

**From:** Staly, Rick  
**To:** [All FCSO](#)  
**Subject:** Tentative Operations Center Relocation Schedule  
**Date:** Friday, June 8, 2018 5:00:02 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good afternoon team,

I would like to provide you another update on the relocation of employees from Operations. At this time all parties have agreed to allow us the use of various locations in the courthouse that are under their control. The county has ordered a few desks that were needed and delivery is expected on Monday. County IT has ordered two switches they need to insure our network is separate and secure as required by CJIS requirements and accreditation standards. Delivery and installation of the switches is expected to occur Monday morning. If the equipment arrives on time and is installed with no glitches below is a tentative move-out schedule which should start Monday afternoon. Please understand this is a fluid schedule and could change depending on how long various moves and IT installation goes.

**DO NOT self-move.** This schedule is tentative and subject to change but is our best estimate at this time. Your Division Chief or Commander will advise you when you will be moving.

**DO NOT unhook your computers, phones, printers, etc.** County IT will be moving all equipment in pairs of employees and re-setting it up in your new work area. It is my understanding your office/extension phone numbers will not change.

This has been a herculean task and it's not over. There is much work still to be done and there will be disruptions during your work day as we re-locate. I ask that you continue to do your best to serve the community as we move our operations.

The planning could not have been accomplished without the hard work of Chief Strobridge and Commander Weber. They have worked tirelessly on your behalf and I personally thank them. I would also like to thank Director Shupe and the County IT staff, Director Heidi Petito and the County Facilities staff, Mr. Weinberg and his staff at Court Administration, Honorable Tom Bexley and his staff and many others that have worked so hard to accomplish this move. It has truly been a team effort.

The tentative moving plan – dates/times are below. Again, this is subject to change.

There will be no weekend updates.

Have a safe and great weekend.

**Rick Staly**

**Sheriff**

**FBINA 177<sup>th</sup> Session, NSI 112<sup>th</sup> Session**

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*"An honor to serve, a duty to protect"*

**From:** Strobridge, Mark

**Sent:** Friday, June 8, 2018 4:15 PM

**To:** Staly, Rick <[RStaly@flaglersheriff.com](mailto:RStaly@flaglersheriff.com)>

**Subject:** draft schedule

Move Schedule

**Courthouse Relocation**

Major Case	1400 Hours, Monday, June 11, 2018
General Assignment	0900 Hours, Tuesday, June 12, 2018
Victim Advocate	1500 Hours, Tuesday, June 12, 2018
Accreditation	0900 Hours, Wednesday, June 13, 2018
Records	1000 Hours, Wednesday, June 13, 2018
DHLS	1100 Hours, Wednesday, June 13, 2018
HR	1300 Hours, Wednesday, June 13, 2018
Business Services	0900 Hours, Thursday, June 14, 2018
Seniors vs. Crimes	1100 Hours, Thursday, June 14, 2018
Administration	1100 Hours, Friday, June 15, 2018

**Jail Administration Relocation**

CSI/Evidence	1300 Hours, Thursday, June 14, 2018
Training	1500 Hours, Thursday, June 14, 2018
Purchasing	1600 Hours, Thursday, June 14, 2018

**Mark Strobridge**

**Chief**

**Organizational Services Division**

**Flagler County Sheriff's Office**

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