

**County of Santa Clara**  
**Office of the County Executive**

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**DATE:** May 29, 2019

**TO:** Honorable Board of Supervisors  
Jeffrey V. Smith, County Executive

**FROM:** Undersheriff Rick Sung  
Martha Wapenski, Deputy County Executive

**SUBJECT:** FY 2019-2020 Board Request for Information No. 14  
Vacancies and Overtime with the Office of the Sheriff's Enforcement and Custody Bureaus

On May 14, 2019 during the Budget Workshop on the Fiscal Year (FY) 2019-2020 Recommended Budget, the Board of Supervisors requested that Administration provide a report regarding vacancies and overtime within the Office of the Sheriff's enforcement and custody bureaus. The vacancy and overtime information requested by the Board is provided below.

*Office of the Sheriff – Vacancy Information*

**Enforcement Bureau:**

Enforcement Deputy Sheriff Vacancies as of 5/19/19 (from PeopleSoft)	99
Supernumerary codes (double fill for trainees)	-40
Code pool to fill long term leaves	0
<b><i>Enforcement Deputy Sheriff Adjusted Vacancies as of 5/19/19*</i></b>	<b>55</b>
Enforcement Sergeant Sheriff Vacancies as of 5/19/19 (from PeopleSoft)	2

*\* Does not include 4 FTE for seasonal Parks Patrol.*

The Office of the Sheriff is authorized for 472 deputies in the Enforcement Bureau. With 55 vacancies, that is a vacancy rate of 11.6%. There are 85 authorized Enforcement Bureau sergeants and 2 vacancies for a vacancy rate of 2%.

**Custody Bureau:**

Correctional Sergeant Sheriff Vacancies as of 5/19/19 (from PeopleSoft)	5
Correctional Deputy Sheriff Vacancies as of 5/19/19 (from PeopleSoft)	65
<b><i>Custody Vacancies as of 5/19/19</i></b>	<b>70</b>

The Office of the Sheriff is authorized for 812 deputies in the Custody Bureau. With 65 vacancies, that is a vacancy rate of 8.0%. There are 51 authorized Custody Bureau sergeants and 5 vacancies for a vacancy rate of 9.8%.

Recruitment efforts are also underway in coordination with the Employee Services Agency (ESA) for the promotional process for sergeants in both the custody and enforcement bureaus. Enforcement sergeant candidates have completed the testing process and are being ranked and reviewed by ESA. Custody sergeant candidates will complete their oral board examination the first week of June.

**Enforcement Academies:**

- Enforcement Academy graduating October 31, 2019 – Sheriff’s Office currently has 28 cadets in the Academy that are projected to graduate.
- Enforcement Academy graduating August 6, 2020 – Sheriff’s Office is planning an enrollment of 40\* cadets.

**Custody Academies:**

- Custody Academy graduating September 5, 2019 – Sheriff’s Office currently has 51 cadets in the Academy that are projected to graduate.
- Custody Academy graduating January 9, 2020 – Sheriff’s Office is planning an enrollment of 40\* cadets.
- Custody Academy graduating May 28, 2020 – Sheriff’s Office is planning an enrollment of 30\* cadets.

*\*The projected number of cadets accounts for anticipated attrition during academies and retirements and may be adjusted.*

Transit Patrol Division Staffing

The Office of the Sheriff’s Transit Patrol Division provides contract security and supplemental law enforcement services for the Santa Clara Valley Transportation Authority (VTA) with the agreement scheduled to end June 30, 2019. There are 42 codes assigned to the Transit Patrol Division with 10 current vacancies as of May 19, 2019. In March 2019, the VTA released a new solicitation for its contracted law enforcement support service and is currently still in the process of selecting a vendor. The Office of the Sheriff is awaiting the outcome of their proposal to continue providing law enforcement support services to the VTA, which may have an impact on positions and vacancies. The Office of the Sheriff will bring a six-month extension of the existing contract to the Board of Supervisors on June 18, 2019 to allow VTA to complete the RFP process.

*Office of the Sheriff – Overtime Information*

On February 26, 2019, as part of the mid-year budget process, the Board approved an appropriation modification transferring \$5,000,000 in ongoing funds for overtime to the Sheriff's Office budget based on the Office of the Sheriff's request for overtime funding. The Office of Budget and Analysis is working with the Sheriff's Office to identify and understand the utilization of existing overtime resources and make necessary adjustments for the balance of year-end departmental budgets. Additionally, overtime and staffing needs are also being reviewed as part of the current Staffing Study being conducted of sworn and non-sworn staff in enforcement and the jails. The findings and recommendations of the report are intended to help inform the budget process, short-term and long-range strategies, and future Board actions once it is completed in late 2019.

cc: Chief Board Aides

Miguel Marquez, Chief Operating Officer

James R. Williams, County Counsel

Tiffany Lennear, Assistant Clerk of the Board of Supervisors

Mary Ann Barrous, Agenda Review Administrator

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