



MARIPOSA COUNTY

Sheriff's Office • (209) 966-3615



RESOLUTION - ACTION REQUESTED 2016-595

MEETING: November 15, 2016

TO: The Board of Supervisors

FROM: Doug Binnewies, Sheriff-Coroner-Public Administrator

RE: Approve Amendments to the Sheriff Sergeant Job Description by Adding Emergency Planning Tasks

RECOMMENDATION AND JUSTIFICATION:

Approve Amendments to the Sheriff Sergeant - Patrol Job Description by Adding Emergency Planning Tasks; Add One Full-Time Sheriff Sergeant Allocation; and Eliminate the Emergency Planner Allocation from the County Fire Budget Effective December 1, 2016; Approve Budget Action Transferring Funding from the Jail Budget to the Sheriff's Operating Budget to Account for the Additional Sergeant Position (\$50,000).

The Sheriff-Coroner has oversight of the County Fire Department and since June of 2016 a Sheriff's Sergeant has been working closely with the Emergency Planner in performing emergency planning tasks such as: emergency preparedness, response and recovery. The incumbent Emergency Planner is retiring effective November 18, 2016 and it is important that there is continuity with performing this needed work.

There are several points to justify this action, including: maintaining continuity of performing the Emergency Planner's responsibilities after the current Emergency Planner retires, continued staffing and supervision of the County's Emergency Operation Center (which is located in the Sheriff's Office), and the ability to provide 24/7 support. In addition, migrating the Emergency Planner responsibilities to a Sheriff's Sergeant classification will promote professional growth within the Sheriff's Office at the Sergeant rank by allowing this position to better qualify for broader professional pursuits.

The Sheriff's Sergeant is a supervisory classification and adding the proposed changes to the Job Description does not warrant a change to the existing salary range.

Costs for this Fiscal Year due to this proposed change will be absorbed by the Sheriff's Office budget with salary savings from within the Jail Budget and continuing use of the Emergency Management Performance Grant (EMPG) that supports emergency planning. There will be an increase in salary and benefit costs going forward as the Sheriff's Sergeant position is a safety unit position, and the current Emergency Planner position is not. It is recommended that the EMPG grant continue to be used at the current contribution amount (\$75,000) to offset this differential cost through the end of the current Fiscal Year and that the County General Fund pay this cost beginning July 1, 2017 (currently estimated to be \$50,000 per year), with an understanding that if the Sheriff's Office realizes salary savings, it will commit these savings to offset this cost.

Staff has discussed this change with the Sheriffs' Management Association Bargaining Unit and they are in support of this item. Staff has also notified the Service Employees International Union SEIU) of this

change, because the Emergency Planner classification is in this bargaining unit. .

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board of Supervisors approves amendments to job descriptions when necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve amendments as proposed, however, a negative action could result in the potential of the Emergency Planner functions not being performed after the current Emergency Planner retires.

FINANCIAL IMPACT:

Salary savings in the Jail budget will be used to offset the cost of the additional Sergeant position this fiscal year.

ATTACHMENTS:

Sheriff's Sergeant - Patrol Job Description W/Suggested Emergency Planner Language to be Adopted (DOC)

Sgt - Emergency Planner BAF (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO 11/10/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

SHERIFF'S SERGEANT - PATROL

DEFINITION

To supervise and participate in the patrol operations of an assigned shift and to supervise, perform, or take control of criminal investigations at crime scenes. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of others.

This job class functions at a first-line supervisory level of classification. Employees in this classification are responsible for staff or administrative assignments and participate in all aspects of field patrol operations and exercises responsibility for providing effective field supervision of Sheriff's Deputies involved in patrol, traffic enforcement, crime prevention, report writing, crime scene investigation and other field patrol activities and operations. If assigned, employees in this classification assist the Sheriff-Coroner in the overall administration and coordination of the County's preparedness and emergency response plans. Employees in this classification are exposed to potentially life threatening situations which may be unpredictable in nature.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Sheriff's Captain.

Exercises direct supervisor over sworn and non-sworn staff.

EXAMPLES OF ESSENTIALS FUNCTIONS

Supervises a unit of Sheriff's Deputies on an assigned patrol shift and participates in field patrol operations including crime prevention, enforcement of state, county and local laws, regulations and codes, crime/accident investigation and reporting, etc.

