AGENDA

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. February 22, 2017

4. Specifications – Revised
   a. Sheriff’s Department (9 Specifications) Cover Letter and Organizational Charts
   b. Sheriff’s Correctional Captain
   c. Sheriff’s Correctional Lieutenant
   d. Sheriff’s Correctional Deputy / Sheriff’s Senior Correctional Deputy / Sheriff’s Correctional Sergeant
   e. Sheriff’s Chief Deputy
   f. Sheriff’s Commander
   g. Sheriff’s Sergeant
   h. Sheriff’s Senior Deputy
   i. Deputy Sheriff
   j. Sheriff’s Property Officer

5. Specification – New
   a. Staff physician

6. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary
   a. Response to Public Comment from February 22, 2017 meeting regarding Health Agency Specification

7. Closed Session (per Government Code Section 54957): Deliberations regarding Appeal #A16-06

8. Adjournment
Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 22, 2017 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Bergman, Vice President Ohannesian, Commission Stewart, Commissioner Nix, Commissioner Nicholson

Staff: Acting Commission Secretary Natalie Walter, Commission Clerk Alisa Scantlin,

Counsel: County Counsel Tim McNulty; Commission Outside Counsel Steve Simas

1. Call to Order / Flag Salute / Roll Call
President Bergman called the meeting to order at 9:00 AM and led the flag salute. Roll was called.

2. Public Comment Period
President Bergman asked for public comment. Clark Guest, Supervisor for SLO County Drug & Alcohol Services addressed the Commission regarding a specification for Drug & Alcohol Services. President Bergman requested that Mr. McNulty have a report brought back to the Commission at the next meeting to address the issue. President Bergman asked for additional public comment. Seeing none, he closed the public comment period.

3. Minutes
a. President Bergman asked for amendments to the January 25, 2017 meeting minutes. Seeing no amendments or changes, President Bergman asked for a motion to approve the minutes. Commissioner Stewart made the motion to approve. Vice President Ohannesian seconded the motion. The motion passed. 5-0-0.

4. Specification – New
a. Dispatch Manager: Human Resource Analyst Taj D’Entremont, with Commander Aaron Nix of the Sheriff’s Office presented the new specification for Dispatch Manager. Mrs. D’Entremont noted an error on the Cover Memo submitted to the Commission with the Specification, where the date should read 2017 rather than 2016 (page 4a1). Mrs. D’Entremont asked for questions. President Bergman opened for public comment. Seeing none, President Bergman opened questions to the Commission. The Commission questioned Mrs. D’Entremont and Commander Nix. President Bergman suggested that verbiage on page 4a6, line 95 be changed. Commissioner Stewart requested that next time a Supervisor job description also be provided for reference. President Bergman asked for a motion to approve the specification as modified. Commissioner Nix made the motion to approve the specification as modified. Commissioner Nicholson seconded the motion. The motion passed. 5-0-0.

5. Specification – Revised
a. Telephone Systems Coordinator: Human Resource Analyst Mark McKibben presented the revised specification for Telephone Systems Coordinator. Mr. McKibben addressed a typo on line 51 of page 5a5 that will be resolved. President Bergman opened for public comment. Seeing none, President Bergman opened questions to the Commission. Vice President Ohannesian suggested an addition to the preferred experience for the specification. President Bergman asked for a motion to approve the
Civil Service Commission

specification as modified. Commissioner Stewart made the motion. Vice President Ohannesian seconded the motion. The motion passed. 5-0-0.

6. Reports
   Commission President: None.
   Commission Counsel: None.
   Commission Outside Counsel: None.
   Commission Secretary: Acting Commission Secretary, Natalie Walter had two items. Mrs. Walter welcomed two new Human Resource Staff members, Ashleigh Szkubiel and Kathryn Power. Ashleigh joined the department this summer as a Human Resource Analyst, and Kate Power, was recently promoted to a Human Resource Analyst. Mrs. Walter's second item was a request for dates from the Commission in order to hear pending grievances and appeals. The Commission addressed dates already scheduled, and agreed upon new dates as well.

7. Closed Session (per Government Code Section 54957): CONFERENCE WITH LEGAL COUNSEL
   Hearing and Deliberations regarding Appeal #A16-06.

   President Bergman asked for public comment regarding the closed session on the agenda. Seeing none, President Bergman called for a recess, followed by closed session for continuance of appeal hearing A16-06.

