

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes:      No X)

Adopt this resolution approving the attached revised class specification for the position of Deputy Sheriff - Extra-Help.

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."

Board Resolution 92-90 approved this class specification. This proposed revision is to clarify the "Possession of" requirements under Employment Standards in order to facilitate immediate availability of trained personnel for the position of Deputy Sheriff - Extra-Help.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise this class specification as deemed necessary by the Board
2. Do not approve the revision to this class specification.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required Add'l funding \$ \_\_\_\_\_

D. Source: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Internal transfers \$ \_\_\_\_\_

B. Unanticipated revenues \$ \_\_\_\_\_

C. Reserve for contingency \$ \_\_\_\_\_

D. Description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 92-109

Ord. No.: \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent Robinson Abstained: \_\_\_\_\_

MW Approved ( ) Denied

( ) Minute Order Attached

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further correct copy of

The foregoing instrument is a the original on \_\_\_\_\_ Action file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A.O. Initials: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Deputy Sheriff - Extra-Help

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform general patrol and/or special law enforcement assignments in the protection of life and property; to enforce local, County, and State laws and regulations; and to perform a variety of law enforcement activities and operations associated with crime prevention, traffic enforcement, crime/accident investigation and reporting, and related areas. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for maintaining law and order in the community through the enforcement of established laws and regulations. Employees in this class are exposed to potentially life threatening situations which may be unpredictable in nature. Positions in this class may perform specialized law enforcement assignments in addition to their normal patrol functions. Such assignments include, but are not limited to, functioning as canine handler, search and rescue, and boating patrol officer.

**SUPERVISOR:** Sheriff's Sergeant - Patrol

**TYPICAL DUTIES**

- Patrols an assigned county beat for the prevention of crime and the enforcement of local, County, and State laws, regulations, and traffic codes
- Patrols assigned area in radio car or on foot
- Responds to calls for the protection of life and property
- Conducts preliminary and follow-up investigations of misdemeanors and felonies to include traffic accidents, burglaries, holdups, deaths, suicides, thefts and other law violations
- Performs physical searches of crime suspects and makes arrests of law violators
- Gathers, preserves, and analyzes facts and evidence and secures crime scenes
- Logs and secures evidence and stolen property

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**TYPICAL DUTIES (cont.)**

- Interviews victims, complainants, and witnesses and interrogates suspects
- Investigates suspicious persons and circumstances
- Testifies and presents evidence in court
- Performs traffic enforcement functions; directs traffic including regulation of vehicle flow during emergency or congested situations
- Issues citations and makes arrests for traffic violations
- Assists in booking suspects and violators into the county jail facility
- Performs coroner and bailiff duties as needed
- Answers complaints and resolves domestic disturbances, animal control complaints, and other ordinance violations
- Administers first aid in emergency cases
- Serves warrants, subpoenas, and civil papers
- Prepares reports of arrests made, investigations conducted, and unusual incidents observed
- Contacts and cooperates with other law enforcement agencies
- Provides direction, information, and medical aid to the general public as required
- Assists with crowd control, parade, and/or riot work
- May perform special law enforcement assignments in conjunction with the field canine operations, boating patrol operations, search and rescue, etc.
- Cares for and maintains departmental equipment
- Assists in office and jail operations as necessary
- Performs other related duties similar to the above in scope and function as required

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**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's License
- a POST-certified Reserve Peace Officer Training Course(s) consisting of at least 214 hours, (which includes Modules A, B. and C) and shall satisfactorily complete 200 hours of structured field training approved by POST pursuant to Commission Procedure D-13; or satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers, as prescribed in PAM, Section D-1.

**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, and custody and identification
- courtroom procedures and legal practices
- departmental rules and regulations related to patrol operations

**Ability to:**

- read, interpret, and understand laws, rules, and other written materials effectively
- react quickly and calmly to emergency situations, isolate and analyze problem causes, and take appropriate action to resolve problems identified
- cope with stressful situations firmly and tactfully
- learn standard police radio procedures and codes
- communicate effectively in both oral and written forms
- observe, remember, and recall detailed information, names, faces, and facts
- prepare accurate and detailed reports
- meet the physical requirements and standards necessary for successful job performance

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**Ability to:** (Cont'd)

- 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 or equivalent.

Creation Date: 2/92

Revised: 3/92

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