



# Management Services Bureau

The Management Services Bureau provides administrative and operational support to all bureaus and the Office of the Sheriff.



# **SUPPORT SERVICES DIVISION**

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**Sheriff's Management Seminar – November 8,  
2022**



# Support Services Division

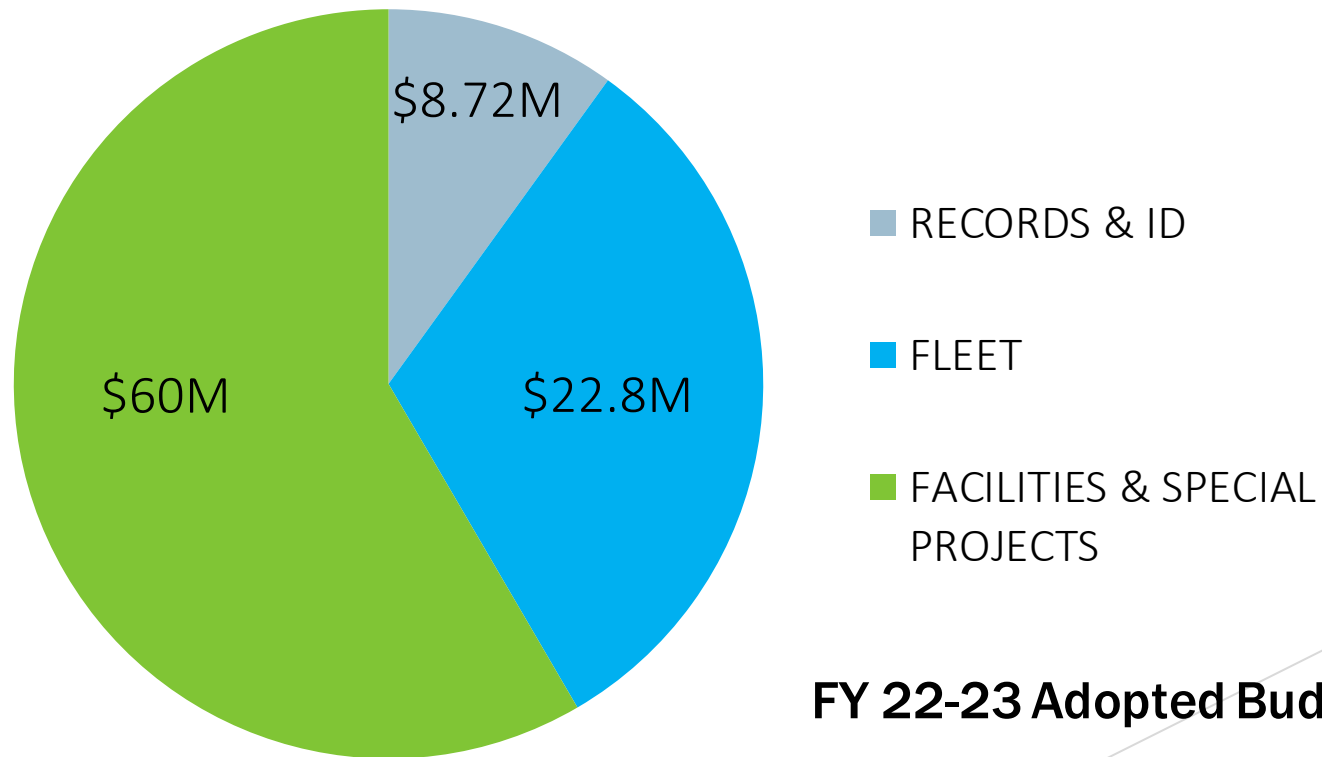
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- Fleet
- Facilities & Special Projects
- Records & ID



# Support Services Division

Approximately \$92 M annual budget and staffing of 100+



FY 22-23 Adopted Budget



# Fleet

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## FUN FACTS:

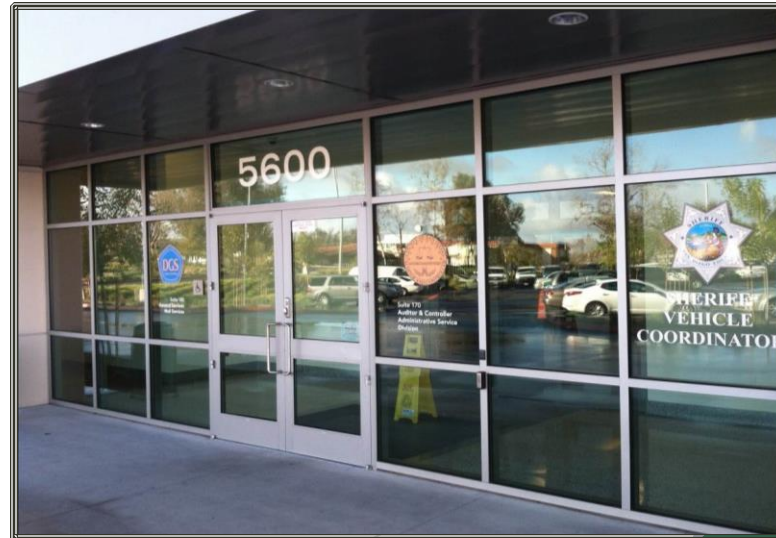
- The Department maintains over 1,700 vehicles and pieces of mobile equipment
- Pumps over 1.5 M gallons of fuel annually at a cost of \$8.0 M
- Annual average cost per vehicle is \$12,000
- Fuel, Maintenance, and Depreciation are each about 1/3<sup>rd</sup> of budget ( \$7M)
- Estimated Vehicle inventory value \$68M
- Annual operating budget \$20+M



# Fleet

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The Sheriff's Fleet Office monitors maintenance costs and preventative maintenance schedules to reduce downtime on vehicle repairs, monitors fuel usage and costs, develops outfitting guidelines, provides accident administration and stabilizes overall operating costs





# Fleet

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## Some of the Department's approximately 1,600 vehicles:

- Patrol Cars, Trucks
- Unmarked Sedans
- Patrol Motorcycles
- Undercover Vehicles
- Prisoner Transport Buses
- Mobile Command Units
- Canine Vehicles
- Court Services Vans and Sedans
- Search and Rescue Ambulance
- Armored Vehicle
- Cargo Vans
- Delivery Trucks
- Off-Road Vehicles



# Fleet

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## Vehicles are owned by DGS ISF and we “rent” them

- Rental charge is initial purchase price amortized over specific period = the depreciation schedule
- Basis for depreciation includes outfitting and special equipment
- Replacement units are delivered when SDSO turns in vehicles
  - Vehicles not fully depreciated = lump sum remaining depreciation

Vehicle inventory is ‘capped’. New/additional vehicles require Board of Supervisors approval via budget, or funding source!!





# Fleet

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## Acquisition

- Vehicles are ordered through DGS Fleet Division
- Replacement prioritized based on the following criteria:
  - Mileage
  - Mechanical Problems/Cost of Maintenance
  - Age/Depreciation Status
  - Budget
  - Needs of the Sheriff



# Fleet

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## Inventory

- Manage fleet data in CRM
- Maintain inventory of vehicles by user group and driver
- Ensure vehicles are properly outfitted per specifications and standards, prior to and after deployment
  - Modifications...



# Fleet

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## Modification, Installation & Removal of Equipment

P&P 5.2: No vehicle, motorbike, motorized equipment, boat or trailer will be modified, have equipment installed or removed, until such changes have been discussed with the Vehicle Coordinator then approved by the Area Commander. No maintenance, installation or removal of equipment, may be done except when authorized by the vehicle coordinator and performed by specifically trained personnel assigned to perform those tasks. All additions, removals or modifications to department vehicles, motorbikes, motorized equipment, boat, or trailers **must be submitted in writing** for approval.

