

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Erica Baltodano *Commission Vice President, District 3*

David Warren *District 4*

Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

AGENDA

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, March 22, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes

The following draft minutes are submitted for approval:

- a. January 25, 2023

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Request to Approve New Job Specification(s):

- a. Payroll Technician – Confidential

6. Request to Approve Revised Job Specification(s):

- a. Grounds Restoration Specialist

7. Request to Approve Revised Language for Minimum Qualifications

- a. Safety position classifications described in Government Code 1031

Civil Service Commission

8. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

10. Adjournment

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

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Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, January 25, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission Vice President Nicholson called the meeting to order at 9:01am and led the flag salute. Commission Secretary Tami Douglas-Schatz introduced Commissioner David Warren. Roll was called. All Commissioners were present.

2. Election of Officers

Commissioner Bergman nominated Commissioner Baltodano for Vice President. Commissioner Santos seconded. The motion to elect Commissioner Baltodano as Commission Vice President passed 4-0-1, with Commissioner Baltodano abstaining.

Commission Vice President Baltodano nominated Commissioner Nicholson for Commission President. Commissioner Bergman seconded the motion. The motion to elect Commissioner Nicholson as Commission President carried 4-0-1, with Commissioner Nicholson abstaining.

Civil Service Commission

3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

4. Minutes

The following draft minutes are submitted for approval:

- a. December 14, 2022

The minutes for December 14, 2022, were considered. Commissioner Baltodano motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve carried 4-0-1. Commissioner Warren abstained as he was not present for the December 14, 2022 meeting.

5. Reports

Commission President - None

Commission Counsel – Jon Ansolabehere stated that he would like to make a correction to a previous report in which he stated that fact finding had been postponed due to a conflict with SLOCEA's scheduling. Mr. Ansolabehere clarified that the conflict was with County scheduling.

Commission Outside Counsel - None

Commission Secretary – Tami Douglas-Schatz recognized Commissioner Bergman for 30 years of service to the Commission. Ms. Douglas-Schatz stated that there would be opportunity for Brown Act training provided by counsel and stated that Commission Clerk Shaley Salsbury would follow up with the Commission regarding mandated training requirements. Commissioner Bergman inquired about the possibility of live trainings.

Principal Human Resources Analyst Mark McKibben reported that Principal Human Resources Analyst Frank Stapleton would take over coordination of hearings.

6. Receive and File: Annual Report

- a. Annual Report Fiscal Year 21/22

Human Resources Analysts Miranda Wall and Chrystal Pope presented the 2021-2022 Annual Report. Following the presentation, Commission President Nicholson asked if there were any comments from the Commission. Vice President Baltodano thanked the Human Resources staff for their work on the report. President Nicholson opened the floor for public comments regarding the Annual Report. There were none. Commission Secretary Tami Douglas-Schatz stated that the report would be presented to the Board of Supervisors at an upcoming meeting.

7. Request to Approve Revised Language for Minimum Qualifications

- a. Presentation – *Minimum Qualifications – Recruitment, Selection, and Staff Report*

Civil Service Commission

Commission Secretary, Human Resources Director Tami Douglas-Schatz, introduced the presentation, and thanked the Department Heads and staff who were present to participate in the presentation. Ms. Douglas-Schatz recommended the Commission approve the addition of the amended minimum qualification language as provided for use in all applicable existing specifications, and to all new specifications to be brought before the Commission.

Examples of limitations of the existing minimum qualification language for both initial hiring and promotional opportunities were provided by Health Agency Director Nicholas Drews, Public Works Director John Diodati, Library Director Chris Barnickel, Human Resources Analyst Miranda Wall, Human Resources Analyst Lacey Chagolla, Information Technology Department Director and Chief Information Officer Daniel Milei, Veterans Services Director Morgan Boyd, Human Resources Analyst Stephanie Nute, Human Resources Analyst Teresa McCarthy White, Director of Social Services Devin Drake, Social Services Department Deputy Director Linda Belch, Director of Behavioral Health Anne Robin, and Child Support Department Director Natalie Walter.

President Nicholson asked for public comment. Seeing none, President Nicholson thanked Ms. Douglas-Schatz and participants for the information and feedback. Commission Vice President Baltodano thanked the staff present for their work preparing for the presentation, and for their time spent at the meeting.

Commissioner Santos motioned to approve the recommendation to amend all existing applicable specifications to include the updated minimum qualification language as provided, and to all new specifications to be brought before the Commission. Commission Vice President Baltodano seconded the motion to approve. The motion to approve carried 5-0-0.

8. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

President Nicholson stated that there was no reportable action in Closed Session.

10. Adjournment

President Nicholson adjourned the meeting.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: March 22, 2023

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: Current Classification: Accounting Technician - Confidential
New Classification: Payroll Technician – Confidential
Department: Auditor-Controller-Treasurer-Tax Collector-Public Administrator
Appointing Authority: James Hamilton, Auditor-Controller

RECOMMENDATION

It is recommended that the Commission approve the new Payroll Technician - Confidential classification and specification as proposed and eliminate the current Accounting Technician – Confidential classification. The proposed Payroll Technician – Confidential classification will replace the current Accounting Technician – Confidential classification used solely in the Payroll Division of the Auditor-Controller-Treasurer-Tax Collector office (ACTTC) as a more accurate classification for the duties performed by the incumbents.

BACKGROUND

ACTTC performs many functions for the County, including performing all payroll functions for all County employees. After a position study of the two existing Accounting Technician –

Confidential positions was performed by Human Resources, at the request of ACTTC, it was determined that the Accounting Technician - Confidential class does not accurately encompass the more specialized payroll function of the positions. The two positions perform complex payroll transactions that require practical knowledge in payroll procedures and requirements for employee pay and benefits. The Accounting Technician - Confidential classification is accounting focused and does not describe the specific duties, knowledge and experience of these payroll positions.

DISCUSSION

The new Payroll Technician classification is set apart from the existing Accounting Technician classes in that it specifically provides paraprofessional support to the Payroll Manager and the Payroll team in the running of County payroll and in the reconciling and auditing of all transactions related to pay and benefits for all active County employees. These differences from the more accounting focused Accounting Technician class led us to look internally at our current classification structure and externally to other comparable agencies for comparison. We did not find an appropriate classification in our current structure, and in researching the external market we found that a majority of the comparable agencies do use a payroll specific classification for this role in their organization. This led to the determination that the creation of the new Payroll Technician classification is the most appropriate action.

The main function of the payroll positions is to provide payroll and benefits enrollment support for active employees. In addition, there are several other important duties that the incumbents perform, which are not performed by Accounting Technician positions, such as advising employees and payroll coordinators on benefits and plan details, eligibility, cost and enrollment, identifying and correcting enrollment discrepancies, and auditing new hire paperwork for accuracy and completeness as it pertains to pay and benefits records, among

others. The incumbents must also have knowledge and understanding of departmental policies and procedures and adhere to Federal, State, and local laws that govern payroll.

RESULT

The proposed Payroll Technician – Confidential specification accurately describes the duties and requirements specific to the position, enabling the County to better attract candidates who are qualified for this position within the County. The specification will be used as a basis for accurate classification, compensation, and performance management.

OTHER AGENCY INVOLVEMENT

ACTTC Office and Administrative Office was involved in the development of the proposed classification and concurs with the specification as proposed.

Attachments:

1. Proposed Payroll Technician – Confidential Spec
2. Current Accounting Technician – Confidential Spec
3. Current Departmental Organization Chart – ACTTC Office
4. Proposed Departmental Organization Chart – ACTTC Office

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **PAYROLL TECHNICIAN – CONFIDENTIAL**

5
6 **DEFINITION:**

7 Under direction, assists in the processing of the County payroll in the Auditor Controller Treasurer Tax
8 Collector's Office. This is a paraprofessional classification, which performs complex payroll transactions
9 requiring practical knowledge in payroll procedures and requirements and employee benefits.

10
11 Employees in this Confidential classification contribute to the development or implementation of the
12 County's employee relations policies and/or in the course of their duties have access to information
13 relating to the County's administration of employer-employee relations. Under State law and the County
14 Employee Relations Policy, Confidential employees have different rights of representation than those of
15 other non-management employees.

16
17 **REPRESENTATIVE DUTIES:**

18 (Not in order of importance)

- 19 • Processes transactions and reconciles invoices and County records for pay and benefits for all
20 County payees, employees, or contracted workers.
- 21 • Manages, maintains, and enters data for active County employees in the system of record and in
22 electronic databases for pay and benefit related data.
- 23 • Advises employees and payroll coordinators on Leave of Absence timecard coding.
- 24 • Liaises between employees, HR personnel, payroll coordinators and third-party administrators.
- 25 • Performs accounts receivable and payable duties for active health premiums in arrears.
- 26 • Audits new hire paperwork for accuracy and completeness as it pertains to pay and benefits
27 records for employees.
- 28 • Liaises with third-party vendors and processes any third-party vendor invoices.
- 29 • Transmits files electronically between the County and third-party vendors.
- 30 • Generates periodic payroll reports and reconciles errors working with all County departments.

- 31 • Assists with employee benefits enrollment, bill reconciliation, and troubleshoot errors.
- 32 • Processes and responds to information requests.
- 33 • Assists in the onboarding process for new employees into the County's system of record.
- 34 • May assist in training of payroll processing procedures.
- 35 • Performs other duties as assigned.

36

37 **EMPLOYMENT STANDARDS:**

38 **Knowledge of:**

- 39 • Department policies and procedures necessary to perform the duties of the position
- 40 • Principles, procedures, and practices of payroll accounting and record keeping
- 41 • Federal, State, and County laws that govern employee payroll
- 42 • Common spreadsheet and word processing software
- 43 • Business arithmetic
- 44 • Modern office technology and equipment
- 45 • Correct grammar, spelling, and punctuation

46

47

48 **Ability to:**

- 49 • Prepare accurate payroll summaries and reports
- 50 • Perform complex payroll paraprofessional work with minimal supervision
- 51 • Make mathematical calculations accurately and efficiently
- 52 • Operate modern office technology and equipment including word processors, personal
53 computers, data processing equipment, facsimile, electronic copiers, printers
- 54 • Learn statutes and regulations governing assigned duties
- 55 • Conduct training in job related procedures and functions
- 56 • Maintain confidentiality
- 57 • Establish and maintain effective working relationships
- 58 • Communicate effectively both verbally and in writing

- Use initiative and independent judgement within established procedural guidelines

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Either A: Four years of experience as an Account Clerk or equivalent position;

Or B: Two years of experience as a Senior Account Clerk or an equivalent position.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00

BOS Approved: 00-00-00

Revised: 00-00-00

1 HUMAN RESOURCES DEPARTMENT
2 San Luis Obispo County
3
4
5

6 ACCOUNTING TECHNICIAN – CONFIDENTIAL
7

8 DEFINITION:

9 Under direction, independently performs complex and responsible paraprofessional accounting work; is
10 assigned the overall technical responsibility for the financial operation of a major accounting system or entity;
11 and does other related work as required.
12

13 Employees in these confidential classifications contribute to the development or implementation of the
14 County's employee relations policies and/or in the course of their duties have access to information relating to
15 the County's administration of employer-employee relations. Under State law and the County Employee
16 Relations Policy, confidential employees have different rights of representation than those of other non-
17 management employees.
18

19 REPRESENTATIVE DUTIES:

20 Prepares accounting statements and statistics of an analytical nature; maintains journals and ledger of a major
21 budget unit; audits expenditure documents and appropriation transfer for compliance with county policies and
22 procedures and applicable laws; maintains fund control for an accounting entity and prepares reports on
23 financial status; prepares income statements, balance sheets, and financial reports relating to the accounting
24 entity's operation; plans, assigns, reviews, and supervises the work of subordinates; maintains operational
25 control over a major cost accounting, payroll or independent accounting system; receives and classifies
26 accounting data; assists in accounting studies and the compilation of cost and budget estimates; audits
27 expenditure elements; answers questions that involve searching for and abstracting technical data and
28 detailed explanations of law, policies or procedures; prepares complex statistical and fiscal reports; keeps and
29 maintains a variety of records, journals, ledgers, and reports; may assist in the preparation of grant payment
30 requests; may assist in accounting for Capital Projects; operates a variety of office equipment including word
31 processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, adding
32 machines, calculators and other modern office equipment.
33

34 EMPLOYMENT STANDARDS:

35 Knowledge of:

36 Purposes, methods and practices of technical financial record-keeping; governmental accounting and
37 budgeting; accounting and auditing principles, practices and procedures; office methods, practices,
38 procedures, and equipment.
39

40 Ability to:

41 Prepare accurate financial summaries and reports; perform complex accounting paraprofessional work with
42 minimal supervision; make mathematical calculations accurately and quickly; skillfully operate adding machines
43 and calculators; learn to operate automated office equipment including word processors, personal computers,
44 data processing equipment, facsimile, electronic copiers, printers, and other modern office accounting
45 equipment; learn statutes and regulations governing assigned duties; supervise and train subordinate
46 personnel; establish and maintain effective working relationships.
47

48 EDUCATION AND EXPERIENCE:

49 Either A: Four years of experience as an Account Clerk or equivalent position is required;
50

51 Or B: Two years of experience as a Senior Account Clerk or an equivalent position. (Successful completion of
52 six (6) semester units of a professional accounting curriculum from an accredited institution may be
53 substituted for one year of the required experience for either A or B above.)

54
55 Or C: An A.S. degree from an accredited college which includes 6 semester units of Accounting.

56
57 **LICENSES AND CERTIFICATES:**

58 Certain positions within this classification may require driving. When driving is an essential function of the
59 position, a valid CALIFORNIA driver's license will be required at the time of appointment.

60
61 **OTHER CONDITIONS OF EMPLOYMENT:**

62 [Optional section to address non-standard work schedule, nights, weekends, rotating shifts, etc]

63
64 **SPECIAL SUBCLASS RECRUITMENT:**

65 This class specification generally describes the duties and responsibilities characteristic of the position(s)
66 within this class. The duties of a particular position within a multi-position class may vary from the duties of
67 other positions within the class. Accordingly, the essential functions of a particular position (whether it be a
68 multi-position class or a single-position class) will be identified and used by medical examiners and hiring
69 authorities in the selection process. If you have any questions regarding the duties or the working conditions
70 of the position, please contact the Human Resources Department at 805.781.5959.

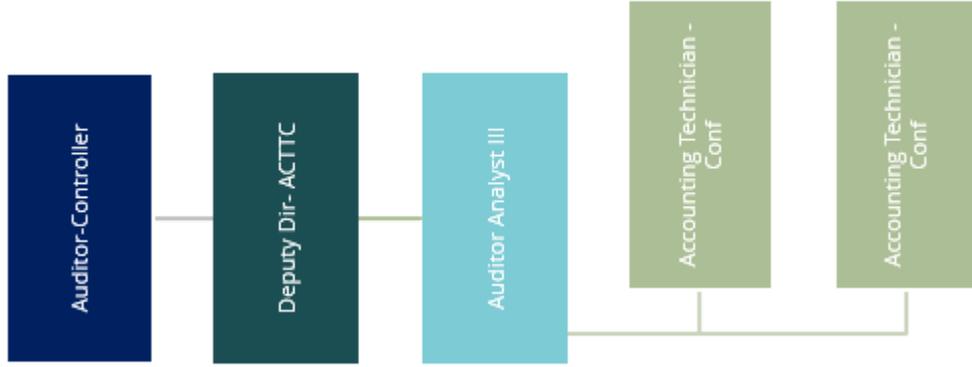
71
72 Adopted: 05-19-71

73 Revised: 01-24-96



Auditor-Controller-Treasurer-Tax Collector Office – Current Organizational Chart

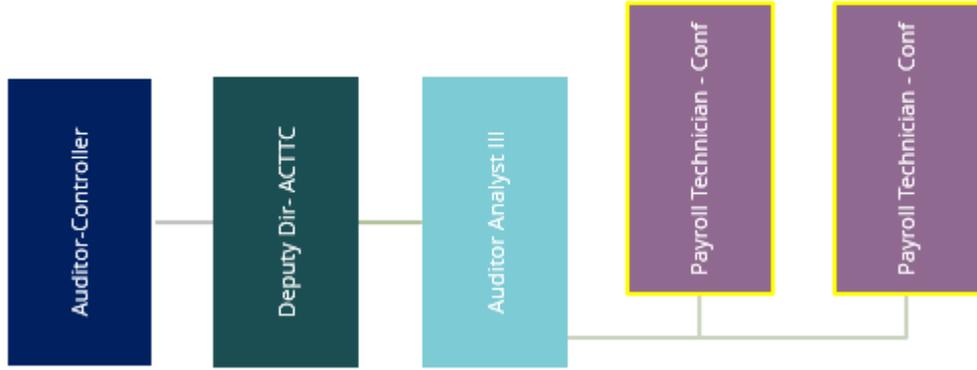
Chart





Auditor-Controller-Treasurer-Tax Collector Office – Proposed Organizational Chart

Chart





TO: Civil Service Commission

DATE: March 22, 2023

FROM: Miranda Wall, Human Resources Analyst

SUBJECT: Revised Classifications: Grounds Restoration Specialist
Department: Public Works
Appointing Authority: John Diodati, Director of Public Works

RECOMMENDATION

It is recommended that the Commission approve the revisions to the existing Grounds Restoration Specialist job specification.

BACKGROUND

In September 2022, the Public Works department conducted a recruitment for the Grounds Restoration Specialist position. The minimum qualifications currently require a candidate to possess a California Class A license at the time of appointment. This requirement severely limited the pool of qualified applicants. The licensure requirement is not necessary to compete for the position or possess at the time of appointment, and the department would like the requirement reduced to the standard California Class C license.

DISCUSSION

The Class A license is required for a person to operate commercial machinery. The Grounds Restoration Specialist position does not currently have essential functions that require this license. Instead this work is completed by County staff that possess a Class A license in a different classification, or is contracted out.

The proposed language will allow Public Works the ability to assess their current needs and existing staff when recruiting and decide whether the Class A license might be required.

RESULT

The revisions to the Grounds Restoration Specialist specification expand the department's applicant pool by allowing for individuals with varying licensure to compete for the role.

OTHER AGENCY INVOLVEMENT

The Public Works Department, the Administrative Office, and SLOCEA were involved in the revisions to the Grounds Restoration Specialist and concur with the specification as proposed.

Attachments:

1. Grounds Restoration Specialist – Revisions Redlined
2. Grounds Restoration Specialist - Revisions Accepted

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **GROUNDS RESTORATION SPECIALIST**

5
6 **DEFINITION:**

7 Under general supervision functions as a lead worker for a project crew performing physical labor in the
8 environmental restoration and maintenance of native environments disturbed by County capital projects.
9 Oversees, organizes and performs the physical labor in an area of specialized landscaping, horticulture,
10 or native environments; may lead, coordinate and/or perform duties associated with project related
11 equipment operations, and the maintenance of related facilities such as erosion control devices, drainage
12 culverts, fences, retaining walls, walkways, etc.; and perform other related work as required.

13
14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16 • Oversees, organizes, and performs the physical labor in an area of specialized landscaping,
17 horticulture, or native environments.
- 18 • Develops planting schemes/layouts from general guidelines; works from plans, blueprints, and
19 specifications; identifies ornamental and native species; propagates and cares for ornamental and
20 native species.
- 21 • Leads a work crew in the preparation of soil, planting, and cultivation of native and ornamental
22 landscapes.
- 23 • Coordinates and/or performs irrigation, application of fertilizers, weed control and pesticides, and
24 other labor, applications and/or maintenance necessary to facilitate the restoration and vitality of
25 native environments.
- 26 • Leads, coordinates and/or performs maintenance on related facilities, such as erosion control
27 devices, drainage culverts, fences, retaining walls, walkways, etc. and performs light construction
28 repair work, such as low-voltage electrical, concrete, carpentry, masonry as necessary.
- 29 • Leads, coordinates and/or performs duties associated with project related equipment operations.
30 May include equipment such as excavators, gradalls, backhoes, front-end loaders, tractors, dump

31 trucks, aerial tree trucks, hydro-seeders, trenchers, augers and other construction equipment,
32 power tools and hand tools.