8. Adjournment
   President Bergman adjourned the meeting at 4:58 p.m.

* 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.
TO: Civil Service Commission

DATE: March 22, 2017

FROM: Taj D'Entremont, Human Resources Analyst

SUBJECT: Revised Class Specifications: Sheriff's Correctional Captain, Sheriff's Correctional Lieutenant, Sheriff's Correctional Sergeant/Sheriff's Senior Correctional Deputy/Sheriff's Correctional Deputy, Sheriff's Chief Deputy, Sheriff's Commander, Sheriff's Sergeant, Sheriff's Senior Deputy, Deputy Sheriff, and Sheriff's Property Officer

RECOMMENDATION:
It is recommended that the Commission approve the updated class specifications as proposed.

DISCUSSION:
As part of the ongoing Specification Update Program and at the request of the Sheriff's Office, the Human Resources Department is proposing revisions class specifications as follows:

- All proposed class specifications:
  - Updates throughout the class specifications have been made to modernize language specific to the Sheriff's Office and consistent with current Human Resources standards, and update agency names that have changed.
  - Formatting changes have been incorporated into the revisions and "Distinguishing Characteristics" added where they did not exist previously to bring the class specification in compliance with the current template being utilized by the Human Resources Department.
  - Language has been added under "Other Conditions of Employment" reflecting requirements of Peace Officers in the California Government Code and bringing uniformity to all class specifications specific to incumbents acting in the capacity of peace officer in the Sheriff's Office.
In addition, the following changes have been made to individual proposed class specifications:

- **Sheriff's Correctional Captain**
  - Minimum qualifications for experience have been modified to better reflect what is appropriate for the position and create consistency with other comparable counties.

- **Sheriff's Sergeant**
  - Language has been added in the "Knowledge of" and "Ability to" sections to reflect supervisory responsibility.

- **Deputy Sheriff**
  - Language has been added in the "Ability to" section to better reflect responsibilities of the position.

**OTHER AGENCY INVOLVEMENT:**
The Sheriff's Office has been involved in the revisions of these specifications and concurs with the specifications as proposed. In addition, respective Employee Associations have also reviewed changes and concur with the proposed specifications.

**Attachments:**
Sheriff's Office Organizational Chart
Sheriff's Correctional Captain – Strikeout Version
Sheriff's Correctional Captain – Final Version
Sheriff's Correctional Lieutenant – Strikeout Version
Sheriff's Correctional Lieutenant – Final Version
Sheriff's Correctional Sergeant/Sheriff's Senior Correctional Deputy/Sheriff's Correctional Deputy – Strikeout Version
Sheriff's Correctional Sergeant/Sheriff's Senior Correctional Deputy/Sheriff's Correctional Deputy – Final Version
Sheriff's Chief Deputy – Strikeout Version
Sheriff's Chief Deputy – Final Version
Sheriff's Commander – Strikeout Version
Sheriff's Commander – Final Version
Sheriff's Sergeant – Strikeout Version
Sheriff's Sergeant – Final Version
Sheriff's Senior Deputy – Strikeout Version
Sheriff's Senior Deputy – Final Version
Deputy Sheriff – Strikeout Version
SHERIFF'S OFFICE
CHAIN OF COMMAND FOR PROPOSED CLASSIFICATIONS

Sheriff-Coroner (1)

Undersheriff (1)

Sheriff's Chief Deputy (Support Services Bureau) (1)

Sheriff's Property Officer (2)

Sheriff's Chief Deputy (Field Operations Bureau) (1)

Sheriff's Commander (7)

Sheriff's Sergeant (16)

Sheriff's Senior Deputy (30)

Deputy Sheriff (105)

Sheriff's Correctional Captain (Custody Bureau) (1)

Sheriff's Correctional Lieutenant (2)

Sheriff's Correctional Sergeant (14)

Sheriff's Senior Correctional Deputy (15)

Sheriff's Correctional Deputy (111)

*Numbers in parenthesis represent budgeted FTE for each position
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo-County

SHERIFF'S CORRECTIONAL CAPTAIN

DEFINITION:
Under general direction, plans, organizes, controls, and directs the activities of the Sheriff's Custody Bureau at the executive management level of command; coordinates and directs communications, resources, and personnel in support of law enforcement services and administration; ensures effective and efficient operations within the Custody Bureau; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the senior management class in the Sheriff's Office responsible for directing operations in the Custody Bureau. Incumbents in this class report directly to the Undersheriff. This position is distinguished from the lower level Sheriff's Correctional Lieutenant position in that it incumbents oversees the overall Custody Bureau as a whole and the latter is responsible to manage a smaller organizational section of the Bureau.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assigns, coordinates, reviews and supervises activities within the Custody Bureau; consults with and advises the Sheriff and Undersheriff on matters relating to custody operations; establishes and maintains timelines and priorities; researches and recommends policy changes; manages the operation and maintenance of a correctional facility within legal boundaries and requirements; and ensures related functions and activities comply with established standards;
- Coordinates work of the Custody Bureau with that of the other divisions, as well as other County agencies; oversees the development and implementation of programs and

