

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No (X))

Adopt this resolution approving reorganization of the Mariposa County Sheriff's Department, approving new class specifications, deleting existing class specification, amending Employee Allocation Schedule and waiving hiring freeze to fill vacancies as follows:

1. Delete the currently vacant position of Undersheriff (Sheriff-Coroner Budget Unit 001-0216) from the Employee Allocation Schedule and eliminate the class specification.
2. Adopt proposed new class specification for the position of Assistant Sheriff at a salary range of 264 (\$3,518-\$4,276 per month) and allocate two positions of Assistant Sheriff (Sheriff-Coroner Budget Unit 001-0216) to the Employee Allocation Schedule.
3. Reclassify the two existing Sheriff's Captains' positions and the incumbent employees to the proposed new classification of Assistant Sheriff (Sheriff-Coroner Budget Unit 001-0216), delete the positions of Sheriff's Captain from the Employee Allocation Schedule, and eliminate the class specification.
4. Adopt proposed new class specification for the position of Sheriff's Lieutenant - Patrol at a salary range of 244 (\$3,184-\$3,871 per month) and allocate one position of Sheriff's Lieutenant - Patrol (Sheriff-Coroner Budget Unit 001-0216) to the Employee Allocation Schedule.
5. Waive hiring freeze to allow the position of Sheriff's Lieutenant - Patrol to be filled by promotion from within the department; waive hiring freeze to allow the resultant vacancy of one Sheriff's Sergeant - Patrol to also be filled.

The new classifications of Assistant Sheriff and Sheriff's Lieutenant - Patrol will be assigned to the Mariposa County Sheriff's Management Association; they will be overtime exempt.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** The Board has approved various departmental reorganizations from time-to-time in the past. The attached letter from Pelk Richards, Sheriff-Coroner, provides detailed information concerning this proposed reorganization and reflects a modest cost savings of \$317 resulting from the reorganization. The organization charts attached to his letter illustrate both the current and proposed departmental structure.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not approve the proposed reorganization and continue to operate the Sheriff's Department under the existing organizational structure and consider waiving the hiring freeze to fill the vacant Undersheriff position and subsequent vacancies that would be created by this appointment.
2. Make any changes to the proposed class specifications and salary ranges as deemed appropriate and proper by the Board.

**COSTS:** (X) Not Applicable  
 A. Budgeted current FY \$ \_\_\_\_\_  
 B. Total anticipated costs \$ \_\_\_\_\_  
 C. Required additional funding \$ \_\_\_\_\_  
 D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required  
 A. Unanticipated revenues \$ \_\_\_\_\_  
 B. Reserve for contingencies \$ \_\_\_\_\_  
 C. Source description: \_\_\_\_\_  
 Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
 List the attachments and number the pages consecutively:

1. Class specification for Assistant Sheriff
2. Class specification for Sheriff's Lieutenant – Patrol
3. Sheriff's memo dated 2/22/99
4. CAO's memo dated 2/19/99

**CLERK'S USE ONLY:**  
 Res. No.: 99-76 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 ATTEST: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
 This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: gr

MARIPOSA COUNTY

JOB TITLE: Assistant Sheriff

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in planning, organizing, coordinating, administering and commanding the activities and operations of the County Sheriff's Department and to represent the department at County government, civic and law enforcement related activities. Employee in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in the classifications direct, supervise, and formally evaluate the work of division lieutenants. This job class functions at an assistant department head level of classification requiring the application of professional, administrative, and supervisory skills related to law enforcement, crime prevention, jail, investigation, dispatch, animal control and boating safety.

SUPERVISOR: Sheriff/Coroner

TYPICAL DUTIES AS ASSIGNED BY THE SHERIFF

- Assists in the overall administration, direction, supervision and coordination of field and office functions of the Sheriff's Department to include law enforcement, crime prevention, jail, communications, record keeping and budget activities
- Assists in the development and implementation of departmental policies and procedures including new operating procedures and determining future needs
- Plans, directs, supervises, and formally evaluates the work of division lieutenants
- Supervises division lieutenants to assure coordination between divisions and smooth and effective operations
- Represents the Sheriff/Coroner and the department to the Board of Supervisors, other County departments, official and civic meetings, etc.
- Reviews and evaluates existing departmental procedures for effectiveness and implements new or modified procedures to increase safety and efficiency

MARIPOSA: Assistant Sheriff

**TYPICAL DUTIES (Cont'd):**

- Reviews, investigates, and evaluates lawsuits and claims and provides recommendations regarding their processing and disposition
- Assists in the development, implementation, and administration of the departmental budget and purchasing operations
- Acts as liaison between other law enforcement agencies, community groups, and the Sheriff's Department
- Reviews proposed or newly enacted legislation affecting law enforcement, corresponds with legislators, and discusses issues with the Sheriff and other departmental personnel
- Inspects, monitors, and evaluates the conditions of departmental facilities to include jail operations and departmental equipment needs
- Meets with departmental staff to discuss daily activities, policies, and problems
- Reviews and stays abreast of current major crimes and cases and other matters pertaining to departmental activities
- Prepares correspondence, memos, and reports as regarding internal and external matters as the Sheriff's representative
- Monitors performance of departmental personnel to assure proper and effective attainment of departmental goals
- Recommends the hiring, discipline, and discharge of departmental personnel; coordinates the departmental disciplinary process
- Researches training needs of the department; prepares training materials, oversees training activities, and maintains training records
- Directs and/or assists in the investigation and examination of various cases such as major criminal and/or internal investigations
- Reviews reports and logs of patrol and investigative activities

