

MARIPOSA COUNTY

AGENDA

DATE: March 10, 1998

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: 5

DEPARTMENT: SHERIFF

BY: Sheriff Matlock

PHONE: 966-3615

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

Request waiving the hiring freeze on Sheriff's Patrol Sergeant and Sheriff's Captain positions. A Sheriff's Captain is responsible for the planning, organizing, coordinating, supervising Sergeants, administering and commanding the day to day operations of the Sheriff's Office. This includes but not limited to the following duties; Records, Boating Safety Personnel, Boating Safety Budget, Animal Control Personnel, Animal Control Budget, Evidence System, Crime prevention programs, Jail Facility, Sheriff's Office Equipment and Supplies, Civil Process, Responds to and participates at major crime scenes, makes arrests and various other duties as assigned. The Sheriff's Sergeant supervises and participates in the patrol operations of an assigned shift and formally evaluates the work of others. The Sergeant provides effective field supervision of Deputy Sheriff's. Requesting that this request be retroactive to March 3, 1998.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board has placed a hiring freeze on these positions due to budget constraints.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approving waiving the hiring freeze on these positions. This would result in a lack of supervision of subordinates, possibly subjecting the county to unnecessary liability.

**COSTS:** ( ) 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.: 98-86 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ 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: JL

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: ROGER MATLOCK, Sheriff  
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*  
SUBJECT: Waiving Hiring Freeze on Supervisory and Management Personnel;  
Res. 98-86

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on March 10, 1998

ACTION AND VOTE:

**10:18 a.m.** Roger Matlock, Sheriff;  
Resolution Waiving the Hiring Freeze on the Sheriff's Patrol Sergeant and Sheriff's  
Captain Positions

**BOARD ACTION:** Discussion was held with Roger Matlock and Pelk  
Richards/Undersheriff. (M)Stewart, (S)Pickard, to waive the hiring freeze, was  
withdrawn by maker, following further discussion. Supervisor Pickard suggested that the  
Board's liaison committee (Supervisors Pickard and Balmain) meet with the Sheriff and  
review the request and the concerns that have been expressed and come back with a  
recommendation. Supervisor Parker requested that the committee also review the overall  
structure of the department as it exists today and possible structure for the future,  
including organizational changes. (M)Stewart, (S)Balmain, Res. 98-86 adopted  
authorizing the temporary out-of-class filling of the positions as discussed, and with  
direction for the Board's liaison committee to meet with the Sheriff and come back with  
recommendations within two weeks if possible -- Sheriff to reschedule the matter/Ayes:  
Unanimous.

cc: Doug Balmain, District II Supervisor  
Bob Pickard, District V Supervisor  
Jeff Green, County Counsel  
Nancy Kyle, Personnel  
Janet Hogan, County Administrative Officer  
Ken Hawkins, Auditor  
File