P:\2 HR Services\Classification\Specs\ANALYST WORKING DOCUMENTS&TS\Sheriff's Correctional Captain\SHERIFF'S CORRECTIONAL CAPTAIN_00378_v.6 (STRIKEOUT FOR CSC REVIEW).docx
projects; analyzes and identifies areas for continuous improvement; and ensures quality processes are implemented;

- Supervises and evaluates the performance of assigned staff; interviews and selects employees; recommends appointments, transfers, reassignments, terminations, and disciplinary actions; resolves personnel issues in a timely, appropriate manner; coordinates subordinate work assignments and reviews work to ensure compliance with established standards, requirements, and procedures;

- Assists and takes an active part in both budget preparation and administration; monitors and analyzes Custody division Bureau programs, activities, and related law enforcement activities for financial effectiveness and operational efficiency; controls and authorizes expenditures related to custody operations, alternative sentencing unit, and inmate welfare fund in accordance with established limitations; prepares a variety of financial, statistical and operating reports; ensures mandated reports are completed and submitted to appropriate local, State or Federal agencies according to established timelines; and reviews reports prepared by subordinate personnel;

- Enforces federal, state and local laws, ordinances, and regulations; maintains effective relations by collaborating with other law enforcement officials, courts, other county departments and agencies on matters pertaining to the incarceration, prosecution, transport, care and custody of inmates in the facility; and appears in court to give testimony;

- Act for the Sheriff as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

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

- Plan, assign, instruct, and manage the work of subordinate personnel;
- Analyze situations quickly and objectively and determine the proper course of action;
- Enforce laws related to the Custody division firm, tactfully, and impartially;
- Establish and maintain cooperative, effective, and collaborative relations with others;
- Skillfully and properly use and care for firearms;
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position;
- Utilize effective written communication skills to prepare clear, concise, and accurate reports, correspondence, policies, procedures, and written materials;
- Evaluate problems and present corrective alternatives, solutions, and recommendations;
- Mediate, facilitate effective outcomes, and positively influence group problem solving;
- Maintain confidentiality and exercise discretion;
- Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

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

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.

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 and Firearms Training, or equivalent California Peace Officer Standards and Training.
(POST) certification. At time of application, must possess and maintain valid First Aid and CPR
certificates. Must have proof of completing the following courses or equivalent waiver (i.e., Peace
Officer Standard Training): California Department of Corrections and Rehabilitation (CDCR).
BSCC approved Jail Operations, CDCR Supervisor’s course, and Penal Code Section 832 firearms
training.

A manager/administrator’s Standards & Training for Corrections (STC) approved course approved by
the CDCR BSCC must be completed within one year from date of hire.

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

Position requires clearance in a Sheriff’s Office background investigation.

**OTHER CONDITIONS OF EMPLOYMENT:**

**Citizenship:**

All applicants must be a United States citizen or permanent resident alien who are eligible for and
have applied for citizenship at least one year before application for employment. Written proof of the
foregoing is required.

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

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

**Physical/Psychological Exam:**

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

**Character:**

Good moral character as determined by a thorough background investigation. No convictions 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.

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

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 Personnel/Human Resources Department at (805) 781-5959.

Adopted: 05-22-13

BOS Approved: 07-09-13

Revised: XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF’S CORRECTIONAL CAPTAIN

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

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

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

- Assist and take an active part in both budget preparation and administration; monitor and analyze Custody Bureau programs, activities, and related law enforcement activities for financial effectiveness and operational efficiency; control and authorize expenditures related to custody operations, alternative sentencing unit, and inmate welfare fund in accordance with established limitations; 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; and review reports prepared by subordinate personnel;

- Enforce federal, state and local laws, ordinances, and regulations; maintain effective relations by collaborating with other law enforcement officials, courts, other county departments and agencies on matters pertaining to the incarceration, prosecution, transport, care and custody of inmates in the facility; and appear in court to give testimony;

- Act for the Sheriff as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

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

Ability to:

- Plan, assign, instruct, and manage the work of subordinate personnel;
- Analyze situations quickly and objectively and determine the proper course of action;
- Enforce laws related to the Custody Bureau firmly, tactfully, and impartially;
- Establish and maintain cooperative, effective, and collaborative relations with others;
- Skillfully and properly use and care for firearms;
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position;
- Utilize effective written communication skills to prepare clear, concise, and accurate reports, correspondence, policies, procedures, and written materials;
- Evaluate problems and present corrective alternatives, solutions, and recommendations;
- Mediate, facilitate effective outcomes, and positively influence group problem solving;
- Maintain confidentiality and exercise discretion;
- Operate a computer and assigned office equipment.

