



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
STAFFING LEVELS

EFFECTIVE DATE: 10/07/03
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: 16.1.1

REVIEW DATE: 08/21/08
 REVISION DATE: 08/21/08
 APPROVED: _____

Sheriff Signature

11.1.1 Purpose

The purpose of this policy is to establish controls on the number, type, and location of all authorized positions in the Sheriff's Office and to determine whether each position is filled or vacant.

11.1.2 Rationale

Accurate information on position status ensures that positions are filled in accordance with budget authorizations.

11.1.3 Policy

- A. Current listings for authorized staffing levels within the Weber County Sheriff's Office can be located under the staffing and compensation plan of the current Weber County Budget Appropriations. Copies of the current appropriations are maintained in the offices of the Sheriff and the Bureau commanders.
- B. Sheriff's Office staffing is authorized at the levels shown in the County budget appropriations, with the exception of (part-time) non-sworn deputy and temporary civilian help provided for special projects, events, etc.
- C. The Division Chief Deputy or designee will maintain a file of all positions within the Sheriff's Office. The file will contain:
 - 1. The number and type of each position authorized for the Sheriff's Office.
 - 2. The location of each authorized position.
 - 3. The position status information, whether filled or vacant, for each authorized position.