

### **STATIONS**

Buellton 140 W. Highway 246 Buellton, CA 93427 Phone (805) 686-8150

Carpinteria 5775 Carpinteria Avenue Carpinteria, CA 93013 Phone (805) 684-4561

Isla Vista 6504 Trigo Road Isla Vista, CA 93117 Phone (805) 681-4179

Lompoc 3500 Harris Grade Road Lompoc, CA 93436 Phone (805) 737-7737

New Cuyama 70 Newsome Street New Cuyama, CA 93254 Phone (661) 766-2310

Santa Maria 812-A W. Foster Road Santa Maria, CA 93455 Phone (805) 934-6150

Solvang 1745 Mission Drive Solvang, CA 93463 Phone (805) 686-5000

Sheriff - Coroner Office 66 S. San Antonio Road Santa Barbara, CA 93110 Phone (805) 681-4145

Main Jail 4436 Calle Real Santa Barbara, CA 93110 Phone (805) 681-4260

**COURT SERVICES CIVIL OFFICES** 

Santa Barbara 1105 Santa Barbara Street P.O. Box 690 Santa Barbara, CA 93102 Phone (805) 568-2900

Santa Maria 312 E. Cook Street, "O" P.O. Box 5049 Santa Maria, CA 93456 Phone (805) 346-7430

### SANTA BARBARA COUNTY

BILL BROWN

Sheriff - Coroner

**HEADQUARTERS** 

P.O. Box 6427 • 4434 Calle Real • Santa Barbara, California 93160 Phone (805) 681-4100 • Fax (805) 681-4322 www.sbsheriff.org

April 1, 2014

Mr. Sebastian Cosentino, Project Director Facility Standards and Operations Division Board of State and Community Corrections 600 Bercut Drive Sacramento, California 95811

Santa Barbara County Re: AB 900 Phase II Project – A05-12

**Detention Facility Administrator Comments** 

Dear Mr. Cosentino:

As Sheriff of Santa Barbara County, I have reviewed the Preliminary Staffing Plan and Operating Cost Analysis for our conditionally awarded AB 900 Phase II project. The documents represent the proposed 376-bed (344 rated beds and 32 special use beds) Northern Branch Jail facility. These documents and the related attachments, including my comments, will be reviewed at a public hearing of the Board of Supervisors on April 15, 2014. These documents represent the County's intent and long-term plan for construction of the proposed facility, occupancy within 90 days of construction completion, and safe operation thereafter.

### Preliminary Staffing Plan

The Preliminary Staffing Plan represents operation of the proposed facility at completion and full occupancy. The attachments represent additional clarity on the pattern of hiring, training, and development of transition action items to ensure a successful occupancy and permanent full-time operation. The Preliminary Staffing Plan must be reviewed in conjunction with the Operating Cost Analysis for a complete picture as to the planned dates of hiring and promotion of staff, along with initial facility shakedown.

Mr. Sebastian Cosentino, Project Director
 RE: Santa Barbara County AB 900 Phase II Project – A05-12
 Detention Facility Administrator Comments
 April 1, 2014
 Page 2

As represented in these documents, staff will be hired in a phased fashion over many months. They will be fully trained, and thereby utilized in various capacities until the facility is in full operation.

The Preliminary Staffing Plan as provided assumes reduced staffing during lockdown hours at night, with greater staffing during daylight hours and periods of higher activity. This has been considered in the overall staffing calculations. Also taken into consideration in the staffing numbers is the operating philosophy that certain housing units will operate as Direct Supervision housing units while others will operate as Indirect Supervision units.

The staff numbers takes into account the latest Net Annual Work Hour Calculation conducted by an independent consultant for the Sheriff's Office.

### Operating Cost Analysis

The provided Operating Cost Analysis is the projected cost based upon the provided Preliminary Staffing Plan, current services and supplies cost estimates, contracts, and utilities. This analysis represents the most accurate assumptions which can be applied in advance to the opening of the facility, at this phase of design. Foreseeable adjustments to cost figures such as already approved changes in employee benefits have been utilized to provide the most accurate calculation. The analysis represents the timing of hiring, and of staff promotions necessary for the addition of the new facility, and related temporary or long-term project impacts.

The Sheriff's Chief Financial Officer, County Auditor Controller, and County Executive Office have all participated in providing calculations, additional input, or recommendations to the calculations used in plans and analysis.

I have reviewed the complete content of the submission documents and approved their presentation to the Board of Supervisors for submission to the Board of State and Community Corrections.