- 33 • Provides coaching, training, and instruction in grounds restoration and maintenance techniques,
34 planting, care, and propagation of native and ornamental plant species, use and care of
35 equipment and tools; provides input into performance reviews; may develop training exercises for
36 tasks and equipment operations.
- 37 • ~~Ensures Assures~~ the quality of work performed by crew members and completion of work based
38 on schedules provided; ~~ensures assures~~ work is performed according to established safety
39 practices and procedures; maintains records of work performed. Directs and performs set-up of
40 traffic control devices and procedures at a job site to provide safe working conditions and public
41 safety.
- 42 • Operates computer terminals and uses programs to order supplies and materials, prioritizes work
43 orders and tracks expenses; makes rough estimates of labor and materials needs; assists in the
44 development of project budgets and works with vendors to purchase materials and/or services.
- 45 • Performs related duties as assigned.

47 EMPLOYMENT STANDARDS:

48 Knowledge of:

- 49 • Basic practices, principles, and techniques in leading a work crew;
- 50 • Methods and practices of skilled landscape, grounds restoration and maintenance;
- 51 • Developed knowledge of the propagation, cultivation and care of native and ornamental plants,
52 shrubs, trees, grasses, and other plants commonly found in parks and natural areas;
- 53 • Basic knowledge of the safe application of herbicides, pesticides and —fungicides;
- 54 • Basic knowledge of low voltage electrical, carpentry, concrete, masonry and other light;
55 construction as it relates to landscape construction and maintenance;
- 56 • Basic knowledge of the safe use of landscape construction equipment, hand tools and power
57 tools;
- 58 • Operation of computers and applicable computer applications;
- 59 • Basic knowledge of Cal-OSHA safety practices and procedures.

61 Ability to:

- 62 Oversee, and organize the work of others and maintain quality control;
- 63 Interpret plans, blueprints and specifications and make rough estimates of labor and materials
64 needs;
- 65 Perform strenuous manual labor work such as planting, trimming, weeding, digging, irrigating,
66 lifting moderate to heavy objects, preparation of soil, installation of erosion control products,
67 carpentry, and masonry;
- 68 Safely operate landscape construction equipment hand tools and power tools;
- 69 Safely apply pesticides, herbicides, fungicide materials and chemicals;
- 70 Work outdoors in a variety of physical environments and weather conditions;
- 71 Observe safe work practices and procedures; identify, correct, or report occupational hazards;
- 72 Effectively operate a computer and applicable computer applications;
- 73 Establish and maintain an effective, positive working relationship with co-workers, County
74 employees, the public and others contacted in the course of work;
- 75 Communicate effectively both orally and in writing with county staff and members of the public.

76 77 **EDUCATION AND EXPERIENCE:**

78 A combination of education, training, and experience resulting in the required knowledge, skills, and
79 abilities. An example of qualifying education and experience includes:

80
81 **Either A:** Graduation from an accredited four-year college or university with a bachelor's degree in
82 Natural Resource Management, Horticulture, Forestry or a closely related field; **OR B:** Four years of
83 increasingly responsible experience in skilled landscaping, environmental and/or grounds restoration,
84 specialized grounds maintenance, nursery trade, horticulture, natural resource management or a related
85 field; **OR C:** A combination of education and experience equivalent to four years in the areas described in
86 options A or B.

87 88 **LICENSES/CERTIFICATES:**

89 A valid driver's license is required at the time of application. A valid **CALIFORNIA** ~~Class A~~ driver's license is
90 required at the time of appointment and must be maintained throughout employment.
91

92 In addition, certain positions within this classification may require a Class A driver's license. When driving
93 is an essential function of the position, a valid CALIFORNIA Class A driver's license will be required at the
94 time of appointment and must be maintained until deemed unnecessary by the department.
95

96 **OTHER CONDITIONS OF EMPLOYMENT:**

97 Employees must be willing and able to respond to after-normal workday or irregular and on-call
98 emergency requests on nights, weekends, and holidays.
99

100 This class specification generally describes the duties and responsibilities characteristic of the position(s)
101 within this class. The duties of a particular position within a multi-position class may vary from the duties
102 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
103 be a multi-position class or a single-position class) will be identified and used by medical examiners and
104 hiring authorities in the selection process. If you have any questions regarding the duties or the working
105 conditions of the position, please contact the Human Resources Department at (805) 781-5959.
106

107 Adopted: 09-26-07

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **GROUNDS RESTORATION SPECIALIST**

5
6 **DEFINITION:**

7 Under general supervision functions as a lead worker for a project crew performing physical labor in the
8 environmental restoration and maintenance of native environments disturbed by County capital projects.
9 Oversees, organizes and performs the physical labor in an area of specialized landscaping, horticulture,
10 or native environments; may lead, coordinate and/or perform duties associated with project related
11 equipment operations, and the maintenance of related facilities such as erosion control devices, drainage
12 culverts, fences, retaining walls, walkways, etc.; and perform other related work as required.

13
14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16 • Oversees, organizes, and performs the physical labor in an area of specialized landscaping,
17 horticulture, or native environments.
- 18 • Develops planting schemes/layouts from general guidelines; works from plans, blueprints, and
19 specifications; identifies ornamental and native species; propagates and cares for ornamental and
20 native species.
- 21 • Leads a work crew in the preparation of soil, planting, and cultivation of native and ornamental
22 landscapes.
- 23 • Coordinates and/or performs irrigation, application of fertilizers, weed control and pesticides, and
24 other labor, applications and/or maintenance necessary to facilitate the restoration and vitality of
25 native environments.
- 26 • Leads, coordinates and/or performs maintenance on related facilities, such as erosion control
27 devices, drainage culverts, fences, retaining walls, walkways, etc. and performs light construction
28 repair work, such as low-voltage electrical, concrete, carpentry, masonry as necessary.
- 29 • Leads, coordinates and/or performs duties associated with project related equipment operations.
30 May include equipment such as excavators, gradalls, backhoes, front-end loaders, tractors, dump

31 trucks, aerial tree trucks, hydro-seeders, trenchers, augers and other construction equipment,
32 power tools and hand tools.

- 33 • Provides coaching, training, and instruction in grounds restoration and maintenance techniques,
34 planting, care, and propagation of native and ornamental plant species, use and care of
35 equipment and tools; provides input into performance reviews; may develop training exercises for
36 tasks and equipment operations.
- 37 • Ensures the quality of work performed by crew members and completion of work based on
38 schedules provided; ensures work is performed according to established safety practices and
39 procedures; maintains records of work performed. Directs and performs set-up of traffic control
40 devices and procedures at a job site to provide safe working conditions and public safety.
- 41 • Operates computer terminals and uses programs to order supplies and materials, prioritizes work
42 orders and tracks expenses; makes rough estimates of labor and materials needs; assists in the
43 development of project budgets and works with vendors to purchase materials and/or services.
- 44 • Performs related duties as assigned.

45 46 **EMPLOYMENT STANDARDS:**

47 **Knowledge of:**

- 48 • Basic practices, principles, and techniques in leading a work crew
- 49 • Methods and practices of skilled landscape, grounds restoration and maintenance
- 50 • Developed knowledge of the propagation, cultivation and care of native and ornamental plants,
51 shrubs, trees, grasses and other plants commonly found in parks and natural areas
- 52 • Basic knowledge of the safe application of herbicides, pesticides, and fungicides
- 53 • Basic knowledge of low voltage electrical, carpentry, concrete, masonry, and other light
54 construction as it relates to landscape construction and maintenance
- 55 • Basic knowledge of the safe use of landscape construction equipment, hand tools and power tools
- 56 • Operation of computers and applicable computer applications
- 57 • Basic knowledge of Cal-OSHA safety practices and procedures

58 59 **Ability to:**

- 60 • Oversee, and organize the work of others and maintain quality control

- Interpret plans, blueprints and specifications and make rough estimates of labor and materials needs
- Perform strenuous manual labor work such as planting, trimming, weeding, digging, irrigating, lifting moderate to heavy objects, preparation of soil, installation of erosion control products, carpentry, and masonry
- Safely operate landscape construction equipment hand tools and power tools
- Safely apply pesticides, herbicides, fungicide materials and chemicals
- Work outdoors in a variety of physical environments and weather conditions
- Observe safe work practices and procedures; identify, correct, or report occupational hazards
- Effectively operate a computer and applicable computer applications
- Establish and maintain an effective, positive working relationship with co-workers, County employees, the public and others contacted in the course of work
- Communicate effectively both orally and in writing with county staff and members of the public

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Either A: Graduation from an accredited four-year college or university with a bachelor's degree in Natural Resource Management, Horticulture, Forestry or a closely related field; **OR B:** Four years of increasingly responsible experience in skilled landscaping, environmental and/or grounds restoration, specialized grounds maintenance, nursery trade, horticulture, natural resource management or a related field; **OR C:** A combination of education and experience equivalent to four years in the areas described in options A or B.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

90 In addition, certain positions within this classification may require a Class A driver's license. When driving
91 is an essential function of the position, a valid CALIFORNIA Class A driver's license will be required at the
92 time of appointment and must be maintained until deemed unnecessary by the department.

93
94 **OTHER CONDITIONS OF EMPLOYMENT:**

95 Employees must be willing and able to respond to after-normal workday or irregular and on-call
96 emergency requests on nights, weekends, and holidays.

97
98 This class specification generally describes the duties and responsibilities characteristic of the position(s)
99 within this class. The duties of a particular position within a multi-position class may vary from the duties
100 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
101 be a multi-position class or a single-position class) will be identified and used by medical examiners and
102 hiring authorities in the selection process. If you have any questions regarding the duties or the working
103 conditions of the position, please contact the Human Resources Department at (805) 781-5959.

104
105 Adopted: 09-26-07



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: March 22, 2023

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: Request to Approve Revised Language for Minimum Qualifications for Safety
Position classifications described in Government Code 1031

Department: Sheriff-Coroner Office and District Attorney Office

Appointing Authorities: Ian Parkinson, Sheriff-Coroner

Dan Dow, District Attorney

RECOMMENDATION

It is recommended that the Commission approve language changes for twelve impacted safety classifications to comply with recent law changes affecting Government Code 1031.

BACKGROUND

The impacted classifications are the following:

- Sheriff's Cadet
 - Deputy Sheriff
 - Sheriff's Sergeant
 - Sheriff's Commander
 - Sheriff's Senior Deputy
-

- Sheriff's Chief Deputy
- Sheriff Correctional Captain
- Sheriff Correctional Deputy/Senior Correctional Deputy/Correctional Sergeant
- Sheriff Correctional Lieutenant
- District Attorney Investigator I/II/Senior
- Chief District Attorney Investigator
- Assistant Chief District Attorney Investigator

These classes must all meet the minimum peace officer standards as specified in CA Government Code sections 1029 and 1031. Recent changes to Government Code 1031 have necessitated updates to age and citizenship requirements to the above classifications.

DISCUSSION

The changes to Government Code 1031 require that employees in California Peace Officer Standards and Training (POST) certified positions be a minimum of 21 years of age upon hire and that they be legally authorized to work in the United States. The minimum age requirement does not impact the correctional positions. To ensure compliance, the revisions to the minimum qualifications remove the more specific language regarding minimum age and citizenship requirements and replace it with language that will adhere to the Government Code 1031. This is to ensure that any future changes to Government Code 1031 will not affect the class specifications. During our review, there were also some minor administrative changes made to several of these classifications, such as moving the Distinguishing Characteristics section before the Representative Duties, but these changes do not have any impact on the specifications.

RESULT

Language and minor formatting has been changed. The minimum qualifications will be brought to current standards to comply with California Government Code 1031.

OTHER AGENCY INVOLVEMENT

The Sheriff-Coroner and District Attorney Office were involved in discussions leading up to these minor changes as well as the participating unions that represent each class. All proposed classification spec changes were acknowledged, and all parties were in concurrence.

Attachments:

1. Sheriff's Cadet – Proposed Changes Redlined
2. Sheriff's Cadet – Changes Accepted
3. Deputy Sheriff – Proposed Changes Redlined
4. Deputy Sheriff – Changes Accepted
5. Sheriff's Sergeant – Proposed Changes Redlined
6. Sheriff's Sergeant – Changes Accepted
7. Sheriff's Commander – Proposed Changes Redlined
8. Sheriff's Commander – Changes Accepted
9. Sheriff's Sr. Deputy – Proposed Changes Redlined
10. Sheriff's Sr. Deputy – Changes Accepted
11. Sheriff's Chief Deputy - Proposed Changes Redlined
12. Sheriff's Chief Deputy – Changes Accepted
13. Sheriff's Correctional Captain - Proposed Changes Redlined
14. Sheriff's Correctional Captain – Changes Accepted
15. Sheriff's Correctional Deputy/Sr. Correctional Deputy/Correctional Sergeant - Proposed Changes Redlined
16. Sheriff's Correctional Deputy/Sr. Correctional Deputy/Correctional Sergeant – Changes Accepted

17. Sheriff's Correctional Lieutenant - Proposed Changes Redlined
18. Sheriff's Correctional Lieutenant – Changes Accepted
19. District Attorney Investigator I/II/Senior - Proposed Changes Redlined
20. District Attorney Investigator I/II/Senior – Changes Accepted
21. Chief Dist Atty Investigator - Proposed Changes Redlined
22. Chief Dist Atty Investigator – Changes Accepted
23. Assistant Chief DA Investigator - Proposed Changes Redlined
24. Assistant Chief DA Investigator – Changes Accepted

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

5 **SHERIFF'S CADET**

6 **DEFINITION:**

7 Under close supervision, attends a basic academy course of study necessary to gain Peace Officer
8 Standards and Training (P.O.S.T.) approved peace officer status; and does other related work as required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 Sheriff's Cadet is distinguished as an entry-level class into the County law enforcement series.
12 Incumbents must complete the basic P.O.S.T. Academy in order to successfully complete probation as a
13 Sheriff's Cadet and qualify for status as a Deputy Sheriff. Positions in this class are distinguished from
14 Deputy Sheriff in that the Sheriff's Cadet is a non-sworn class, which has no police officer powers and
15 shall exercise no peace officer powers or correctional officer powers. This class is limited to those
16 individuals who have not yet completed the Basic POST Academy. Therefore, normal incumbency should
17 not exceed six (6) months and in no event shall exceed a candidate's successful completion of the POST
18 Academy Course. Failure to successfully complete the basic P.O.S.T. Academy is grounds for automatic
19 rejection from this job class.

20
21 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

22 Attends a basic academy course of study which includes those courses necessary to gain P.O.S.T.
23 approved peace officer status; may attend an orientation on Sheriff Department operations; assists in
24 routine Sheriff's Department functions.

25
26 ~~**DISTINGUISHING CHARACTERISTICS:**~~

27 ~~Sheriff's Cadet is distinguished as an entry-level class into the County law enforcement series.~~
28 ~~Incumbents must complete the basic P.O.S.T. Academy in order to successfully complete probation as a~~

~~Sheriff's Cadet and qualify for status as a Deputy Sheriff. Positions in this class are distinguished from Deputy Sheriff in that the Sheriff's Cadet is a non-sworn class, which has no police officer powers and shall exercise no peace officer powers or correctional officer powers. This class is limited to those individuals who have not yet completed the Basic POST Academy. Therefore, normal incumbency should not exceed six (6) months and in no event shall exceed a candidate's successful completion of the POST Academy Course. Failure to successfully complete the basic P.O.S.T. Academy is grounds for automatic rejection from this job class.~~

EMPLOYMENT STANDARDS:

Knowledge of:

Basic principles of law enforcement, public safety and personal security.

Ability to:

Understand Federal, State and local laws, ordinances and regulations; understand departmental policies, rules and instructions pertaining to law enforcement; enforce the law firmly, tactfully, and impartially and deal courteously with the general public; exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts; understand and follow written and oral directions; remember names, faces, numbers and other details of incidents; learn the proper use of firearms and other devices for personal security and protection of others; learn to write clear and comprehensive reports; learn the techniques of supervising and maintaining surveillance over a group of people; establish and maintain effective relationships with citizens and public officials, exercising good judgement and tact; demonstrate an interest in and an aptitude for law enforcement work.

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a general education development test certificate indicating high school graduation level or its equivalent as determined by the Commission on Peace Officer Standards and Training. Proof of minimum educational requirement may be required.

LICENSES AND CERTIFICATES:

57 A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is
58 required at the time of appointment and must be maintained throughout employment. **Note:** Proof of
59 licensure/certification and educational courses must be submitted at the time of application.

60
61 **OTHER SPECIFICATIONS:**

62 **Other Conditions of Employment:**

63
64 **Age and Citizenship:** All applicants must meet the age and citizenship requirements of California
65 Government Code 1031.~~be 18 years of age or older with the following exception: Persons 17 years of age,~~
66 ~~but less than 18, may apply but may not be appointed until they reach 18 years of age. Written Pproof of~~
67 ~~the foregoing will be~~minimum age requirements may be required.

68
69 **Character:** Good moral character as determined by a thorough background investigation including a
70 fingerprint and record check. No conviction by any State, the Federal Government or a foreign
71 government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a
72 State Prison.

73
74 ~~**Citizenship:** All applicants must be United States citizens or permanent resident aliens who are eligible~~
75 ~~for and have applied for citizenship at least one year before application for employment. Written proof of~~
76 ~~the foregoing will be required.~~

77
78 **Physical/Psychological Exam:**

79
80 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
81 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
82 convictions (unless fully pardoned); good moral character as determined by thorough background
83 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
84 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,

85 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
86 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

87

88 **Special Notes:**

89 Incumbents in this position do not engage in law enforcement activities as peace officers or as
90 correctional officers and are miscellaneous members of the Retirement Plan.

91

92 This class specification generally describes the duties and responsibilities characteristic of the position(s)
93 within this class. The duties of a particular position within a multi-position class may vary from the duties
94 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
95 be a multi-position class or a single-position class) will be identified and used by medical examiners and
96 hiring authorities in the selection process. If you have any questions regarding the duties or the working
97 conditions of the position, please contact the ~~Personnel~~ Human Resources Department at (805) 781-
98 5959.

99

L00 Adopted: 03-23-88

L01 Revised: 06-22-94

L02 03-24-21

L03 XXXXXXX

L04

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

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4
5 **SHERIFF'S CADET**

6 **DEFINITION:**

7 Under close supervision, attends a basic academy course of study necessary to gain Peace Officer
8 Standards and Training (P.O.S.T.) approved peace officer status; and does other related work as required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 Sheriff's Cadet is distinguished as an entry-level class into the County law enforcement series.
12 Incumbents must complete the basic P.O.S.T. Academy in order to successfully complete probation as a
13 Sheriff's Cadet and qualify for status as a Deputy Sheriff. Positions in this class are distinguished from
14 Deputy Sheriff in that the Sheriff's Cadet is a non-sworn class, which has no police officer powers and
15 shall exercise no peace officer powers or correctional officer powers. This class is limited to those
16 individuals who have not yet completed the Basic POST Academy. Therefore, normal incumbency should
17 not exceed six (6) months and in no event shall exceed a candidate's successful completion of the POST
18 Academy Course. Failure to successfully complete the basic P.O.S.T. Academy is grounds for automatic
19 rejection from this job class.