Takes roll and conducts briefing sessions for shift personnel prior to starting patrol operations; debriefs shift personnel after major incidents.

Assigns deputies to beats and vehicles.

Maintains and/or recommends discipline and ensures that departmental rules and policies are followed.

Reviews and formally evaluates the work of assigned personnel.

Participates in the training of new deputies and assesses the training needs of experienced deputies; may serve as field training officer.

Analyzes and evaluates departmental activities and policies related to patrol operations and makes procedural recommendations to increase patrol effectiveness.

Inspects weapons, vehicles, and equipment for proper condition and compliance with departmental policy and standards.

Responds to reported crimes and supervises and/or takes charge of crime scene investigations, the gathering and preservation evidence, questioning of witnesses, and apprehension of suspects.

May photograph crime scenes and lift fingerprints.

Performs physical searches of crime suspects and makes arrests; advises suspects of their constitutional rights.

Investigates, interrogates, and detains suspicious persons or suspects.

Performs coroner functions to include notifying families regarding accidents, injury or death.

Reviews reports of patrol officers for clarity, accuracy, content, and compliance with departmental policy.

Performs traffic enforcement functions; stops drivers who are operating vehicles in violation of traffic laws; issues warnings, citations, and makes arrests.

Testifies and presents evidence in court.

Prepares reports of arrests made, investigations conducted, and unusual incidents observed.

Contacts and cooperates with other law enforcement agencies as required.

Provides direction, information, and medical aid to the general public.

Maintains daily activity log and prepares reports related to assigned shift operations.

Participates in the serving of warrants and civil papers.

May assist with administering and maintaining the Emergency Operations Plan and disaster preparedness relief programs.

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

EMPLOYMENT STANDARDS

Knowledge of:

Local, County, and State laws, ordinances, and statutes pertaining to law enforcement.

The principles and practices of law enforcement work including patrol, crime prevention, investigation, custody and identification, traffic control, rules of evidence, and search and seizure.

Courtroom procedures and legal practices.

Supervisory methods and techniques.

Departmental rules, regulations, policies, standards, and organization.

If assigned emergency planning tasks, the following applies:

Principles and practices of emergency management.

Effective emergency preparedness, response and recovery methods, procedures and techniques.

Ability to:

Read, interpret, understand and apply laws, rules, and other written materials with sound judgment.

React quickly and calmly to emergency situations, isolate and analyze problem cases, and take appropriate action to resolve problems identified.

Train, direct, coordinate, supervise, and formally evaluate the work of others.

Analyze situations effectively and accurately interpret and apply laws and regulations.

Communicate effectively in both oral and written forms.

Prepare clear and comprehensive written reports.

Observe, remember, and recall detailed information, names, faces, and facts.

Meet the physical requirements necessary for successful job performance.

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

If assigned emergency planning tasks, the following applies:

Analyze and coordinate emergency services.

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather

conditions, temperature and noise extremes, wetness, fumes, dusts, odors, toxic or caustic chemicals, vibration.

TYPICAL PHYSICAL CONDITIONS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle to perform investigations and surveillance, transport suspects and evidence, and visit various County and meeting sites; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to perform assigned duties; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, in groups, and over the telephone or radio. Requires the ability to intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 40 pounds in weight; and perform simple grasping and fine manipulation.

MINIMUM QUALIFICATIONS

Education:

High school graduation or equivalent.

Experience:

Three (3) years experience performing the duties of a Deputy Sheriff or Police Officer in a law enforcement department/agency.

Additional Requirements:

Possession of standards listed for Deputy Sheriff, a high school diploma or equivalent, a P.O.S.T. Intermediate Certificate, a valid and appropriate 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.

Note: Pursuant to Senate Bill 474 (effective 1/1/92), P.C. 832(e) requires that persons who complete a P.C. 832 Course, but: (1) do not become employed as a peace officer within three years of course completion; or (2) who have a three-year-or-longer break in service as a peace officer, must "requalify" prior to exercising peace officer powers.

Creation Date: 4/88

Revision Date: 11/92; 02/06 (B/S Res. 06-73); 11/16 (B/S Res. 16-595)