If you have any clarifying questions or comments concerning these documents please call the County's designated representatives: James Meter at (805) 681-4239 with regard to Preliminary Staffing Plan questions, and Douglas Martin at (805) 681-4293 with regard to Operating Cost Analysis.

Sincerely

BILL BROWN Sheriff – Coroner

BB:tlj

# Santa Barbara County-Northern Branch Jail

## **Staffing-Shift Summary**

Shift Work	ers			Day Shifts	I Shift Make-up Night Shift
Sworn		Civilians		Squad A	- Trigite Gillia
CD Lieutenant - Operations	2		6	1 Sergeant	341 (FA) 4 : 10 A 150 (YE
C/D Sergeant	4	Records Staff	15	1 Sup CDII	
CD S/D -Supervising	4			Sept. Collection which of all the Constituted in Committee See Sect.	The real of the section of the secti
CD S/D Classification	12	Cooks	5	8 CD for Hsg Posts	CONTROL CONTRO
Custody Deputy	70	(Separate Shift Structure-Per co	ntractor)	2 CD for Intake-Release	
				3 CD for Cntrl/Escort/Relief	
Subtotal	82	Subtotal	26	1 CD for Vocation/Kitchen	
				4 CD's for Vac/Sick/Etc.	
•				1 Records Supv AOP	
				1 Utility Workers	
				3 Records AOP	
Non-Shift Work	Office				<del> </del>
Sworn		Civilians		Squad B	eta repercer 1 ester representar rep
Week Days Only				1 Sergeant	
CD Commander	1	Accountant	1	1 Sup CDII	
		CSS II	1	¥	A CONTROL OF THE PROPERTY OF T
CD Lieutenant - Administration	1	Maint Supv	1	8 CD for Hsg Posts	
		Painter	1	2 CD for Intake-Release	
CD S/D Classification	1	Park Ranger	1	3 CD for Cntrl/Escort/Relief	
		Utility Workers	1	1 CD for Vocatn-Kitchn	
CD Medical & Security	1	AOP I - Lobby	1	4 CD's for Vac/Sick/Etc.	
CD Medical Transport		Storekeeper	1	1 Records Supv AOP	
·		AOP III-Admin	1	1 Utility Workers	
		Laundry Coord	1	3 Records AOP	
		_	Author Difference and construction of the cons	NAME .	
Subtotal	6	Subtotal	10		
Total Officers	88	Total Civilians	36		
Total Staff		124			
Total Staff		124			
Contract Services		TBD			
Contract Services Medical Mental Health-Service	s and S	TBD Supplies Budget			
Contract Services  Medical Mental Health-Service  Physician	s and S	TBD Supplies Budget Part-time			
Contract Services  Medical Mental Health-Service Physician Nurse Practitioner	s and S 1 1	TBD Supplies Budget Part-time Part-time			
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Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk	s and S 1 1 1 1 1 2 1 9.2 6.4 1	TBD Supplies Budget Part-time Part-time Part-time Part-time Part-time			
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Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk  Inmate Services/Programs Existing MJ Staff who will provide of Admin Office Pro Admin Office Pro Drug Treatment Counselors  Inmate Welfare Fund- Other Agradditional Positions - Via Contract	s and S  1 1 1 1 1 1 9.2 6.4 1 1 1 1 2 reemen	TBD  Supplies Budget  Part-time	Coordinator rogram		
Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk  Inmate Services/Programs Existing MJ Staff who will provide I Admin Office Pro Admin Office Pro Drug Treatment Counselors  Inmate Welfare Fund- Other Agg Additional Positions - Via Contract Contract Treatment Svcs.	\$ and \$\frac{1}{1}\$  1 1  1 1  2 1  9.2 6.4  1 1  1 1  2 reemen  or MOU  2	TBD Supplies Budget Part-time Part-time Part-time Part-time Part-time Part-time Part-time Part-time Part-time Inmate Education Coc Community Outreach Sheriff's Treatment Pr	Coordinator rogram		
Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk  Inmate Services/Programs Existing MJ Staff who will provide I Admin Office Pro Admin Office Pro Drug Treatment Counselors  Inmate Welfare Fund- Other Ag Additional Positions - Via Contract Contract Treatment Svcs. Transition Coordinator	\$ and \$\frac{1}{1}\$  1 1  1 1  1 2  6.4  1 1  1 1  2 6.4  7 1  1 2  8 2  8 3 2 4 5 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7	TBD Supplies Budget Part-time  port Inmate Education Coc Community Outreach Sheriff's Treatment Pr  tts  Inmate Welfare Fund- Community Reentry	Coordinator ogram  Availability		
Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk  Inmate Services/Programs  Existing MJ Staff who will provide II Admin Office Pro Admin Office Pro Drug Treatment Counselors  Inmate Welfare Fund- Other Agr Additional Positions - Via Contract Contract Treatment Svcs. Transition Coordinator Probation Officer	s and S  1 1 1 1 1 1 9.2 6.4 1 1 1 1 2  WBJ Supp  reemen or MOU 2 1 1 1	TBD Supplies Budget Part-time  Inmate Education Coc Community Outreach Sheriff's Treatment Proceedings Inmate Welfare Fund- Community Reentry AB 109 - Coordination	Coordinator ogram  Availability		
Contract Services  Medical Mental Health-Service Physician Nurse Practitioner MH Director Dentist Dental Assistant Medical Assistant Psychiatric RN Registered Nurse LVN LCSW/MFT Clerical-Medical Medical Records Clerk  Inmate Services/Programs Existing MJ Staff who will provide I Admin Office Pro Admin Office Pro Drug Treatment Counselors  Inmate Welfare Fund- Other Ag Additional Positions - Via Contract Contract Treatment Svcs. Transition Coordinator	s and S  1 1 1 1 1 1 9.2 6.4 1 1 1 1 2  **RBJ Supple or MOU 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TBD Supplies Budget Part-time  port Inmate Education Coc Community Outreach Sheriff's Treatment Pr  tts  Inmate Welfare Fund- Community Reentry	Coordinator ogram  Availability nent/CBO		

