

FY 18-19 Budget Hearing

Response to:

Budget-Related Request for Information

Item No. 12

Description: Information on Sheriff's Office staff vacancies
(Supervisor Simitian)

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County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4900



Laurie Smith
Sheriff

DATE: June 5, 2018

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

FROM: Laurie Smith, Sheriff

SUBJECT: FY 2019 Board Request for Information—Budget Workshop

This report is in response to a request for clarification and correction regarding the Sheriff's Office staff vacancies that was submitted by the Employee Services Agency on May 21, 2018 to the County Board of Supervisors and was included as part of a report detailing county-wide current funded vacancies and vacancy rates by department. As such, the intent of this report is to illustrate the methodology the Sheriff's Office uses in order to calculate the precise number of vacancies that will need to be recruited for at any given moment. Due to the fluid and complex nature of managing resources for an organization this size, we are continually focusing our efforts and expertise in resource management in order to ensure we are able to provide the most efficient and effective public safety service to the residents of our County. We are hopeful this report will also assist in providing further clarity and prevent future misunderstandings.

To get an accurate representation of the number of vacancies the Sheriff's Office has at any given moment, it is necessary to understand that there are fundamentally two types of funded coded positions that exist in the Sheriff's Office. We think of these conceptually as "operational" codes and "transitional" codes. Operational codes are those that are intended to be filled full-time and permanently in order to fulfill the mission of the Sheriff's Office. The number of vacant operational codes represents the number of staff we aim to recruit and hire; thus, when calculating vacancy totals, operational codes are the only ones that should be considered. The majority of coded positions in the Sheriff's Office are operational codes.

Transitional codes are those which are necessary to maintain, but are not expected to be filled continuously. The Sheriff's Office maintains the following transitional codes for the Enforcement Bureau (Budget Unit 230):

- (35) Deputy Sheriff Cadet codes, which are used for civilian trainees while they are in the Academy, which lasts for approximately six months.
- (40) codes which are alternately staffed with either a Deputy Sheriff Cadet or a Deputy Sheriff. These "supernumerary" codes are used for deputies in the Field Training

Program, which lasts for approximately four months. Once a deputy has successfully completed the training program, they are moved into a vacant operational code. They are also used for Deputy Sheriff Cadets for large Academy classes which exhaust the 35 codes listed above.

- (3) “900” codes (two Deputy Sheriff and one Sheriff’s Sergeant), which are used for employees on extended medical leave who are not expected to return to work.
- (8) Deputy Sheriff codes which represent Parks Patrol deputies that are only intended to be filled for a portion of the year.
- (1) Deputy Sheriff code assigned to the County Government Center, which is covered by rotating assignments.

Thus, there are 87 transitional codes within BU 230.

As of May 21, 2018, PeopleSoft shows 140 funded vacant positions in BU 230. This includes all classifications, badge and non-badge. It would be misleading to rely solely on this number to determine the vacancy rate for the Sheriff’s Office because this number includes all vacant transitional codes. It also fails to project anticipated movement of staff from transitional codes (temporary training and seasonal positions) into operational codes.

The majority (112) of these 140 funded vacant positions are Deputy Sheriff codes. Among these 112 vacant Deputy Sheriff codes are the following vacant transitional codes:

- (2) - “900” Deputy Sheriff codes
- (1) - County Government Center code
- (4) - Supernumerary codes

Subtracting these seven vacancies, which represent positions not intended to be continuously filled, nets 105 Deputy Sheriff vacancies.

There are 22 Deputy Sheriffs currently in the Field Training Program (FTP). It is necessary to maintain 22 Deputy Sheriff vacancies for these trainees to transfer into upon completing the FTP. Taking this into account, we move from 105 to 83 Deputy Sheriff vacancies.

There are currently 33 Deputy Sheriff Cadets in the Academy. It is necessary to maintain 33 Deputy Sheriff vacancies for these recruits to promote into upon completing the Academy. Taking this into account, we move from 83 to 50 Deputy Sheriff vacancies.

There are currently 8 Deputy Sheriffs assigned to Seasonal Parks Patrol. It is necessary to maintain 8 Deputy Sheriff vacancies for these deputies to transfer into at the end of the Parks season. Taking this into account, we move from 50 to 42 Deputy Sheriff vacancies.

There are currently 7 VTA Deputy Sheriff positions which are currently pending the full implementation of the Berryessa Bart Station. Taking this into account, we move from 42 to 35 Deputy Sheriff vacancies as of May 21, 2018.

Therefore, **35** is the number of Deputy Sheriffs we are currently in the process of recruiting.

Custody Bureau

As of May 21, 2018, PeopleSoft shows a total 49 funded vacant positions in BU235 (Sheriff's DOC Contract) and 51 funded vacant positions in BU240 Department of Correction bringing the total for the Custody Bureau to 100. This includes all classifications, badge and non-badge. It would be misleading to rely solely on this number to determine the vacancy rate for the Sheriff's Office because this number includes all vacant transitional codes. It also fails to project anticipated movement of staff from transitional codes into operational codes.

Of these 100 funded vacant positions, 49 are Sheriff's Correctional Deputy codes.

There are currently 21 Sheriff's Correctional Deputy Cadets in the Academy. It is necessary to maintain 21 Sheriff Correctional Deputy vacancies for these recruits to promote into upon completing the Academy. Taking this into account, we move from 49 to 28 Sheriff's Correctional Deputy vacancies.

Therefore, 28 is the number of Sheriff's Correctional Deputies we are in the process of recruiting.

The intent of this report has been to again illustrate the methodology the Sheriff's Office uses in order to calculate the precise number of vacancies that will need to be recruited for at any given moment while keeping in mind the fluidity of vacancies due to recruitments and retirements.

cc: Chief Board Aides

Miguel Marquez, Chief Operating Officer

James R. Williams, County Counsel

Megan Doyle, Clerk of the Board of Supervisors

Mary Ann Barrous, Agenda Review Administrator

Eric Pulido, Budget and Public Policy Analyst