- Exceptions would be portable electronic equipment, such as cell phone chargers, which are powered by the lighter/adaptor and removed at the end of shift.



# Fleet

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## Preventative Maintenance

- Authorize repairs on Department vehicles in excess of \$2,000
- Assist users to ensure vehicles and equipment meet initial outfitting and maintenance standards
- Work with DGS Fleet to expedite repairs
- New reporting system for overdue maintenance
  - All vehicles 30 days past due



# Fleet

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## Facility Commander/Supervisor Responsibilities:

### Accidents – Who, When, What, & How

- P&P 5.4 – Collisions Involving Sheriff's Vehicles
  - Traffic Lieutenant



# Fleet

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## Facility Commander/Supervisor Responsibilities:

### Maintain an assigned Vehicle Administrator at your location:

- Liaison to Sheriff's Fleet
- Inventory for assigned location
- Preventive Maintenance
- Voyager Card management
- Fuel fob replacement requests





# Fleet

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## Facility Commander/Supervisor Responsibilities:

### Personal assignment + Home Garage Vehicle approval

- SO-92 Forms
- Vehicle assigned to position, not driver
- Responsibility rests with divisional management and assignee
- Very important to keep driver and location information updated!

**Team 10 sources say San Diego County sheriff's deputy kept county car and gas card**





# Facilities and Special Projects

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# Facilities and Special Projects

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Routine Maintenance  
Major Maintenance  
Utilities and Service Contracts  
Capital Projects

Long-range Planning  
Facility Enhancements  
Regulatory Programs  
Real Estate (leasing)

## FUN FACTS:

- Department occupies roughly 2.9 M SF of space
- Spend \$13-16M annually to keep the lights on and flush toilets
- Spend \$3.2 M annually on leased space; most expensive = Miramar Training Facility



# Facilities and Special Projects

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The issue that started it all: **Routine Maintenance** in our Jails

“MOA Regarding Maintenance of the San Diego County Sheriff’s Detention Facilities”

- Established in 2002 in response to Grand Jury recommendations
- Started with 45 dedicated DGS personnel and \$5M
- Report to the Sheriff’s Facilities Superintendents, so that “Jail management can focus on jail operations”
  - ✓ In FY 19-20, the MOA program has grown to 75 maintenance personnel and \$16M annual cost

\$4M annually for non-detention facilities on a category basis

Work Orders generated by a TriRiga (T10) Request



# Facilities and Special Projects

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**Major Maintenance:** Repairs or replacement of building systems and components, infrastructure, and/or site improvements which are critical to: maintaining operations and compliance with codes and laws, and to protect the life and safety of occupants. **\*\*\*NON-DISCRETIONARY\*\*\***

- Develop a 2-5 year plan (MMIP)
- Typically executed through the County's JOC program or via low-bid procurement
  - ✓ Examples: Epoxy jail showers, replace mechanical equipment, new roofs, energy retrofits, elevator upgrades
- Due to rising costs and need for more and more major maintenance, many projects are being handled as and competing with capital construction projects!



# Facilities and Special Projects

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**Capital Projects:** Planning, acquisition, design and construction for new or replacement facilities; major expansions or renovations of an existing facility

## County Capital Improvement Program Process

- Strategic (5 Year Plan): Capital Improvement Needs Assessment
    - ✓ Call for Projects & “The CINA”
    - ✓ Facilities Planning Board
  - Operational (2 Year Plan/Budget): Capital Program
- ❖ A new definition of “Capital Asset” is currently being shaped by the County to capture capital expenses more accurately.



# Facilities and Special Projects

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## What has been completed in the last 10 years?