Night Shifts

Squad C 1 Sergeant 1 Sup CDII 1 Class CDII

Squad D 1 Sergeant 1 Sup CDII 1 Class CDII 8 CD for Hsg Posts 2 CD for Intake-Release 3 CD for Control & Escort 4 CD's for Vac/Sick/Etc.
1 Records Supv AOP

2 Utility Workers 2 Records AOP

8 CD for Hsg Posts
2 CD for Intake-Release 3 CD for Cntrl/Escort/Relief 4 CD's for Vac/Sick/Etc. 1 Records Supv AOP 2 Utility Workers 3 Records AOP

## **Custody Deputies-Days**

Santa Barbara Northern Branch Jail															
14 Day S	che	dul	e 37	6 B	ed l	aci	lity	(Wi	h R	elie	f Fa	cto	r) D	ays	
						hift							<u> </u>		
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Custody Deputy 1	8hr	400778						REFER							80.0
Custody Deputy 1  Custody Deputy 2	8hr														80.0
Custody Deputy 2  Custody Deputy 3	8hr									<u> </u>					80.0
Custody Deputy 3  Custody Deputy 4	0111	8hr													80.0
Custody Deputy 5		8hr													80.0
Custody Deputy 5  Custody Deputy 6		8hr	<u> </u>												80.0
Custody Deputy 7		OH	8hr												80.0
Custody Deputy 8			8hr												80.0
Custody Deputy 9			8hr												80.0
Custody Deputy 10			0111				8hr								80.0
Custody Deputy 10  Custody Deputy 11							8hr								80.0
Custody Deputy 12							OIII	8hr							80.0
Custody Deputy 13								8hr							80.0
Custody Deputy 14								0111	8hr						80.0
Custody Deputy 15									8hr						80.0
Custody Deputy 16									0111	8hr					80.0
Custody Deputy 17										8hr					80.0
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Custody Deputy 19				8hr						OIII					80.0
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Custody Deputy 22					8hr										80.0
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Custody Deputy 27				<b></b>							8hr				80.0
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Custody Deputy 31												8hr			80.0
Custody Deputy 32												8hr			80.0
Custody Deputy 33													8hr		80.0
Custody Deputy 34													8hr		80.0
Custody Deputy 35														8hr	80.0
Custody Deputy 36														8hr	80.0
Supervision															
Custody Deputy II - 1							- Sewale			-,			- 1-40,000	8 hr	80.0
Custody Deputy II - 2													8 hr		80.0
Custody Sergeant 1			8 hr												80.0
Custody Sergeant 2										8 hr					80.0
CD's On Per Shift	20	20	20	20	20	20	20	20	20	20	20	20	20	20	1000

