

DEPARTMENT: Sheriff

BY: Jim Allen

PHONE: 966-3615

RECOMMENDED ACTION AND JUSTIFICATION:

Approve a reorganization of the Sheriff's Office and adopt new job descriptions for Undersheriff and Captain. As your new Sheriff, I bring to the office a strong desire to make a number of internal and external changes that will allow me to successfully transition this agency to an effective community friendly policing department. With the pending retirement of one Assistant Sheriff, I request that the Command Structure at the Sheriff's Office be adjusted effective November 10, 2003.

1. Eliminate the two Assistant Sheriff allocations and add one Undersheriff allocation in its place. There would be no change in salary and the job duties as written for the Assistant Sheriff position will remain for the Undersheriff position. This is in line with the current county and state codes.
2. Eliminate the Patrol Lieutenant position and add a Captain allocation in its place. There would be no change in salary and the duties as written for the Lieutenant position will remain for the Captain position. This will allow expedited access to information from other agencies.
3. Add a second Captain position. With the elimination of the second Assistant Sheriff allocation, this will allow a savings of over \$6,200 per year while providing excellent service.
4. Approve the job descriptions for Undersheriff and Captain.

This structure allows me to re-establish and maintain *effective zones* of responsibility. Under the previous structure, *zones of effectiveness* for management and supervisory personnel are constantly being compromised. This has impacted all areas of the department. My goal is to structure a department that firmly establishes effective levels of responsibility and accountability while focusing attention to front-line law enforcement services, such as patrol, investigations, community prevention and intervention programs.

This structure will permit the Captains to focus on and manage all of the department's front-line law enforcement endeavors. Additionally, this action will allow us to redirect the efforts of our Sergeants back to the original intent...day-to-day enforcement supervision and answering calls for service.

This structure has been tried and proven. I would respectfully request that we return to a structure that meets the demands of the residents and visitors of Mariposa County.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has allowed and approved this structure in the past.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? () Yes (X) No Current FY Cost: \$
 Budgeted In Current FY? () Yes () No () Partially Funded
 Amount in Budget: \$ _____
 Additional Funding Needed: \$ _____
 Source:
 Internal Transfer _____
 Unanticipated Revenue _____ 4/5's vote
 Transfer Between Funds _____ 4/5's vote
 Contingency _____ 4/5's vote
 () General () Other

Annual Recurring Cost: \$

List Attachments, number pages consecutively
 Budget Action
 Organizational Charts - Current and Proposed
 Job Descriptions

CLERK'S USE ONLY:

Res. No.: 03-365 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:
 Instead of realizing the salary/savings, revenue that was included in the adopted budget, but has so far been eliminated in the State Budget is reduced.
 CAO: PAI

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

SHERIFF'S CAPTAIN

DEFINITION

To plan, organize, coordinate, supervise, administer and command the day-to-day activities and operations of a major division of the County Sheriff's Department. Employees in this classification receive minimal supervision within a broad framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of other subordinate officers and other staff. This job class functions at a division management level of classification within the Sheriff's Department and requires the application of varied professional, administrative and supervisory skills. Division assignments include responsibility for coordinating and controlling one or more of the following departmental functions: crime prevention, patrol, investigation, animal control, administrative record keeping and control, communications/dispatching, purchasing and inventory control, civil process, and/or departmental training efforts, and coroner functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Undersheriff

Exercises lead direction and/or supervision over professional, technical, and clerical staff.

EXAMPLE OF ESSENTIAL FUNCTIONS

Commands, supervises, and administers the activities, operations, and personnel of a major division within the Sheriff's Department

Assigns, schedules, and formally evaluates the work of division personnel; recommends and implements disciplinary actions and ensures proper coverage of operational areas

Assists in evaluating existing policies and procedures for effectiveness and makes recommendations for the modification or implementation of new or revised procedures to increase safety and efficiency

Implements and interprets departmental policies to divisional personnel

Assists in the preparation and administration of the budget for the division; authorizes and monitors budget expenditure and account balances.

Participates in major investigations and responds to major crime scenes

Makes decisions as to the proper disposition of cases/complaints

Receives and handles complaints affecting divisional activities and operations

Estimates labor and equipment requirements for the division/department

Prepares and compiles comprehensive reports and statistics related to activities and operations of the division/department

Assists officers in preparation of reports, investigations and court cases

Keeps abreast of current and proposed legislation and determines its impact on existing division/department operations

Speaks before community groups and organizations regarding departmental activities and operations and prepares news releases

Coordinates divisional operations with other divisions, departments, agencies, and jurisdictions

Attends meetings pertaining to divisional and departmental matters

Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

principles of police administration and accepted practices and procedures

modern patrol, traffic, investigation, identification, and communication methods

federal, state, and local laws, regulations, statutes, and ordinances

laws of evidence, arrest, and custody

proper and effective methods of deploying peace officers in accordance with actual and anticipated emergencies

supervisory methods and techniques

departmental rules and regulations

Ability to:

analyze law enforcement problems and facts to draw sound conclusions, and to adopt effective courses of action

train, supervise, direct, and formally evaluate the work of others

communicate effectively in oral and written form

maintain morale and discipline

establish and maintain effective work relationships with staff, departmental administration, other County departments and officials, outside agencies, and the public

TYPICAL WORKING CONDITIONS

Work is performed indoor and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

MINIMUM QUALIFICATIONS

Experience

Two (2) years of responsible supervisory and administrative police work comparable to that of a Sheriff's Sergeant – Patrol with Mariposa County.

