

**BUTTE COUNTY SHERIFF'S OFFICE  
DEPARTMENTAL ORDER**

**FILE KEY: 2021  
PAGE: 1 of 2**

---

**TO:** ALL PERSONNEL

**FROM:** SHERIFF-CORONER

**SUBJECT:** PATROL STAFFING PROCEDURES

**DATE:** April 7, 2004

**ATTACHMENTS:** (1) PROCEDURES  
(2) MAP OF BUTTE COUNTY DESIGNATING PATROL AREAS

**PURPOSE:** To establish and publish procedures for patrol personnel staffing, minimum staffing, and patrol deployment to ensure that sufficient staffing is assigned to provide service for the citizens of the County and operate within budgetary parameters.

**BACKGROUND:** Problems have arisen regarding the scheduling and distribution of personnel required to staff patrol shifts. Confusion has arisen as to when a Watch Commander/Field Supervisor may require personnel to relocate or work overtime.

**ACTION:** Effective immediately, the following action and procedures shall be implemented:

- (a) This order replaces Departmental Order 2021.1
- (b) Procedures per ATTACHMENT (1).

Distribution "A"

(REV/04)\_\_\_\_\_

# DEPARTMENTAL ORDER (CONTINUED)

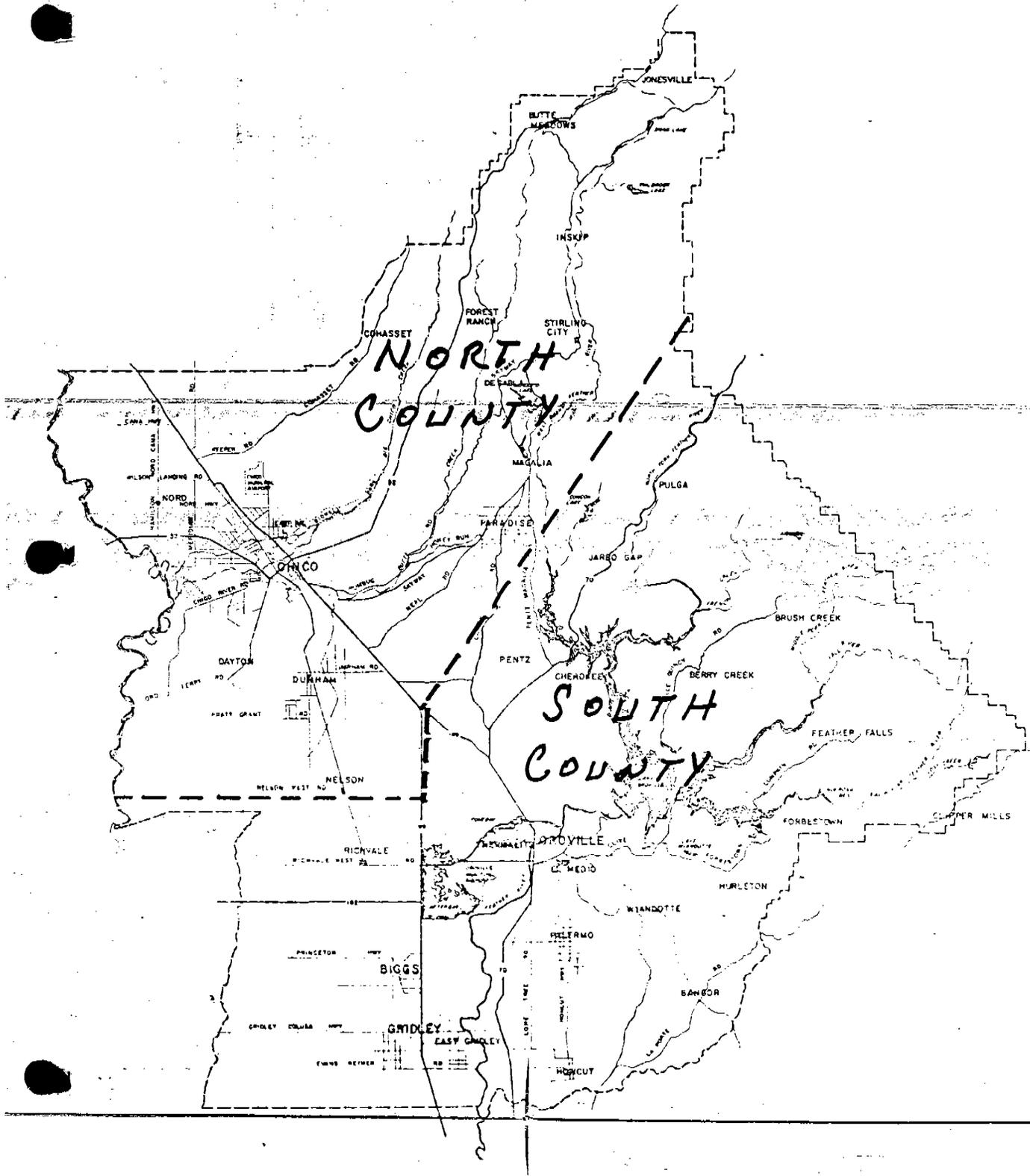
FILE KEY: 2021

PAGE: 2 of 2

---

- I. The unincorporated area of the County is to be divided into two major patrol areas for purposes of patrol staffing. These areas will be designated as “North County” and “South County”.
  - A. Duty stations:
    - 1. Officers assigned to “North County” will report for work at the designated (Chico or Magalia) sub-station at their assigned time.
    - 2. Officers assigned to “South County” will report for work at the main office in Oroville at their assigned time.
  - B. Minimum staffing: Minimum staffing will be two uniformed patrol personnel assigned to North County and two uniformed patrol personnel assigned to South County. Whenever the staffing level falls below this, an emergency situation shall exist. In this event, the Watch Commander/Field Supervisor may impose mandatory overtime upon the on-duty deputies or may call off-duty deputies. When time allows, the Watch Commander/Field Supervisor should try to utilize extra-help personnel. When imposing overtime, the Watch Commander/Field Supervisor should first ask for volunteers from personnel on-duty.
  - C. Deployment: Optimum anticipated staffing for countywide patrol will be seven to ten deputies per shift. Typically three to four deputies are assigned to the South County area. Three deputies are assigned to the North County area. One deputy is assigned to Magalia. Designated Area Deputies are assigned to their respective areas unless the Watch Commander/Field Supervisor calls on them to assist in another area. Supervisors are encouraged to re-deploy personnel to any area within the county as they deem necessary based on call volume or need.
  - D. Watch Commander/Field Supervisor authority: During unusual incidents, high call volume, low staffing etc. the Watch Commander/Field Supervisor may impose mandatory overtime upon on-duty or off-duty deputies whenever the supervisor determines that a need exist for increased staffing. They may also change the duty assignments of deputies either prior to coming on shift, or while on shift, to best suit the existing needs of the Department. They may grant time off within the specific guidelines of the operation Division Commander and are responsible for assigning employees to staff shifts. They are responsible for the coordinating assignments with their peers and the patrol administration Sergeant. They will not grant time off that will conflict with required training, special details, etc., without the approval of the Patrol Administrative sergeant.
  - E. The Patrol Administrative Sergeant is responsible for developing a long term patrol schedule. The schedule will be developed to implement the Sheriff’s goals and programs as well as meet state or local mandates; it will reflect training days, special assignments, special details, planned vacations and holidays etc.

ATTACHMENT (1)



ATTACHMENT 2