## **Custody Deputies-Nights**

Santa Barbara Northern Branch Jail															
14 Day	Sch	edu	le 3	76 E	3ed	Fac	ility	<sup>'</sup> (W	ith I	Reli	ef F	acto	or) N	ligh	ts
			,	12 l	<del>I</del> R	Shi	ft C	)ер	utie	98					
CD's	M	T	W	T	F	S	S	M	Т	W	T	F	S	S	Ttl Hours
Custody Deputy 37	8hr														80.0
Custody Deputy 38	8hr														80.0
Custody Deputy 39	8hr														80.0
Custody Deputy 40		8hr													80.0
Custody Deputy 41		8hr													80.0
Custody Deputy 42		8hr													80.0
Custody Deputy 43			8hr												80.0
Custody Deputy 44			8hr												80.0
Custody Deputy 45														8hr	80.0
Custody Deputy 46														8hr	80.0
Custody Deputy 47							8hr								80.0
Custody Deputy 48							8hr								80.0
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Custody Deputy 54				8hr											80.0
Custody Deputy 55				8hr											80.0
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Custody Deputy 67						<b> </b>						8hr			80.0
Custody Deputy 68												8hr			80.0
Custody Deputy 69													8hr		80.0
Custody Deputy 70													8hr		80.0
Supervisors	THE PERSON NAMED IN THE PE			ANGELOUS STREET, AND STREET, AND STREET, AND											
Custody Deputy II - 3	- Indianal S.			The Carry Code	A PART OF THE PART	,,	2000	-1927779	- J. J. Printer			44-101000	No. of the second	8hr	80.0
Custody Deputy II - 4													8hr		80.0
Custody Sergeant 3			8hr												80.0
Custody Sergeant 4										8hr					80.0
On Per Shift	18	18	18	18	18	18	18	18	18	18	18	18	18	18	

## **Custody Deputies-Swings & Other**

		ant	ta B	arb	ara	Nor	ther	n B	ran	ch J	lail				
14 Day So	che	dule	37	6 Be	ed F	acil	ity (	Wit	h Re	elief	Fac	ctor	) Sv	/ing	
	10	) H	our	Sh	ift	Dej	outi	es	<u>(O</u> )	/erl	ap)				
	M	Т	W	T	F	S	S	M	T	W	T	F	S	S	
CD's															Ttl Hours
Classification-12 hr												NATIONAL AND ADDRESS OF THE PARTY OF THE PAR		700 A TOLE	
Custody Deputy II - 6															80.0
Custody Deputy II - 7															80.0

	•	San	ta B	arb	ara	Nor	the	rn B	ran	ch L	lail					
	14	Da	y Sc	hec	lule	376	Be	d F	acili	ty l	Day	S				
	8	Но	ur [	Day	As	sig	nm	en	t De	pu	ties					
	M	T	W	T	F	S	S	M	Т	W	Т	F	S	S		
CD's	10025			76.00											Ttl Hours	
Medical Escort 8 hr	denia trit		010105395 20170093	40000000000000000000000000000000000000							internative management	CHARLETTE CHARLETTE CHARLETTE	TOTAL S			
Custody Deputy 71															80.0	Medical Win
Transportation - 8 hr		150 100 100 100 100 100 100 100 100 100	755			A TOTAL SELECTION		Allerian Particular Particular	No.	10 Table						
Custody Deputy 72															80.0	
Custody Deputy 73															80.0	
Classification 8 hr																
Custody Deputy II - 5	Ĭ														80.0	

# **Civilians Shift-Nights**

Santa Barbara Northern Branch Jail															
14 Day Schedule 376 Bed Facility (With Relief Factor) Nights															
12 HR Shift Civilians -Shift Structure															
M T W T F S S M T W T F S S															
Civilian Staff															Ttl Hours
Utility Worker 3										8hr					80.0
Utility Worker 4	8 hr														80.0
Records Clerk 7									8hr						80.0
Records Clerk 8								8hr							80.0
Utility Worker 5											8hr				80.0
Utility Worker 6				8hr											80.0
Records Clerk 9												8hr			80.0
Records Clerk 10					8hr										80.0
Records Clerk 11														8hr	80.0
Records Supervisor 3	Records Supervisor 3 8hr 8hr 8hr 8hr														
Records Supervisor 4						8hr						8hr			80.0
Civ's On Per Shift	4	4	4	3	3	3	5	5	5	5	3	3	3	3	880.0