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

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.

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

A manager/administrator's Standards & Training for Corrections (STC) approved course must be completed within one year from date of hire.
Note: Proof of licensure/certification and educational courses must be submitted at the time of application.

OTHER CONDITIONS OF EMPLOYMENT:

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

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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: 05-22-13
BOS Approved: 07-09-13
Revised: XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

SHERIFF’S CORRECTIONAL LIEUTENANT

DEFINITION:
Under direction, manage the operations and activities of the Sheriff’s Custody Division Bureau in maintaining a county jail system; and do other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is an upper management level class in the Sheriff’s Office. Incumbents direct the activities of a smaller organizational section of division within the Custody Division 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 division Bureau.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plans, organizes, assigns, directs, and reviews activities within the Custody Division Bureau;
- Prepares a variety of budget, financial, statistical, and operating reports;
- Assists in developing, implementing, and enforcing operational and administrative policies and procedures;
- Coordinates the scheduling and training of Custody Division Bureau employees;
- Manages jail operations including inmate reception center, male and female housing units, honor farm, and transportation detail;
- May act as Custody Division Correctional Commander Captain in his/her absence.

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 division.

Ability to:

- Plan, organize, assign, instruct, and supervise the work of subordinate personnel;
- Evaluate the work and performance of subordinates;
- Analyze situations quickly and objectively and determine the proper course of action;
- Complete and submit grant applications;
- Establish and maintain effective relations with the general public, subordinates, other county departments and agencies.

EDUCATION/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 an Correctional Deputy/deputy/officer in a California correctional facility, two years of which must have been at a sergeant or supervisory level or higher.

LICENSES/CERTIFICATIONS:

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 and Firearms Training, or equivalent California Peace Officer Standards and Training (POST) certification.
OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

Character:

Good moral character as determined by a thorough background investigation. No convictions 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.

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

At the time of application, must possess and maintain a valid First Aid and CPR certificates and completion of a BSCC California Board of Corrections (BOC) approved Jail Operations Course, supervisor's course approved by the BSCCBOC or Peace Officer's Standards and Training, and Penal Code section 832 training course.
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 duties and 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. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required. 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: 11-15-00
BOS Approved: 01-23-00
Revised: 08-25-10

XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF'S CORRECTIONAL LIEUTENANT

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

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.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Plan, organize, assign, direct, and review activities within the Custody Bureau;
- Prepare a variety of budget, financial, statistical, and operating reports;
- Assist in developing, implementing, and enforcing operational and administrative policies and procedures;
- 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.
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 division.

Ability to:

- Plan, organize, assign, instruct, and supervise the work of subordinate personnel;
- Evaluate the work and performance of subordinates;
- Analyze situations quickly and objectively and determine the proper course of action;
- Complete and submit grant applications;
- Establish and maintain effective relations with the general public, subordinates, other county departments and agencies.

EDUCATION/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/CERTIFICATIONS:

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

OTHER CONDITIONS OF EMPLOYMENT:

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

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate’s physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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: 11-15-00
BOS Approved: 01-23-00
Revised: 08-25-10
XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

SHERIFF'S CORRECTIONAL DEPUTY
SHERIFF'S SENIOR CORRECTIONAL DEPUTY
SHERIFF'S CORRECTIONAL SERGEANT

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

Sheriff's Correctional Deputy: This is the entry-level classification 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 duties at the journey level under general supervision.

