

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

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

Adopt this resolution approving minor revisions to the class specifications for the positions of Sheriff's Dispatcher, Jail Officer/Dispatcher (renaming that position to Jail Officer), Jail Sergeant-Jail Dispatching (renaming that position to Jail Sergeant) and Assistant Animal Control Officer (renaming that position to Animal Control Officer). Copies of the 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."

During hearings for the fiscal 1994-95 budget, the Board approved the transfer of the animal control function back to the Sheriff's Department. The proposed revised class specification reflects the new supervisory direction as well as minor changes in the typical duties, abilities and minimum qualifications required for this position.

During the same budget hearings, the Board also provided for the dispatch function to be staffed separately from the County jail, and the proposed revised specifications for Jail Officer, Jail Sergeant and Sheriff's Dispatcher reflect that direction.

No salary range changes for these classifications are requested.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve these revised class specifications.

Revise these class specifications 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.: 94-445 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: 5 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: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Jail Sergeant

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To supervise the day-to-day operations and activities of jail officers working an assigned shift at the County jail facility and to supervise and participate in jail operations as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, supervise and formally evaluate the work of assigned personnel. This job class functions at a first-line supervisory level of classification and exercises responsibility for supervising and participating in all aspects of jail operations to include the booking, fingerprinting, and processing of suspects and prisoners into and out of the county jail facility.

**SUPERVISOR:** Jail Facility Manager

**TYPICAL DUTIES**

- Supervises county jail operations and jail officers involved in the processing, care and detention of prisoners
- Supervises and participates in the booking, fingerprinting, photographing, and processing of prisoners into and out of the county jail facility
- Trains, assigns, schedules, supervises and formally evaluates the work of jail officers
- Inspects the jail for proper security and supervises the proper maintenance of jail facilities
- Assists in establishing and implementing systems and procedures for the booking, care, detention, release and transport of prisoners
- Acts as property clerk and work furlough supervisor
- Conducts and/or supervises the conduct of cell searches
- Coordinates the transport of prisoners to and from jail, doctor's appointments, hospital, court, and other agencies
- Performs all duties of a Jail Officer as required
- Acts as information source regarding jail operations

MARIPOSA: Jail Sergeant

**TYPICAL DUTIES:** (Cont'd)

- Reviews, prepares, and processes a variety of reports related to jail operations
- Testifies in court
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Possession of:**

- a certificate of completion of P.C. 832 class
- a valid CPR/first aid certificate
- a valid Jail Management certificate as issued by the State of California

**Knowledge of:**

- care and custody of prisoners
- federal, state, and local laws regarding jail operations
- supervisory principles and practices
- record keeping and report writing methods

**Ability to:**

- train and supervise the work of subordinates in the secure and safe processing, care and handling of prisoners
- communicate effectively in both oral and written forms
- establish and maintain accurate records and prepare reports
- maintain discipline and orderly conduct among inmates
- read, interpret, understand and apply laws, rules, and other policies with sound judgment

MARIPOSA: Jail Sergeant

**MINIMUM QUALIFICATIONS:**

- education and training equivalent to graduation from high school and two years of work experience in a jail system requiring daily supervision of prisoners

Creation Date: 4/88  
Revision Date: 10/94  
jailserg.frm

MARIPOSA COUNTY

**JOB TITLE:** Jail Officer

**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 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 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
- 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

MARIPOSA: Jail Officer

**TYPICAL DUTIES (Cont'd):**

- Receives calls from the public or field officers and prepares incident reports
- Operates radio communication and teletype equipment in receiving and transmitting information requests and other law enforcement related matters
- Maintains detailed daily log related to jail operations; compiles, types, duplicates, and distributes incident reports
- Performs a variety of clerical and office support functions in support of jail and departmental operations
- 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

**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 within eleven months of date of hire

**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

MARIPOSA: Jail Officer

**Knowledge of (Cont'd):**

- first aid methods and techniques
- booking and custody laws and regulations
- the proper care and operation of jail equipment and facilities
- 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
- establish and maintain accurate records, logs, and files
- operate standard office equipment including computer, typewriter, dictaphone, copier, calculator
- hear accurately
- 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

MARIPOSA: Jail Officer

**Ability to (Cont'd):**

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

**MINIMUM QUALIFICATIONS:**

- graduation from high school or equivalent.

Creation Date: 4/88

Revised: 10/91

Revised: 10/94

jailoff.frm



**MARIPOSA COUNTY**

**JOB TITLE:** Sheriff's Dispatcher

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To receive, process, and transmit 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 responsible clerical and record keeping functions related to dispatching and office operations. Employees in this classification receive general supervision within a standard framework of policies and procedures. This job class exercises responsibility for the clear, accurate, and timely recording and dispatch of communications to law enforcement, fire, and rescue personnel and for effectively evaluating, determining, and providing appropriate responses/direction in urgent or emergency situations. This job class requires effective communication and record keeping skills and the ability to remain calm during high stress and/or emergency situation.