## Santa Barbara Northern Branch Jail

14 Day Schedule 376 bed Facility

Medical Staff - Staffing Assumption (Actual To be determined by Contract)

	M	Т	W	T	F	S	S	M	Т	W	T	F	S	S	Estimatd Hrs	
Jail Medical Staff															Bi-weekly	
Physician															16.0	Main Jail and Clinic
Nurse Practitioner															32.0	Main Jail and Clinic
Registered Nurse																
Registered Nurse															,	·
Registered Nurse					5	Staffi	ng P	atter	n							
Registered Nurse				Bas	ed u	pon l	Veed	and	Con	tract						
Registered Nurse															400.0	
Medical Assistant															80.0	Clinic
LVN																
LVN																
LVN																
LVN																
LVN															400.0	
Med. Asst															80.0	Scheduling
Clerical															80.0	
Medical Records Clrk															80.0	
Dentist (P/T)															24.0	
Dental Assistant (P/T)															24.0	
Registered Nurse-Clinic																
Overnight			Pr	ovide	ed as	nee	ded-	Billed	l Sep	arat	ely				As needed	Clinic Overnight stays
MJ MH Services																
Psych. RN															80.0	
LCSW/MFT															80.0	
Unit I - Special Use																Per Corizon Letter 11-1-11
MH Director															40.0	and MJ Clinic Srvs
LVN															80.0	
LVN (Part-time)															32.0	
Registered Nurse					S	taffir	ig Pa	attern	s							
Registered Nurse				Bas	ed u	oon l	leed	and	Cont	ract						
Registered Nurse																
Registered Nurse																
Registered Nurse (P/T)															316.0	

Admin-Davs

Aumin-Days		-													
	(	Sant	ta B	arb	ara	Nor	ther	n B	ran	ch J	Jail				
14 Day S	che	dul	e 37	'6 b	ed F	aci	lity	(Wi	th R	elie	f Fa	cto	r) D	ays	
12 HR Shift Civilians - Shift Structure															
M T W T F S S M T W T F S S															
Civilian Staff															Ttl Hours
Utility Worker 1										8hr	and pool regress t	Produced Sound			80.0
Records Clerk 1									8hr						80.0
Records Clerk 2								8hr							80.0
Records Clerk 3							8hr								80.0
Utility Worker 2											8hr				80.0
Records Clerk 4				8hr											80.0
Records Clerk 5												8hr			80.0
Records Clerk 6					8hr										80.0
Records Supervisor 1			8hr												80.0
Records Supervisor 2														8hr	80.0
Civ's On Per Shift	5	5	5	5	5	5	5	5	5	5	5	5	5	5	800.0

Notes

8 HR Shift Admin/Maintenance - Shift Structure															
	M	T	W	T	F	S	S	М	T	W	Т	F	S	S	
AdminStaff															Ttl Hours
CD Commander													TIX E/ Tuttives		80.0
CD Lieut.(Admin)															80.0
AOP III-Admin Sec'y															80.0
CSS II (S&T)															80.0
Maintenance-Sheriff															
Maintenance Superv.															80.0
Soterkeeper									-						80.0
Facility Painter															80.0
Laundry Coordinator															80.0
Utility Worker-Maint															80.0
waintenance-															
General Services															
GS Maint 1															80.0
GS Maint 2															80.0
GS Maint 3		Clas	sific	ation	s and	d Shi	ft As	saigr	mer	its-TI	3D b	y GS			80.0
GS Maint 4															80.0
Kitchen Cooks															
Cook 1															80.0
Cook 2															80.0
Cook 3		Shift	Assi	gnm	ents	Dete	rmin	ed by	/ Priv	/ate (	Conti	racto	r		80.0
Cook 4															80.0
Cook 5							Î								80.0

**Inmate Programs** Santa Barbara Northern Branch Jail 14 Day Schedule 376 bed Facility - Days 8 HR Shift Inmate Programs - Shift Structure W F S S T M T W S **Notes** Inmate Services-**Programs** Split Hrs Education Admin.Office Pro. SB/SM Existing Main Jail Staff-Shared Duties Coordination Community Outreach-Split Hrs Religious SB/SM Admin.Office Pro Existing Main Jail Staff-Shared Duties Coordination Split Hrs Drug Txt Counselor Existing Main Jail Staff-Shared Duties SB/SM Split Hrs Drug Txt Counselor Existing Main Jail Staff-Shared Duties SB/SM Contract Tx Svcs Hours Determined by Private Contract / Inmate Services Funding TBD Contract Tx Svcs TBD Hours Determined by Private Contract / Inmate Services Funding Transition Coordinator **TBD** Probation Officer Hours Determined by AB 109 Funding-County Agreement Per MOU Inmate Srvcs agreement with AHC Teacher-GED Test Hours Determined by Private Contract / Inmate Services Funding **TBD** or Adult Ed Inmate Srvcs agreement with AHC

