7-01/110.00 Minimum Level of Service

In accordance with Manual of Policy and Procedures the following minimum level of staffing is established as necessary to fully provide mandated Transportation Bureau service.

The staffing levels established herein indicate on duty personnel, without consideration of relief personnel. Watch Commanders should use these staffing levels as general guidelines to assess their manpower requirements.

Court Days

Day Shift:

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Day Field Sergeant/SBI Direct Busing
- 1 - Sergeant, Statewide
- 1 - Sergeant, Transportation North
- 4 - Deputy Sheriff, Desk Crew
  - 3 - Headquarters
  - 1 - North
- 13 - Deputy Sheriff, Statewide
- 100 - Deputy Sheriff, Transportation Crews
  - 76 - Headquarters
  - 24 - North

P.M. Shift

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Field Sergeant
- 3 - Deputy Sheriff, Desk Crew
- 62 - Deputy Sheriff, Transportation Crews
  - 60 - Headquarters
  - 2 - North

E.M. Shift

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk Crew
- 3 - Courtline Preparation Deputy
  - Security Deputy
  - Courtline Preparation Deputy

- Bus Movement Deputy

- 6 - Deputy Sheriff, Transportation Crews

Weekends and Court Holidays

Day Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crew

Day Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk

P.M. Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crews

P.M. Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 10 - Deputy Sheriff, Transportation Crews

E.M. Shift

- 1 - Deputy Sheriff, Desk

The staffing levels depicted above are based upon normal operations and should be reassessed in the event of unusual occurrences, emergencies, high inmate volume courtlines, etc.

This minimum staffing level applies to mandated services only which is basically the transportation of inmates to and from courts, and state facilities. It does not include staffing to provide inmate transportation to Sheriff's facilities or to other Department Units.