

Attachment B - INSTRUCTIONS TO DEPUTY PERSONNEL FOR USING THE ALPHA MDC PERSONNEL CLASSIFICATION CODES

❖ Use the classification code relating to your job assignment, not your rank.

Examples:

- A Bonus-1 Watch Deputy or Bonus-1 Station Detective working overtime as a contract city traffic unit would use Class Code “G” designated for “1 Patrol Deputy.”
- A Dedicated Unincorporated Area Town Sheriff would use Class Code “C” for “1 B-1 Deputy.” Some Sheriff’s Stations report these positions as part of their minimum deployment. Concerned deputies need to check with the Operations/Scheduling Staff regarding which classification code to use, i.e., “C” or “G.”
- A **contracted** Bonus-1 Detective (i.e., position is paid by the contract city) would log on as “C.”
- A School Resource Deputy or Special Assignment Deputy ***purchased by the contract city*** would log on as “L.” **NOTE:** SROs purchased directly by the School District log on as “X.” Please check with your Station Commander or Operations Staff if you are unsure how your position is funded.
- “X” designates positions that are not tracked for compliance (Field Sergeants, Watch Commanders, Special Event Overtime i.e., movie jobs or teams temporarily funded with overtime i.e., Summer Crime Enforcement Team).

❖ Training Cars and 2-person patrol units:

- FTOs are **NOT** tracked as B-1s. An FTO working as a 1-person unit will use Code “G.”
- 2-person county cars use Code “H” for “2 Patrol Deputies.”
- During the first and second phase of training, 2-person contract city cars with an FTO and trainee will use Code “G”. Once the patrol trainee has completed the second phase of training, the trainee will begin accounting for his/her minutes while working a contract city car. At this time, the FTO and trainee will begin utilizing Code “H” (refer to Field Operations Directive 07-004).
- 2-person unincorporated area car with an FTO and trainee will use Code “H” for “2 Patrol Deputies regardless of which phase the trainee is in.”
- Court Services and Custody Deputy who participate in ride-alongs shall work as a second deputy under direct supervision of a deputy from the host station in an unincorporated area car will use Code “H” for “2 Patrol Deputies.” (Refer to Field Operations Directive 05-008)