

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**  
**REQUEST FOR PROPOSAL 3-20: COURTHOUSE SECURITY**  
**EXHIBIT A: STAFFING SCHEDULE**

**SECURITY SERVICES STAFFING REQUIREMENTS BY LOCATION**

		No of FTEs	Type	Coverage Hours <sup>1</sup>	Days / Week Su=Sunday, M=Monday, Tu=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday	Billable Hours / Week <sup>1</sup>	
Contract Manager		1	Armed	0700-1600	5 days M-F	0.0	
<b>COURTHOUSE COMPLEX</b>							
Shift Supervisor		1	Armed	0700-1900	3.5 days Su-W	39.5	
Shift Supervisor		1	Armed	0700-1900	3.5 days W-Sa	39.5	
Shift Supervisor		1	Armed	1900-0700	3.5 nights Su-W	40.5	
Shift Supervisor		1	Armed	1900-0700	3.5 nights W-Sa	40.5	
		4				160.0	
Edgecomb County Courthouse - 800 East Twiggs, Tampa	Edgecomb	1	Armed	0700-1900	3.5 days Su-W	39.5	
	Edgecomb	1	Armed	0700-1900	3.5 days W-Sa	39.5	
	Edgecomb	1	Armed	0700-1600	5 days M-F	40.0	
	Edgecomb	1	Armed	0800-1700	5 days M-F	40.0	
	Edgecomb	1	Armed	0800-1700	5 days M-F	40.0	
	Edgecomb - Dock	1	Armed	0700-1600	5 days M-F	40.0	
	Edgecomb - Child Support	1	Armed	0800-1700	5 days M-F	40.0	
	Edgecomb - Foreclosure	1	Armed	0800-1700	5 days M-F	40.0	
	Edgecomb - Juvenile Floor	1	Armed	0730-1630	5 days M-F	40.0	
	Edgecomb - Domestic Rel	1	Armed	0800-1700	5 days M-F	40.0	
	Edgecomb Nights	1	Armed	1900-0700	3.5 nights Su-W	40.5	
	Edgecomb Nights	1	Armed	1900-0700	3.5 nights Su-W	40.5	
	Edgecomb Nights	1	Armed	1900-0700	3.5 nights W-Sa	40.5	
	Edgecomb Nights	1	Armed	1900-0700	3.5 nights W-Sa	40.5	
		14					561.0
	Edgecomb	1	Unarmed	0700-1900	3.5 days Su-W	39.5	
	Edgecomb	1	Unarmed	0700-1900	3.5 days W-Sa	39.5	
	Edgecomb	1	Unarmed	0700-1900	3.5 days Su-W	39.5	
	Edgecomb	1	Unarmed	0700-1900	3.5 days W-Sa	39.5	
	Edgecomb	1	Unarmed	0700-1600	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0700-1600	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0700-1600	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0730-1630	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0730-1630	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0800-1700	5 days M-F	40.0	
	Edgecomb	1	Unarmed	0800-1700	5 days M-F	40.0	
	Edgecomb Nights	1	Unarmed	1900-0700	3.5 nights Su-W	40.5	
	Edgecomb Nights	1	Unarmed	1900-0700	3.5 nights W-Sa	40.5	
		13					519.0

<sup>1</sup> **COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current scheduling, lunch breaks, split shifts, dual assignments, manpower utilization, etc.**

