

CA9

DEPARTMENT: Administration BY: John W. McCamman PHONE: 209/966-4744

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

Adopt this resolution approving the attached revised class specifications for the positions of Deputy Sheriff, Deputy Sheriff - Extra-Help, Sheriff's Sergeant - Patrol, Sheriff's Detective, and Sheriff's Commander.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Commission on Peace Officer Standards and Training, Department of Justice, State of California, has advised of P.C. 832 requalification requirements adopted. These proposed revisions add language to the class specifications in compliance with Senate Bill 474 (effective 1/1/92) with regard to P.C. 832(e).

These class specifications were created by the Board of Supervisors in previous 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."

No change in the salary range for these classifications is requested.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution.

Revise these class specifications as deemed necessary by the Board.

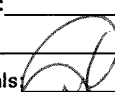
COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

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

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 92-592 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
() 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:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
A.O. Initials: 

MARIPOSA COUNTY

JOB TITLE: Deputy Sheriff

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

MARIPOSA: Deputy Sheriff

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

MARIPOSA: Deputy Sheriff

EMPLOYMENT STANDARDS

Possession of:

- ability to obtain a valid California Driver's License
- a "Basic Certificate" as issued from the State Commission on Peace Officers' Standards and Training or ability to obtain the P.O.S.T. basic certificate within a period of time specified by the State

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.

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

MARIPOSA: Deputy Sheriff

Ability to: (Cont'd)

- meet the physical requirements and standards necessary for successful job performance
- 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: 4/88
Revised: 10/91
Revised: 2/92
Revised: 11/92
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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

MARIPOSA: Deputy Sheriff - Extra-Help

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

MARIPOSA: Deputy Sheriff - Extra-Help

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.

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.

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

MARIPOSA: Deputy Sheriff - Extra-Help

Ability to: (Cont'd)

- 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
- 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
Revision Date: 11/92
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MARIPOSA COUNTY

JOB TITLE: Sheriff's Sergeant - Patrol

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

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 participates in all aspects of field patrol operations and exercises responsibility for providing effective field supervision of Deputy Sheriff's involved in patrol, traffic enforcement, crime prevention, report writing, crime scene investigation and other field patrol activities and operations. Employees in this classification are exposed to potentially life threatening situations which may be unpredictable in nature. This job class functions at a first-line supervisory level of classification.

SUPERVISOR: Sheriff's Commander

TYPICAL DUTIES

- Supervises a unit of deputy sheriffs 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

MARIPOSA: Sheriff's Sergeant - Patrol

TYPICAL DUTIES (cont.)

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

MARIPOSA: Sheriff's Sergeant - Patrol

EMPLOYMENT STANDARDS

Possession of:

- standards listed for Deputy Sheriff
- a high school diploma or equivalent
- a valid and appropriate California Driver's License
- a P.O.S.T. Intermediate Certificate

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.

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

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

MARIPOSA: Sheriff's Sergeant - Patrol

Ability to (cont.)

- 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

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

- high school graduation or equivalent plus three (3) years experience performing the duties of a Deputy Sheriff or Police Officer in a law enforcement department/agency.

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Revision Date: 11/92
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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 Commander

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 80 hours of narcotic identification and investigation
- a certificate of completion of First Responder class

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.

Creation Date: 4/88
Revision Date: 11/92
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MARIPOSA COUNTY

JOB TITLE: Sheriff's Commander

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, coordinate, supervise, administer and command the day-to-day activities and operations of a major division of the County Sheriff's Department. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of other sworn officers/personnel. This job class functions at a division management level of classification within the Sheriff's Department and requires the application of varied professional, administrative and supervisory skills. Division assignments include responsibility for coordinating and controlling one or more of the following departmental functions; crime prevention, patrol, investigation, animal control, administrative record keeping and control, coroner functions, communications/dispatching, purchasing and inventory control, civil processing and/or departmental training efforts.

SUPERVISOR: Undersheriff

TYPICAL DUTIES:

- Commands, supervises, and administers the activities, operations, and personnel of a major division in the Sheriff's Department
- Assigns, schedules, and formally evaluates the work of division personnel; recommends and implements disciplinary actions and ensures proper coverage of operational areas
- Assists in evaluating existing policies and procedures for effectiveness and makes recommendations for the modification or implementation of new or revised procedures to increase efficiency
- Implements and interprets departmental policies to divisional personnel
- Assists in the preparation and administration of the budget for the division; authorizes and monitors budget expenditure and account balances
- Participates in major investigations and responds to major crime scenes
- Makes decisions as to the proper disposition of cases/complaints
- Receives and handles complaints affecting divisional activities and operations

MARIPOSA: Sheriff's Commander

TYPICAL DUTIES: (Cont'd)

- Estimates manpower and equipment requirements for the division/department; requisitions and directs the storing, issuing, and inventory of department supplies and equipment
- Prepares and compiles comprehensive reports and statistics related to activities and operations of the division/department
- Assists officers in preparation of reports, investigations and court cases
- Keeps abreast of current and proposed legislation and determines its impact on existing division/department operations
- Speaks before community groups and organizations regarding departmental activities and operations and prepares news releases
- Coordinates divisional operations with other divisions, departments, agencies, and jurisdictions
- Oversees and monitors divisional/departmental training programs for personnel
- Attends meetings pertaining to divisional and departmental matters
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Possession of:

- standards listed for Sheriff's Sergeant - Patrol
- a P.O.S.T. Supervisory Certificate
- a P.O.S.T. Advance Certificate
- a valid California Driver's License
- high school graduation or equivalent

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 Commander

Knowledge of:

- principles of police administration and accepted practices and procedures
- modern patrol, traffic, investigation, identification, and communication methods
- federal, state, and local laws, regulations, statutes, and ordinances
- laws of evidence, arrest, and custody
- budget preparation and administration
- proper and effective methods of deploying peace officers in accordance with actual and anticipated emergencies
- supervisory methods and techniques
- departmental rules and regulations

Ability to:

- analyze law enforcement problems and facts to draw sound conclusions, and to adopt effective courses of action
- train, supervise, direct, and formally evaluate the work of others
- communicate effectively in oral and written form
- maintain morale and discipline
- prepare and monitor a budget
- establish and maintain effective work relationships with staff, departmental administration, other county officials, outside agencies, and the public

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

- graduation from high school supplemented with coursework in police science; two (2) years of responsible supervisory and administrative police work

Creation date: 4/88
Modified: 10/89
Revision date: 11/92
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