DEPARTMENT: County Counsel          BY: Jeffrey G. Green-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No_X__) Adopt this resolution approving the attached revised class specification for the position of Sheriff's Detective.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Per Minute Order dated September 13, 1993, the Board concurred with adding an investigator position to the Sheriff's Department. This action was adopted by the Board during its meeting on September 28, 1993, with passage of the final budget for FY1993-94. This position falls within the existing classification and salary range of the position of Sheriff's Detective.

This revision proposes only minor changes: (1) to the supervisor, and (2) to one area of the employment standards which allows more flexibility for the department while preserving the standards required for certain job functions and responsibilities.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revised class specification.

Revise this class specification as deemed necessary.

COSTS:  (X) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers
SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:

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

CLERK'S USE ONLY:
Res. No.: 98-515
Ord. No.
Vote: Ayes: Absent: Abstained:
   Yes: Noes: Denies: Dene
   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:
(X) Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment: By: A.O. Initials:

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Sheriff's Detective

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform investigations in major or complex criminal cases for the Sheriff's Office and the Merced/Mariposa Narcotic Task Force (M.M.N.T.F.); to detect or verify suspected violations of laws, rules, or regulations pertaining to narcotics, thefts, burglaries, and homicides; to obtain information and evidence required to determine if a crime has been committed, to prepare the case, and to arrest suspects. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class exercises responsibility for the collection of reliable information and evidence to be used in the prosecution of County and M.M.M.T.F. cases, prepares detailed reports and files, and makes arrests. This job class may specialize in an area such as narcotics investigations.

SUPERVISOR: Sheriff's Sergeant

TYPICAL DUTIES

- Directs and conducts investigations of thefts, burglaries, homicides, and narcotic cases

- Compiles and analyzes evidence and information to obtain an accurate account of the events, participants, and properties involved in an assigned case

- Interviews witnesses and other relevant parties to obtain statements and other information regarding an assigned case

- Coordinates and directs the activities at a crime scene to preserve and collect needed information and evidence

- Prepares facts and documentation to obtain warrants and develop the case

- Conducts surveillance of suspects to note their activities and associations

- Directs or performs the collection of evidence at a crime scene including collection of latent fingerprints, etc.

- Develops area of expertise, attends specialized training, and acts as departmental expert
MARIPOSA: Sheriff's Detective

TYPICAL DUTIES: (Cont'd)

- Interrogates suspects to ascertain information regarding assigned cases
- Obtains and serves arrest and search warrants associated with assigned cases
- Serves civil papers and subpoenas
- Plans and coordinates raids and special projects
- Prepares detailed reports of investigations, including synopsis of facts, dates, names, places, findings of arresting officers, statements of witnesses, victims, and suspects, and listings of evidence
- Testifies in court in connection with assigned cases being prosecuted
- Coordinates investigations with activities of other allied agencies
- Operates a variety of cameras, listening devices, telephoto equipment, etc., to observe suspects and record evidence
- Reviews a variety of journals and government publications to keep abreast of new and/or changing laws, techniques and regulations related to criminal investigations
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid Basic POST certificate
- a valid CPR/first aid certificate
- a certificate of completion of First Responder class
- a certificate of completion of 80 hours of narcotic identification and investigation or the ability to apply for and obtain such certification within a period of one year upon the assignment of related job duties

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.
MARIPOSA: Sheriff's Detective

**Knowledge of:**

- procedures and methods employed in crime detection and criminal investigation
- modern police practices and procedures
- rules of evidence and the laws governing custody of suspects
- Federal, State, and local laws, codes, and regulations sufficient to perform job duties effectively
- the principles and techniques of interviewing

**Ability to:**

- establish contacts from which evidence can be obtained
- formulate and evaluate possible solutions based on limited information and evidence
- obtain information through interview, interrogation, and observation
- meet the physical requirements of the job necessary to successfully perform assigned duties
- communicate effectively both orally and in writing
- understand and execute written and oral instructions
- establish and maintain effective work relationships with those contacted in the performance of required duties

**A typical way to gain the knowledge, skill, and ability outlined above is:**

- graduation from high school supplemented with course work in police science; four years of responsible experience in law enforcement including one year of experience in criminal investigations; or an equivalent combination of education and experience.