



Office of the Sheriff

SANTA BARBARA COUNTY

BILL BROWN
Sheriff - Coroner

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

HEADQUARTERS

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

Re: Santa Barbara County
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.

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

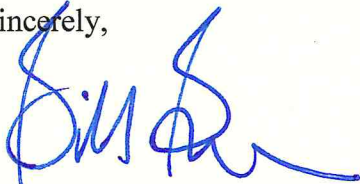
The provided Operating Cost Analysis is the projected cost based upon the provided Preliminary Staffing Plan, current services and supplies cost estimates, contracts, and utilities. This analysis represents the most accurate assumptions which can be applied in advance to the opening of the facility, 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

Individual Shift Make-up

Shift Workers

Sworn		Civilians	
CD Lieutenant - Operations	2	Utility Worker	6
C/D Sergeant	4	Records Staff	15
CD S/D -Supervising	4		
CD S/D Classification	2	Cooks	5
Custody Deputy	70	(Separate Shift Structure-Per contractor)	
Subtotal	82	Subtotal	26

Non-Shift Work Officers

Sworn		Civilians	
Week Days Only			
CD Commander	1	Accountant	1
		CSS II	1
CD Lieutenant - Administration	1	Maint Supv	1
		Painter	1
CD S/D Classification	1	Park Ranger	1
		Utility Workers	1
CD Medical & Security	1	AOP I - Lobby	1
CD Medical Transport	2	Storekeeper	1
		AOP III-Admin	1
		Laundry Coord	1
Subtotal	6	Subtotal	10

Total Officers 88 Total Civilians 36

Total Staff 124

Day Shifts

Squad A	
1 Sergeant	
1 Sup CDII	
8 CD for Hsg Posts	
2 CD for Intake-Release	
3 CD for Cntrl/Escort/Relief	
1 CD for Vocatn/Kitchen	
4 CD's for Vac/Sick/Etc.	
1 Records Supv AOP	
1 Utility Workers	
3 Records AOP	

Squad B	
1 Sergeant	
1 Sup CDII	
8 CD for Hsg Posts	
2 CD for Intake-Release	
3 CD for Cntrl/Escort/Relief	
1 CD for Vocatn-Kitchn	
4 CD's for Vac/Sick/Etc.	
1 Records Supv AOP	
1 Utility Workers	
3 Records AOP	

Night Shifts

Squad C	
1 Sergeant	
1 Sup CDII	
1 Class CDII	
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	

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	

Contract Services-Shifts TBD

Medical Mental Health-Services and Supplies Budget

Physician	1	Part-time
Nurse Practitioner	1	Part-time
MH Director	1	Part-time
Dentist	1	Part-time
Dental Assistant	1	Part-time
Medical Assistant	2	
Psychiatric RN	1	
Registered Nurse	9.2	
LVN	6.4	
LCSW/MFT	1	
Clerical-Medical	1	
Medical Records Clerk	1	

Inmate Services/Programs

Existing MJ Staff who will provide NBJ Support

Admin Office Pro	1	Inmate Education Coordination
Admin Office Pro	1	Community Outreach Coordinator
Drug Treatment Counselors	2	Sheriff's Treatment Program

Inmate Welfare Fund- Other Agreements

Additional Positions - Via Contract or MOU

Contract Treatment Svcs.	2	Inmate Welfare Fund-Availability
Transition Coordinator	1	Community Reentry
Probation Officer	1	AB 109 - Coordination
Teacher	1	AHC/Adult Ed Agreement/CBO
Vocational Program	1	AHC or Alternative/CBO

Custody Deputies-Days

Santa Barbara Northern Branch Jail															
14 Day Schedule 376 Bed Facility (With Relief Factor) Days															
12 HR Shift Deputies															
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
CD's															Ttl Hours
Custody Deputy 1	8hr														80.0
Custody Deputy 2	8hr														80.0
Custody Deputy 3	8hr														80.0
Custody Deputy 4		8hr													80.0
Custody Deputy 5		8hr													80.0
Custody Deputy 6		8hr													80.0
Custody Deputy 7			8hr												80.0
Custody Deputy 8			8hr												80.0
Custody Deputy 9			8hr												80.0
Custody Deputy 10							8hr								80.0
Custody Deputy 11							8hr								80.0
Custody Deputy 12								8hr							80.0
Custody Deputy 13								8hr							80.0
Custody Deputy 14									8hr						80.0
Custody Deputy 15									8hr						80.0
Custody Deputy 16										8hr					80.0
Custody Deputy 17										8hr					80.0
Custody Deputy 18										8hr					80.0
Custody Deputy 19				8hr											80.0
Custody Deputy 20				8hr											80.0
Custody Deputy 21					8hr										80.0
Custody Deputy 22					8hr										80.0
Custody Deputy 23					8hr										80.0
Custody Deputy 24						8hr									80.0
Custody Deputy 25						8hr									80.0
Custody Deputy 26						8hr									80.0
Custody Deputy 27										8hr					80.0
Custody Deputy 28										8hr					80.0
Custody Deputy 29										8hr					80.0
Custody Deputy 30											8hr				80.0
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														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	

