



# MARIPOSA COUNTY

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



## **RESOLUTION - ACTION REQUESTED 2015-212**

MEETING: May 12, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Classification - Sheriff's Deputy Recruit

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the Classification and Job Description of Sheriff's Deputy Recruit; Assign it as an Extra-Help Specialized Classification; and Set the Hourly Rate at \$18.05.

The Mariposa County Sheriff's Office ("Office") is looking for innovative ways to attract, hire and retain the highest quality candidates. To help deal with this on-going recruitment challenge, the Office will recruit for, and financially sponsor, candidates who enroll in a Police Officer Standards and Training (POST) certified Basic Course Academy into a new Extra-Help classification entitled Sheriff's Deputy Recruit ("Recruit"), with the intention of having these candidates eventually work as full-time Sheriff's Deputies for the Office and the County

In this position, Recruits will maintain a connection with the Office while they are strengthening their knowledge, skills and abilities in the law enforcement field. These employees will also have a greater sense of community and will ideally develop a loyalty to Mariposa County Sheriff's Office. The Sheriff's Deputy Recruit effort also offers an attractive career opportunity for our local, regional or other qualified young men and women who have already shown an interest in a law enforcement career.

This new classification is proposed as an Extra-Help classification at an hourly rate of \$18.05, where permanent status could only be obtained upon successful graduation at a POST Academy. This new Extra-Help classification will only be filled if the Sheriff's Office has an existing full-time Sheriff's Deputy vacancy or has confirmation of an impending vacancy within 6 months. Please see the attached Job Description for this new classification.

The Recruit program will have a phased approach in preparing individuals to become a full-time, sworn and fully-trained Sheriff's Deputy. As was mentioned above, the Recruit will be hired as an Extra-Help, non-sworn employee of Mariposa County while attending a POST certified Academy. Over the course of the approximately 1,040 hour Academy, Recruits will receive intensive academic instruction in law enforcement procedures combined with rigorous physical fitness training. Successfully completing the POST Academy requires full-time attendance in addition to off duty study time.

After successful graduation from a POST Academy, Recruits will be sworn in as a full-time Sheriff's Deputy. At that point, these employees will enter into a Field Training Officer ("FTO") training program with a FTO. This part of the program will give these employees an excellent understanding of how the Sheriff's Office works and some of the challenges it faces on a daily basis. During this training, the employee will:

- Receive training in the use of a variety of law enforcement equipment, physical fitness techniques, arrest control techniques and other required trainings;
- Participate in firearms course resulting in achieving a qualifying score for firearms qualification under California Penal Code Section 832;
- Learn the principles and techniques of interviewing victims, witnesses, and suspects;
- Learn and assist in operating electronic communication equipment to transmit and receive messages from electronic communication equipped vehicles and other stations;
- Prepare a variety of reports and correspondence to meet Office policy and protocol;
- Develop and maintain good relations with the general public, and exchange crime related and general information with other law enforcement agencies;
- Assist Sheriff's Deputies on routine calls in a learning capacity; and
- Perform identification and photographic work, and administrative or special assignments.

Both the Sheriff's Office and Human Resources/Risk Management Department support the Recruit program as an investment in the future of the Sheriff's Office. The continued connection with the young men and women interested in a law enforcement career partnered with education and training and a career development track is one step in investing in our community.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

From time to time, the Board of Supervisors approves new classifications when warranted, pursuant to Chapter 2.68 of the County Code.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

The program's effectiveness will be evaluated closely during the first year. If successful, the Office will evaluate the potential to increase the number of participants and associated funding of the program in future years.

**ATTACHMENT:**


Sheriff's Deputy Recruit Job Description.

**FINANCIAL IMPACT:**

**The program is planned to include up to three (3) Sheriff's Deputy Recruits in the POST Academy class starting in June 2015. Funding is budgeted in the Sheriff's Office RCCP fund.**

**ATTACHMENTS:**  
**Sheriff's Deputy Recruit-draft (DOC)**

**CAO RECOMMENDATION**  
Requested Action Recommended

  
\_\_\_\_\_  
Mary Hodson, CAO 5/7/2015

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**  
**MOVER:** Marshall Long, District III Supervisor  
**SECONDER:** John Carrier, District V Supervisor  
**AYES:** Rosemarie Smallcombe, Merlin Jones, Marshall Long, John Carrier  
**EXCUSED:** Kevin Cann

## **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 will be sworn in as a peace officer with full authority as a Sheriff's Deputy 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.**