20
21 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

22 Attends a basic academy course of study which includes those courses necessary to gain P.O.S.T.
23 approved peace officer status; may attend an orientation on Sheriff Department operations; assists in
24 routine Sheriff's Department functions.

25
26
27 **EMPLOYMENT STANDARDS:**

28 **Knowledge of:**

29 Basic principles of law enforcement, public safety and personal security.

30 **Ability to:**

31 Understand Federal, State and local laws, ordinances and regulations; understand departmental policies,
32 rules and instructions pertaining to law enforcement; enforce the law firmly, tactfully, and impartially and
33 deal courteously with the general public; exercise good judgement in handling potentially hostile
34 individuals and have the ability to deescalate conflicts; understand and follow written and oral directions;
35 remember names, faces, numbers and other details of incidents; learn the proper use of firearms and
36 other devices for personal security and protection of others; learn to write clear and comprehensive
37 reports; learn the techniques of supervising and maintaining surveillance over a group of people;
38 establish and maintain effective relationships with citizens and public officials, exercising good
39 judgement and tact; demonstrate an interest in and an aptitude for law enforcement work.

40
41 **EDUCATION AND EXPERIENCE:**

42 Graduation from high school or possession of a general education development test certificate indicating
43 high school graduation level or its equivalent as determined by the Commission on Peace Officer
44 Standards and Training. Proof of minimum educational requirement may be required.

45
46 **LICENSES AND CERTIFICATES:**

47 A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is
48 required at the time of appointment and must be maintained throughout employment. **Note:** Proof of
49 licensure/certification and educational courses must be submitted at the time of application.

50
51 **OTHER SPECIFICATIONS:**

52 **Other Conditions of Employment:**

53
54 **Age and Citizenship:** All applicants must meet the age and citizenship requirements of California
55 Government Code 1031. Written proof of the foregoing will be required.

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Character: Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.

Physical/Psychological Exam:

Must meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions (unless fully pardoned); good moral character as determined by thorough background investigation (this includes a polygraph examination and/or computer voice stress analysis); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

Special Notes:

Incumbents in this position do not engage in law enforcement activities as peace officers or as correctional officers and are miscellaneous members of the Retirement Plan.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

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Adopted: 03-23-88
Revised: 06-22-94
03-24-21
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DRAFT

HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

DEPUTY SHERIFF

DEFINITION:

Under general supervision, perform varied law enforcement duties and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Sheriff's Office. Initially working under close supervision, incumbents perform a limited range of duties related to law enforcement activities. As they become more experienced, incumbents perform the full range of duties at the journey level under general supervision.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- Patrol assigned areas for the maintenance of order and the protection of life and property.
- Report to scenes of disturbances, accidents, or reported crimes, and make preliminary investigations, issue citations, arrest lawless persons, or take other appropriate action.
- Protect and collect evidence.
- Enforce laws and ordinances and assist other law enforcement agencies.
- Receive and transmit radio messages; use computer applications.
- Serve warrants and other legal papers.
- Escort and transport criminals and psychopathic persons.
- Participate in raids; testify in court; and may act as bailiff in Superior Court.
- Receive, search, book, photograph, fingerprint, and guard prisoners that are incarcerated by the Sheriff's Office.
- Perform identification record keeping duties.
- Use firearms and other devices for personal security and protection of others.
- Preserve law and order and apprehend criminals.

- Give assistance to distressed persons, and administer first aid;
- Assist in Coroner investigations.
- Prepare reports and keep record of activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic principles of law enforcement, public safety, and personal security;

Ability to:

- Understand and enforce Federal, State and local laws, ordinances, and regulations;
- Understand and apply departmental policies, rules, and instructions pertaining to law enforcement;
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public;
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts; understand and follow written and oral directions;
- Remember names, faces, numbers, and other details of incidents;
- Learn the proper use of firearms and other devices for personal security and protection of others; drive various types of police vehicles for extended periods of time;
- Write clear and comprehensive reports;
- Supervise and maintain surveillance over a group of people;
- Express empathy and sensitivity in working with people;
- Display a willingness to confront problems; demonstrate an interest in, and an aptitude for law enforcement work;
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact;

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a General Education Development (GED) Certificate indicating high school graduation level or its equivalent as determined by the Commission on Peace Officer Standards and Training. Proof of minimum educational requirement may be required.

62 **LICENSES AND CERTIFICATES:**

63 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
64 required at the time of appointment and must be maintained throughout employment.

65
66 Successful completion of a Commission on Peace Officer Standards and Training (POST) certified, regular
67 basic course within the last three years is required prior to appointment. (**Note:** Qualified lateral
68 candidates may have satisfied the regular basic course requirement prior to the three-year limitation.)

69
70 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
71 application.

72
73 **OTHER CONDITIONS OF EMPLOYMENT:**

74 ~~Age and Citizenship: All applicants must meet the age and citizen requirements of California Government
75 Code 1031. be 18 years of age or older with the following exception: Persons 17 years of age, but less
76 than 18, may apply but may not be appointed until they reach 18 years of age. Proof of the foregoing will
77 be minimum age requirements may be required.~~

78
79 ~~Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for
80 and has applied for citizenship at least one year before application for employment. Written proof of the
81 foregoing will be required.~~

82
83 ~~Character: Good moral character as determined by a thorough background investigation. No conviction
84 by any State, the Federal Government or a foreign government of a crime which could have been
85 punishable by imprisonment in a Federal Penitentiary or a State prison.~~

86
87 ~~General: Must meet the minimum peace officer standards as specified in California Government Code
88 sections 1029 and 1031.~~

89
90 **PHYSICAL/PSYCHOLOGICAL EXAM:**

92 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
93 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
94 convictions (unless fully pardoned); good moral character as determined by thorough background
95 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
96 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
97 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
98 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

99

100 Adopted: 12-16-68
101 BOS Approved: 01-15-68
102 Revised: 06-22-94
103 03-22-17
104 03-24-21

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **DEPUTY SHERIFF**

5
6 **DEFINITION:**

7 Under general supervision, perform varied law enforcement duties and perform other related work as
8 required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 This is the entry level class in the Sheriff's Office. Initially working under close supervision, incumbents
12 perform a limited range of duties related to law enforcement activities. As they become more
13 experienced, incumbents perform the full range of duties at the journey level under general supervision.

14
15 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

16 (Not in order of importance)

- 17 • Patrol assigned areas for the maintenance of order and the protection of life and property.
- 18 • Report to scenes of disturbances, accidents, or reported crimes, and make preliminary
19 investigations, issue citations, arrest lawless persons, or take other appropriate action.
- 20 • Protect and collect evidence.
- 21 • Enforce laws and ordinances and assist other law enforcement agencies.
- 22 • Receive and transmit radio messages; use computer applications.
- 23 • Serve warrants and other legal papers.
- 24 • Escort and transport criminals and psychopathic persons.
- 25 • Participate in raids; testify in court; and may act as bailiff in Superior Court.
- 26 • Receive, search, book, photograph, fingerprint, and guard prisoners that are incarcerated by the
27 Sheriff's Office.
- 28 • Perform identification record keeping duties.
- 29 • Use firearms and other devices for personal security and protection of others.
- 30 • Preserve law and order and apprehend criminals.

- 31 • Give assistance to distressed persons and administer first aid.
- 32 • Assist in Coroner investigations.
- 33 • Prepare reports and keep record of activities.

35 **EMPLOYMENT STANDARDS:**

36 **Knowledge of:**

- 37 • Basic principles of law enforcement, public safety, and personal security

39 **Ability to:**

- 40 • Understand and enforce Federal, State and local laws, ordinances, and regulations
- 41 • Understand and apply departmental policies, rules, and instructions pertaining to law
- 42 enforcement
- 43 • Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- 44 • Exercise good judgement in handling potentially hostile individuals and have the ability to
- 45 deescalate conflicts; understand and follow written and oral directions
- 46 • Remember names, faces, numbers, and other details of incidents
- 47 • Learn the proper use of firearms and other devices for personal security and protection of others;
- 48 drive various types of police vehicles for extended periods of time
- 49 • Write clear and comprehensive reports
- 50 • Supervise and maintain surveillance over a group of people
- 51 • Express empathy and sensitivity in working with people
- 52 • Display a willingness to confront problems; demonstrate an interest in, and an aptitude for law
- 53 enforcement work
- 54 • Establish and maintain effective relationships with citizens and public officials; exercising good
- 55 judgement and tact

57 **EDUCATION AND EXPERIENCE:**

58 Graduation from high school or possession of a General Education Development (GED) Certificate
59 indicating high school graduation level or its equivalent as determined by the Commission on Peace
60 Officer Standards and Training. Proof of minimum educational requirement may be required.

62 **LICENSES AND CERTIFICATES:**

63 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
64 required at the time of appointment and must be maintained throughout employment.

65
66 Successful completion of a Commission on Peace Officer Standards and Training (POST) certified, regular
67 basic course within the last three years is required prior to appointment. (**Note:** Qualified lateral
68 candidates may have satisfied the regular basic course requirement prior to the three-year limitation.)

69
70 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
71 application.

72
73 **OTHER CONDITIONS OF EMPLOYMENT:**

74 Age and Citizenship: All applicants must meet the age and citizen requirements of California Government
75 Code 1031. Proof of the foregoing will be required.

76
77
78 Character: Good moral character as determined by a thorough background investigation. No conviction
79 by any State, the Federal Government or a foreign government of a crime which could have been
80 punishable by imprisonment in a Federal Penitentiary or a State prison.

81
82 General: Must meet the minimum peace officer standards as specified in California Government Code
83 sections 1029 and 1031.

84
85 **PHYSICAL/PSYCHOLOGICAL EXAM:**

86
87 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
88 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
89 convictions (unless fully pardoned); good moral character as determined by thorough background
90 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
91 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,

92 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
93 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

94

95 Adopted: 12-16-68
96 BOS Approved: 01-15-68
97 Revised: 06-22-94
98 03-22-17
99 03-24-21

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S SERGEANT**

5
6 **DEFINITION:**

7 Under direction, supervise and perform varied law enforcement duties; and perform other related work as
8 required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 This is the supervisory level class in the Sheriff's Office. Incumbents work under direction and have full
12 supervisory responsibility for staff and operations as assigned. This class differs from the lower level
13 Sheriff's Senior Deputy in that the latter are in positions that are primarily special assignments rather
14 than having full supervisory responsibilities.

15
16 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

17 (Not in order of importance)

- 18 • Assign and supervise the work of deputies in a unit in the Sheriff's Office.;
 - 19 • Perform crime prevention work and make difficult decisions regarding criminal investigations
20 when assigned to the detective unit.;
 - 21 • Train and evaluate the work of assigned deputies.;
 - 22 • Enforce federal, state and local laws, ordinances and regulations.;
 - 23 • Respond to emergency calls and take necessary action to protect life and property and apprehend
24 law violators.;
 - 25 • Prepare and supervise the preparation of cases for presentation in court.;
 - 26 • Testify in court.;
 - 27 • Prepare required reports and keep record of activities.;
 - 28 • May assist in Coroner investigations.;
 - 29 • Act for a higher ranking officer in his/her absence as directed.
- 30

31 **~~DISTINGUISHING CHARACTERISTICS:~~**

32 ~~This is the supervisory level class in the Sheriff's Office. Incumbents work under direction and have full~~
33 ~~supervisory responsibility for staff and operations as assigned. This class differs from the lower level~~
34 ~~Sheriff's Senior Deputy in that the latter are in positions that are primarily special assignments rather~~
35 ~~than having full supervisory responsibilities.~~

36
37 **EMPLOYMENT STANDARDS:**

38 **Knowledge of:**

- 39
- Laws of arrest, rules of evidence, and methods of criminal investigation;
 - Coroner procedures, laws, and codes;
 - County ordinances, and departmental rules and regulations;
 - Sound principles of supervision.
- 42

43
44 **Ability to:**

- 45
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public;
 - Act quickly in emergencies;
 - Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts;
 - Supervise, instruct, and mentor subordinate deputies;
 - Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact;
 - Learn the proper use of firearms and other devices for personal security and protection of others;
 - Prepare oral and written reports;
 - Ensure subordinate compliance with laws, rules, and regulations or policy.
- 54

55
56 **EDUCATION AND EXPERIENCE:**

57 Graduation from high school or possession of a General Educational Development (GED) Certificate and
58 three years of experience as a peace officer in the State of California.

60 **LICENSES AND CERTIFICATES:**

61 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
62 required at the time of appointment and must be maintained throughout employment.

63
64 Must possess the California Peace Officers' Standards and Training (POST) Basic Certificate.

65
66 Within 12 months of appointment, must successfully complete Peace Officers' Standards and Training
67 (POST) Supervision Course.

68
69 Within 18 months, must successfully complete the requirements for the Peace Officers' Standards and
70 Training (POST) Intermediate Certificate.

71
72 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
73 application.

74
75 **OTHER SPECIFICATIONS:**

76 **OTHER CONDITIONS OF EMPLOYMENT:**

77 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
78 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
79 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
80 foregoing is required.

81
82 Character: Good moral character as determined by a thorough background investigation. No convictions
83 by any State, the Federal Government, or a foreign government of a crime, which could have been
84 punishable by imprisonment in a Federal Penitentiary or a State prison.

85
86 General: Must meet the minimum peace officer standards as specified in California Government Code
87 sections 1029 and 1031.

88
89 **PHYSICAL/PSYCHOLOGICAL EXAM:**

91 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
92 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
93 convictions (unless fully pardoned); good moral character as determined by thorough background
94 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
95 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
96 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
97 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

98
99 Adopted: 01-12-66
100 BOS Approved: 07-11-66
101 Revised: 06-22-94
102 03-22-17
103 03-24-21
104 XXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S SERGEANT**

5
6 **DEFINITION:**

7 Under direction, supervise and perform varied law enforcement duties; and perform other related work as
8 required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 This is the supervisory level class in the Sheriff's Office. Incumbents work under direction and have full
12 supervisory responsibility for staff and operations as assigned. This class differs from the lower level
13 Sheriff's Senior Deputy in that the latter are in positions that are primarily special assignments rather
14 than having full supervisory responsibilities.

15
16 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

17 (Not in order of importance)

- 18 • Assign and supervise the work of deputies in a unit in the Sheriff's Office.
 - 19 • Perform crime prevention work and make difficult decisions regarding criminal investigations
20 when assigned to the detective unit.
 - 21 • Train and evaluate the work of assigned deputies.
 - 22 • Enforce federal, state and local laws, ordinances and regulations.
 - 23 • Respond to emergency calls and take necessary action to protect life and property and apprehend
24 law violators.
 - 25 • Prepare and supervise the preparation of cases for presentation in court.
 - 26 • Testify in court.
 - 27 • Prepare required reports and keep record of activities.
 - 28 • May assist in Coroner investigations.
 - 29 • Act for a higher ranking officer in his/her absence as directed.
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EMPLOYMENT STANDARDS:

Knowledge of:

- Laws of arrest, rules of evidence, and methods of criminal investigation
- Coroner procedures, laws, and codes
- County ordinances, and departmental rules and regulations
- Sound principles of supervision

Ability to:

- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Act quickly in emergencies
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Supervise, instruct, and mentor subordinate deputies
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Learn the proper use of firearms and other devices for personal security and protection of others
- Prepare oral and written reports
- Ensure subordinate compliance with laws, rules, and regulations or policy

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a General Educational Development (GED) Certificate and three years of experience as a peace officer in the State of California.

LICENSES AND CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

Must possess the California Peace Officers' Standards and Training (POST) Basic Certificate.

Within 12 months of appointment, must successfully complete Peace Officers' Standards and Training

62 (POST) Supervision Course.

63
64 Within 18 months, must successfully complete the requirements for the Peace Officers' Standards and
65 Training (POST) Intermediate Certificate.

66
67 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
68 application.

69
70 **OTHER SPECIFICATIONS:**

71 **OTHER CONDITIONS OF EMPLOYMENT:**

72 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
73 Government Code 1031. Written proof of the foregoing is required.

74
75 Character: Good moral character as determined by a thorough background investigation. No convictions
76 by any State, the Federal Government, or a foreign government of a crime, which could have been
77 punishable by imprisonment in a Federal Penitentiary or a State prison.

78
79 General: Must meet the minimum peace officer standards as specified in California Government Code
80 sections 1029 and 1031.

81
82 **PHYSICAL/PSYCHOLOGICAL EXAM:**

83
84 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
85 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
86 convictions (unless fully pardoned); good moral character as determined by thorough background
87 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
88 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
89 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
90 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

91
92 Adopted: 01-12-66

93 BOS Approved: 07-11-66
94 Revised: 06-22-94
95 03-22-17
96 03-24-21
97 xxxxxx

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S COMMANDER**

5
6 **DEFINITION:**

7 Under direction, plan, organize and direct the operations and activities of an assigned division, station or
8 shift of the Sheriff's Office; supervise and evaluate the performance of assigned personnel; and perform
9 other related work as required.

10
11 **DISTINGUISHING CHARACTERISTICS:**

12 This is an upper management level class in the Sheriff's Office. Incumbents direct a division within the
13 bureaus and are expected to have an advanced knowledge of departmental and general law enforcement
14 policies and procedures and extensive managerial and administrative ability. This class differs from the
15 lower level Sheriff's Sergeant in that the latter manages personnel on patrol, or may oversee a unit but
16 does not have authority over an entire division.

17
18 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20
- 21 • Assign, direct and review activities within a division, station or shift of the Sheriff's Office; consult
22 with and advise executive level staff on matters relating to the activities of an assigned division;
23 establish and maintain departmental timelines and priorities; ensure related functions and activities
24 comply with established standards, requirements, internal controls, laws, codes, statutes,
25 regulations, ordinances policies and procedures.;
 - 26 • Coordinate the work of a division with that of other divisions within the department; direct
27 communications, resources and personnel to meet law enforcement requirements, techniques and
28 administration; ensure smooth and efficient division activities; oversee the development and
29 implementation of division programs, projects, functions, services, goals, objectives, systems and
30 activities; ensure proper and timely resolution of issues, conflicts, and discrepancies.;
 - 31 • Supervise and evaluate the performance of assigned personnel within a division; coordinate
32 subordinate work assignments and review work to ensure compliance with established standards,
requirements and procedures.;

- Prepare a variety of budget, financial, statistical and operating reports; ensure mandated reports are completed and submitted to appropriate local, State or Federal agencies according to established timelines.
- Enforce Federal, State and local laws, ordinances and regulations; direct specialized law enforcement work on difficult and complex situations; confer and cooperate with other law enforcement officials and agencies; appear in court to give testimony.
- Assist in developing, implementing and enforcing operational and administrative policies and procedures; monitor and analyze division programs, activities and related law enforcement activities for financial effectiveness and operational efficiency.
- Act for the Sheriff as directed.

~~DISTINGUISHING CHARACTERISTICS:~~

~~This is an upper management level class in the Sheriff's Office. Incumbents direct a division within the bureaus and are expected to have an advanced knowledge of departmental and general law enforcement policies and procedures and extensive managerial and administrative ability. This class differs from the lower level Sheriff's Sergeant in that the latter manages personnel on patrol, or may oversee a unit but does not have authority over an entire division.~~

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and procedures of criminal justice and administration ;
- Modern methods and practices of civil and criminal investigations;
- Modern methods and techniques in the control and custody of prisoners;
- Departmental rules and regulations and pertinent Federal and State laws and County ordinances;
- The geography and road network of the county;
- Proper Coroner procedures.

