



MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1379



RESOLUTION - ACTION REQUESTED 2016-662

MEETING: December 20, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Classification of Sheriff's Security Officer

RECOMMENDATION AND JUSTIFICATION:

Approve the classification and job description of Sheriff's Security Officer; assign it as an Extra-Help Specialized Classification; and set the hourly rate at \$20.09.

Currently, the Sheriff has one full-time Sheriff's Bailiff position allocated for court security and the remaining security personnel are Extra-Help Bailiffs. An incumbent in the Bailiff classification is required to have a Peace Officers Standards and Training (POST) certificate and is a peace officer. Recruiting for Extra-Help Bailiffs does not typically produce a large candidate pool because those candidates that meet the qualifications are usually interested in full-time work.

In response, the Sheriff's staff worked with Human Resources Department staff to develop a different, innovative type of security classification to be used for court security, that of a Sheriff's Security Officer. The Sheriff's Security Officer classification is neither a peace officer nor a public safety officer but is a public officer as defined in Penal Code section 831.4. This type of security officer may carry or possess a firearm, baton, and other safety equipment and weapons authorized by the Sheriff while performing duties for the department; however, these individuals may not exercise the powers of arrest of a peace officer. This classification will be required to have successfully completed a POST course on Penal Code 832, which is the arrest and firearms training course.

The approval of this new classification, should alleviate the staffing issues for court security by attracting a larger candidate pool.

The hourly rate of \$20.09 for the Sheriff's Security Officer is tied to the hourly rate for the Extra-Help Sheriff's Deputy Recruit class; the position is a non-sworn classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board of Supervisors approves the creation of new Extra-Help classifications.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in continuing to hire Extra-Help Bailiffs to perform court security which would most likely lead to recruitment difficulties.

FINANCIAL IMPACT:

The Sheriff's Office has sufficient funding in their extra-help line item to support this new classification.

ATTACHMENTS:

Sheriff's Security Officer (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 12/14/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

SHERIFF'S SECURITY OFFICER

DEFINITION

To physically secure and protect property owned, operated, or administered by the County; to operate and monitor screening equipment; to assist Superior Court personnel; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Security Officer position is neither a peace officer nor a public safety officer but a public officer as defined in section 831.4 of the California Penal Code. Incumbents in this class do not engage in active law enforcement duties but are responsible for the security of locations or facilities and assist sworn personnel in guarding County property against fire, theft, vandalism, and trespassing. The Sheriff's Security Officer generally operates at a fixed post but may be assigned to provide related security functions. Incumbents must distinguish between circumstances in which counseling, admonition, and explanation will serve to maintain a peaceful environment or where the intervention of law enforcement personnel is necessary and respond to and/or report situations appropriately. The Sheriff's Security Officer applies knowledge of departmental security techniques, policies and procedures, and exercises independent judgment.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a Sheriff's Deputy or other higher level position.

EXAMPLES OF ESSENTIAL FUNCTIONS

Work from a fixed post or inner/outer perimeters of one or more facilities to detect or prevent individuals from committing violations of law.

Conduct searches of individuals for weapons or contraband, and detain individuals for further investigation or arrest, where circumstances and conditions warrant such action.

Appear in court as a witness.

Direct visitors to the various services provided within a facility; require all visitors to enter through the "search screen" prior to admittance into a facility.

Ensure that only authorized personnel access restricted areas.

Control access to County property by proper authorization and identification.

Utilize fixed and hand held scanning devices to detect unauthorized weapons.

Monitor alarm systems and electronic surveillance equipment.

Operate miscellaneous equipment and motor vehicles as assigned.

Assist sworn personnel in securing facilities and conducting searches.

Write daily activity and incident reports as required.

Investigate questionable acts or behavior observed or reported in the Court or other facilities.

Assist in building evacuations as directed.

Perform other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic law enforcement principles and techniques.

Operation of communication equipment used in the course of work such as radios and related systems.

Basic factors that influence human behavior.

Security methods and techniques.

Basic report writing methods and practices.

Basic first aid.

Ability to:

Maintain the security of building and grounds.

Understand and execute written and oral instructions.

Communicate effectively in both oral and written forms.

Learn to operate fixed and hand-held scanning devices.

Adopt quick, effective, and reasonable courses of action under adverse and/or emergency conditions.

Interact with people of different social, economic, and ethnic backgrounds.

Meet the physical requirements necessary to perform the duties of the job.

Establish and maintain effective work relationships with those contacted in the performance of required duties

TYPICAL WORKING CONDITIONS

Work is performed indoors and outdoors in all kinds of weather. Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Worker may be exposed to individuals who may be hostile and abusive.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to stand and walk for extended periods of time; lift and/or move weights up to 55 lbs. from floor level, such as lifting an injured person; run quickly, such as in responding to an emergency situation; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Must be able to operate defensive devices, including but not limited to chemical spray and baton.

MINIMUM QUALIFICATIONS

Experience:

None required.

Education:

High school graduate or equivalent.

Additional Requirements:

Successful completion of a POST course on PC 832 (arrest and firearms training).

Must be at least 21 years of age at time of appointment.

Ability to pass a background investigation and psychological evaluation prior to appointment.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.