section 15. Overtime subsection H. of the Memorandum of Understanding between the County of Santa Barbara and the Santa Barbara County Deputy Sheriff's Association.