RESOLUTION - ACTION REQUESTED 2017-836

MEETING: December 19, 2017

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel - Interim Human Resources Director

RE: Approve Proposed Amendment to the Sheriff's Deputy Recruit Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve a minor amendment to the Sheriff's Deputy Recruit job description effective immediately.

The Sheriff's Deputy Recruit is an extra-help position that was developed to assist with recruitment efforts in filling full-time Sheriff's Deputy positions. The Sheriff's Office financially sponsors an incumbent in the Recruit classification while the individual is enrolled in the Peace Officer Standards and Training (POST) Academy with the intention of having a Recruit complete the basic course training and receive a Basic POST Certificate. After successfully receiving a Basic POST Certificate, the Recruit would then be hired as a full-time Sheriff's Deputy.

The change to the job description would include that a Recruit could also be sworn in as a Sheriff's Bailiff. The current language is specific to a Sheriff's Deputy and adding that a Recruit could be sworn in as a Sheriff's Deputy and/or a Sheriff's Bailiff gives the department more flexibility in filling positions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
On May 12, 2015, the Board of Supervisors approved the Sheriff's Deputy Recruit classification. From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve the proposed amendment to the Sheriff's Deputy Recruit job description and continue with the current job description.

FINANCIAL IMPACT:
No Financial Impact

ATTACHMENTS:
Sheriff's Deputy Recruit (PDF)
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RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
SHERIFF'S DEPUTY RECRUIT

DEFINITION
This non-sworn classification exists solely for an incumbent attending a Peace Officer Standards and Training (POST) academy and under close supervision, the Recruit will receive formal, comprehensive training in law enforcement. An incumbent may be appointed for a period not to exceed 180 days. Upon successful completion of the training and graduation from the academy, the Recruit will qualify and will be sworn in as a peace officer with full authority as a Sheriff's Deputy and/or a Sheriff's Bailiff in Mariposa County.

SUPERVISION RECEIVED AND EXERCISED
Receives close supervision from Sheriff's Sergeant-Patrol.

EXAMPLES OF ESSENTIAL FUNCTIONS
Attend classroom activities; participate in both the learning process and in interactions with students and faculty; achieve a passing grade on all classroom requirements.

Complete classroom assignments and projects as required.

Participate in physical activities; achieve a passing grade on the POST physical agility exam.

Participate in firearms course; achieve a qualifying score for firearms qualification under Penal Code section 832.

EMPLOYMENT STANDARDS

Knowledge of:
Proper English usage, grammar, spelling, punctuation, and vocabulary.

Basic arithmetic.

Modern office procedures and equipment.

Ability to:
Follow oral and written instruction.

Read, research, understand, and apply technical materials.

Retain and recall information.

Accurately record information from oral and written sources.

Meet the physical requirements and standards necessary for successful performance.
Build and maintain positive working relationships with co-workers, other County employees, and the public using principles of good customer service.

**MINIMUM QUALIFICATIONS**

**Education:**
Graduation from high school or equivalent.

**Additional Requirements:**
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.

Permanent resident aliens must have applied for citizenship at least one (1) year prior to the date of application.

Must be at least 20 years of age at time of appointment.

Must pass a pre-employment physical.

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.