Ability to:

- Plan, assign, instruct and supervise the work of subordinate personnel engaged in law enforcement and investigation;
- Analyze situations quickly and objectively to determine the proper course of action; Exercise good

64 judgement in handling potentially hostile individuals and have the ability to deescalate conflicts;

- 65 • Enforce the law firmly, tactfully and impartially and deal courteously with the general public;
- 66 • Learn the proper use of firearms and other devices for personal security and protection of others;
- 67 establish and maintain effective relationships with citizens and public officials; exercising good
- 68 judgement and tact;
- 69 • Maintain good physical, emotional and mental condition to satisfactorily perform the functions of
- 70 the position.

71

72 **EDUCATION AND EXPERIENCE:**

73 Any combination of 60 semester or 90 quarter units of college-level coursework equivalent to two years of

74 full-time college work. In addition, five years of experience as a peace officer in the State of California, two

75 years of which must have been at a sergeant or supervisory or higher level of command.

77 **LICENSES AND CERTIFICATES:**

78 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required

79 at the time of appointment and must be maintained throughout employment.

80

81 Must possess the California Commission on Peace Officer's Standards and Training (POST) Supervisory

82 Certificate.

83

84 In addition, must satisfactorily complete the Peace Officer's Standards and Training (POST) Middle

85 Management course within twelve months from date of appointment.

86

87 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of

88 application.

90 **OTHER SPECIFICATIONS:**

91 **OTHER CONDITIONS OF EMPLOYMENT:**

92 Age and Citizenship: All applicants must meet the age and citizenship requirements of California

93 Government Code 1031~~be a United States citizen or permanent resident alien who is eligible for and has~~

94 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the foregoing

95 will be required.

96
97 Character: Good moral character as determined by a thorough background investigation. No convictions
98 by any State, the Federal Government, or a foreign government of a crime, which could have been
99 punishable by imprisonment in a Federal Penitentiary or a State prison.

100
101 General: Must meet the minimum peace officer standards as specified in California Government Code
102 sections 1029 and 1031.

103
104 **PHYSICAL/PSYCHOLOGICAL EXAM:**

105 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
106 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
107 convictions (unless fully pardoned); good moral character as determined by thorough background
108 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission of
109 fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or
110 mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual
111 orientation, that might adversely affect the exercise of the powers of a peace officer.

112
113 Adopted: 09-15-71

114 BOS Approved: 06-22-04

115 Revised: 05-26-04

116 03-22-17

117 03-24-21

118 xxxxxxx

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S COMMANDER**

5
6 **DEFINITION:**

7 Under direction, plan, organize and direct the operations and activities of an assigned division, station or
8 shift of the Sheriff's Office; supervise and evaluate the performance of assigned personnel; and perform
9 other related work as required.

10
11 **DISTINGUISHING CHARACTERISTICS:**

12 This is an upper management level class in the Sheriff's Office. Incumbents direct a division within the
13 bureaus and are expected to have an advanced knowledge of departmental and general law enforcement
14 policies and procedures and extensive managerial and administrative ability. This class differs from the
15 lower level Sheriff's Sergeant in that the latter manages personnel on patrol, or may oversee a unit but
16 does not have authority over an entire division.

17
18 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20 • Assign, direct and review activities within a division, station or shift of the Sheriff's Office; consult
21 with and advise executive level staff on matters relating to the activities of an assigned division;
22 establish and maintain departmental timelines and priorities; ensure related functions and activities
23 comply with established standards, requirements, internal controls, laws, codes, statutes,
24 regulations, ordinances policies and procedures.
- 25 • Coordinate the work of a division with that of other divisions within the department; direct
26 communications, resources and personnel to meet law enforcement requirements, techniques and
27 administration; ensure smooth and efficient division activities; oversee the development and
28 implementation of division programs, projects, functions, services, goals, objectives, systems and
29 activities; ensure proper and timely resolution of issues, conflicts, and discrepancies.
- 30 • Supervise and evaluate the performance of assigned personnel within a division; coordinate
31 subordinate work assignments and review work to ensure compliance with established standards,
32 requirements and procedures.

- Prepare a variety of budget, financial, statistical and operating reports; ensure mandated reports are completed and submitted to appropriate local, State or Federal agencies according to established timelines.
- Enforce Federal, State and local laws, ordinances and regulations; direct specialized law enforcement work on difficult and complex situations; confer and cooperate with other law enforcement officials and agencies; appear in court to give testimony.
- Assist in developing, implementing and enforcing operational and administrative policies and procedures; monitor and analyze division programs, activities and related law enforcement activities for financial effectiveness and operational efficiency.
- Act for the Sheriff as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and procedures of criminal justice and administration
- Modern methods and practices of civil and criminal investigations
- Modern methods and techniques in the control and custody of prisoners
- Departmental rules and regulations and pertinent Federal and State laws and County ordinances
- The geography and road network of the county
- Proper Coroner procedures

Ability to:

- Plan, assign, instruct and supervise the work of subordinate personnel engaged in law enforcement and investigation
- Analyze situations quickly and objectively to determine the proper course of action; Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Enforce the law firmly, tactfully and impartially and deal courteously with the general public
- Learn the proper use of firearms and other devices for personal security and protection of others establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of

64 the position

65
66 **EDUCATION AND EXPERIENCE:**

67 Any combination of 60 semester or 90 quarter units of college-level coursework equivalent to two years of
68 full-time college work. In addition, five years of experience as a peace officer in the State of California, two
69 years of which must have been at a sergeant or supervisory or higher level of command.

70
71 **LICENSES AND CERTIFICATES:**

72 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required
73 at the time of appointment and must be maintained throughout employment.

74
75 Must possess the California Commission on Peace Officer's Standards and Training (POST) Supervisory
76 Certificate.

77
78 In addition, must satisfactorily complete the Peace Officer's Standards and Training (POST) Middle
79 Management course within twelve months from date of appointment.

80
81 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
82 application.

83
84 **OTHER SPECIFICATIONS:**

85 **OTHER CONDITIONS OF EMPLOYMENT:**

86 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
87 Government Code 1031. Written proof of the foregoing will be required.

88
89 Character: Good moral character as determined by a thorough background investigation. No convictions
90 by any State, the Federal Government, or a foreign government of a crime, which could have been
91 punishable by imprisonment in a Federal Penitentiary or a State prison.

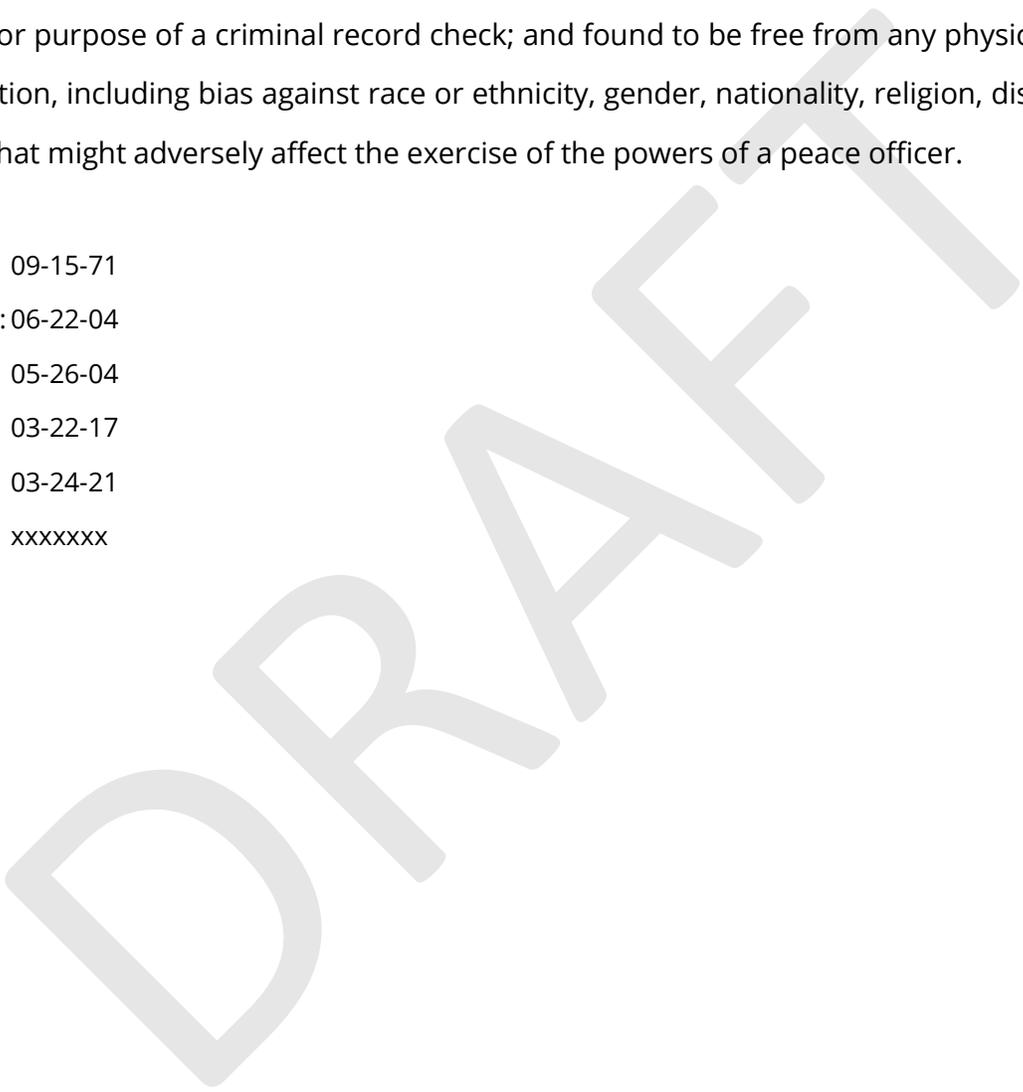
92
93 General: Must meet the minimum peace officer standards as specified in California Government Code
94 sections 1029 and 1031.

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PHYSICAL/PSYCHOLOGICAL EXAM:

Must meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions (unless fully pardoned); good moral character as determined by thorough background investigation (this includes a polygraph examination and/or computer voice stress analysis); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

- Adopted: 09-15-71
- BOS Approved: 06-22-04
- Revised: 05-26-04
- 03-22-17
- 03-24-21
- xxxxxxx



1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S SENIOR DEPUTY**

6 **DEFINITION:**

7 Under direction, perform specialized law enforcement assignments in investigation or field training;
8 perform duties as a lead worker providing direction and training to subordinate staff; may independently
9 direct a team or project; and perform other related work as required.

11 **DISTINGUISHING CHARACTERISTICS:**

12 Sheriff's Senior Deputy positions will be flexibly assigned to a variety of complex enforcement and
13 prevention functions in addition to performing normal Deputy Sheriff duties. Assignments may change
14 within this classification so that incumbents must have demonstrated competency in all areas of
15 investigation, and field training. This classification differs from Deputy Sheriff in that incumbents are
16 performing tasks above the journeyworker level. Sheriff's Senior Deputy differs from Sheriff's Sergeant in
17 that positions are primarily special assignments rather than having full supervisory responsibilities.

19 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

20 (Not in order of importance)

- 21 • Gather and preserve evidence and complete reports preparatory to issuance of formal
22 complaints.†
- 23 • Independently analyze and evaluate facts and findings; direct field operations in special
24 investigations.†
- 25 • Manage special projects and programs dealing with crime prevention, education, and training.†
- 26 • Act as field training officer and coordinate training support functions.†
- 27 • Complete civil process assignments.†
- 28 • Testify in courts and complete detailed reports.†
- 29 • Conduct training sessions and work cooperatively with other law enforcement staff and agencies
30 on assigned projects or cases.†
- 31 • Perform normal Deputy Sheriff duties.

33 **~~DISTINGUISHING CHARACTERISTICS:~~**

34 ~~Sheriff's Senior Deputy positions will be flexibly assigned to a variety of complex enforcement and~~
35 ~~prevention functions in addition to performing normal Deputy Sheriff duties. Assignments may change~~
36 ~~within this classification so that incumbents must have demonstrated competency in all areas of~~
37 ~~investigation, and field training. This classification differs from Deputy Sheriff in that incumbents are~~
38 ~~performing tasks above the journeyworker level. Sheriff's Senior Deputy differs from Sheriff's Sergeant in~~
39 ~~that positions are primarily special assignments rather than having full supervisory responsibilities.~~

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42 **EMPLOYMENT STANDARDS:**

43 **Knowledge of:**

- 44 • Modern investigation techniques and patrol procedures;
- 45 • Principles of identification, preservation and presentation of evidence;
- 46 • Sources of information used in locating persons;
- 47 • Legal rights of citizens;
- 48 • Civil enforcement laws and procedures;
- 49 • Rules of evidence;
- 50 • Court procedures and security;
- 51 • Training needs and resources.

52
53 **Ability to:**

- 54 • Obtain information and evidence by observation, record examination, and interview;
- 55 • Analyze and evaluate the statements of witnesses or suspected violators;
- 56 • Secure and present evidence in oral and written form;
- 57 • Enforce the law firmly, tactfully, and impartially and deal courteously with the general public;
- 58 • Establish and maintain effective relationships with citizens and public officials; exercising good
59 judgement and tact;
- 60 • Exercise good judgement in handling potentially hostile individuals and have the ability to
61 deescalate conflicts;
- 62 • Learn the proper use of firearms and other devices for personal security and protection of others;
- 63 • Prepare correspondence and reports; coordinate training activities.

65 **EDUCATION AND EXPERIENCE:**

66 Graduation from high school or possession of a General Educational Development (GED) Certificate and
67 two years of experience as a peace officer in the State of California.

68
69 **LICENSES AND CERTIFICATES:**

70 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
71 required at the time of appointment and must be maintained throughout employment.

72
73 Must possess the California Peace Officers' Standards and Training (POST) Basic Certificate.

74 Within 24 months, must successfully complete the requirements for the Peace Officers' Standards and
75 Training (POST) Intermediate Certificate.

76
77 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
78 application.

79
80 **OTHER SPECIFICATIONS:**

81 **OTHER CONDITIONS OF EMPLOYMENT:**

82 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
83 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
84 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
85 foregoing will be required.

86
87 Character: Good moral character as determined by a thorough background investigation. No conviction
88 by any State, the Federal Government or a foreign government of a crime which could have been
89 punishable by imprisonment in a Federal Penitentiary or a State prison.

90
91 General: Must meet the minimum peace officer standards as specified in California Government Code
92 sections 1029 and 1031.

93
94 **PHYSICAL/PSYCHOLOGICAL EXAM:**

95
96 Must meet minimum peace officer standards as specified in California Government Code Sections 1029

97 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
98 convictions (unless fully pardoned); good moral character as determined by thorough background
99 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
100 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
101 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
102 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

103
104 Adopted: 03-23-88

105 BOS Approved: 04-12-88

106 Revised: 12-16-98

107 03-22-17

108 03-24-21

109 XXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S SENIOR DEPUTY**

5
6 **DEFINITION:**

7 Under direction, perform specialized law enforcement assignments in investigation or field training;
8 perform duties as a lead worker providing direction and training to subordinate staff; may independently
9 direct a team or project; and perform other related work as required.

10
11 **DISTINGUISHING CHARACTERISTICS:**

12 Sheriff's Senior Deputy positions will be flexibly assigned to a variety of complex enforcement and
13 prevention functions in addition to performing normal Deputy Sheriff duties. Assignments may change
14 within this classification so that incumbents must have demonstrated competency in all areas of
15 investigation, and field training. This classification differs from Deputy Sheriff in that incumbents are
16 performing tasks above the journeyworker level. Sheriff's Senior Deputy differs from Sheriff's Sergeant in
17 that positions are primarily special assignments rather than having full supervisory responsibilities.

18
19 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

20 (Not in order of importance)

- 21 • Gather and preserve evidence and complete reports preparatory to issuance of formal
22 complaints.
- 23 • Independently analyze and evaluate facts and findings; direct field operations in special
24 investigations.
- 25 • Manage special projects and programs dealing with crime prevention, education, and training.
- 26 • Act as field training officer and coordinate training support functions.
- 27 • Complete civil process assignments.
- 28 • Testify in courts and complete detailed reports.
- 29 • Conduct training sessions and work cooperatively with other law enforcement staff and agencies
30 on assigned projects or cases.
- 31 • Perform normal Deputy Sheriff duties.

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EMPLOYMENT STANDARDS:

Knowledge of:

- Modern investigation techniques and patrol procedures
- Principles of identification, preservation and presentation of evidence
- Sources of information used in locating persons
- Legal rights of citizens
- Civil enforcement laws and procedures
- Rules of evidence
- Court procedures and security
- Training needs and resources

Ability to:

- Obtain information and evidence by observation, record examination, and interview
- Analyze and evaluate the statements of witnesses or suspected violators
- Secure and present evidence in oral and written form
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Learn the proper use of firearms and other devices for personal security and protection of others
- Prepare correspondence and reports; coordinate training activities

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a General Educational Development (GED) Certificate and two years of experience as a peace officer in the State of California.

63 **LICENSES AND CERTIFICATES:**

64 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
65 required at the time of appointment and must be maintained throughout employment.

66
67 Must possess the California Peace Officers' Standards and Training (POST) Basic Certificate.

68 Within 24 months, must successfully complete the requirements for the Peace Officers' Standards and
69 Training (POST) Intermediate Certificate.

70
71 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
72 application.

73
74 **OTHER SPECIFICATIONS:**

75 **OTHER CONDITIONS OF EMPLOYMENT:**

76 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
77 Government Code 1031. Written proof of the foregoing will be required.

78
79 Character: Good moral character as determined by a thorough background investigation. No conviction
80 by any State, the Federal Government or a foreign government of a crime which could have been
81 punishable by imprisonment in a Federal Penitentiary or a State prison.

82
83 General: Must meet the minimum peace officer standards as specified in California Government Code
84 sections 1029 and 1031.

85
86 **PHYSICAL/PSYCHOLOGICAL EXAM:**

87
88 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
89 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
90 convictions (unless fully pardoned); good moral character as determined by thorough background
91 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
92 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,

93 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
94 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

95
96 Adopted: 03-23-88
97 BOS Approved: 04-12-88
98 Revised: 12-16-98
99 03-22-17
100 03-24-21
101 XXXXXX
102

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S CHIEF DEPUTY**

5
6 **DEFINITION:**

7 Under general direction, plan, organize, control, and direct the operations of a bureau of the Sheriff's Office
8 at the executive management level of command; coordinate and direct communications, resources, and
9 personnel in support of law enforcement services and administration and ensure smooth and efficient
10 bureau or function activities; supervise and evaluate the performance of assigned personnel; and perform
11 other related work as required.

12
13 **DISTINGUISHING CHARACTERISTICS:**

14 This is the senior management class in the Sheriff's Office and is responsible for directing one of the
15 major bureaus within the Sheriff's Office. Incumbents in this class report directly to the
16 Undersheriff. This position is distinguished from the lower level Sheriff's Commander in that incumbents
17 oversee operations in a bureau as a whole and the latter is responsible to manage the activities of a
18 division or smaller organizational section.

19
20 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

21 (Not in order of importance)

- 22 • Assign, coordinate, review and supervise activities within a bureau or function of the Sheriff's
23 Office; consult with and advise the Sheriff and Undersheriff on matters relating to the activities of
24 the assigned areas of responsibility; establish and maintain departmental timelines and priorities;
25 and ensure related functions and activities comply with established standards, requirements,
26 internal controls, laws, codes, statutes, regulations, ordinances, policies and procedures.;
- 27 • Coordinate work of a bureau with that of the other bureaus; direct communications, resources
28 and personnel to meet law enforcement requirements and techniques to ensure smooth and
29 efficient bureau activities; oversee the development and implementation of bureau programs,
30 projects, functions, services, goals, objectives, systems and activities; assure proper and timely
31 resolution of issues, conflicts and discrepancies; review reports prepared by subordinate
32 personnel.;

- Supervise and evaluate the performance of assigned personnel within the bureau or function; conduct field inspections, research and document grievances and take appropriate action; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures.
- Consult with the Sheriff and Undersheriff on general departmental policies, plans and procedures; monitor and analyze bureau programs, activities, and related law enforcement activities for financial effectiveness and operational efficiency.
- Enforce Federal, State and local laws, ordinances and regulations; direct specialized law enforcement work on difficult and complex cases; confer and cooperate with other law enforcement officials and agencies; appear in court to give testimony.
- Assist and take an active part in both budget preparation and administration; prepare a variety of financial, statistical and operating reports; ensure mandated reports are completed and submitted to appropriate local, State or Federal agencies according to established timelines; control and authorize expenditures in accordance with established limitations.
- Act for the Sheriff as directed.