Sheriff's Senior Correctional Deputy: This is the leadworker level classification 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 classification in the Sheriff's Office. Incumbents work under direction and have full supervisory responsibility for staff and custody operations as assigned. This class is distinguished differs from the lower level Sheriff's Senior Correctional Deputy in that the latter is a lead worker position that and does not have full supervisory
REPRESENTATIVE DUTIES:
(Not in order of importance)

All Classifications:

- Maintains security within County Jail facilities and prevents escapes; physically restrains and/or subdues inmates as necessary; conducts perimeter checks of the facilities; performs headcounts; searches inmates as required;
- Processes inmates through intake procedures, including searches, obtaining records of information from arresting/transporting officers, inventorying personal property of inmates, fingerprinting and photographing;
- Transports and escorts inmates, including maximum security, mentally ill, and high-profile inmates and psychopathic persons to and from court, out-of-County jails, mental institutions, and prisons;
- Maintains all records related to inmate status, activities, and accounts—including monetary transactions;
- Administers First Aid and CPR as necessary;
- Issues clothing, and supplies, and distributes meals to inmates;
- Supervises inmates while in their housing units, group meetings, recreation and exercise areas, during mealtimes, and while performing cleaning and maintenance work; screens visitors and supervises visiting activities;
- Encourages inmate participation in rehabilitative programs;
- Informally advises and counsels inmates to assist them in adjusting to a confinement setting;
- Confers with appropriate staff on behavioral problems; reports all violations of law, and investigates violations of jail rules;
- Provides necessary information to Correctional Technicians to assist in the maintenance of jail security and processing of inmates;
- Responds to disturbances or reported crimes and conducts preliminary investigations;
- May issue citations, make arrests, collect evidence, complete criminal reports and testify in court as related to Custody assignments.
51. May be assigned to assist law enforcement agencies in a local emergency performing custody like duties as declared by the County.

Sheriff's Senior Correctional Deputy:

55. May be designated as Jail Training Deputy for the orientation, training, and evaluation of probationary employees;

56. Provides input to supervisory personnel regarding the performance of subordinate staff;

57. May be designated as program coordinator for various Custody Division programs, such as Home Detention, Alternative Work, and Alternative Sentencing;

58. Assists Correctional Sergeant's in the operation of various Custody Division specialty units such as: Classification, Training, Transportation, Court Services, and Commissary;

59. Reviews inmate observation logs, intake and release paperwork, sentencing orders, and investigation reports.

Sheriff's Correctional Sergeant:

64. Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignments, and disciplinary actions; establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures;

65. Establishes duty station assignments and adjusts schedule to ensure proper staffing levels; prepare reports related to employee staffing and payroll;

66. Maintains and approves statistical reports relating to Custody Division activities, including: inmate counts, property inventory, disciplinary housing, exercise yard, and law library use;

67. Approves crime reports; prepares and supervises the preparation of cases for presentation in court;

68. Creates Use of Force Reports due to injury, complaint of injury, use of chemical agent, or impact device;

69. Creates, reviews and maintains Custody Division policies and procedures;

70. Inspects County Jail facilities daily to ensure staff and inmate safety;

71. Represents the Sheriff's Department Office in court proceedings pertaining to inmate custody,
classification, housing and treatment;

- Act for a higher ranking officer in his/her absence as directed.

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 Division 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 Division programs, policies and procedures;
- Overall supervision of the Custody Division;

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 cooperative working relationships with fellow officers, employees, and
the public in a law enforcement capacity;
• Make independent decisions; act decisively in stressful situations;
• Communicate effectively, both orally and in writing;
• Keep accurate records and write reports;
• Physically restrain and subdue inmates;
• Operate a typewriter, 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 and care of firearms;
• 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.

**Sheriff's Correctional Sergeant:**

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

**EDUCATION AND EXPERIENCE:**

**Sheriff's Correctional Deputy:** Graduation from high school or possession of a general educational
development (GED) certificate indicating high school graduation level.
Sheriff's Senior Correctional Deputy: Graduation from high school or possession of a general educational development (GED) certificate indicating high school graduation level. In addition, must have two years of experience working in a jail as a Deputy Sheriff or Sheriff's Correctional Deputy, or any combination thereof equivalent.

Sheriff's Correctional Sergeant: Graduation from high school or possession of a general educational development (GED) certificate indicating high school graduation level. In addition, must have: three years of experience as a Sheriff's Correctional Deputy or Sheriff's Senior Correctional Deputy, or equivalent.

LICENSES/CERTIFICATIONS:

All Classifications: 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.

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

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

Sheriff's Correctional Sergeant: At the time of appointment must possess and maintain valid First Aid and CPR certification training, and certificates of completion of the Corrections Standards Authority (CSA), Adult Corrections Officer Core Course and P.C. 832 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the CSA STC Supervisor Core Course. Thereafter,
the CSA-STC annual required training must be met.

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

OTHER CONDITIONS OF EMPLOYMENT:

Age: All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age.

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

Physical: Candidates physical, emotional and mental health will be evaluated in an examination process and candidates must be free from any condition, which might adversely affect performance of the duties of the class.