Hours Determined by Private Contract / Inmate Services Funding

**TBD** 

or Alternative

Vocational Training

## Santa Barbara County Sheriff's Office Northern Branch Jail Project



### TRANSITION PLAN STATEMENT

Transition planning will be a multiple phase process, which will provide a guide to the organization to insure progress of the transition, planning for needed expenditures, recognition of risks, successful opening and occupancy, and post occupancy evaluation for the successful operation of the facility.

### Facility Design Phase

This phase began in August 2013. Meetings have already begun between staff from the following units:

**Transition Team** 

**Human Resources** 

Training Bureau

**Custody Operations** 

During this phase the coordinated effort of these units will provide for a detailed and vetted hiring plan with achievable time lines to be conducted during the succeeding two phases.

Some select staff may be transferred to the project or hired for the project. All transition staff full-time equivalent positions are anticipated to be part of the newly opened, regular staffing contingent as transition tasks are completed.

A Custody Lieutenant was placed full-time on the project with direct responsibility of the Transition Team planning effective March 2013. The cost for this position is built into the Sheriff's Office's on-going operations budget.

As a part of the design team County General Services has also hired a consultant to assist with transition efforts.

Transition cost estimates - Sheriff's Budget:

Fiscal Year 2013/2014	\$ 71,650
Fiscal Year 2014/2015	\$ 108,851

Transition cost estimates - General Services' Project Budget

Fiscal Year 2014/2015 \$ 2.300

### **Facility Construction Phase**

Facility construction is expected to begin in mid-2015, and will start a new Transition Phase. During facility construction it is anticipated that additional full-time staff will be assigned to the Transition Team. These positions will be drawn from experienced staff that will be replaced in their normal full-time assignment with planned newly hired positions. When necessary, assigned staff will receive specialized training relative to any unique assignments. This will include 'How to Open a New Institution' (HONI), Direct Supervision, Train the Trainers or other training as needed.

The General Services consultant will provide direction on how to properly formulate a transition team, tasks, and appropriate time lines.

During this phase the transition team will coordinate with existing operations, support, or related County staff to develop the following plan documents:

- staffing schedule
- facility activity schedule
- facility policies and procedures
- create training plans and conduct training
- operational test scenarios, and an
- pre-occupancy shakedown planning and facilitation
- finalize move logistics plan

In addition to these plans, the Transition Team will any produce other necessary documents to facilitate a successful occupancy and operation.

Transition cost estimates - Sheriff's Budget:

Fiscal Year 2015/2016	\$ 4,270
Fiscal Year 2016/2017	\$ 52,381
Fiscal Year 2017/2018	\$ 242,689

Transition cost estimates - General Services' Project Budget

Fiscal Year 2017/2018 \$ 57,457

### **Facility Occupancy Phase**

At or soon after completion of facility construction, selected staff, pursuant to the preoccupancy shakedown plan, will be assigned to the facility and activate certain operational test scenarios. Noted issues or deficiencies will be identified for correction prior to occupancy by inmates. Following this activity a reduced number of inmates will be housed in one or more housing modules to allow real-life mechanical, operational, policy, and electronic testing of the facility. Again, issues or deficiencies experienced will be identified for correction prior to full occupation of the new facility.

### Transition Plan Statement – Santa Barbara County Sheriff's Office

Non-serious issues which do not of risk the erroneous release or felonious escape of inmates may be tracked for correction after full occupancy. Assigned transition staff will actively track and/or correct deficiencies until they are resolved. As the need of transition staff diminishes and the facility becomes routinely operational with no pre-existing facility deficiencies, those transition team members will be assigned to facility operations assignments.

Transition cost estimates - General Services' Project Budget Fiscal Year 2018/2019

\$36,628

The agency recognizes the importance of Transition Planning and how it can affect the smooth opening, movement into, and operation of a new facility. As the Transition Team progresses through the necessary phases to facility completion and occupancy, the plan will be reviewed, modified, and corrected to reflect the operational intent, current needs, and the latest corrections developments.