~~DISTINGUISHING CHARACTERISTICS:~~

~~This is the senior management class in the Sheriff's Office and is responsible for directing one of the major bureaus within the Sheriff's Office. Incumbents in this class report directly to the Undersheriff. This position is distinguished from the lower level Sheriff's Commander in that incumbents oversee operations in a bureau as a whole and the latter is responsible to manage the activities of a division or smaller organizational section.~~

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and procedures of criminal justice and administration;
- Modern methods and practices of civil and criminal investigation;
- Modern methods and techniques in the control and custody of prisoners;
- Departmental rules and regulations and pertinent Federal and State laws and County ordinances;
- The geography and road network of the county;
- Proper Coroner procedures.

65
66 **Ability to:**

- 67 • Plan, assign, instruct, manage and supervise the work of subordinate personnel engaged in law
68 enforcement and investigation;
- 69 • Exercise good judgement in handling potentially hostile individuals and have the ability to
70 deescalate conflicts; Enforce the law firmly, tactfully, and impartially and deal courteously with the
71 general public;
- 72 • Establish and maintain effective relations with citizens and public officials; exercising good
73 judgement and tact;
- 74 • Learn the proper use of firearms and other devices for personal security and protection of others;
- 75 • Maintain good physical, emotional and mental condition to satisfactorily perform the functions of
76 the position.
- 77

78 **EDUCATION AND EXPERIENCE:**

79 Any combination of 60 semester or 90 quarter units of college level coursework equivalent to two years of
80 full-time college work and two years of experience as a peace officer in the State of California equivalent
81 to a Sheriff's Commander or higher level of command.

82

83 **LICENSES AND CERTIFICATES:**

84 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
85 required at the time of appointment and must be maintained throughout employment.

86

87 Possession of a California Peace Officer's Standards and Training (POST) Management Certificate.

88

89 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
90 application.

91

92 **OTHER SPECIFICATIONS:**

93 **OTHER CONDITIONS OF EMPLOYMENT:**

94 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
95 Government Code 1031. ~~be a United States citizen or permanent resident alien who is eligible for and has~~
96 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the

97 foregoing is required.

98
99 Character: Good moral character as determined by a thorough background investigation. No convictions
100 by any State, the Federal Government, or a foreign government of a crime, which could have been
101 punishable by imprisonment in a Federal Penitentiary or a State prison.

102
103 General: Must meet the minimum peace officer standards as specified in California Government Code
104 sections 1029 and 1031.

105
106 **PHYSICAL/PSYCHOLOGICAL EXAM:**

107
108 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
109 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
110 convictions (unless fully pardoned); good moral character as determined by thorough background
111 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
112 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
113 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
114 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

115
116 Adopted: 08-24-83

117 BOS Approved: 09-12-83

118 Revised: 05-26-04

119 03-22-17

120 03-24-21

121 XXXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S CHIEF DEPUTY**

5
6 **DEFINITION:**

7 Under general direction, plan, organize, control, and direct the operations of a bureau of the Sheriff's Office
8 at the executive management level of command; coordinate and direct communications, resources, and
9 personnel in support of law enforcement services and administration and ensure smooth and efficient
10 bureau or function activities; supervise and evaluate the performance of assigned personnel; and perform
11 other related work as required.

12
13 **DISTINGUISHING CHARACTERISTICS:**

14 This is the senior management class in the Sheriff's Office and is responsible for directing one of the
15 major bureaus within the Sheriff's Office. Incumbents in this class report directly to the
16 Undersheriff. This position is distinguished from the lower level Sheriff's Commander in that incumbents
17 oversee operations in a bureau as a whole and the latter is responsible to manage the activities of a
18 division or smaller organizational section.

19
20 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

21 (Not in order of importance)

- 22 • Assign, coordinate, review and supervise activities within a bureau or function of the Sheriff's
23 Office; consult with and advise the Sheriff and Undersheriff on matters relating to the activities of
24 the assigned areas of responsibility; establish and maintain departmental timelines and priorities;
25 and ensure related functions and activities comply with established standards, requirements,
26 internal controls, laws, codes, statutes, regulations, ordinances, policies and procedures.
- 27 • Coordinate work of a bureau with that of the other bureaus; direct communications, resources
28 and personnel to meet law enforcement requirements and techniques to ensure smooth and
29 efficient bureau activities; oversee the development and implementation of bureau programs,
30 projects, functions, services, goals, objectives, systems and activities; assure proper and timely

31 resolution of issues, conflicts and discrepancies; review reports prepared by subordinate
32 personnel.

- 33 • Supervise and evaluate the performance of assigned personnel within the bureau or function.
34 conduct field inspections, research and document grievances and take appropriate action;
35 interview and select employees and recommend transfers, reassignment, termination and
36 disciplinary actions; coordinate subordinate work assignments and review work to ensure
37 compliance with established standards, requirements and procedures.
- 38 • Consult with the Sheriff and Undersheriff on general departmental policies, plans and procedures;
39 monitor and analyze bureau programs, activities, and related law enforcement activities for
40 financial effectiveness and operational efficiency.
- 41 • Enforce Federal, State and local laws, ordinances and regulations; direct specialized law
42 enforcement work on difficult and complex cases; confer and cooperate with other law
43 enforcement officials and agencies; appear in court to give testimony.
- 44 • Assist and take an active part in both budget preparation and administration; prepare a variety of
45 financial, statistical and operating reports; ensure mandated reports are completed and
46 submitted to appropriate local, State or Federal agencies according to established timelines;
47 control and authorize expenditures in accordance with established limitations.
- 48 • Act for the Sheriff as directed.

51
52 **EMPLOYMENT STANDARDS:**

53 **Knowledge of:**

- 54 • Principles, practices and procedures of criminal justice and administration
- 55 • Modern methods and practices of civil and criminal investigation
- 56 • Modern methods and techniques in the control and custody of prisoners
- 57 • Departmental rules and regulations and pertinent Federal and State laws and County ordinances
- 58 • The geography and road network of the county
- 59 • Proper Coroner procedures

60
61 **Ability to:**

- 62 • Plan, assign, instruct, manage and supervise the work of subordinate personnel engaged in law
63 enforcement and investigation
- 64 • Exercise good judgement in handling potentially hostile individuals and have the ability to
65 deescalate conflicts; Enforce the law firmly, tactfully, and impartially and deal courteously with the
66 general public
- 67 • Establish and maintain effective relations with citizens and public officials; exercising good
68 judgement and tact
- 69 • Learn the proper use of firearms and other devices for personal security and protection of others
- 70 • Maintain good physical, emotional and mental condition to satisfactorily perform the functions of
71 the position

72 73 **EDUCATION AND EXPERIENCE:**

74 Any combination of 60 semester or 90 quarter units of college level coursework equivalent to two years of
75 full-time college work and two years of experience as a peace officer in the State of California equivalent
76 to a Sheriff's Commander or higher level of command.

77 78 **LICENSES AND CERTIFICATES:**

79 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
80 required at the time of appointment and must be maintained throughout employment.

81
82 Possession of a California Peace Officer's Standards and Training (POST) Management Certificate.

83
84 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
85 application.

86 87 **OTHER SPECIFICATIONS:**

88 **OTHER CONDITIONS OF EMPLOYMENT:**

89 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
90 Government Code 1031. Written proof of the foregoing is required.

91
92 Character: Good moral character as determined by a thorough background investigation. No convictions

93 by any State, the Federal Government, or a foreign government of a crime, which could have been
94 punishable by imprisonment in a Federal Penitentiary or a State prison.

95
96 General: Must meet the minimum peace officer standards as specified in California Government Code
97 sections 1029 and 1031.

98
99 **PHYSICAL/PSYCHOLOGICAL EXAM:**

100
101 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
102 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
103 convictions (unless fully pardoned); good moral character as determined by thorough background
104 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
105 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
106 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
107 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

108
109 Adopted: 08-24-83

110 BOS Approved: 09-12-83

111 Revised: 05-26-04

112 03-22-17

113 03-24-21

114 xxxxxxx

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S CORRECTIONAL CAPTAIN**

5
6 **DEFINITION:**

7 Under general direction, plan, organize, control, and direct the operations of the Sheriff's Custody Bureau
8 at the executive management level of command; coordinate and direct communications, resources, and
9 personnel in support of law enforcement services and administration; ensure effective and efficient
10 operations within the Custody Bureau; and perform other related work as required.

11
12 **DISTINGUISHING CHARACTERISTICS:**

13 This is the senior management class in the Sheriff's Office responsible for directing operations in the
14 Custody Bureau. Incumbents in this class report directly to the Undersheriff. This position is
15 distinguished from the lower level Sheriff's Correctional Lieutenant in that incumbents oversee the
16 Custody Bureau as a whole and the latter is responsible to manage a smaller organizational section of
17 the Bureau.

18
19 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

20 (Not in order of importance)

- 21 • Assign, coordinate, review and supervise activities within the Custody Bureau; consult with and
22 advise the Sheriff and Undersheriff on matters relating to custody operations; establish and
23 maintain timelines and priorities; research and recommend policy changes; manage the operation
24 and maintenance of a correctional facility within legal boundaries and requirements; and ensure
25 related functions and activities comply with established standards.;
- 26 • Coordinate work of the Custody Bureau with that of the other bureaus, as well as other County
27 agencies; oversee the development and implementation of programs and projects; analyze and
28 identify areas for continuous improvement; and ensure quality processes are implemented.;
- 29 • Supervise and evaluate the performance of assigned staff; interview and select employees;
30 recommend appointments, transfers, reassignments, terminations, and disciplinary actions;
31 resolve personnel issues in a timely, appropriate manner; coordinate subordinate work

32 assignments and review work to ensure compliance with established standards, requirements,
33 and procedures.

- 34 • Assist and take an active part in both budget preparation and administration; monitor and analyze
35 Custody Bureau programs, activities, and related law enforcement activities for financial
36 effectiveness and operational efficiency; control and authorize expenditures related to custody
37 operations, alternative sentencing unit, and inmate welfare fund in accordance with established
38 limitations; prepare a variety of financial, statistical and operating reports; ensure mandated
39 reports are completed and submitted to appropriate local, State or Federal agencies according to
40 established timelines; and review reports prepared by subordinate personnel.
- 41 • Enforce federal, state and local laws, ordinances, and regulations; maintain effective relations by
42 collaborating with other law enforcement officials, courts, other county departments and agencies
43 on matters pertaining to the incarceration, prosecution, transport, care and custody of inmates in
44 the facility; and appear in court to give testimony.
- 45 • Act for the Sheriff as directed.

46 47 **~~DISTINGUISHING CHARACTERISTICS:~~**

48 ~~This is the senior management class in the Sheriff's Office responsible for directing operations in the~~
49 ~~Custody Bureau. Incumbents in this class report directly to the Undersheriff. This position is~~
50 ~~distinguished from the lower level Sheriff's Correctional Lieutenant in that incumbents oversee the~~
51 ~~Custody Bureau as a whole and the latter is responsible to manage a smaller organizational section of~~
52 ~~the Bureau.~~

53 54 **EMPLOYMENT STANDARDS:**

55 **Knowledge of:**

- 56 • Principles, practices, and procedures of criminal justice and administration;
- 57 • Laws governing a county jail;
- 58 • Modern methods and techniques in the control and custody of prisoners;
- 59 • Modern penal principles, methods and practices as they relate to the operations of a jail and/or
60 honor farm;
- 61 • Departmental rules and regulations, pertinent Federal and State laws, and County ordinances.

62 63 **Ability to:**

- 64 • Plan, assign, instruct, and manage the work of subordinate personnel;
- 65 • Analyze situations quickly and objectively and determine the proper course of action;
- 66 • Enforce laws related to the Custody Bureau firmly, tactfully, and impartially; and deal courteously
67 with the general public;
- 68 • Establish and maintain effective relationships with citizens and public officials; exercising good
69 judgement and tact;
- 70 • Learn the proper use of firearms and other devices for personal security and protection of others;
- 71 • Exercise good judgement in handling potentially hostile individuals and have the ability to
72 deescalate conflicts;
- 73 • Maintain good physical, emotional and mental condition to satisfactorily perform the functions of
74 the position;
- 75 • Utilize effective written communication skills to prepare clear, concise, and accurate reports,
76 correspondence, policies, procedures, and written materials;
- 77 • Evaluate problems and present corrective alternatives, solutions, and recommendations;
- 78 • Mediate, facilitate effective outcomes, and positively influence group problem solving;
- 79 • Maintain confidentiality and exercise discretion;
- 80 • Operate a computer and assigned office equipment.

81

82 **EDUCATION AND EXPERIENCE:**

83 Any combination of 60 semester or 90 quarter units of college level coursework equivalent to two years
84 of full time college work and one year of experience as a peace officer in the State of California equivalent
85 to a San Luis Obispo County Sheriff's Correctional Lieutenant or Commander, or higher level of
86 command.

87

88 **LICENSES AND CERTIFICATES:**

89 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
90 required at the time of appointment and must be maintained throughout employment.

91

92 At the time of appointment must possess and maintain valid First Aid and CPR training, and certificates of
93 completion of the Adult Corrections Officer Core course, Supervisory Core course, and P.C. 832 Arrest
94 and Firearms Training, or equivalent California Peace Officer Standards and Training (POST) certification.

96 A manager/administrator's Standards & Training for Corrections (STC) approved course must be
97 completed within one year from date of hire.

98
99 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
L00 application.

L01
L02 **OTHER SPECIFICATIONS:**

L03
L04 **OTHER CONDITIONS OF EMPLOYMENT:**

L05 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
L06 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
L07 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
L08 foregoing is required.

L09 Character: Good moral character as determined by a thorough background investigation. No convictions
L10 by any State, the Federal Government, or a foreign government of a crime, which could have been
L11 punishable by imprisonment in a Federal Penitentiary or a State prison.

L12 General: Must meet the minimum peace officer standards as specified in California Government Code
L13 sections 1029 and 1031.

L14
L15 **PHYSICAL/PSYCHOLOGICAL EXAM:**

L16 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
L17 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
L18 convictions (unless fully pardoned); good moral character as determined by thorough background
L19 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
L20 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
L21 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
L22 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

L23
L24 Adopted: 05-22-13

L25 BOS Approved: 07-09-13

L26 Revised: 03-22-17

L27 03-24-21

XXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL CAPTAIN**

6 **DEFINITION:**

7 Under general direction, plan, organize, control, and direct the operations of the Sheriff's Custody Bureau
8 at the executive management level of command; coordinate and direct communications, resources, and
9 personnel in support of law enforcement services and administration; ensure effective and efficient
10 operations within the Custody Bureau; and perform other related work as required.

12 **DISTINGUISHING CHARACTERISTICS:**

13 This is the senior management class in the Sheriff's Office responsible for directing operations in the
14 Custody Bureau. Incumbents in this class report directly to the Undersheriff. This position is
15 distinguished from the lower level Sheriff's Correctional Lieutenant in that incumbents oversee the
16 Custody Bureau as a whole and the latter is responsible to manage a smaller organizational section of
17 the Bureau.

19 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

20 (Not in order of importance)

- 21 • Assign, coordinate, review and supervise activities within the Custody Bureau; consult with and
22 advise the Sheriff and Undersheriff on matters relating to custody operations; establish and
23 maintain timelines and priorities; research and recommend policy changes; manage the operation
24 and maintenance of a correctional facility within legal boundaries and requirements; and ensure
25 related functions and activities comply with established standards.
- 26 • Coordinate work of the Custody Bureau with that of the other bureaus, as well as other County
27 agencies; oversee the development and implementation of programs and projects; analyze and
28 identify areas for continuous improvement; and ensure quality processes are implemented.
- 29 • Supervise and evaluate the performance of assigned staff; interview and select employees;
30 recommend appointments, transfers, reassignments, terminations, and disciplinary actions;
31 resolve personnel issues in a timely, appropriate manner; coordinate subordinate work

32 assignments and review work to ensure compliance with established standards, requirements,
33 and procedures.

- 34 • Assist and take an active part in both budget preparation and administration; monitor and analyze
35 Custody Bureau programs, activities, and related law enforcement activities for financial
36 effectiveness and operational efficiency; control and authorize expenditures related to custody
37 operations, alternative sentencing unit, and inmate welfare fund in accordance with established
38 limitations; prepare a variety of financial, statistical and operating reports; ensure mandated
39 reports are completed and submitted to appropriate local, State or Federal agencies according to
40 established timelines; and review reports prepared by subordinate personnel.
- 41 • Enforce federal, state and local laws, ordinances, and regulations; maintain effective relations by
42 collaborating with other law enforcement officials, courts, other county departments and agencies
43 on matters pertaining to the incarceration, prosecution, transport, care and custody of inmates in
44 the facility; and appear in court to give testimony.
- 45 • Act for the Sheriff as directed.

48 **EMPLOYMENT STANDARDS:**

49 **Knowledge of:**

- 50 • Principles, practices, and procedures of criminal justice and administration
- 51 • Laws governing a county jail
- 52 • Modern methods and techniques in the control and custody of prisoners
- 53 • Modern penal principles, methods and practices as they relate to the operations of a jail and/or
54 honor farm
- 55 • Departmental rules and regulations, pertinent Federal and State laws, and County ordinances

57 **Ability to:**

- 58 • Plan, assign, instruct, and manage the work of subordinate personnel
- 59 • Analyze situations quickly and objectively and determine the proper course of action
- 60 • Enforce laws related to the Custody Bureau firmly, tactfully, and impartially; and deal courteously
61 with the general public

- 62 • Establish and maintain effective relationships with citizens and public officials; exercising good
63 judgement and tact
- 64 • Learn the proper use of firearms and other devices for personal security and protection of others
- 65 • Exercise good judgement in handling potentially hostile individuals and have the ability to
66 deescalate conflicts
- 67 • Maintain good physical, emotional and mental condition to satisfactorily perform the functions of
68 the position
- 69 • Utilize effective written communication skills to prepare clear, concise, and accurate reports,
70 correspondence, policies, procedures, and written materials
- 71 • Evaluate problems and present corrective alternatives, solutions, and recommendations
- 72 • Mediate, facilitate effective outcomes, and positively influence group problem solving
- 73 • Maintain confidentiality and exercise discretion
- 74 • Operate a computer and assigned office equipment

75 76 **EDUCATION AND EXPERIENCE:**

77 Any combination of 60 semester or 90 quarter units of college level coursework equivalent to two years
78 of full time college work and one year of experience as a peace officer in the State of California equivalent
79 to a San Luis Obispo County Sheriff's Correctional Lieutenant or Commander, or higher level of
80 command.

81 82 **LICENSES AND CERTIFICATES:**

83 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
84 required at the time of appointment and must be maintained throughout employment.

85
86 At the time of appointment must possess and maintain valid First Aid and CPR training, and certificates of
87 completion of the Adult Corrections Officer Core course, Supervisory Core course, and P.C. 832 Arrest
88 and Firearms Training, or equivalent California Peace Officer Standards and Training (POST) certification.