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

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

Physical/PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated in an examination process and candidates and must be free from any condition, which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this class/position.
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 duties 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. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required. 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: 01–20–74
BOS Approved: 08–26–74
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Revised: 08–25–10

XX–XX–XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF'S CORRECTIONAL DEPUTY
SHERIFF'S SENIOR CORRECTIONAL DEPUTY
SHERIFF'S CORRECTIONAL SERGEANT

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

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 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.
REPRESENTATIVE DUTIES:
(Not in order of importance)

All Classifications:

- Maintain security within County Jail facilities and prevent escapes; physically restrain and/or subdue inmates as necessary; conduct perimeter checks of the facilities; perform headcounts; search inmates as required;
- Process inmates through intake procedures, including searches, obtaining records of information from arresting/transporting officers, inventorying personal property of inmates, fingerprinting and photographing;
- Transport and escort inmates, including maximum security, mentally ill, and high-profile inmates to and from court, County jails, mental institutions, and prisons;
- Maintain all records related to inmate status, activities, and accounts, including monetary transactions;
- Administer First Aid and CPR as necessary;
- Issue clothing and supplies, and distribute meals to inmates;
- Supervise inmates while in their housing units, group meetings, recreation and exercise areas, during mealtimes, and while performing cleaning and maintenance work; screen visitors and supervise visiting activities;
- Encourage inmate participation in rehabilitative programs;
- Informally advise and counsel inmates to assist them in adjusting to a confinement setting;
- Confer with appropriate staff on behavioral problems; report all violations of law, and investigates violations of jail rules;
- Provide necessary information to Correctional Technicians to assist in the maintenance of jail security and processing of inmates;
- Respond to disturbances or reported crimes and conduct preliminary investigations;
- May issue citations, make arrests, collect evidence, complete criminal reports and testify in court as related to Custody assignments;
- May be assigned to assist law enforcement agencies in a local emergency performing custody like duties as declared by the County.
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 Division programs, such as Home Detention, Alternative Work, and Alternative Sentencing;
- Assist Correctional Sergeant’s in the operation of various Custody Division 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 Division 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 Division 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.
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 Division 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 Division programs, policies and procedures;
- Overall supervision of the Custody Division.

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 cooperative working relationships with fellow officers, employees, and
the public in a law enforcement capacity;

- 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;
- 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 and care of firearms;
- 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.

**Sheriff's Correctional Sergeant:**

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

**EDUCATION AND EXPERIENCE:**

**Sheriff's Correctional Deputy:** Graduation from high school or possession of a general educational
development (GED) certificate indicating high school graduation level.

**Sheriff's Senior Correctional Deputy:** Graduation from high school or possession of a general
educational development (GED) certificate indicating high school graduation level. In addition, must
have two years of experience working in a jail as a Deputy Sheriff or Sheriff's Correctional Deputy, or
equivalent.

**Sheriff's Correctional Sergeant:** Graduation from high school or possession of a general educational development (GED) certificate indicating high school graduation level. In addition, must have: three years of experience as a Sheriff's Correctional Deputy or Sheriff's Senior Correctional Deputy, or equivalent.

**LICENSES/CERTIFICATIONS:**

**All Classifications:** 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.

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

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

**Sheriff's Correctional Sergeant:** 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 and P.C. 832 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the STC Supervisor Core Course. Thereafter, the STC annual required training must be met.

**Note:** Proof of licensure/certification and educational courses must be submitted at the time of application.
OTHER CONDITIONS OF EMPLOYMENT:

**Age:** All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age.

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

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate’s physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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 duties 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: 01-20-74
BOS Approved: 08-26-74
Revised: 11-15-00
Revised: 09-24-03
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo-County

SHERIFF'S CHIEF DEPUTY

DEFINITION:
Under general direction, plans, organizes, controls, and directs the activities of a bureau or function of the Sheriff's Department Office at the executive management level of command; coordinates and directs communications, resources, and personnel in support of law enforcement services and administration and ensures smooth and efficient bureau or function activities; supervises and evaluates the performance of assigned personnel; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the senior management class in the Sheriff's Office and is responsible for directing one of the major divisions/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 division/bureau as a whole and the latter is responsible to manage the activities of a smaller organizational section of an assigned division or smaller organizational section.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Assign, coordinate, review and supervise activities within a bureau or function of the Sheriff's Department Office; consult with and advise the Sheriff and Undersheriff on matters relating to the activities of the assigned areas of responsibility; establish and maintain departmental timelines and priorities; ensure related functions and activities comply with established standards, requirements, internal controls, laws, codes, statutes, regulations, ordinances, policies and procedures;

• Coordinate work of a bureau with that of the other bureaus; direct communications, resources
and personnel to meet law enforcement requirements and techniques to ensure smooth and
efficient bureau activities; oversee the development and implementation of bureau programs,
projects, functions, services, goals, objectives, systems and activities; assure proper and timely
resolution of issues, conflicts and discrepancies; review reports prepared by subordinate
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.

