

## Staffing Levels

### 216.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

### 216.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty or on call whenever possible. The Patrol Sergeant and or Correctional Sergeant will ensure that at least one field supervisor is available to staff during each watch. When on duty Sergeant(s) are unavailable there will be a O.I.C. Officer in Charge assigned. In the event neither a Sergeant or an O.I.C. is available the Under-sheriff or the Sheriff will be available for contact. It is the responsibility of each Sergeant and or O.I.C. to advise the Sheriff and or Under-sheriff that he or she will be unavailable for their assigned on-duty shift.

#### 216.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a deputy may be used as field supervisors, O.I.C. (Officer in Charge) in place of a field Sergeant.

With prior authorization from the Under-sheriff, a deputy may act as the Patrol Supervisor for a limited period of time .