89
90 A manager/administrator's Standards & Training for Corrections (STC) approved course must be
91 completed within one year from date of hire.

93 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
94 application.
95

96 **OTHER SPECIFICATIONS:**
97

98 **OTHER CONDITIONS OF EMPLOYMENT:**

99 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
L00 Government Code 1031. Written proof of the foregoing is required.

L01 Character: Good moral character as determined by a thorough background investigation. No convictions
L02 by any State, the Federal Government, or a foreign government of a crime, which could have been
L03 punishable by imprisonment in a Federal Penitentiary or a State prison.

L04 General: Must meet the minimum peace officer standards as specified in California Government Code
L05 sections 1029 and 1031.
L06

L07 **PHYSICAL/PSYCHOLOGICAL EXAM:**

L08 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
L09 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
L10 convictions (unless fully pardoned); good moral character as determined by thorough background
L11 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
L12 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
L13 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
L14 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.
L15

L16 Adopted: 05-22-13

L17 BOS Approved: 07-09-13

L18 Revised: 03-22-17

L19 03-24-21

L20 xxxxxx

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL DEPUTY**

5 **SHERIFF'S SENIOR CORRECTIONAL DEPUTY**

6 **SHERIFF'S CORRECTIONAL SERGEANT**

8 **DEFINITION:**

9 Incumbents in these classes work in the County Jail which houses all persons arrested in San Luis Obispo
10 County who are either sentenced or awaiting trial. Under general supervision incumbents are responsible
11 for the intake, custody, welfare, transportation and release of inmates in the custody of the Sheriff;
12 investigate crimes that arise from custodial assignments; and perform other related work as
13 required. These classes are distinguished from the corresponding Deputy Sheriff classes in that
14 incumbents have limited peace officer powers pursuant to Penal Code section 830.1(c).

15
16 **DISTINGUISHING CHARACTERISTICS:**

17 Sheriff's Correctional Deputy: This is the entry level class in the Sheriff's Office. Initially working under
18 close supervision, incumbents perform a limited range of duties related to the custody, supervision and
19 counseling of inmates. As they become more experienced, incumbents perform the full range of duties
20 at the journey level under general supervision.

21 =
22 Sheriff's Senior Correctional Deputy: This is the leadworker level class in the Sheriff's Office. Incumbents
23 work under general supervision performing the full range of duties related to the custody, supervision
24 and counseling of inmates. In addition, incumbents are responsible for providing direction and training to
25 subordinate staff and may be required to act as supervisor in his/her absence.

26 =
27 Sheriff's Correctional Sergeant: This is the supervisory level class in the Sheriff's Office. Incumbents work
28 under direction and have full supervisory responsibility for staff and custody operations as assigned. This
29 class differs from the lower level Sheriff's Senior Correctional Deputy in that the latter is a lead worker
30 position and does not have full supervisory responsibilities.

32 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

33 (Not in order of importance)

34 All Classifications:

- 35 • Maintain security within County Jail facilities and prevent escapes; physically restrain and/or
36 subdue inmates as necessary; conduct perimeter checks of the facilities; perform headcounts;
37 search inmates as required.
- 38 • Process inmates through intake procedures, including searches, obtaining records of information
39 from arresting/transporting officers, inventorying personal property of inmates, fingerprinting and
40 photographing.
- 41 • Transport and escort inmates, including maximum security, mentally ill, and high-profile inmates
42 to and from court, County jails, mental institutions, and prisons.
- 43 • Maintain all records related to inmate status, activities, and accounts, including monetary
44 transactions.
- 45 • Administer First Aid and CPR as necessary.
- 46 • Issue clothing and supplies, and distribute meals to inmates.
- 47 • Supervise inmates while in their housing units, group meetings, recreation and exercise areas,
48 during mealtimes, and while performing cleaning and maintenance work; screen visitors and
49 supervise visiting activities.
- 50 • Encourage inmate participation in rehabilitative programs.
- 51 • Informally advise and counsel inmates to assist them in adjusting to a confinement setting.
- 52 • Confer with appropriate staff on behavioral problems; report all violations of law, and investigates
53 violations of jail rules.
- 54 • Provide necessary information to Correctional Technicians to assist in the maintenance of jail
55 security and processing of inmates.
- 56 • Respond to disturbances or reported crimes and conduct preliminary investigations.
- 57 • May issue citations, make arrests, collect evidence, complete criminal reports and testify in court
58 as related to Custody assignments.
- 59 • May be assigned to assist law enforcement agencies in a local emergency performing custody like
60 duties as declared by the County.

61
62 Sheriff's Senior Correctional Deputy:

- May be designated as Jail Training Deputy for the orientation, training, and evaluation of probationary employees.
- Provide input to supervisory personnel regarding the performance of subordinate staff.
- May be designated as program coordinator for various Custody Bureau programs, such as Home Detention, Alternative Work, and Alternative Sentencing.
- Assist Correctional Sergeant's in the operation of various Custody Bureau specialty units such as Classification, Training, Transportation, Court Services, and Commissary.
- Review inmate observation logs, intake and release paperwork, sentencing orders, and investigation reports.

Sheriff's Correctional Sergeant:

- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments, and disciplinary actions; establish work schedules, assign employee duties and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Establish duty station assignments and adjust schedule to ensure proper staffing levels; prepare reports related to employee staffing and payroll.
- Maintain and approve statistical reports relating to Custody Bureau activities, including inmate counts, property inventory, disciplinary housing, exercise yard, and law library use.
- Approve crime reports; prepare and supervise the preparation of cases for presentation in court.
- Create Use of Force Reports due to injury, complaint of injury, use of chemical agent, or impact device.
- Create, review and maintain Custody Bureau policies and procedures.
- Inspect County Jail facilities daily to ensure staff and inmate safety.
- Represent the Sheriff's Office in court proceedings pertaining to inmate custody, classification, housing and treatment.
- Act for a higher ranking officer in his/her absence as directed.

~~**DISTINGUISHING CHARACTERISTICS:**~~

~~Sheriff's Correctional Deputy: This is the entry level class in the Sheriff's Office. Initially working under close supervision, incumbents perform a limited range of duties related to the custody, supervision and~~

~~counseling of inmates. As they become more experienced, incumbents perform the full range of duties at the journey level under general supervision.~~

=

~~Sheriff's Senior Correctional Deputy: This is the leadworker level class in the Sheriff's Office. Incumbents work under general supervision performing the full range of duties related to the custody, supervision and counseling of inmates. In addition, incumbents are responsible for providing direction and training to subordinate staff and may be required to act as supervisor in his/her absence.~~

=

~~Sheriff's Correctional Sergeant: This is the supervisory level class in the Sheriff's Office. Incumbents work under direction and have full supervisory responsibility for staff and custody operations as assigned. This class differs from the lower level Sheriff's Senior Correctional Deputy in that the latter is a lead worker position and does not have full supervisory responsibilities.~~

EMPLOYMENT STANDARDS:

Knowledge of:

All Classifications:

- Laws governing the custody of inmates and other pertinent laws and regulations;
- Effective techniques of written and oral communication;
- Correct English usage, grammar, spelling, vocabulary and punctuation;
- Principles and procedures used in security and detention of County Jail inmates;
- Basic mathematical skills;
- Current computer applications and office equipment.

Sheriff's Senior Correctional Deputy:

- Techniques of effective training and evaluation of training progress;
- Custody Bureau policies and procedures;
- Basic principles of law enforcement, rules of evidence, laws of arrest and methods of criminal investigation.

Sheriff's Correctional Sergeant:

- Accepted practices of employee supervision and evaluation;

- Effective resource management;
- Custody Bureau programs, policies and procedures;
- Overall supervision of the Custody Bureau.

Ability to:

All Classifications:

- Understand and enforce Federal, State and local laws, ordinances and regulations pertaining to law enforcement in the County Jail;
- Demonstrate an interest in and aptitude for law enforcement work;
- Remain alert at all times; react quickly and calmly in emergencies;
- Command respect and secure cooperation from inmates;
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact;
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public;
- Make independent decisions; act decisively in stressful situations;
- Communicate effectively, both verbally and in writing;
- Keep accurate records and write reports;
- Physically restrain and subdue inmates;
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts;
- Operate video monitoring and two way radio systems;
- Respond to and function in an emergency situation while wearing a properly fitted self-contained breathing apparatus (SCBA) or gas mask;
- Learn the proper use of firearms and other devices for personal security and protection of others
- Operate standard office equipment including a computer and assigned software.

Sheriff's Senior Correctional Deputy:

- Coordinate and direct the work of others;
- Train personnel in effective report writing, gathering evidence, law enforcement duties and detention procedures;
- Review the work of subordinate personnel.

156 =
157 Sheriff's Correctional Sergeant:

- 158 • Supervise, train and evaluate the performance of assigned personnel ;
- 159 • Manage and train personnel in detention policies and procedures;
- 160 • Effectively communicate Custody Bureau policies in court proceedings and to a variety of diverse
161 populations.

162
163 **EDUCATION AND EXPERIENCE:**

164 Sheriff's Correctional Deputy: Graduation from high school or possession of a General Educational
165 Development (GED) Certificate indicating high school graduation level.

166
167 Sheriff's Senior Correctional Deputy: Graduation from high school or possession of a General
168 Educational Development (GED) Certificate indicating high school graduation level. In addition, must
169 have two years of experience working in a jail as a Deputy Sheriff or Sheriff's Correctional Deputy, or
170 equivalent.

171
172 Sheriff's Correctional Sergeant: Graduation from high school or possession of a General Educational
173 Development (GED) Certificate indicating high school graduation level. In addition, must have: three
174 years of experience as a Sheriff's Correctional Deputy or Sheriff's Senior Correctional Deputy, or
175 equivalent.

176
177 **LICENSES AND CERTIFICATES:**

178 All Classifications: A valid driver's license is required at the time of application. A valid CALIFORNIA
179 driver's license is required at the time of appointment and must be maintained throughout employment.

180
181 Sheriff's Correctional Deputy: Within 90 days of appointment must satisfactorily complete P.C. 832 Arrest
182 and Firearms Training. Within 6 months of appointment must obtain and keep valid both First Aid and
183 CPR training. Within 12 months of appointment must satisfactorily complete the Standards & Training
184 for Correction (STC), Adult Corrections Officer Core Course. Thereafter, the STC annual required training
185 must be met.

187 Sheriff's Senior Correctional Deputy: At the time of appointment must possess and maintain valid First
188 Aid and CPR training and training, completion of the Adult Corrections Officer Core Course and P.C. 832
189 Arrest and Firearms Training. In addition, the STC annual required training must be met.

190
191 Sheriff's Correctional Sergeant: At the time of appointment must possess and maintain valid First Aid
192 and CPR training, and certificates of completion of the Adult Corrections Officer Core Course and P.C. 832
193 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the STC
194 Supervisor Core Course. Thereafter, the STC annual required training must be met.

195
196 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
197 application.

198
199 **OTHER SPECIFICATIONS:**

200 **OTHER CONDITIONS OF EMPLOYMENT:**

201 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
202 Government Code 1031. ~~be 18 years of age or older with the following exception: Persons 17 years of~~
203 ~~age, but less than 18, may apply but may not be appointed until they reach 18 years of age.~~
204 ~~Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for~~
205 ~~and has applied for citizenship at least one year before application for employment.~~ Written proof of the
206 foregoing is required.

207
208 Character: Good moral character as determined by a thorough background investigation. No convictions
209 by any State, the Federal Government, or a foreign government of a crime, which could have been
210 punishable by imprisonment in a Federal Penitentiary or a State prison.

211
212 General: Must meet the minimum peace officer standards as specified in California Government Code
213 sections 1029 and 1031.

214
215 **PHYSICAL/PSYCHOLOGICAL EXAM:**

216
217 Must meet minimum peace officer standards as specified in California Government Code Sections 1029

218 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
219 convictions (unless fully pardoned); good moral character as determined by thorough background
220 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
221 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
222 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
223 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

- 224
- 225
- 226 Adopted: 01-20-74
- 227 BOS Approved: 08-26-74
- 228 Revised: 11-15-00
- 229 Revised: 09-24-03
- 230 Revised: 08-25-10
- 231 03-22-17
- 232 03-24-21
- 233 XXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL DEPUTY**

5 **SHERIFF'S SENIOR CORRECTIONAL DEPUTY**

6 **SHERIFF'S CORRECTIONAL SERGEANT**

8 **DEFINITION:**

9 Incumbents in these classes work in the County Jail which houses all persons arrested in San Luis Obispo
10 County who are either sentenced or awaiting trial. Under general supervision incumbents are responsible
11 for the intake, custody, welfare, transportation and release of inmates in the custody of the Sheriff;
12 investigate crimes that arise from custodial assignments; and perform other related work as
13 required. These classes are distinguished from the corresponding Deputy Sheriff classes in that
14 incumbents have limited peace officer powers pursuant to Penal Code section 830.1(c).

16 **DISTINGUISHING CHARACTERISTICS:**

17 Sheriff's Correctional Deputy: This is the entry level class in the Sheriff's Office. Initially working under
18 close supervision, incumbents perform a limited range of duties related to the custody, supervision and
19 counseling of inmates. As they become more experienced, incumbents perform the full range of duties
20 at the journey level under general supervision.

22 Sheriff's Senior Correctional Deputy: This is the leadworker level class in the Sheriff's Office. Incumbents
23 work under general supervision performing the full range of duties related to the custody, supervision
24 and counseling of inmates. In addition, incumbents are responsible for providing direction and training to
25 subordinate staff and may be required to act as supervisor in his/her absence.

27 Sheriff's Correctional Sergeant: This is the supervisory level class in the Sheriff's Office. Incumbents work
28 under direction and have full supervisory responsibility for staff and custody operations as assigned. This
29 class differs from the lower level Sheriff's Senior Correctional Deputy in that the latter is a lead worker
30 position and does not have full supervisory responsibilities.

32 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

33 (Not in order of importance)

34 All Classifications:

- 35 • Maintain security within County Jail facilities and prevent escapes; physically restrain and/or
36 subdue inmates as necessary; conduct perimeter checks of the facilities; perform headcounts;
37 search inmates as required.
- 38 • Process inmates through intake procedures, including searches, obtaining records of information
39 from arresting/transporting officers, inventorying personal property of inmates, fingerprinting and
40 photographing.
- 41 • Transport and escort inmates, including maximum security, mentally ill, and high-profile inmates
42 to and from court, County jails, mental institutions, and prisons.
- 43 • Maintain all records related to inmate status, activities, and accounts, including monetary
44 transactions.
- 45 • Administer First Aid and CPR as necessary.
- 46 • Issue clothing and supplies and distribute meals to inmates.
- 47 • Supervise inmates while in their housing units, group meetings, recreation and exercise areas,
48 during mealtimes, and while performing cleaning and maintenance work; screen visitors and
49 supervise visiting activities.
- 50 • Encourage inmate participation in rehabilitative programs.
- 51 • Informally advise and counsel inmates to assist them in adjusting to a confinement setting.
- 52 • Confer with appropriate staff on behavioral problems; report all violations of law, and investigates
53 violations of jail rules.
- 54 • Provide necessary information to Correctional Technicians to assist in the maintenance of jail
55 security and processing of inmates.
- 56 • Respond to disturbances or reported crimes and conduct preliminary investigations.
- 57 • May issue citations, make arrests, collect evidence, complete criminal reports and testify in court
58 as related to Custody assignments.
- 59 • May be assigned to assist law enforcement agencies in a local emergency performing custody like
60 duties as declared by the County.

61
62 Sheriff's Senior Correctional Deputy:

- 63 • May be designated as Jail Training Deputy for the orientation, training, and evaluation of
64 probationary employees.
- 65 • Provide input to supervisory personnel regarding the performance of subordinate staff.
- 66 • May be designated as program coordinator for various Custody Bureau programs, such as Home
67 Detention, Alternative Work, and Alternative Sentencing.
- 68 • Assist Correctional Sergeant's in the operation of various Custody Bureau specialty units such as
69 Classification, Training, Transportation, Court Services, and Commissary.
- 70 • Review inmate observation logs, intake and release paperwork, sentencing orders, and
71 investigation reports.

72
73 Sheriff's Correctional Sergeant:

- 74 • Supervise and evaluate the performance of assigned staff; interview and select employees and
75 recommend appointments, transfers, reassignments, and disciplinary actions; establish work
76 schedules, assign employee duties and review work to ensure accuracy, completeness, and
77 compliance with established standards, requirements, and procedures.
- 78 • Establish duty station assignments and adjust schedule to ensure proper staffing levels; prepare
79 reports related to employee staffing and payroll.
- 80 • Maintain and approve statistical reports relating to Custody Bureau activities, including inmate
81 counts, property inventory, disciplinary housing, exercise yard, and law library use.
- 82 • Approve crime reports; prepare and supervise the preparation of cases for presentation in court.
- 83 • Create Use of Force Reports due to injury, complaint of injury, use of chemical agent, or impact
84 device.
- 85 • Create, review and maintain Custody Bureau policies and procedures.
- 86 • Inspect County Jail facilities daily to ensure staff and inmate safety.
- 87 • Represent the Sheriff's Office in court proceedings pertaining to inmate custody, classification,
88 housing and treatment.
- 89 • Act for a higher ranking officer in his/her absence as directed.

93 **EMPLOYMENT STANDARDS:**

94 **Knowledge of:**

95 **All Classifications:**

- 96 • Laws governing the custody of inmates and other pertinent laws and regulations
- 97 • Effective techniques of written and oral communication
- 98 • Correct English usage, grammar, spelling, vocabulary and punctuation
- 99 • Principles and procedures used in security and detention of County Jail inmates
- 100 • Basic mathematical skills
- 101 • Current computer applications and office equipment

102
103 **Sheriff's Senior Correctional Deputy:**

- 104 • Techniques of effective training and evaluation of training progress
- 105 • Custody Bureau policies and procedures
- 106 • Basic principles of law enforcement, rules of evidence, laws of arrest and methods of criminal
107 investigation

108
109 **Sheriff's Correctional Sergeant:**

- 110 • Accepted practices of employee supervision and evaluation
- 111 • Effective resource management
- 112 • Custody Bureau programs, policies and procedures
- 113 • Overall supervision of the Custody Bureau

114
115 **Ability to:**

116 **All Classifications:**

- 117 • Understand and enforce Federal, State and local laws, ordinances and regulations pertaining to
118 law enforcement in the County Jail
- 119 • Demonstrate an interest in and aptitude for law enforcement work
- 120 • Remain alert at all times; react quickly and calmly in emergencies
- 121 • Command respect and secure cooperation from inmates
- 122 • Establish and maintain effective relationships with citizens and public officials; exercising good
123 judgement and tact

- 124 • Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- 125 • Make independent decisions; act decisively in stressful situations
- 126 • Communicate effectively, both verbally and in writing
- 127 • Keep accurate records and write reports
- 128 • Physically restrain and subdue inmates
- 129 • Exercise good judgement in handling potentially hostile individuals and have the ability to
- 130 deescalate conflicts
- 131 • Operate video monitoring and two way radio systems
- 132 • Respond to and function in an emergency situation while wearing a properly fitted self-contained
- 133 breathing apparatus (SCBA) or gas mask
- 134 • Learn the proper use of firearms and other devices for personal security and protection of others
- 135 • Operate standard office equipment including a computer and assigned software

136 Sheriff's Senior Correctional Deputy:

- 138 • Coordinate and direct the work of others
- 139 • Train personnel in effective report writing, gathering evidence, law enforcement duties and
- 140 detention procedures
- 141 • Review the work of subordinate personnel

142 Sheriff's Correctional Sergeant:

- 144 • Supervise, train and evaluate the performance of assigned personnel
- 145 • Manage and train personnel in detention policies and procedures
- 146 • Effectively communicate Custody Bureau policies in court proceedings and to a variety of diverse
- 147 populations

148 **EDUCATION AND EXPERIENCE:**

149 Sheriff's Correctional Deputy: Graduation from high school or possession of a General Educational
150 Development (GED) Certificate indicating high school graduation level.

