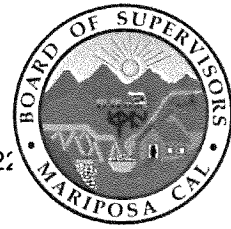




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2018-366

MEETING: July 24, 2018

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel - Interim Human Resources Director

RE: Approve Amendments to Extra-Help Job Descriptions in the Sheriff's Office

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the job descriptions of the extra-help specialized classifications of Sheriff's Cadet, Sheriff's Deputy Recruit, and Sheriff's Security Officer.

The Sheriff's Cadet classification was created to provide a training and educational program to encourage and foster standards of professionalism in law enforcement for young adults interested in a career in the criminal justice field. The Sheriff would like to further develop this valuable community service program by expanding the opportunities available to these young adults by allowing them to gain additional training and experience through work assignments at other relevant agencies in the County including Probation, the District Attorney's Office and the Mariposa County Superior Court. All extra-help employees hired as Sheriff's Cadets would continue to work through the Sheriff's Office regardless of their assignments.

Proposed changes to the Sheriff's Cadet job description include amending the Definition to allow the department to assign support duties not limited to administrative support, but still in line with the classification, such as assisting with routine field work under limited circumstances and close supervision. Further changes include amending the Distinguishing Characteristics to expand the resources available for training and experience opportunities.

The Sheriff's Deputy Recruit classification was developed to assist with recruitment efforts to fill full-time Sheriff's Deputy positions. The Sheriff's Office financially sponsors the Recruit classification to attend the Peace Officer Standards and Training (POST) Academy with the intention of hiring the Recruit as a Sheriff's Deputy or Sheriff's Bailiff upon completion of the Academy.

Proposed changes to the Sheriff's Deputy Recruit job description include amending the Definition to allow the Sheriff's Office the option of hiring the Recruit as a non-sworn

Resolution - Action Requested 2018-366

Sheriff's Security Officer upon completion of the POST Academy. This would provide the Sheriff's Office greater flexibility to hire qualified candidates into the Sheriff's Security Officer position as needed.

The Sheriff's Security Officer classification was developed to assist with court security and 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 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, this officer may not exercise the powers of arrest of a peace officer.

A current Minimum Qualification of the Sheriff's Security Officer is successful completion of a POST course on PC 832 (arrest and firearms training). The proposed change is to provide the option of possessing a valid POST Basic Certificate. This would allow for a larger qualified candidate pool.

No salary adjustments are requested for any of these classifications.

Implementing the proposed amendments will update and clarify the Sheriff's Cadet, the Sheriff's Deputy Recruit, and the Sheriff's Security Officer job descriptions to bring them in line with the current needs of the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve proposed amendments to the Sheriff's Cadet, Sheriff's Deputy Recruit, and/or Sheriff's Security Officer job descriptions and continue with the current job descriptions.

FINANCIAL IMPACT:

No Financial Impact

ATTACHMENTS:

Sheriff's Cadet-draft (PDF)

Sheriff's Deputy Recruit-draft (PDF)

Sheriff's Security Officer-draft (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

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:

Possession of a valid PC 832 (arrest and firearms training) Certificate or a valid POST Basic Certificate.

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.

SHERIFF'S DEPUTY RECRUIT

DEFINITION

This non-sworn classification exists solely for an incumbent attending a Peace Officer Standards and Training (POST) academy and under close supervision, the Recruit will receive formal, comprehensive training in law enforcement. An incumbent may be appointed for a period not to exceed 180 days. Upon successful completion of the training and graduation from the academy, the Recruit will qualify and may be sworn in as a peace officer with full authority as a Sheriff's Deputy and/or a Sheriff's Bailiff or hired as a non-sworn Sheriff's Security Officer in Mariposa County.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from Sheriff's Sergeant-Patrol.

EXAMPLES OF ESSENTIAL FUNCTIONS

Attend classroom activities; participate in both the learning process and in interactions with students and faculty; achieve a passing grade on all classroom requirements.