**SUPERVISOR:** Sheriff's Sergeant

**TYPICAL DUTIES**

- Receives and processes inquiries, complaints, information, and emergency calls from the public
- Dispatches routine and emergency radio calls to appropriate deputy sheriffs, fire, and rescue personnel/units and other jurisdictions
- Evaluates and determines appropriate responses to situations requiring law enforcement, fire, and/or rescue services
- Articulates radio transmissions in a clear, concise, and understandable manner and in logical order
- Maintains, monitors, and records contact and disposition of field patrol units on an ongoing basis
- Determines proper jurisdiction, personnel, and/or equipment to be dispatched
- Monitors multiple radio channels (nets) for information/dispatch purposes

MARIPOSA: Sheriff's Dispatcher

TYPICAL DUTIES (cont.)

- 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
- Performs tests of radio communication system to ensure its proper operation and reports maintenance needs to appropriate source
- Performs a variety of responsible clerical and record keeping support duties in conjunction with assigned dispatching and other office operations
- Maintains detailed daily log related to dispatching operations; compiles, types, duplicates, and distributes incident reports
- Compiles and prepares statistical reports from operational records kept
- Types a variety of reports, correspondence, case records, documents, forms and other materials requested by the department or in preparation for court
- Inputs, updates, and retrieves a variety of data and information utilizing teletype equipment
- Answers incoming calls and waits on the public over the counter; takes messages, refers calls to appropriate personnel, and/or provides information regarding departmental procedures and requirements
- Questions/interviews callers to elicit specific information needed to determine appropriate dispatch assistance needed
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- 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

MARIPOSA: Sheriff's Dispatcher

Ability to:

- learn the roads, major landmarks, geography, and layout of the county and immediate areas
- learn the proper operation of a teletype and two-way radio communication system
- learn departmental rules, regulations, procedures, and policies related to dispatching operations
- learn specified communication codes and laws related to assigned functions
- 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
- speak and hear without impairment
- remain calm and in control under high stress situations
- type accurately at a rate required for successful job performance
- maintain accurate files and records and prepare reports
- understand and follow complex oral and written instructions independently
- perform and coordinate several tasks simultaneously
- learn departmental rules and regulations
- work rotation shifts including nights, weekends, and holidays
- read and interpret road maps effectively
- operate standard office equipment such as typewriter, copier, telephone system, recorder, computer terminal, etc.

MARIPOSA: Sheriff's Dispatcher

Ability to (cont.)

- meet the physical requirements necessary to perform the duties of the job successfully
- establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

- high school graduation or equivalent.

Creation date: 4/88  
Revision date: 7/92  
Revision date: 4/94  
Revision date: 10/94

sherdisp.frm

## **MARIPOSA COUNTY**

**JOB TITLE:** Animal Control Officer

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To answer calls and investigate complaints related to animal control operations; to patrol, to arrange for the collection, impoundment, and transport of stray, injured, vicious, diseased and dead animals to the animal shelter, veterinary facilities, or appropriate disposal facility of dead animals; and to enforce animal control laws, codes, regulations and ordinances in the County. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a full working level of classification and exercises responsibility for the enforcement, processing, and disposition of animal control laws, violations, cases, and activities.

**SUPERVISOR:** Sheriff's Sergeant

### **TYPICAL DUTIES**

- Enforces county animal control ordinances and regulations governing the licensing, impounding and disposal of animals
- Patrols county roads and/or responds to complaints regarding stray, vicious, or dead animals
- Arranges for the collection of injured, diseased, or dead animals, obtains veterinary care or arranges for the transportation to impound or disposal facility as required; notifies animal owners of actions taken and procedures to be followed in claiming their animals
- Investigates complaints of animal bites, verifying rabies vaccination and enforcing quarantine as needed; gathers facts from victims, animal owners and medical staff regarding bite incidents and prepares reports
- Investigates complaints regarding livestock injuries or losses due to animal attacks and inhumane treatment of animals
- Issues notices of violation and citations to owners of animals in violation of county codes, and appears in court as required

MARIPOSA: Animal Control Officer

**TYPICAL DUTIES (cont.)**

- Speaks before community groups and organizations regarding animal control activities and operations
- Resolves disputes between neighbors related to animal control
- Sets traps and captures wild and stray animals
- Explains state, county, and departmental laws relating to animal control and licensing requirements
- Confers with S.P.C.A. officials and state Humane Officer regarding animal control issues
- Researches and keeps abreast of changes in animal control regulations
- Maintains records and logs of complaints, incidents and other daily activities and prepares a variety of reports
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's License
- a certificate of completion of P.C. 832 class which qualifies the employee to use a firearm for job-related purposes.

**Knowledge of:**

- the laws and regulations governing the ownership, licensing, quarantine, and impounding and control of animals
- the symptoms of rabies and other common diseases affecting small animals
- animals and their behavior

**MARIPOSA: Animal Control Officer****Ability to:**

- interpret and apply animal control regulations accurately
- operate equipment pertaining to the capture or trapping of animals
- handle sick, vicious and injured animals under varying conditions
- control and care for small animals effectively and humanely
- interact with the public in an effective and tactful manner
- read and write at the level required for successful job performance
- prepare accurate reports
- maintain accurate and complete records and daily logs
- meet the physical requirements of the job necessary to successfully perform assigned duties
- safely operate light trucks in accordance with traffic laws
- safely operate and care for firearms

**MINIMUM QUALIFICATIONS**

graduation from high school or equivalent, and one year experience working with animals in an animal shelter, veterinary clinic, or humane facility. Experience handling large domestic livestock, including but not limited to, cattle and horses is desirable.

Creation Date: 12/93  
Revision Date: 10/94  
Animal.frm