151 Sheriff's Senior Correctional Deputy: Graduation from high school or possession of a General
152 Educational Development (GED) Certificate indicating high school graduation level. In addition, must

155 have two years of experience working in a jail as a Deputy Sheriff or Sheriff's Correctional Deputy, or
156 equivalent.

157
158 Sheriff's Correctional Sergeant: Graduation from high school or possession of a General Educational
159 Development (GED) Certificate indicating high school graduation level. In addition, must have: three
160 years of experience as a Sheriff's Correctional Deputy or Sheriff's Senior Correctional Deputy, or
161 equivalent.

162
163 **LICENSES AND CERTIFICATES:**

164 All Classifications: A valid driver's license is required at the time of application. A valid CALIFORNIA
165 driver's license is required at the time of appointment and must be maintained throughout employment.

166
167 Sheriff's Correctional Deputy: Within 90 days of appointment must satisfactorily complete P.C. 832 Arrest
168 and Firearms Training. Within 6 months of appointment must obtain and keep valid both First Aid and
169 CPR training. Within 12 months of appointment must satisfactorily complete the Standards & Training
170 for Correction (STC), Adult Corrections Officer Core Course. Thereafter, the STC annual required training
171 must be met.

172
173 Sheriff's Senior Correctional Deputy: At the time of appointment must possess and maintain valid First
174 Aid and CPR training and training, completion of the Adult Corrections Officer Core Course and P.C. 832
175 Arrest and Firearms Training. In addition, the STC annual required training must be met.

176
177 Sheriff's Correctional Sergeant: At the time of appointment must possess and maintain valid First Aid
178 and CPR training, and certificates of completion of the Adult Corrections Officer Core Course and P.C. 832
179 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the STC
180 Supervisor Core Course. Thereafter, the STC annual required training must be met.

181
182 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
183 application.

185 **OTHER SPECIFICATIONS:**

186 **OTHER CONDITIONS OF EMPLOYMENT:**

187 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
188 Government Code 1031. Written proof of the foregoing is required.

189
190 Character: Good moral character as determined by a thorough background investigation. No convictions
191 by any State, the Federal Government, or a foreign government of a crime, which could have been
192 punishable by imprisonment in a Federal Penitentiary or a State prison.

193
194 General: Must meet the minimum peace officer standards as specified in California Government Code
195 sections 1029 and 1031.

196
197 **PHYSICAL/PSYCHOLOGICAL EXAM:**

198
199 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
200 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
201 convictions (unless fully pardoned); good moral character as determined by thorough background
202 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
203 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
204 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
205 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

206
207
208 Adopted: 01-20-74
209 BOS Approved: 08-26-74
210 Revised: 11-15-00
211 Revised: 09-24-03
212 Revised: 08-25-10
213 03-22-17
214 03-24-21
215 XXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **SHERIFF'S CORRECTIONAL LIEUTENANT**

5
6 **DEFINITION:**

7 Under direction, manage the operations and activities of the Sheriff's Custody Bureau in maintaining a
8 county jail system; and perform other related work as required.

9
10 **DISTINGUISHING CHARACTERISTICS:**

11 This is an upper management level class in the Sheriff's Office. Incumbents direct the activities of a
12 smaller organizational section of the Custody Bureau and are expected to have an advanced knowledge
13 of departmental policies and procedures and extensive managerial and administrative ability. This class
14 differs from the lower level Sheriff's Correctional Sergeant in that the latter is responsible to oversee a
15 unit and supervise staff, but is not maintaining responsibility for operations of an organizational section
16 of the Bureau.

17
18 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20 • Plan, organize, assign, direct, and review activities within the Custody Bureau.;
- 21 • Prepare a variety of budget, financial, statistical, and operating reports.;
- 22 • Assist in developing, implementing, and enforcing operational and administrative policies and
23 procedures.;
- 24 • Coordinate the scheduling and training of Custody Bureau employees.;
- 25 •—Manage jail operations including inmate reception center, male and female housing units, honor
26 farm, and transportation detail.;
- 27 •—May act as Correctional Captain in his/her absence. (Not in order of importance)
- 28 •—Plan, organize, assign, direct, and review activities within the Custody Bureau;
- 29 •—Prepare a variety of budget, financial, statistical, and operating reports;
- 30 •—Assist in developing, implementing, and enforcing operational and administrative policies and
31 procedures;
- 32 •—Coordinate the scheduling and training of Custody Bureau employees;

- ~~• Manage jail operations including inmate reception center, male and female housing units, honor farm, and transportation detail;~~
- May act as Correctional Captain in his/her absence.

~~**DISTINGUISHING CHARACTERISTICS:**~~

~~This is an upper management level class in the Sheriff's Office. Incumbents direct the activities of a smaller organizational section of the Custody Bureau and are expected to have an advanced knowledge of departmental policies and procedures and extensive managerial and administrative ability. This class differs from the lower level Sheriff's Correctional Sergeant in that the latter is responsible to oversee a unit and supervise staff, but is not maintaining responsibility for operations of an organizational section of the Bureau.~~

EMPLOYMENT STANDARDS:

Knowledge of:

- The laws governing a county jail;
- Methods and techniques in control and custody of prisoners;
- Modern penal principles, methods, and practices as they relate to the operation of a jail or honor farm;
- Departmental rules and regulations and pertinent federal and state laws and county ordinances;
- Overall administration of the Custody Bureau.

Ability to:

- Plan, organize, assign, instruct, and supervise the work of subordinate personnel;
- Evaluate the work and performance of subordinates;
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public;
- Exercise good judgement in handling potentially hostile individuals and have the ability to descale conflicts;
- Learn the proper use of firearms and other devices for personal security and protection of others;
- Complete and submit grant applications;
- Establish and maintain effective relations with citizens and public officials; exercising good judgement and tact;

65 **EDUCATION AND EXPERIENCE:**

66 Graduation from high school or possession of a General Educational Development (GED) Certificate
67 indicating high school graduation level.

68
69 **In addition:** Five years of experience as a deputy/officer in a California correctional facility, two years of
70 which must have been at a sergeant or supervisory level or higher.

71
72 **LICENSES AND CERTIFICATES:**

73 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is
74 required at the time of appointment and must be maintained throughout employment.

75
76 At the time of appointment must possess and maintain valid First Aid and CPR training, and certificates of
77 completion of the Adult Corrections Officer Core course, Supervisory Core course, and P.C. 832 Arrest
78 and Firearms Training, or equivalent California Peace Officer Standards and Training (POST) certification.

79
80 **OTHER SPECIFICATIONS:**

81
82 **OTHER CONDITIONS OF EMPLOYMENT:**

83 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
84 Government Code 1031~~be a United States citizen or permanent resident alien who is eligible for and has~~
85 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
86 foregoing is required.

87
88 Character: Good moral character as determined by a thorough background investigation. No convictions
89 by any State, the Federal Government, or a foreign government of a crime, which could have been
90 punishable by imprisonment in a Federal Penitentiary or a State prison.

91
92 General: Must meet the minimum peace officer standards as specified in California Government Code
93 sections 1029 and 1031.

94
95 **PHYSICAL/PSYCHOLOGICAL EXAM:**

97 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
98 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
99 convictions (unless fully pardoned); good moral character as determined by thorough background
100 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
101 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
102 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
103 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

104
105 Adopted: 11-15-00

106 BOS Approved: 01-23-00

107 Revised: 08-25-10

108 03-22-17

109 03-24-21

110 XXXXXXX

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL LIEUTENANT**

6 **DEFINITION:**

7 Under direction, manage the operations and activities of the Sheriff's Custody Bureau in maintaining a
8 county jail system; and perform other related work as required.

10 **DISTINGUISHING CHARACTERISTICS:**

11 This is an upper management level class in the Sheriff's Office. Incumbents direct the activities of a
12 smaller organizational section of the Custody Bureau and are expected to have an advanced knowledge
13 of departmental policies and procedures and extensive managerial and administrative ability. This class
14 differs from the lower level Sheriff's Correctional Sergeant in that the latter is responsible to oversee a
15 unit and supervise staff, but is not maintaining responsibility for operations of an organizational section
16 of the Bureau.

18 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20 • Plan, organize, assign, direct, and review activities within the Custody Bureau.
- 21 • Prepare a variety of budget, financial, statistical, and operating reports.
- 22 • Assist in developing, implementing, and enforcing operational and administrative policies and
23 procedures.
- 24 • Coordinate the scheduling and training of Custody Bureau employees.
- 25 • Manage jail operations including inmate reception center, male and female housing units, honor
26 farm, and transportation detail.
- 27 • May act as Correctional Captain in his/her absence.

30 **EMPLOYMENT STANDARDS:**

31 **Knowledge of:**

- The laws governing a county jail
- Methods and techniques in control and custody of prisoners
- Modern penal principles, methods, and practices as they relate to the operation of a jail or honor farm
- Departmental rules and regulations and pertinent federal and state laws and county ordinances
- Overall administration of the Custody Bureau

Ability to:

- Plan, organize, assign, instruct, and supervise the work of subordinate personnel
- Evaluate the work and performance of subordinates
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Exercise good judgement in handling potentially hostile individuals and have the ability to descale conflicts
- Learn the proper use of firearms and other devices for personal security and protection of others
- Complete and submit grant applications
- Establish and maintain effective relations with citizens and public officials; exercising good judgement and tact

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a General Educational Development (GED) Certificate indicating high school graduation level.

In addition: Five years of experience as a deputy/officer in a California correctional facility, two years of which must have been at a sergeant or supervisory level or higher.

LICENSES AND CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

At the time of appointment must possess and maintain valid First Aid and CPR training, and certificates of completion of the Adult Corrections Officer Core course, Supervisory Core course, and P.C. 832 Arrest

63 and Firearms Training, or equivalent California Peace Officer Standards and Training (POST) certification.

64
65 **OTHER SPECIFICATIONS:**

66
67 **OTHER CONDITIONS OF EMPLOYMENT:**

68 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
69 Government Code 1031. Written proof of the foregoing is required.

70
71 Character: Good moral character as determined by a thorough background investigation. No convictions
72 by any State, the Federal Government, or a foreign government of a crime, which could have been
73 punishable by imprisonment in a Federal Penitentiary or a State prison.

74
75 General: Must meet the minimum peace officer standards as specified in California Government Code
76 sections 1029 and 1031.

77
78 **PHYSICAL/PSYCHOLOGICAL EXAM:**

79
80 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
81 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
82 convictions (unless fully pardoned); good moral character as determined by thorough background
83 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
84 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
85 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
86 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

87
88 Adopted: 11-15-00
89 BOS Approved: 01-23-00
90 Revised: 08-25-10
91 03-22-17
92 03-24-21
93 xxxxxxx

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **DISTRICT ATTORNEY INVESTIGATOR~~istrict Attorney Investigator I, II, SENIOR~~enior**

5 (Class Series)

6
7 **DEFINITION:**

8 Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution
9 of which come under the jurisdiction of the District Attorney. Peace officers in this class are authorized
10 under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic
11 related functions do not qualify.

12
13 **DISTINGUISHING CHARACTERISTICS:**

14 District Attorney Investigator I- This is the entry level class of the series. Incumbents must attend the
15 Peace Officer Standards and Training (POST) Basic Course before being assigned duties which include the
16 exercise of peace officer powers. Under close supervision, learns to conduct and conducts criminal and
17 civil investigations; may be assigned routine investigations with a minimum of supervision; completes
18 reports under close supervision, assists other law enforcement agencies and departments in criminal
19 investigations. Incumbents may operate at this level prior to completing the field training component of
20 the Basic POST requirements following completion of the Basic Course.

21
22 District Attorney Investigator II- This is the journey worker level. Under general supervision, conducts a
23 variety of criminal and civil investigations. Incumbents must be capable of conducting proper
24 investigations with a minimum of supervision and guidance; assists other law enforcement agencies and
25 departments in criminal investigations.

26
27 Senior District Attorney Investigator- This is the advanced journey worker level. Under direction, conducts
28 a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations;
29 may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes,
30 narcotic task force; performs all duties with the highest level of independence and initiative; assists other
31 law enforcement agencies and departments in criminal investigations.

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TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law.
- Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.
- Reviews and evaluates a variety of records to secure information concerning suspected crimes.
- Prepares detailed and comprehensive reports on all phases of investigations.
- Establishes and maintains effective working relationships with other law enforcement and governmental agencies; assists other law enforcement agencies with investigations.
- Establishes and maintains contact with informational sources.
- Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects, and obtaining necessary evidence including laboratory and polygraph tests.
- Testifies in court.
- Serves subpoenas and arrest warrants.
- Prepares and executes search warrants.
- Prepares appropriate post-judgment actions.
- Develops and prepares necessary correspondence and reports.
-

Senior District Attorney Investigator:

In addition to the above:

- Conducts special investigations for the Grand Jury.
- Conducts specialized investigations in areas of public integrity and personnel matters.
- May train or mentor incumbents within the District Attorney Investigator I/II classifications.
- Performs other related work as required.

~~**DISTINGUISHING CHARACTERISTICS:**~~

~~District Attorney Investigator I— This is the entry level class of the series. Incumbents must attend the Peace Officer Standards and Training (POST) Basic Course before being assigned duties which include the~~

63 ~~exercise of peace officer powers. Under close supervision, learns to conduct and conducts criminal and~~
64 ~~civil investigations; may be assigned routine investigations with a minimum of supervision; completes~~
65 ~~reports under close supervision, assists other law enforcement agencies and departments in criminal~~
66 ~~investigations. Incumbents may operate at this level prior to completing the field training component of~~
67 ~~the Basic POST requirements following completion of the Basic Course.~~

68
69 ~~District Attorney Investigator II This is the journey worker level. Under general supervision, conducts a~~
70 ~~variety of criminal and civil investigations. Incumbents must be capable of conducting proper~~
71 ~~investigations with a minimum of supervision and guidance; assists other law enforcement agencies and~~
72 ~~departments in criminal investigations.~~

73
74 ~~Senior District Attorney Investigator This is the advanced journey worker level. Under direction, conducts~~
75 ~~a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations;~~
76 ~~may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes,~~
77 ~~narcotic task force; performs all duties with the highest level of independence and initiative; assists other~~
78 ~~law enforcement agencies and departments in criminal investigations.~~

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82 **EMPLOYMENT STANDARDS:**

83 **Knowledge of:**

84 District Attorney Investigator I (Following the Completion of the POST Basic Course):

- 85 • The laws pertaining to arrest and search and seizure
- 86 • Principles, methods, and techniques of investigation, including the collecting of evidence
- 87 • De-escalation tactics

88
89 District Attorney Investigator II:

90 In addition to the above:

- 91 • Principles, methods, and techniques of investigation including the gathering and presentation of
- 92 evidence

- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:

In addition to the above:

- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

Ability to:

District Attorney Investigator I:

- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Analyze situations and people accurately
- Learn the proper use of firearms and other devices for personal security and protection of others
- Gather, analyze, and evaluate facts and evidence and draw sound conclusions
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Prepare and maintain correspondence and reports
- Effectively communicate verbally and in writing
- Apply the principles and values of the department's community-based policing guidelines

District Attorney Investigator II:

In addition to the above:

- Obtain information through interview, interrogation, and observation
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Prepare and review comprehensive reports
- Supervise assigned subordinate personnel

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Senior District Attorney Investigator:

In addition to the above:

- Provide field training and support for new staff
- Work independently under limited supervision Instruct safe and proper use of firearms

Assist with coordination of major criminal enforcement actions between the Bureau of Investigation and other agencies

EDUCATION AND EXPERIENCE:

District Attorney Investigator I:

Graduation from high school or possession of a GED certificate. No experience required.

District Attorney Investigator II:

Completion of two years (60 semester units or 90 quarter units) of college level coursework at an accredited college in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education). In addition, two years of experience assigned to a specific investigative or detective unit as a peace officer.

Senior District Attorney Investigator:

Completion of two years (60 semester units or 90 quarter units) of college level coursework which include at least 60 semester units at an accredited college in Criminal Justice, Administration of Justice, or a closely related field. (Job-related experience assigned to a specific investigative or detective unit as a peace officer may be substituted on a year-for-year basis for the required education). In addition, three years of experience assigned to a specific investigative or detective unit as a peace officer.

Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify

154 **LICENSES AND CERTIFICATES:**

155 Certain positions within this classification may require driving. When driving is an essential function of
156 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
157 maintained throughout employment.

158
159 District Attorney Investigator I: Must satisfactorily complete the POST Basic Course within 12 months of
160 appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course
161 within 12 months of appointment.

162
163 District Attorney Investigator II: Possession of a State of California Regular Basic POST certificate. The
164 Regular Basic POST certificate must be valid and current at the time of application. The Regular Basic
165 POST certificate requires graduation from a POST certified academy and completion of one-year
166 probation as a peace officer pursuant to California Penal Code Section 830.1 for any POST participatory
167 law enforcement agency. The minimum POST basic academy is 664 hours.

168
169 Senior District Attorney Investigator: Possession of the POST Intermediate Certificate within 12 months
170 from the date of hire.

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172
173 **OTHER SPECIFICATIONS:**

174 **OTHER CONDITIONS OF EMPLOYMENT:**

175 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
176 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
177 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
178 foregoing will be required.

179 Character: Good moral character as determined by a thorough background investigation. No conviction
180 by any State, the Federal Government, or a foreign government of a crime which could have been
181 punishable by imprisonment in a Federal Penitentiary or a State prison.

182 General: Must meet the minimum peace officer standards as specified in California Government Code
183 sections 1029 and 1031.

185 **PHYSICAL/PSYCHOLOGICAL EXAM:**

186
187 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
188 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
189 convictions (unless fully pardoned); good moral character as determined by thorough background
190 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
191 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
192 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
193 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.
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195 Adopted: 05-17-76

196 BOS Approved: 00-00-00

197 Revised: 08-26-20

198 03-24-21

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1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **DISTRICT ATTORNEY INVESTIGATOR I, II, SENIOR**

5 (Class Series)

6
7 **DEFINITION:**

8 Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution
9 of which come under the jurisdiction of the District Attorney. Peace officers in this class are authorized
10 under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic
11 related functions do not qualify.

12
13 **DISTINGUISHING CHARACTERISTICS:**

14 District Attorney Investigator I- This is the entry level class of the series. Incumbents must attend the
15 Peace Officer Standards and Training (POST) Basic Course before being assigned duties which include the
16 exercise of peace officer powers. Under close supervision, learns to conduct and conducts criminal and
17 civil investigations; may be assigned routine investigations with a minimum of supervision; completes
18 reports under close supervision, assists other law enforcement agencies and departments in criminal
19 investigations. Incumbents may operate at this level prior to completing the field training component of
20 the Basic POST requirements following completion of the Basic Course.

21
22 District Attorney Investigator II- This is the journey worker level. Under general supervision, conducts a
23 variety of criminal and civil investigations. Incumbents must be capable of conducting proper
24 investigations with a minimum of supervision and guidance; assists other law enforcement agencies and
25 departments in criminal investigations.

26
27 Senior District Attorney Investigator- This is the advanced journey worker level. Under direction, conducts
28 a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations;
29 may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes,
30 narcotic task force; performs all duties with the highest level of independence and initiative; assists other
31 law enforcement agencies and departments in criminal investigations.