Complete classroom assignments and projects as required.

Participate in physical activities; achieve a passing grade on the POST physical agility exam.

Participate in firearms course; achieve a qualifying score for firearms qualification under Penal Code section 832.

EMPLOYMENT STANDARDS

Knowledge of:

Proper English usage, grammar, spelling, punctuation, and vocabulary.

Basic arithmetic.

Modern office procedures and equipment.

Ability to:

Follow oral and written instruction.

Read, research, understand, and apply technical materials.

Retain and recall information.

Accurately record information from oral and written sources.

Meet the physical requirements and standards necessary for successful performance.

Build and maintain positive working relationships with co-workers, other County employees, and the public using principles of good customer service.

MINIMUM QUALIFICATIONS

Education:

Graduation from high school or equivalent.

Additional Requirements:

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.

Permanent resident aliens must have applied for citizenship at least one (1) year prior to the date of application.

Must be at least 20 years of age at time of appointment.

Must pass a pre-employment physical.

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.

Creation date: 05/15 (B/S Res. 15-212)

Revision date: 12/17 (B/S Res. 17-836); 07/18 (B/S Res. 18-366)

**SHERIFF'S CADET
(EXTRA HELP/AT-WILL)**

DEFINITION

As a civilian position, assists in the Sheriff's Office and related facilities by performing non-law enforcement duties on a part-time basis (less than 1,000 hours per fiscal year) such as assisting in building security, providing public information and directions, and assisting with records management and other support duties.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Cadet is a part-time, at-will, and training/career development class that performs non-law enforcement duties. The goal of the Cadet classification is to provide support in various areas of the Sheriff's Office and related criminal justice agencies within the County to expose Cadets to the work of law enforcement to prepare and develop the potential to apply for regular employment with the County.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a higher-level sworn or civilian position.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists sworn staff in maintaining security in buildings and areas under Sheriff's Office control.

Monitors walk-through metal detectors and video surveillance equipment in public building security areas.

Operates hand-held metal detectors; searches handbags, briefcases, backpacks, and other containers.

Provides directions and other information to persons entering public buildings; answers telephones, routes calls, and takes messages.

Completes, records, and files correspondence, documents, and other forms.

Operates a computer workstation using common software packages.

Sorts and distributes mail; provides miscellaneous office and administrative support.

Works in the control room at the Mariposa County Adult Detention Facility.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Customer service principles and practices.

English grammar, usage, spelling, and punctuation.

Basic mathematics.

Common office procedures and practices.

Ability to:

Learn the basic functions and operations of a law enforcement agency.

Communicate orally using grammatically correct English with people of diverse education and social and ethnic backgrounds.

Write clear, legible, and grammatically correct reports.

Gather, record, evaluate, and draw logical conclusion(s) from verbal information.

Establish and maintain effective working relationships with a wide variety of people.

Work independently in the field.

Perform simple mathematical problems such as adding, subtracting, multiplying and dividing numbers.

Operate a desktop computer, copier, and printer and use common office software.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk or stand at screening equipment for long periods of time. Requires the ability to walk, stand, and reach while performing duties; lift and/or move weights up to 50 pounds or more; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field 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.

MINIMUM QUALIFICATIONS

Experience:

Six (6) months of work experience involving public contact.

Education:

Current enrollment in high school and in the Grizzly Sheriff program; or, current enrollment in an accredited college. Enrollment records will be verified each semester. If a Cadet is no longer enrolled in high school or college, they are not eligible to serve as a Cadet and employment with Mariposa County must end.

Additional Requirements:

Possession of a valid California Class C driver's license is required. 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.

Candidates must be at least 17 years of age. Candidates must pass all selection requirements and a background investigation before hire consideration. Cadets are required to wear department-issued, non-sworn (civilian) uniform attire. Cadets may be assigned to any shift within a 24-hour period, seven days per week, and may be required to regularly work weekends and/or holidays but cannot work more than 1,000 in a fiscal year. Sheriff's Cadets may be required to rotate assignments.

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.