



Training Bulletin

SANTA BARBARA POLICE DEPARTMENT



Marylinda Arroyo, Interim Chief of Police

VOL. 2022, No. 05

August 31, 2022

Bunk Room Use

Authored by: Officer John Barriga

The Santa Barbara Police Department has historically provided bunk rooms in the main building to accommodate employees who need to rest or sleep following extended working hours. [REDACTED]

[REDACTED] Use of the Bunk Room will conform to department policy. The procedure for Bunk Room use will be as follows:

1. Obtain the on-duty Watch Commander's authorization and sign the sign-in sheet. The Watch Commander will then provide you with the key for the upper deadbolt on the main Bunk Room door. The locking handle is accessed with your department key.
2. Advise Communications of your ID number and have them log you in with a busy code "BR".
3. Proceed to the designated area after verifying that your ID number appears on the CAD status screen with a busy code of "BR".
4. Utilize any available bed in the appropriate and available male or female Bunk Room.
5. Pick up clean bedding from the designated area located in each Bunk Room.
6. When finished with the Bunk Room place the soiled bedding in the cleaning bag located in the room.
7. Leave the facility in the same or better condition as found.
8. Advise Communications immediately upon leaving the Bunk Room and make sure they have logged you out of the system.
9. Report any repair or maintenance issue(s) to the Strategic Operations Division via the link on the portal for facilities maintenance.

Regulations for the Bunk Room are as follows:

1. Personnel shall remain modestly clothed while using the facility.
2. Department personnel without authorization or others shall not enter the Bunk Room to visit or communicate with authorized personnel using the rooms.
3. The Bunk Room is a city facility and as such, all city and police Department rules apply. Personnel shall be particularly courteous of others using the facility.
4. The use of alcohol shall not be permitted in any part of the facility or adjacent areas.
5. Smoking shall not be permitted within any part of the facility.
6. The storage of food, clothing, bedding, or other personal items shall not be permitted in any part of the facility beyond the duration of its immediate use.
7. The facility shall not be used by anyone other than Department personnel without the permission of the Chief of Police.
8. Use of the Bunk Room shall be on a limited basis, and not used in excess by any one person during the same week/month.

9. The use is designated for:

- Off duty following extended working hours.
- Off duty waiting for court appearance.
- Off duty when other extended work-related activities make it difficult for personnel to return to their home to sleep.
- The use of the bunk room is voluntary.

Please refer to SBPD Policy# 1028 for further information.