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TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law.
- Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.
- Reviews and evaluates a variety of records to secure information concerning suspected crimes.
- Prepares detailed and comprehensive reports on all phases of investigations.
- Establishes and maintains effective working relationships with other law enforcement and governmental agencies; assists other law enforcement agencies with investigations.
- Establishes and maintains contact with informational sources.
- Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects, and obtaining necessary evidence including laboratory and polygraph tests.
- Testifies in court.
- Serves subpoenas and arrest warrants.
- Prepares and executes search warrants.
- Prepares appropriate post-judgment actions.
- Develops and prepares necessary correspondence and reports.
-

Senior District Attorney Investigator:

In addition to the above:

- Conducts special investigations for the Grand Jury.
- Conducts specialized investigations in areas of public integrity and personnel matters.
- May train or mentor incumbents within the District Attorney Investigator I/II classifications.
- Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

District Attorney Investigator I (Following the Completion of the POST Basic Course):

- The laws pertaining to arrest and search and seizure
- Principles, methods, and techniques of investigation, including the collecting of evidence
- De-escalation tactics

District Attorney Investigator II:

In addition to the above:

- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:

In addition to the above:

- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

Ability to:

District Attorney Investigator I:

- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Analyze situations and people accurately
- Learn the proper use of firearms and other devices for personal security and protection of others
- Gather, analyze, and evaluate facts and evidence and draw sound conclusions
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Prepare and maintain correspondence and reports
- Effectively communicate verbally and in writing
- Apply the principles and values of the department's community-based policing guidelines

93

94 District Attorney Investigator II:

95 In addition to the above:

- 96 • Obtain information through interview, interrogation, and observation
- 97 • Carry out special and general assignments requiring an organization of materials and
98 development of procedures without direct supervision
- 99 • Prepare and review comprehensive reports
- 100 • Supervise assigned subordinate personnel

101

102 Senior District Attorney Investigator:

103 In addition to the above:

- 104 • Provide field training and support for new staff
- 105 • Work independently under limited supervision Instruct safe and proper use of firearms

106 Assist with coordination of major criminal enforcement actions between the Bureau of Investigation and
107 other agencies

108

109 **EDUCATION AND EXPERIENCE:**

110 District Attorney Investigator I:

111 Graduation from high school or possession of a GED certificate. No experience required.

112

113 District Attorney Investigator II:

114 Completion of two years (60 semester units or 90 quarter units) of college level coursework at an
115 accredited college in Criminal Justice, Administration of Justice, or a closely related field. (Job-related
116 experience assigned to a specific investigative or detective unit as a peace officer may be substituted on
117 a year-for-year basis for the required education). In addition, two years of experience assigned to a
118 specific investigative or detective unit as a peace officer.

119

120 Senior District Attorney Investigator:

121 Completion of two years (60 semester units or 90 quarter units) of college level coursework which include
122 at least 60 semester units at an accredited college in Criminal Justice, Administration of Justice, or a
123 closely related field. (Job-related experience assigned to a specific investigative or detective unit as a

124 peace officer may be substituted on a year-for-year basis for the required education). In addition, three
125 years of experience assigned to a specific investigative or detective unit as a peace officer.

126 Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal
127 investigative activities while assigned to patrol or traffic related functions do not qualify

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129
130 **LICENSES AND CERTIFICATES:**

131 Certain positions within this classification may require driving. When driving is an essential function of
132 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
133 maintained throughout employment.

134
135 District Attorney Investigator I: Must satisfactorily complete the POST Basic Course within 12 months of
136 appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course
137 within 12 months of appointment.

138
139 District Attorney Investigator II: Possession of a State of California Regular Basic POST certificate. The
140 Regular Basic POST certificate must be valid and current at the time of application. The Regular Basic
141 POST certificate requires graduation from a POST certified academy and completion of one-year
142 probation as a peace officer pursuant to California Penal Code Section 830.1 for any POST participatory
143 law enforcement agency. The minimum POST basic academy is 664 hours.

144
145 Senior District Attorney Investigator: Possession of the POST Intermediate Certificate within 12 months
146 from the date of hire.

147
148
149 **OTHER SPECIFICATIONS:**

150 **OTHER CONDITIONS OF EMPLOYMENT:**

151 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
152 Government Code 1031. Written proof of the foregoing will be required.

153 Character: Good moral character as determined by a thorough background investigation. No conviction
154 by any State, the Federal Government, or a foreign government of a crime which could have been
155 punishable by imprisonment in a Federal Penitentiary or a State prison.

156 General: Must meet the minimum peace officer standards as specified in California Government Code
157 sections 1029 and 1031.

158
159 **PHYSICAL/PSYCHOLOGICAL EXAM:**

160
161 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
162 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
163 convictions (unless fully pardoned); good moral character as determined by thorough background
164 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
165 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
166 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
167 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

168
169 Adopted: 05-17-76

170 BOS Approved: 00-00-00

171 Revised: 08-26-20

172 03-24-21

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1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3
4
5 **CHIEF DISTRICT ATTORNEY INVESTIGATOR**

6
7 **DEFINITION:**

8 Under general direction from the District Attorney, plans, organizes, controls and directs the activities of
9 the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau
10 operations; assists in the formulation of office policy; directs the most difficult and important
11 investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in
12 this class are authorized under California Penal Code 830.1(a).

13
14 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16 • Plans, organizes, and directs the operations of the District Attorney's investigative staff and
17 establishes and maintains timelines and priorities; ensures related functions and activities comply
18 with established laws, regulations, and ordinances.
- 19 • Works with the District Attorney in the development and implementation of programs, policies,
20 goals, objectives, and procedures to enhance the services of the Bureau.
- 21 • Assists the District Attorney in the development and preparation of the annual budget for the
22 Bureau.
- 23 • Supervises and evaluates the performance of assigned personnel; interviews and selects
24 employees; assigns cases; recommends reassignment and disciplinary actions.
- 25 • Ensures the division maintains compliance with California Peace Officer Standards and Training
26 Commission (POST) regulations and oversees all investigator training and office safety issues.
- 27 • Discretely investigates complex and sensitive administrative and criminal cases involving the
28 District Attorney's office and law enforcement employees as well as elected or appointed public
29 officials.

- Assists local, state, and federal law enforcement agencies in their investigations; oversees the coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal laws.
- Examines correspondence and reports for accuracy; pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding the disposition of criminal and/or civil cases.
- Establishes tactical direction, allocates resources, and determines priorities and requirements for major cases.
- Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, methods, and techniques of investigation including the gathering and presentation of evidence including computer and internet evidence collection and analysis
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
- Practices, procedures, and techniques involved in the development and implementation of division programs, projects, functions, services, goals, objectives, systems, and activities
- Principles and practices of administration, supervision, and training
- Principles of budget preparation and financial controls

Ability to:

- Plan, organize and direct operations and activities of the Bureau of Investigations including the conducting of criminal investigations and coordination of resources with other law enforcement agencies.
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public.
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts.
- Learn the proper use of firearms and other devices for personal security and protection of others.
- Apply the principles and values of the department's community-based policing guidelines.

- 61 • Coordinate and direct personnel, resources and communications to meet County investigation
- 62 needs and assure smooth and efficient Bureau activities.
- 63 • Supervise and evaluate the performance of assigned personnel.
- 64 • Assure optimal allocation of investigative resources.
- 65 • Plan, organize and direct crime scene investigations and searches.
- 66 • Coordinate and conduct witness, victim and suspect observations, interviews and interrogations.
- 67 • Analyze facts, evidence and data to formulate theories.
- 68 • Assure adequate resources, personnel and equipment to meet the investigative needs of the
- 69 County.
- 70 • Provide consultation concerning criminal investigations and related functions.
- 71 • Communicate effectively both orally and in writing.
- 72 • Interpret, apply and explain rules, regulations, policies and procedures.
- 73 • Establish and maintain effective relationships with citizens and public officials; exercising good
- 74 judgement and tact.
- 75 • Operate a computer and assigned office equipment.
- 76 • Analyze situations accurately and adopt an effective course of action.
- 77 • Meet schedules and time-lines.
- 78 • Work independently with little direction.
- 79 • Plan and organize work.
- 80 • Prepare comprehensive narrative and statistical reports.
- 81 • Direct the maintenance of a variety of reports, records and files related to assigned activities.

82

83 **EDUCATION AND EXPERIENCE:**

84 Completion of two years (60 semester units or 90 quarter units) of college level coursework at an

85 accredited college in Criminal Justice, Administration of Justice, or a closely related field. A Bachelor's

86 Degree is desirable. (Job-related related experience assigned to a specific investigative or detective unit

87 as a peace officer may be substituted on a year-for-year basis for the required education). In addition,

88 five years of related experience assigned to a specific investigative or detective unit as a peace officer

89

90 Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal

91 investigative activities while assigned to patrol or traffic related functions do not qualify.

92
93 **LICENSES AND CERTIFICATES:**

94 Certain positions within this classification may require driving. When driving is an essential function of
95 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
96 maintained throughout employment.

97
98 Must possess a POST Advanced Certificate. In addition, must obtain a POST Management Certificate
99 within 12 months from the date of hire.

100
101 **OTHER SPECIFICATIONS:**

102 **OTHER CONDITIONS OF EMPLOYMENT:**

103 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
104 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
105 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
106 foregoing will be required.

107 Character: Good moral character as determined by a thorough background investigation. No conviction
108 by any State, the Federal Government, or a foreign government of a crime which could have been
109 punishable by imprisonment in a Federal Penitentiary or a State prison.

110 General: Must meet the minimum peace officer standards as specified in California Government Code
111 sections 1029 and 1031.

112
113 **PHYSICAL/PSYCHOLOGICAL EXAM:**

114
115 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
116 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
117 convictions (unless fully pardoned); good moral character as determined by thorough background
118 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
119 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
120 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
121 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

123 Adopted: 05-17-76

124 Revised: 10-22-03

125 03-24-21

126 xxxxxx

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3
4
5 **CHIEF DISTRICT ATTORNEY INVESTIGATOR**

6
7 **DEFINITION:**

8 Under general direction from the District Attorney, plans, organizes, controls, and directs the activities of
9 the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau
10 operations; assists in the formulation of office policy; directs the most difficult and important
11 investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in
12 this class are authorized under California Penal Code 830.1(a).

13
14 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16 • Plans, organizes, and directs the operations of the District Attorney's investigative staff and
17 establishes and maintains timelines and priorities; ensures related functions and activities comply
18 with established laws, regulations, and ordinances.
- 19 • Works with the District Attorney in the development and implementation of programs, policies,
20 goals, objectives, and procedures to enhance the services of the Bureau.
- 21 • Assists the District Attorney in the development and preparation of the annual budget for the
22 Bureau.
- 23 • Supervises and evaluates the performance of assigned personnel; interviews and selects
24 employees; assigns cases; recommends reassignment and disciplinary actions.
- 25 • Ensures the division maintains compliance with California Peace Officer Standards and Training
26 Commission (POST) regulations and oversees all investigator training and office safety issues.
- 27 • Discretely investigates complex and sensitive administrative and criminal cases involving the
28 District Attorney's office and law enforcement employees as well as elected or appointed public
29 officials.

- 30 • Assists local, state, and federal law enforcement agencies in their investigations; oversees the
31 coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal
32 laws.
- 33 • Examines correspondence and reports for accuracy; pertinence and consistency with laws and
34 regulations; prepares written and verbal reports containing facts and findings of investigation and
35 recommendations regarding the disposition of criminal and/or civil cases.
- 36 • Establishes tactical direction, allocates resources, and determines priorities and requirements for
37 major cases.
- 38 • Performs other related work as required.

40 **EMPLOYMENT STANDARDS:**

41 **Knowledge of:**

- 42 • Principles, methods, and techniques of investigation including the gathering and presentation of
43 evidence including computer and internet evidence collection and analysis
- 44 • Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the
45 laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence,
46 courtroom procedure, and administration of justice
- 47 • Practices, procedures, and techniques involved in the development and implementation of
48 division programs, projects, functions, services, goals, objectives, systems, and activities
- 49 • Principles and practices of administration, supervision, and training
- 50 • Principles of budget preparation and financial controls

52 **Ability to:**

- 53 • Plan, organize and direct operations and activities of the Bureau of Investigations including the
54 conducting of criminal investigations and coordination of resources with other law enforcement
55 agencies
- 56 • Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- 57 • Exercise good judgement in handling potentially hostile individuals and have the ability to
58 deescalate conflicts
- 59 • Learn the proper use of firearms and other devices for personal security and protection of others

- 60 • Apply the principles and values of the department's community-based policing guidelines
- 61 • Coordinate and direct personnel, resources, and communications to meet County investigation
- 62 needs and assure smooth and efficient Bureau activities
- 63 • Supervise and evaluate the performance of assigned personnel
- 64 • Assure optimal allocation of investigative resources
- 65 • Plan, organize and direct crime scene investigations and searches
- 66 • Coordinate and conduct witness, victim and suspect observations, interviews, and interrogations
- 67 • Analyze facts, evidence, and data to formulate theories
- 68 • Assure adequate resources, personnel, and equipment to meet the investigative needs of the
- 69 County
- 70 • Provide consultation concerning criminal investigations and related functions
- 71 • Communicate effectively both orally and in writing
- 72 • Interpret, apply, and explain rules, regulations, policies, and procedures
- 73 • Establish and maintain effective relationships with citizens and public officials; exercising good
- 74 judgement and tact
- 75 • Operate a computer and assigned office equipment
- 76 • Analyze situations accurately and adopt an effective course of action
- 77 • Meet schedules and timelines
- 78 • Work independently with little direction
- 79 • Plan and organize work
- 80 • Prepare comprehensive narrative and statistical reports
- 81 • Direct the maintenance of a variety of reports, records and files related to assigned activities

82

83 **EDUCATION AND EXPERIENCE:**

84 Completion of two years (60 semester units or 90 quarter units) of college level coursework at an

85 accredited college in Criminal Justice, Administration of Justice, or a closely related field. A Bachelor's

86 Degree is desirable. (Job-related related experience assigned to a specific investigative or detective unit

87 as a peace officer may be substituted on a year-for-year basis for the required education). In addition,

88 five years of related experience assigned to a specific investigative or detective unit as a peace officer

89

90 Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal
91 investigative activities while assigned to patrol or traffic related functions do not qualify.

92
93 **LICENSES AND CERTIFICATES:**

94 Certain positions within this classification may require driving. When driving is an essential function of
95 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
96 maintained throughout employment.

97
98 Must possess a POST Advanced Certificate. In addition, must obtain a POST Management Certificate
99 within 12 months from the date of hire.

100
101 **OTHER SPECIFICATIONS:**

102 **OTHER CONDITIONS OF EMPLOYMENT:**

103 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
104 Government Code 1031. Written proof of the foregoing will be required.

105 Character: Good moral character as determined by a thorough background investigation. No conviction
106 by any State, the Federal Government, or a foreign government of a crime which could have been
107 punishable by imprisonment in a Federal Penitentiary or a State prison.

108 General: Must meet the minimum peace officer standards as specified in California Government Code
109 sections 1029 and 1031.

110
111 **PHYSICAL/PSYCHOLOGICAL EXAM:**

112
113 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
114 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
115 convictions (unless fully pardoned); good moral character as determined by thorough background
116 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
117 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
118 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
119 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

120

121 Adopted: 05-17-76

122 Revised: 10-22-03

123 03-24-21

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DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **ASSISTANT CHIEF DA INVESTIGATOR ~~ssistant Chief DA Investigator~~**

5
6 **DEFINITION:**

7 Under general direction of the District Attorney Chief Investigator, supervises and administers the
8 activities of a unit within the Bureau of Investigations requiring the regular and continued supervision of
9 assigned District Attorney Investigators I, II & Senior Investigators; conducts a variety of criminal and civil
10 investigations; and completes administrative assignments at the direction of the Chief Investigator. Peace
11 officers in this class are authorized under California Penal Code 830.1(a).

12
13 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

14 (Not in order of importance)

- 15 • Assumes command in the absence of the Chief Investigator.
- 16 • Evaluates employee performance; counsels employees and recommends initial disciplinary action
17 and other personnel decisions; assists in preparation and monitoring of performance measures;
18 assigns cases; and oversees work performed to ensure quality and effectiveness.
- 19 • Assists with interviews and completes background checks on candidates.
- 20 • Monitors and analyzes goals, objectives, policy, and procedures to ensure unit goals are achieved.
- 21 • Confers with the Chief Investigator on managing or supervising attorneys regarding coordination
22 of investigations with trial preparation and prosecutions.
- 23 • Develops, implements, and manages methods and standards for training of investigative staff in
24 accordance with California Peace Officer Standards and Training (POST).
- 25 • Prepares verbal and written reports, correspondence, and memoranda.
- 26 • May review and evaluate case files and investigation reports for trial readiness.
- 27 • Directs and may participate in conducting more complex and sensitive criminal and civil
28 investigations.
- 29 • Performs other related work as required.

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EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization, and direction of assigned division operations and activities
- Principles and practices of administration, supervision, and training
- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
- De-escalation tactics

Ability to:

- Obtain information through interview, interrogation, and observation
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Establish and maintain effective relationships with citizens and public officials; exercising good judgement and tact
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Learn the proper use of firearms and other devices for personal security and protection of others
- Work independently with limited direction
- Coordinate and direct personnel, communications, and resources to assure smooth and efficient Bureau activities
- Direct the maintenance of a variety of reports, records, and files related to Bureau activities
Supervise assigned personnel
- Establish and maintain effective working relationships
- Prepare correspondence and maintain records
- Effectively communicate verbally and in writing.

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62 **EDUCATION AND EXPERIENCE:**

63 Completion of two years (60 semester units or 90 quarter units) of college level at an accredited college in
64 Criminal Justice, Administration of Justice, or a closely related field. (Job-related related experience
65 assigned to a specific investigative or detective unit as a peace officer -may be substituted on a year-for-
66 year basis for the required education); AND four years of related experience assigned to a specific
67 investigative or detective unit as a peace officer.

68
69 Note: Peace officers in this class are authorized under California Penal Code 830.1(a). Normal
70 investigative activities while assigned to patrol or traffic related functions do not qualify.

71
72 **LICENSES AND CERTIFICATES:**

73 Certain positions within this classification may require driving. When driving is an essential function of
74 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
75 maintained throughout employment.

76
77 Must possess a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within
78 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having
79 no less than 60 semester units of college credits).

80
81 **OTHER SPECIFICATIONS:**

82 **OTHER CONDITIONS OF EMPLOYMENT:**

83
84 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
85 Government Code 1031 ~~be a United States citizen or permanent resident alien who is eligible for and has~~
86 ~~applied for citizenship at least one year before application for employment.~~ Written proof of the
87 foregoing will be required.

88 Character: Good moral character as determined by a thorough background investigation. No conviction
89 by any State, the Federal Government, or a foreign government of a crime which could have been
90 punishable by imprisonment in a Federal Penitentiary or a State prison.

91 General: Must meet the minimum peace officer standards as specified in California Government Code
92 sections 1029 and 1031.

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94 **PHYSICAL/PSYCHOLOGICAL EXAM:**

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96 Must meet minimum peace officer standards as specified in California Government Code
97 Sections 1029 and 1031, including but not limited to: not currently on probation for a
98 misdemeanor; no prior felony convictions (unless fully pardoned); good moral character as
99 determined by thorough background investigation (this includes a polygraph examination
100 and/or computer voice stress analysis); submission of fingerprints for purpose of a criminal
101 record check; and found to be free from any physical, emotional, or mental condition, including
102 bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that
103 might adversely affect the exercise of the powers of a peace officer.

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105 Adopted: 00-00-00

106 BOS Approved: 00-00-00

107 Revised: 08-26-20

108 03-24-21

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1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **ASSISTANT CHIEF DA INVESTIGATOR**

5
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