RESOLUTION - ACTION REQUESTED 2017-499

MEETING: July 25, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Sheriff's Cadet Classification, Job Description and Salary

RECOMMENDATION AND JUSTIFICATION:
Approve a Sheriff's Cadet classification, Job Description, placement into the Extra Help category as a specialized classification and at a salary of $15 per hour.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Mariposa County Sheriff's Office is proposing to establish a County Cadet Program to encourage and foster standards of professionalism in law enforcement for young adults interested in a career in criminal justice.

This program will offer: insights into the how the Office operates, valuable training, first-hand experience and an opportunity for young people to provide an important community service. Adoption of the proposed draft Sheriff’s Cadet Job Description is an essential component in the operational development of the County’s Cadet Program.

To qualify as a Cadet, a candidate will be required to:

- Have six months of work experience involving public contact.

- Be currently enrolled in high school and in the Grizzly Sheriff program or, currently enrollment in an accredited college. If a Cadet is no longer enrolled in High School or College, they are not eligible to serve as a Cadet and employment with Mariposa County will end.

- Possess a valid California Class “C” driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if an applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

- Be at least 17 years of age.

- Pass all selection requirements and a background investigation before considered for hire.
- Wear department-issued, non-sworn (civilian) uniform attire.

Cadets may be assigned to any shift within a 24-hour period, seven days per week, and may be required to regularly work weekends and/or holidays, but cannot work more than 860 hours in a year as an Extra Help employee. Sheriff Cadets may be required to rotate assignments.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**
The Board of Supervisors may choose to change the proposed Sheriff's Cadet Job Description or amend the proposed hourly salary amount.

**ATTACHMENTS:**
Sheriff Cadet Job Description June 2017  (DOC)

**CAO RECOMMENDATION**
Requested Action Recommended

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**RESULT:**  ADOPTED BY CONSENT VOTE [UNANIMOUS]

**MOVER:**   Merlin Jones, District II Supervisor

**SECONDER:**  Kevin Cann, District IV Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey
SHERIFF’S CADET
(EXTRA HELP/AT-WILL)

DEFINITION
As a civilian position, assists in the Sheriff’s Office and related facilities by performing non-law enforcement duties on a part-time basis (less than 1,000 hours per fiscal year) such as assisting in building security, providing public information and directions, and assisting with records management and other administrative support duties.

DISTINGUISHING CHARACTERISTICS
The Sheriff’s Cadet is a part-time, at-will, and training/career development class that performs non-law enforcement duties. The goal of the Cadet classification is to provide support in various areas of the Sheriff’s Office and to expose Cadets to the work of the Sheriff’s Office to prepare and develop the potential to apply for regular employment with the County.

SUPERVISION RECEIVED AND EXERCISED
Receives direct supervision from a higher-level sworn or civilian position.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists sworn staff in maintaining security in buildings and areas under Sheriff’s Office control.

Monitors walk-through metal detectors and video surveillance equipment in public building security areas.

Operates hand-held metal detectors; searches handbags, briefcases, backpacks, and other containers.

Provides directions and other information to persons entering public buildings; answers telephones, routes calls, and takes messages.

Completes, records, and files correspondence, documents, and other forms.

Operates a computer workstation using common software packages.

Sorts and distributes mail; provides miscellaneous office and administrative support.

Works in the control room at the Mariposa County Adult Detention Facility.

Performs related duties as assigned.
EMPLOYMENT STANDARDS

Knowledge of:

Customer service principles and practices.

English grammar, usage, spelling, and punctuation.

Basic mathematics.

Common office procedures and practices.

Ability to:

Learn the basic functions and operations of a law enforcement agency.

Communicate orally using grammatically correct English with people of diverse education and social and ethnic backgrounds.

Write clear, legible, and grammatically correct reports.

Gather, record, evaluate, and draw logical conclusion(s) from verbal information.

Establish and maintain effective working relationships with a wide variety of people.

Work independently in the field.

Perform simple mathematical problems such as adding, subtracting, multiplying and dividing numbers.

Operate a desktop computer, copier, and printer and use common office software.

TYPICAL WORKING CONDITIONS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk or stand at screening equipment for long periods of time. Requires the ability to walk, stand, and reach while performing duties; lift and/or move weights up to 50 pounds or more; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
Typical Physical Requirements
Work is performed in an office and field environment. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment.

Minimum Qualifications

Experience:
Six (6) months of work experience involving public contact.

Education:
Current enrollment in high school and in the Grizzly Sheriff program; or, current enrollment in an accredited college. Enrollment records will be verified each semester. If a Cadet is no longer enrolled in high school or college, they are not eligible to serve as a Cadet and employment with Mariposa County must end.

Additional Requirements:
Possession of a valid California Class “C” driver’s license is required. 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.

Candidates must be at least 17 years of age. Candidates must pass all selection requirements and a background investigation before hire consideration. Cadets are required to wear department-issued, non-sworn (civilian) uniform attire. Cadets may be assigned to any shift within a 24-hour period, seven days per week, and may be required to regularly work weekends and/or holidays but cannot work more than 1,000 in a fiscal year. Sheriff Cadets may be required to rotate assignments.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 07/17 (B/S Res. # 17-499)
Revision Date: