



**OFFICE OF THE SHERIFF
CITY AND COUNTY OF SAN FRANCISCO**

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ROOM 456, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102



**Ross Mirkarimi
SHERIFF**

May 15, 2014
CDFOD 14-011

TO: Rich Matthews
President, Elections Commission

FR: Chief Deputy Al Waters
Commander, Field Operations Division

RE: June 3, 2014 Sheriff's Department Election Staffing Plan

The following is the breakdown of the staffing plan for the June 3, 2104 Election. The categories utilized are based on tasks mandated by the City Charter and the special requests made by the Department of Elections (DOE).

ELECTION DAY - SHERIFF'S COMMAND POST (MANDATED)

One 8314 Chief Deputy 1500-2400 Hours	9 Hours
One 8312 Captain 1500-2400 Hours	9 Hours
One 8310 Lieutenant 1500-2400 Hours	9 Hours
One 8308 Sergeant 1500-2400 Hours	9 Hours
One 8306 Senior Deputy Sheriff 1500-2400 Hours	9 Hours
Two 8304 Deputy Sheriffs 1500-2400 Hours	18 Hours
Eight 8304 Deputy Sheriffs 1900-2300 Hours	32 Hours
One 8304 Deputy Sheriff 1700-2300 Hours	6 Hours

ELECTION DAY - DEPARTMENT OF ELECTIONS OPERATON CENTER (MANDATED)

One 8310 Lieutenant 1900-2400 Hours	5 Hours
One 8308 Sergeant 1900-2400 Hours	5 Hours

STAGING AREA SECURITY (MANDATED)

Two 8304 Deputy Sheriffs/8306 Senior Deputies or a combination provide site security at Pier 48 from 1700 to 0800 hours each day, starting the Sunday before the election ending the morning of the election at 0700 hours.

67 Hours

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ELECTION DAY – STAGING (MANDATED)

One 8306 Senior Deputy 0700-1500 Hours	8 Hours
One 8308 Sergeant 1430-2230 Hours	8 Hours
One 8306 Senior Deputy 1430-2230 Hours	8 Hours
Four 8304 Deputy Sheriffs 1500-2300 Hours	32 Hours
One 8306 Senior Deputy 2200-0700 Hours	9 Hours
One 8304 Deputy Sheriff 2200-0700 Hours	9 Hours

DAY AFTER ELECTION – STAGING (MANDATED)

One 8310 Lieutenant 0700-0900 Hours	2 Hours
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ELECTION DAY – LOGISTICS (MANDATED)

One 8306 Senior Deputy 1600-2400 Hours	8 Hours
One 8304 Deputy Sheriff 1600-2400 Hours	8 Hours

ELECTION DAY – MEMORY PACK COLLECTION (MANDATED)

One 8308 Sergeant 1800-2300 Hours	5 Hours
One 8306 Senior Deputy 1800-2300 Hours	5 Hours
Twelve 8304 Deputy Sheriffs 1800-2300 Hours	60 Hours

ELECTION DAY – UPLOAD SITE SECURITY (SPECIAL REQUEST)

One 8306 Senior Deputy 1800-2300 Hours	5 Hours
Two Deputy Sheriffs 1800-2300 Hours	10 Hours

ELECTION DAY – PRECINCT SECURITY AND BALLOT COLLECTION (MANDATED)

In order to determine the number of number of sworn staff needed to collect ballots; you must divide the number of precincts by five and then add six to the total. The extra six sworn staff members are utilized to partner up with those assigned to high risk areas. Half of the assigned Ballot Collectors work from 1530-2300 Hours and the other half work from 1630-2300 Hours.

576 precincts divided by 5 sworn + 6 sworn = 122 sworn staff

Two 8308 Sergeants 1530-2300 Hours	15 Hours
Two 8306 Senior Deputies 1530-2300 Hours	15 Hours
Fifty-six 8304 Deputies 1530-2300 Hours	420 Hours
Three 8308 Sergeants 1630-2300 Hours	19.5 Hours
Three 8306 Senior Deputies 1630-2300 Hours	19.5 Hours
Fifty-six 8304 Deputies 1630-2300 Hours	364 Hours

ELECTION DAY – PROCESSING CENTER (MANDATED)

One 8308 Sergeant 2000-2400 Hours **4 Hours**
Three 8304 Deputies 2000-2400 Hours **12 Hours**
One 8304 Deputy Sheriff 2200-0700 Hours **9 Hours**

PROCESSING CENTER SECURITY (MANDATED)

Two 8304 Deputy Sheriffs/8306 Senior Deputies or a combination to provide 24 hours a day coverage starting the morning after the election and ending June 13, 2014. **216 Hours**

PRE-ELECTION – SECURITY FOR ELCTION STAFFING/ABSENTEE VOTING (SPECIAL REQUEST)

Security is provided two Saturdays and Sundays prior to Election Day.
Two 8300 Cadets 1000-1630 Hours **52 Hours**
One 8304 Deputy Sheriff or 8306 Senior Deputy 1000-1630 (estimate at 8306 rate) **26 Hours**

PRE-ELECTION – SECURITY FOR BAG DISTRIBUTION (SPECIAL REQUEST)

Security is provided for five days prior to the Sunday before Election Day. The hours vary from two and a half hours shifts, to nine hour shifts depending on the needs of the DOE.

Two 8300 Cadets, based on the various hours/shifts **47.5 Hours**
One 8304 Deputy Sheriff or 8306 Senior Deputy, based on the various hours/shifts **29.5 Hours**

PRE-ELECTION – SECURITY FOR POLL WORKER CLASSES (SPECIAL REQUEST)

Two 8300 Cadets 0800-1530 Hours **152 Hours**
One 8304 Deputy Sheriff or 8306 Senior Deputy 0800-1530 Hours (estimate at 8306) **76 Hours**

ELECTION DAY SECURITY (SPECIAL REQUEST)

The DOE has requested extra security at City Hall on Election Day.

One 8304 Deputy Sheriff or 8306 Senior Deputy 0550-0700 Hours (estimate at 8306) to open door on Goodlett **1.25 Hour**
One 8304 Deputy Sheriff or 8306 Senior Deputy 0400-0700 Hours (estimate at 8306) for Grove Street Entrance **3 Hours**

POST ELECTION – SECURITY TO FACILITATE BALLOT PROCESSING (SPECIAL REQUEST)

Security is requested by DOE for the two weekends after the election.

One 8304 Deputy Sheriff or 8306 Senior Deputy 0800-1800 Hours (estimate at 8306) **40 Hours**
Two 8300 Cadets 0800-1800 Hours **80 Hours**

c: Sheriff R. Mirkarimi
J. Arntz, Director DOE
Undersheriff F. Rocha
Assistant Sheriff P. Miyamoto
Captain K. Ferrigno
Captain E. James
Lieutenant J. Shannon
B. Mawhorter, CFO