

Staffing Levels

206.1 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.

206.2 MINIMUM SUPERVISORY STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a deputy-in-charge may be used as a supervisor in place of a sergeant.

With prior authorization from the Marshal, a deputy may act as the Sergeant for a limited period of time .

206.3 COURT DEPLOYMENT

Whenever a judge is on the bench, there shall be a deputy in the courtroom, unless excused by the judge or reassigned by a supervisor. At least one deputy and one public safety service officer shall be assigned to each screening station while the court facility is open to the public. At least one dispatcher shall be on duty whenever a deputy or PSSO is on duty, unless otherwise directed by the Marshal.