Education

Graduation from high school or equivalent supplemented with 60 units of college coursework in police science and the following P.O.S.T. certifications: Basic, Intermediate and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Supervisory Certificate within two years from date of appointment.

Additional Requirements

Requires possession of a valid California driver's license

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: 4/88

Revised: 10/89; 11/92; 4/94; 12 /98 (B/S Res. No.98-448); 10/03 (B/S Res. No. 03-365)

UNDERSHERIFF

DEFINITION

To assist in planning, organizing, coordinating, administering and commanding the activities and operations of the County Sheriff's Department and to represent the department at County government, civic and law enforcement related activities. Employee in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in the classifications direct, supervise, and formally evaluate the work of division lieutenants. This job class functions at an assistant department head level of classification requiring the application of professional, administrative, and supervisory skills related to law enforcement, crime prevention, jail, investigation, dispatch, animal control and boating safety.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sheriff/Coroner.

Exercises supervision over professional staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists in the overall administration, direction, supervision and coordination of field and office functions of the Sheriff's Department to include law enforcement, crime prevention, jail, communications, record keeping and budget activities

Assists in the development and implementation of departmental policies and procedures including new operating procedures and determining future needs

Plans, directs, supervises, and formally evaluates the work of division lieutenants

Supervises division captains to assure coordination between divisions and smooth and effective operations

Represents the Sheriff/Coroner and the department to the Board of Supervisors, other County departments, official and civic meetings, etc.

Reviews and evaluates existing departmental procedures for effectiveness and implements new or modified procedures to increase safety and efficiency

Reviews, investigates, and evaluates lawsuits and claims and provides recommendations regarding their processing and disposition

Assists in the development, implementation, and administration of the departmental budget and purchasing operations

Acts as liaison between other law enforcement agencies, community groups, and the Sheriff's Department

Reviews proposed or newly enacted legislation affecting law enforcement, corresponds with legislators, and discusses issues with the Sheriff and other departmental personnel

Inspects, monitors, and evaluates the conditions of departmental facilities to include jail operations and departmental equipment needs

Meets with departmental staff to discuss daily activities, policies, and problems

Reviews and stays abreast of current major crimes and cases and other matters pertaining to departmental activities

Prepares correspondence, memos, and reports as regarding internal and external matters as the Sheriff's representative

Monitors performance of departmental personnel to assure proper and effective attainment of departmental goals

Recommends the hiring, discipline, and discharge of departmental personnel; coordinates the departmental disciplinary process

Researches training needs of the department; prepares training materials, oversees training activities, and maintains training records

Directs and/or assists in the investigation and examination of various cases such as major criminal and/or internal investigations

Reviews reports and logs of patrol and investigative activities

Acts as Sheriff in the absence of the incumbent

Plans, directs and coordinates capital projects related to departmental operations

Acts as the Department's Disaster Coordinator

Establishes and directs the maintenance of departmental records and is the Custodian of Records for the Department

Requisitions and directs the storage, issuance, and inventory of departmental equipment and supplies.

Provides and supervises the public information services of the department.

Serves as the Human Resource Manager for the Department.

Writes and administers grants for the Department.

Oversees and directs the activities of Animal Control.

Oversees and directs the activities of the Sheriff's Dispatch Facility.

Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

police methods and procedures, including patrol, crime prevention, criminal and coroner investigation, identification techniques, criminal law, civil process, etc.

jail and identification and communication techniques related to law enforcement operations

administration and supervision pertaining to a law enforcement agency

laws and regulations pertaining to the forcible detention of criminals and suspects in county jail facilities, laws of evidence, arrest and custody, and the development and implementation of budgets

Ability to:

prepare clear, concise, and comprehensive reports

prioritize and supervise the work and training of subordinates

analyze situations and facts accurately, interpret and apply laws, and adopt an effective course of action

prepare and present clear and concise reports

communicate effectively in both oral and written form

establish and maintain effective work relationships with those contacted in the performance of required duties

TYPICAL WORKING CONDITIONS

Work is performed indoor and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

MINIMUM QUALIFICATIONS

Experience:

Five years of administrative and supervisory experience equivalent to that of a Sheriff's Patrol Lieutenant or Captain with Mariposa County.

Education:

Graduation from high school or equivalent supplemented with course work in police science. Two years of college (60 units) may be substituted for up to two years of the required experience on a year-for-year basis. The following P.O.S.T. certifications are also required: Basic, Intermediate, Supervisory and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Middle Management Certificate within two years from date of appointment.

Additional Requirements:

Requires possession of a valid California driver's license.

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.