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;
• Modern penal principles, methods and practices as they relate to the operations of a jail or
  honor farm
• 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, manage and supervise the work of subordinate personnel engaged in law enforcement and investigation;
- Analyze situations quickly and objectively and determine the proper course of action;
- Enforce the law firmly, tactfully and impartially and deal courteously with the general public;
- Establish and maintain effective relations with the general public, subordinate officers, County departments and other agencies;
- Skillfully and properly use and care for firearms;
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position.

**EDUCATION AND EXPERIENCE:**

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

**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.

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

**Note:** Proof of licensure/certification and educational courses must be submitted at the time of application.
OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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 Personnel/Human Resources Department at (805) 781-5959.

Adopted: 08-24-83
BOS Approved: 09-12-83
Revised: 05-26-04

XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

SHERIFF'S CHIEF DEPUTY

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

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.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assign, coordinate, review and supervise activities within a bureau or function of the Sheriff's Office; consult with and advise the Sheriff and Undersheriff on matters relating to the activities of the assigned areas of responsibility; establish and maintain departmental timelines and priorities; and ensure related functions and activities comply with established standards, requirements, internal controls, laws, codes, statutes, regulations, ordinances, policies and procedures;

- Coordinate work of a bureau with that of the other bureaus; direct communications, resources and personnel to meet law enforcement requirements and techniques to ensure smooth and efficient bureau activities; oversee the development and implementation of bureau programs,
projects, functions, services, goals, objectives, systems and activities; assure proper and timely
resolution of issues, conflicts and discrepancies; review reports prepared by subordinate
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.

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.
Ability to:

- Plan, assign, instruct, manage and supervise the work of subordinate personnel engaged in law enforcement and investigation;
- Analyze situations quickly and objectively and determine the proper course of action;
- Enforce the law firmly, tactfully and impartially and deal courteously with the general public;
- Establish and maintain effective relations with the general public, subordinate officers, County departments and other agencies;
- Skillfully and properly use and care for firearms;
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position.

EDUCATION AND EXPERIENCE:

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

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.

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

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

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.
Character: Good moral character as determined by a thorough background investigation. No convictions 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.

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

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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: 08-24-83
BOS Approved: 09-12-83
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XX-XX-XX
PERSONNEL - HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

SHERIFF'S COMMANDER

DEFINITION:
Under direction, plans, organizes and directs the operations and activities of an assigned division, station or shift of the Sheriff's Department Office; supervises and evaluates the performance of assigned personnel; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is an upper management level class in the Sheriff's Office. Incumbents direct a smaller division within the Patrol or Administration Divisions 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.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assigns, directs and reviews activities within a division, station or shift of the Sheriff's Department Office; consults with and advises executive level staff on matters relating to the activities of an assigned division; establish and maintain departmental timelines and priorities; ensure related functions and activities comply with established standards, requirements, internal controls, laws, codes, statutes, regulations, ordinances policies and procedures;
- Coordinates the work of a division with that of other divisions within the department; and direct communications, resources and personnel to meet law enforcement requirements, techniques and administration; ensure smooth and efficient division activities; oversee the development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities; ensure proper and timely resolution of issues, conflicts, and discrepancies;
• Supervises and evaluates the performance of assigned personnel within a division; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures;

• Prepares 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;

• Enforces Federal, State and local laws, ordinances and regulations; directs specialized law enforcement work on difficult and complex situations; confers and cooperates with other law enforcement officials and agencies; appears in court to give testimony;

• Assists 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;

• Acts 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;

• 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;

• 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;
• Enforce the law firmly, tactfully and impartially and deal courteously with the general public;
• Skillfully and properly use and care for firearms;
• Establish and maintain effective relations with the general public, subordinates, other County departments and other agencies;
• Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position,

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

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.

Must possess the California Commission on Peace Officer’s Standards and Training (POST) Supervisory Certificate.

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

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

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizens or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.
Character: Good moral character as determined by a thorough background investigation. No convictions 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.

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

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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 Personnel/Human Resources Department at (805) 781-5959.