Custody Deputies-Nights

Santa Barbara Northern Branch Jail															
14 Day Schedule 376 Bed Facility (With Relief Factor) Nights															
12 HR Shift Deputies															
CD's	M	T	W	T	F	S	S	M	T	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
Custody Deputy 49								8hr							80.0
Custody Deputy 50								8hr							80.0
Custody Deputy 51									8hr						80.0
Custody Deputy 52									8hr						80.0
Custody Deputy 53									8hr						80.0
Custody Deputy 54				8hr											80.0
Custody Deputy 55				8hr											80.0
Custody Deputy 56				8hr											80.0
Custody Deputy 57					8hr										80.0
Custody Deputy 58					8hr										80.0
Custody Deputy 59					8hr										80.0
Custody Deputy 60						8hr									80.0
Custody Deputy 61						8hr									80.0
Custody Deputy 62										8hr					80.0
Custody Deputy 63										8hr					80.0
Custody Deputy 64										8hr					80.0
Custody Deputy 65											8hr				80.0
Custody Deputy 66											8hr				80.0
Custody Deputy 67												8hr			80.0
Custody Deputy 68												8hr			80.0
Custody Deputy 69													8hr		80.0
Custody Deputy 70													8hr		80.0
Supervisors															
Custody Deputy II - 3														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

Santa Barbara Northern Branch Jail															
14 Day Schedule 376 Bed Facility (With Relief Factor) Swing															
10 Hour Shift Deputies (Overlap)															
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
CD's															Ttl Hours
Classification-12 hr															
Custody Deputy II - 6															80.0
Custody Deputy II - 7															80.0

Santa Barbara Northern Branch Jail															
14 Day Schedule 376 Bed Facility Days															
8 Hour Day Assignment Deputies															
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
CD's															Ttl Hours
Medical Escort 8 hr															
Custody Deputy 71															80.0
Transportation - 8 hr															
Custody Deputy 72															80.0
Custody Deputy 73															80.0
Classification 8 hr															
Custody Deputy II - 5															80.0

Medical Wing

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			8hr					8hr							80.0
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

Medical

Santa Barbara Northern Branch Jail																
14 Day Schedule 376 bed Facility																
Medical Staff - Staffing Assumption (Actual To be determined by Contract)																
	M	T	W	T	F	S	S	M	T	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																
Registered Nurse																
Registered Nurse																
Registered Nurse																
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																
															As needed	Clinic Overnight stays
MJ MH Services																
Psych. RN															80.0	
LCSW/MFT															80.0	
Unit I - Special Use																
MH Director															40.0	Per Corizon Letter 11-1-11
LVN															80.0	and MJ Clinic Srvs
LVN (Part-time)															32.0	
Registered Nurse																
Registered Nurse																
Registered Nurse																
Registered Nurse																
Registered Nurse (P/T)															316.0	

Admin-Days

Santa Barbara Northern Branch Jail														
14 Day Schedule 376 bed Facility (With Relief Factor) Days														
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				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	800.0

Notes

8 HR Shift Admin/Maintenance - Shift Structure														
	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Admin..Staff														Ttl Hours
CD Commander														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
Maintenance-General Services														
GS Maint 1														80.0
GS Maint 2														80.0
GS Maint 3														80.0
GS Maint 4														80.0
	Classifications and Shift Assaignments-TBD by GS													
Kitchen Cooks														
Cook 1														80.0
Cook 2														80.0
Cook 3														80.0
Cook 4														80.0
Cook 5														80.0

Inmate Programs

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

Notes

Education
Coordination
Community Outreach-
Religious
Coordination

Inmate Svcs
agreement with AHC
or Adult Ed
Inmate Svcs
agreement with AHC
or Alternative

***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
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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
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Facility Occupancy Phase

At or soon after completion of facility construction, selected staff, pursuant to the pre-occupancy 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 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.