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<b>COURTHOUSE COMPLEX (Continued)</b>						
Courthouse Annex - 401 North Jefferson Street, Tampa		1	Armed	0700-1600	5 days M-F	40.0
		1	Unarmed	0700-1600	5 days M-F	40.0
		2				80.0
Clerk/Public Defender's Offices - 700 East Twiggs Street, Tampa		1	Armed	0700-1900	3.5 days Su-W	39.5
		1	Armed	0700-1900	3.5 days W-Sa	39.5
		1	Unarmed	0700-1900	3.5 days Su-W	39.5
		1	Unarmed	0700-1900	3.5 days W-Sa	39.5
		4				158.0
Clerk/State Attorney's Offices - 419 Pierce Street, Tampa		1	Armed	0700-1900	3.5 days Su-W	39.5
		1	Armed	0700-1900	3.5 days W-Sa	39.5
		1	Armed	0730-1630	5 days M-F	40.0
		1	Armed	0730-1630	5 days M-F	40.0
		1	Unarmed	0730-1630	5 days M-F	40.0
		5				199.0
Plant City Courthouse - 301 North Michigan Avenue, Plant City		1	Armed	0730-1630	5 days M-F	40.0
		1	Armed	0800-1700	5 days M-F	40.0
		1	Armed	0830-1730	5 days M-F	40.0
		3				120.0
County Center - 601 East Kennedy Boulevard, Tampa	County Center Shift Supervisor	1	Armed	0800-1700	5 days M-F	40.0
	County Center	1	Armed	0830-1730	5 days M-F	40.0
	County Center	1	Armed	0830-1730	5 days M-F	40.0
	County Center	1	Armed	0700-1600	5 days M-F	40.0
	County Center	1	Armed	0700-1600	5 days M-F	40.0
	County Center	1	Armed	0800-1700	5 days M-F	40.0
	County Center	1	Armed	0800-1700	5 days M-F	40.0
	County Center	1	Armed	1000-1900	5 days M-F	40.0
	County Center	1	Armed	1000-1900	5 days M-F	40.0
	County Center	1	Armed	1900-0700	3.5 nights Su-W	40.5
	County Center	1	Armed	1900-0700	3.5 nights W-Sa	40.5
	County Center	1	Unarmed	1900-0700	3.5 nights Su-W	40.5
	County Center	1	Unarmed	1900-0700	3.5 nights W-Sa	40.5
		13				522.0
<b>Courthouse Complex Subtotals</b>						
<b>Total Number of Full-Time Equivalents</b>		<b>59</b>			<b>Hours</b>	<b>2,319.0</b>

<sup>1</sup> **COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current scheduling, lunch breaks, split shifts, dual assignments, manpower utilization, etc.**

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<b>JUVENILE ASSESSMENT CENTER (JAC)</b>							
<b>Juvenile Assessment Center - 8605 North Branch Avenue, Tampa</b>	JAC Site Supervisor	1	Unarmed	0600-1400	M-F	40.0	
	JAC	1	Unarmed	0600-1400	M-F	40.0	
	JAC	1	Unarmed	0600-1400	M-F	40.0	
	JAC	1	Unarmed	1400-2200	M-F	40.0	
	JAC	1	Unarmed	1400-2200, 0600-1800	M-Tu, Sa-Su	40.0	
	JAC	1	Unarmed	1400-2200, 0600-1800	M-Tu, Sa-Su	40.0	
	JAC	1	Unarmed	1400-2200, 0600-1800	W, Sa-Su	32.0	
	JAC	1	Unarmed	1400-2200, 1900-0600	W, Sa-Su	32.0	
	JAC	1	Unarmed	1400-2200, 1800-0600	Th-F, Sa-Su	40.0	
	JAC	1	Unarmed	1400-2200, 1800-0600	Th-F, Sa-Su	40.0	
	JAC	1	Unarmed	2200-0600	M-F	40.0	
	JAC	1	Unarmed	2200-0600	M-F	40.0	
	JAC	1	Unarmed	2200-0600	M-F	40.0	
<b>JAC Subtotals</b>							
<b>Total Number of Full-Time Equivalents</b>		<b>13</b>				<b>Hours</b>	<b>504.0</b>
<b>GRAND TOTALS</b>							
Total Full-Time Equivalents, Armed		40					1,560.0
Total Full-Time Equivalents, Unarmed		32					1,263.0
<b>GRAND TOTALS</b>		<b>72</b>					<b>2,823.0</b>

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