RESOLUTION - ACTION REQUESTED 2017-146

MEETING: March 21, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amendment to the Jail Officer Classification Title

RECOMMENDATION AND JUSTIFICATION:
Authorize an amendment to the Jail Officer classification title by re-titling it to Custodial Deputy effective immediately. Changing the title of the Jail Officer classification to Custodial Deputy will be more in line with Penal Code section 830.1 pertaining to those peace officers in custodial assignments who have the responsibility of maintaining the operations of a county's custodial facility.

There are no other changes to this classification. The Deputy Sheriff's Association is agreeable to the re-titling of the Jail Officer classification to Custodial Deputy.

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 this action as proposed; the title of this custodial classification will remain as Jail Officer.

FINANCIAL IMPACT:
N/A.

ATTACHMENTS:
Jail Officer (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 3/14/2017
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
CUSODIAL DEPUTY

DEFINITION
To book suspects into County jail; to care for and supervise inmates detained in the county jail facility; to perform a variety of security and other duties in the maintenance of safe and secure jail conditions; to operate radio communications and teletype equipment; and to perform a wide variety of clerical work in support of departmental operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a journey level of classification and exercises responsibility for the booking and care of prisoners while in custody, for maintaining the security and upkeep of the jail facility, and for clerical support functions in accordance with departmental policy.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Jail Sergeant.

EXAMPLES OF ESSENTIAL FUNCTIONS
Obtains necessary information for and books suspects into the county jail facility; completes and types necessary documents and forms as required.

Searches, fingerprints, and photographs suspects.

Cares for and maintains the well being of inmates; feeds, clothes and assigns prisoners to cells.

Oversees the medical, hygiene and cleanliness needs of inmates; distributes medication and toiletries as needed; arranges doctor appointments for inmates.

Maintains the security of the jail facility; performs cell searches for illegal materials and contraband and maintains discipline among inmates.

Oversees and participates in the cleaning of the jail facility as needed.

Transports prisoners to and from doctor’s office, court appearances, and other scheduled appointments.

Supervises and monitors work furlough inmates.

Processes the release of inmates from the jail facility.

Receives calls from the public or field officers and prepares incident reports.

Operates radio communication and teletype equipment in receiving and transmitting information requests and other law enforcement related matters.
Maintains detailed daily log related to jail operations; compiles, types, duplicates, and distributes incident reports.

Performs a variety of clerical and office support functions in support of jail and departmental operations.

Accepts and processes bail bonds and cash bail for inmates and issues receipts.

Maintains a variety of records and files.

Testifies in court.

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

**EMPLOYMENT STANDARDS**

**Knowledge of:**
The care and treatment of persons confined to a correctional facility.

Rules, regulations and procedures governing the security and operation of a county jail.

First aid methods and techniques.

Booking and custody laws and regulations.

The proper care and operation of jail equipment and facilities.

Modern office methods and procedures to include report writing, business correspondence, record keeping, and proper telephone techniques.

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

The proper operation of a teletype and two-way radio communication system.

**Ability to:**
Understand and carry out both oral and written instructions.

Maintain discipline and orderly conduct among inmates.

Prepare and maintain various reports and records.

Type accurately at a rate required for successful job performance.
Establish and maintain accurate records, logs, and files.

Operate standard office equipment including computer, typewriter, dictaphone, copier, calculator.

Hear accurately.

React quickly, effectively, and calmly in an emergency situation and to adopt an effective course of action.

Communicate effectively and tactfully in oral and written form.

Perform and coordinate several tasks simultaneously.

Work rotation shifts including nights, weekends, and holidays.

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

Remain calm in stressful situations.

**MINIMUM QUALIFICATIONS**
Graduation from high school or equivalent.

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.

The ability to obtain a basic Jail Operations certificate as issued by the State of California within eleven months of date of hire.
Hi Tracy - The legal notice is scheduled for 3/30/17.

Have a great day!

Thank
Nicole Little
Office Manager
Mariposa Gazette

On Mar 21, 2017, at 12:47 PM, Tracy Gauthier <tghiehr@mariposacounty.org> wrote:

Good afternoon,

Attached is Ordinance 1122 for publication in the next issue of the Gazette.

If you have any questions please let me know.

Please reply in receipt of this request.

Thank you
Tracy Gauthier
<ADOPTED.ORD 1122.docx>