

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution approving the attached amended class specification for the position of Deputy Sheriff - Extra-Help.

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."

Pursuant to the POST Administrative Manual, the minimum training stated for designated Level I peace officers has been revised to require completion of a POST Academy Regular Basic Course. The requested class spec revision will accurately reflect this current POST requirement.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this request; the minimum qualifications for this position would not be stated in compliance with the minimum standards established by POST.

Make any changes to this class specification 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 \$ _____

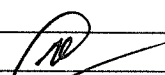
SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

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

CLERK'S USE ONLY:
Res. No.: 96-51 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
Approved () Denied
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

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

Comment: _____
A.O. Initials: 

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

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TYPICAL DUTIES (cont.)

- Gathers, preserves, and analyzes facts and evidence and secures crime scenes
- Logs and secures evidence and stolen property
- 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

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TYPICAL DUTIES (cont.)

- Assists in office and jail operations as necessary
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

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

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MINIMUM QUALIFICATIONS:

- graduation from high school or equivalent, and

Possession of:

- a valid California Driver's License

- a certificate of completion from a POST-certified academy of the Regular Basic Course (664 hours) for regular officers as prescribed in the POST Administrative Manual, Section D-1. (Ref. PC832.6(a)(1)(B)/CP D-1-3).

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 or work less than an (annual) average 16 hours of duty per month as a Level I Reserve, must requalify prior to exercising peace officer powers.

Creation Date: 2/92
Revised: 3/92
Revised: 11/92
Revised: 2/96
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