4S Ranch Substation

Alpine Station

RSD Station

Fallbrook ASTREA Base

EMRRF (Expansion)

LCDRF

Pine Valley Station

Defensive Tactics Building

RCS NextGen

ICP/Crime Lab

STIC

EVOC

Rock Mountain Reno

K9 Admin Facility

EOC Elevator

Inmate Transfer Tunnel

\$600M

## What's on the Drawing Board?

GBDF Reno (23-24)

Ridgehaven Reno (23)

Ramona Substation Replacement

New I-15/76 Station

New EOM Station

VDF Reno or Replacement

Santee Station Replacement

North Coastal Station Replacement

\$400M+



# Facilities and Special Projects

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**Facility Enhancements:** Building and site upgrades that are not considered maintenance, or part of the County's Capital Program, but which enhance Department operations and the working environment. \*\*\*DISCRETIONARY\*\*\*

- One-Time Monies:
  - ✓ Department Fund Balance?
  - ✓ Facility Fund Balance?
  - ✓ Bureau Funding?
  - ✓ Facilities & Special Projects?
  - ✓ Asset Forfeiture? **AVOID!**

**THESE ARE GOING TO BE  
HARDER AND HARDER TO FUND  
AS WE DEAL WITH INCREASED  
ISF AND UTILITY COSTS!!!**

- The FASP – Facilities & Special Projects Request System  
<http://ssp.sdsheriff.com/MSBApps/fasp/SitePages/Home.aspx>





# Facilities and Special Projects

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## What is FASP and why did we create it?

- Fast and easy method for submitting requests
- Better tracking of potential projects
- Helps identify priorities within the Department
- Transparent approval process
- Historical log of proposed projects and outcomes

## What it's NOT

- The system does not replace existing processes in place for routine maintenance needs.



# Records and Identifications

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## FUN FACTS:

- On an annual basis:
  - Enter over **100,000** arrest warrants.
  - Enter/cancel/update almost **60,000** protective service orders.
  - Process over **100,000** 10-print cards through AFIS.
  - Serve almost **6,000** in person customers.
  - Process almost **50,000** arrest/crime report requests.
  - Process almost **30,000** criminal history requests.



# Records and Identification Division

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The Records & ID Division provides professional support and service to the department, the law enforcement community and County residents. It is responsible for maintaining a host of criminal related records and databases.

## **BY THE NUMBERS...**

- **24 / 7 Operation**
- **94 Employees**
- **5 Sections (Admin / Booking / Ca-ID / Cases / Warrants)**



# Records and Identification Division

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## Admin Section

- Provides general administration, oversight and leadership for the Division. Responsible for:
  - QA Unit (for NetRMS reports)
  - Ridgehaven mailroom
  - Division Supply & Training
  - Division front counter

## Booking Section

- Updates criminal history in local databases
- Supports detention facilities during booking process
- Maintains jail jackets after inmate release
- Processes requests for criminal history information
- Has scanned over 1 million jail jackets since 2004



# Records and Identification Division

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## Cal-ID Section

- Identifies in-custody inmates utilizing the Automated Fingerprint Identification System (AFIS)
- Supports detention facilities during booking process
- Performs miscellaneous ID functions for local LE agencies (including District Attorney's and Medical Examiner's offices)

## Cases Section

- Maintains Sheriff's arrest/crime reports
- Provides copies of reports to authorized persons and agencies
- Maintains the stolen vehicle and missing persons desks
- Seals criminal records in accordance with court orders and approved sealing petitions



# Records and Identification Division

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## Warrant Section

- Serves as central repository for all San Diego County Warrants of Arrest and Protective Service Orders
- Coordinates extraditions and transportation of detainees with the DA and Sheriff's Transportation, as necessary
- Coordinates calls related to the Duty Judge and Telephonic Search Warrant phone lines



# Records and Identification Division

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## How to Contact Us

- Key phone numbers for all sections and supervisors are listed in the Sheriff's phone directory
- Each section has its own generic email account ("Records, Admin;" "Records, Booking;" "Records, Cases;" etc.). Please do not send emails to the "Records" account as it goes to all 94 employees
- Division web-page is on the Sheriff's SharePoint Site

