

**County of Santa Clara  
Office of the Sheriff**

55 West Younger Avenue  
San Jose, California 95110-1721  
(408) 808-4900



Laurie Smith  
Sheriff

**DATE:** June 17, 2016

**TO:** Board of Supervisors  
Jeffrey V. Smith, County Executive

**FROM:** Laurie Smith, Sheriff 

**SUBJECT:** **June 17, 2016 Board of Supervisors Meeting, Item 152:**  
County Executive's Sheriff's Office Vacancy memo June 16, 2016

The true vacancies reflected in the County Executive's memo are now consistent with the vacancy rate of 78 that I shared with the Board during the budget workshops and again in the budget hearing on June 14, 2016. It is also important to note that with the enforcement Academy graduation on July 28, 2016 the deputy vacancies will be reduced to 53.

Since the conversation also pertained to Sergeants, I wanted to share with the Board that we currently have three enforcement sergeant vacancies. We submitted a request to ESA in April to commence the promotional process. To date, this has not happened due to ESA's workload constraints, which has prevented us from proceeding with promotions to fill our sergeant vacancies.

As of July 1, 2016 our enforcement sergeant vacancies will increase to seven with the potential addition of the proposed one sergeant position for body worn cameras and three sergeants for the Internal Affairs Unit. The Body Worn Camera sergeant will remain vacant until the promotional process is complete. Internal Affairs presents an immediate need and would, therefore, be staffed as soon as the positions become available. This would increase sergeant vacancies in patrol, where positions can be filled utilizing overtime until promotions can become effective.

Since IA is a specialized unit, a selection process for the positions and specialized training would need to be completed. If we are allocated the positions on July 1, 2016, this process would begin immediately. Selections can be made by mid-July, with training being completed by the middle of August 2016. This request was made specifically for enforcement sergeants since they have completed POST training and would be able to complete investigative training in amore expedient manner.

I hope this provides clarity and cohesive vacancy data as we proceed.