

Res 526

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

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

Adopt this resolution to approve revised class specifications for Deputy Sheriff and Jail Officer/Dispatcher. Revised class specifications are attached.

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." This request represents a revision to the current class specifications. Revisions are requested in the Employment Standards section of the Deputy Sheriff and Jail Officer/Dispatcher class specifications:

DEPUTY SHERIFF class specification:

Old Language:

"Possession of:

- a high school diploma or GED equivalent
- a valid and appropriate California Driver's License
- a valid CPR/first aid certificate
- 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."

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

- graduation from high school or equivalent supplemented with coursework in police science; work experience in a high public contact occupation is desirable."

New Language:

"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."

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

- graduation from high school or equivalent."

JAIL OFFICER/DISPATCHER class specification:

Old Language:

"Possession of:

- a valid California Driver's License
- a valid CPR/first aid certificate
- a basic Jail Operations certificate as issued by the State of California or ability to obtain certification within a time period specified by the County
- a certificate of completion of P.C. 832 class"

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

- high school graduation or equivalent with additional coursework in Sociology, Psychology or Communications and some experience in radio dispatch work"

New Language:

"Possession of:

- ability to obtain a valid California driver's license
- ability to obtain a basic Jail Operations certificate as issued by the State of California or ability to obtain certification within a time period specified by the County"

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

- graduation from high school or equivalent"

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise class specifications as deemed necessary by the Board.
2. Do not approve the class specifications.

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.: 91-526

Ord. No.: _____

Vote - Ayes: 4 Noes: _____

Absent None Abstained: _____

None 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

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

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
- establish and maintain effective work relationships with those contacted in the performance of required duties

MARIPOSA: Deputy Sheriff

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

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MARIPOSA COUNTY

JOB TITLE: Jail Officer/Dispatcher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

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 perform dispatching functions in accordance with established policies and procedures including receiving, processing and transmitting emergency and non-emergency calls, information requests, and messages in support of law enforcement, fire, and rescue operations; 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 providing responsible dispatching and clerical support functions in accordance with departmental policy.

SUPERVISOR: Jail Sergeant

TYPICAL DUTIES

- 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

MARIPOSA: Jail Officer/Dispatcher

- 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
- Performs dispatching duties in accordance with established departmental policy; receives calls from the public or field officers, dispatches appropriate personnel and equipment as needed, and prepares incident reports
- Operates radio communication and teletype equipment in receiving and transmitting information requests to/from field patrol personnel regarding vehicle registration driving records, warrants, criminal records, stolen property and other law enforcement related matters
- Maintains detailed daily log related to dispatching operations; compiles, types, duplicates, and distributes incident reports
- Questions/interviews callers to elicit specific information needed to determine appropriate dispatch assistance needed
- Monitors multiple radio channels (nets) for information/dispatch purposes appropriate dispatch assistance needed
- Performs a variety of clerical and office support functions in support of jail and departmental operations
- Types, transcribes, files, and processes a variety of records, documents and reports to include warrants, civil actions, crime statistics, arrest and citation reports, coroner's reports, case files, gun and explosives permits, booking forms, death reports, and other documents
- Performs indexing of information/reports into master files
- 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

MARIPOSA: Jail Officer/Dispatcher

EMPLOYMENT STANDARDS

Possession of:

- ability to obtain a valid California driver's license
- ability to obtain a basic Jail Operations certificate as issued by the State of California or ability to obtain certification within a time period specified by the County

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
- the geography and street locations of the county
- 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

MARIPOSA: Jail Officer/Dispatcher

- learn the operations and procedures related to dispatching functions to include radio and teletype equipment and usage
- establish and maintain accurate records, logs, and files
- operate standard office equipment including typewriter, dictaphone, copier, calculator
- speak and hear accurately with no impairment
- meet the physical requirements necessary to perform assigned duties
- learn specified communication codes and laws related to assigned function
- 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
- read and interpret road maps effectively
- establish and maintain effective work relationships with those contacted in the performance of required duties
- remain calm in stressful situations

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