MARIPOSA: Assistant Sheriff

**TYPICAL DUTIES (Cont'd):**

- Acts as Sheriff in the absence of the incumbent
- Plans, directs and coordinates capital projects related to departmental operations
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- Acts as the Department's Disaster Coordinator
- Establishes and directs the maintenance of departmental records and is the Custodian of Records for the Department
- Requisitions and directs the storage, issuance, and inventory of departmental equipment and supplies.
- Provides and supervises the public information services of the department.
- Serves as the Human Resource Manager for the Department.
- Writes and administers grants for the Department.
- Oversees and directs the activities of Animal Control.
- Oversees and directs the activities of the Sheriff's Dispatch Facility.
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- police methods and procedures, including patrol, crime prevention, criminal and coroner investigation, identification techniques, criminal law, civil process, etc.
- jail and identification and communication techniques related to law enforcement operations
- administration and supervision pertaining to a law enforcement agency

MARIPOSA: Assistant Sheriff

**Knowledge of (Cont'd):**

- laws and regulations pertaining to the forcible detention of criminals and suspects in county jail facilities, laws of evidence, arrest and custody, and the development and implementation of budgets

**Ability to:**

- prepare clear, concise, and comprehensive reports
- prioritize and supervise the work and training of subordinates
- analyze situations and facts accurately, interpret and apply laws, and adopt an effective course of action
- prepare and present clear and concise reports
- communicate effectively in both oral and written form
- establish and maintain effective work relationships with those contacted in the performance of required duties

**MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalent supplemented with course work in police science; five years of administrative and supervisory experience equivalent to that of a Sheriff's Patrol Lieutenant with Mariposa County. Two years of college (60 units) may be substituted for up to two years of the required experience on a year-for-year basis. Requires possession of a valid California driver's license, and the following P.O.S.T. certifications: Basic, Intermediate, Supervisory and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Middle Management Certificate within two years from date of appointment.

MARIPOSA COUNTY

**JOB TITLE:** Sheriff's Lieutenant - Patrol

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, coordinate, supervise, administer and command the day-to-day activities and operations of a major division of the County Sheriff's Department. Employees in this classification receive minimal supervision within a broad framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of other subordinate officers and other staff. This job class functions at a division management level of classification within the Sheriff's Department and requires the application of varied professional, administrative and supervisory skills. Division assignments include responsibility for coordinating and controlling one or more of the following departmental functions: crime prevention, patrol, investigation and coroner functions.

SUPERVISOR: Assistant Sheriff

**TYPICAL DUTIES:**

- Commands, supervises, and administers the activities, operations, and personnel of a division within the Sheriff's Department
- Assigns, schedules, and formally evaluates the work of division personnel; recommends and implements disciplinary actions and ensures proper coverage of operational areas
- Assists in evaluating existing policies and procedures for effectiveness and makes recommendations for the modification or implementation of new or revised procedures to increase safety and efficiency
- Implements and interprets departmental policies for divisional personnel
- Assists in the preparation and administration of the budget for the division.
- Participates in major investigations and responds to major crime scenes
- Makes decisions as to the proper disposition of cases/complaints

MARIPOSA: Sheriff's Lieutenant - Patrol

**TYPICAL DUTIES (Cont'd):**

- Receives and handles complaints affecting divisional activities and operations
- Estimates labor and equipment requirements for the division/department
- Prepares and compiles comprehensive reports and statistics related to activities and operations of the division/department
- Assists officers in preparation of reports, investigations and court cases
- Keeps abreast of current and proposed legislation and determines its impact on existing division/department operations
- Speaks before community groups and organizations regarding departmental activities and operations and prepares news releases
- Coordinates divisional operations with other divisions, departments, agencies, and jurisdictions
- Attends meetings pertaining to divisional and departmental matters
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- principles of police administration and accepted practices and procedures
- modern patrol, traffic, investigation, identification, and communication methods
- federal, state, and local laws, regulations, statutes, and ordinances

MARIPOSA: Sheriff's Lieutenant - Patrol

**Knowledge of (Cont'd):**

- laws of evidence, arrest, and custody
- proper and effective methods of deploying peace officers in accordance with actual and anticipated emergencies
- supervisory methods and techniques
- departmental rules and regulations

**Ability to:**

- analyze law enforcement problems and facts to draw sound conclusions, and to adopt effective courses of action
- train, supervise, direct, and formally evaluate the work of others
- communicate effectively in oral and written form
- maintain morale and discipline
- establish and maintain effective work relationships with staff, departmental administration, other County departments and officials, outside agencies, and the public

**MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent supplemented with 60 units of college coursework in police science and two (2) years of responsible supervisory and administrative police work comparable to that of a Sheriff's Sergeant - Patrol with Mariposa County. Requires possession of a valid California driver's license and the following P.O.S.T. certifications: Basic, Intermediate and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Supervisory Certificate within two years from date of appointment.