Adopted: 09-15-71
BOS Approved: 06-22-04
Revised: 05-26-04
XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF’S COMMANDER

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

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.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assign, direct and review activities within a division, station or shift of the Sheriff’s Office; consult with and advise executive level staff on matters relating to the activities of an assigned division; establish and maintain departmental timelines and priorities; ensure related functions and activities comply with established standards, requirements, internal controls, laws, codes, statutes, regulations, ordinances policies and procedures;

- Coordinate the work of a division with that of other divisions within the department; direct communications, resources and personnel to meet law enforcement requirements, techniques and administration; ensure smooth and efficient division activities; oversee the development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities; ensure proper and timely resolution of issues, conflicts, and discrepancies;
• Supervise and evaluate the performance of assigned personnel within a division; coordinate 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.

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;
• Enforce the law firmly, tactfully and impartially and deal courteously with the general public;
• Skillfully and properly use and care for firearms;
• Establish and maintain effective relations with the general public, subordinates, other County departments and other agencies;
• Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position.

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

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.

Must possess the California Commission on Peace Officer’s Standards and Training (POST) Supervisory Certificate.

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

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

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

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

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

**PHYSICAL/PSYCHOLOGICAL EXAM:**
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

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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XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

SHERIFF'S SERGEANT

DEFINITION:
Under direction, supervises and performs varied law enforcement duties; and does perform other related work as required.

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assigns and supervises the work of deputies in a unit in the Sheriff's Office;
- Performs crime prevention work and makes difficult decisions regarding criminal investigations when assigned to the detective unit;
- Trains and evaluates the work of assigned officers;
- Enforces federal, state and local laws, ordinances and regulations;
- Responds to emergency calls and takes necessary action to protect life and property and apprehend law violators;
- May supervise the operation and maintenance of the county jail;
- May select prisoners for assignment to the honor farm;
- Prepares and supervises the preparation of cases for presentation in court;
- Testifies in court;
- May transport prisoners or court wards;
- Prepares required reports and keeps record of activities;
Acts for a superior officer in his/her absence as directed; May assist in Coroner investigations.
- Responsible for subordinate compliance with policies; Act for a higher ranking officer in his/her absence as directed.

EMPLOYMENT STANDARDS:

Knowledge of:
- Laws of arrest, rules of evidence, and methods of criminal investigation;
- Principles of jail operation;
- Coroner procedures, laws, and codes;
- County ordinances, and departmental rules and regulations;
- Sound principles of supervision.

Ability to:
- Understand, analyze, and enforce laws impartially and tactfully;
- Act quickly in emergencies;
- Supervise and instruct, and mentor subordinate officers/deputies;
- Establish and maintain effective public relations;
- 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 G.E.D. 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 (POST) Supervision Course.

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

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

OTHER CONDITIONS OF EMPLOYMENT:

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

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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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XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF'S SERGEANT

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

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

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Assign and supervise the work of deputies in a unit in the Sheriff's Office;
- Perform crime prevention work and make difficult decisions regarding criminal investigations when assigned to the detective unit;
- Train and evaluate the work of assigned deputies;
- Enforce federal, state and local laws, ordinances and regulations;
- Respond to emergency calls and take necessary action to protect life and property and apprehend law violators;
- Prepare and supervise the preparation of cases for presentation in court;
- Testify in court;
- Prepare required reports and keep record of activities;
- May assist in Coroner investigations;
- Act for a higher ranking officer in his/her absence as directed.
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:

- Understand, analyze, and enforce laws impartially and tactfully;
- Act quickly in emergencies;
- Supervise, instruct, and mentor subordinate deputies;
- Establish and maintain effective public relations;
- 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 G.E.D. 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 (POST) Supervision Course.

Within 18 months, must successfully complete the requirements for the Peace Officers' Standards and Training (POST) Intermediate Certificate.
**Note:** Proof of licensure/certification and educational courses must be submitted at the time of application.

**OTHER CONDITIONS OF EMPLOYMENT:**

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

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

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

**PHYSICAL/PSYCHOLOGICAL EXAM:**

In accordance with Government Code Section 1031, candidate’s physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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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XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

SHERIFF'S SENIOR DEPUTY

DEFINITION:
Under direction, performs specialized law enforcement assignments in investigation, identification or field training; in addition to normal Deputy Sheriff duties, perform duties as a lead worker providing direction and training to subordinate staff; may independently direct a team or project; and complete other related work as required.

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Gathers and preserves evidence and completes reports preparatory to issuance of formal complaints;
- Independently analyzes and evaluates facts and findings; directs field operations in special investigations;
- Manages special projects and programs dealing with crime prevention, education, and training;
- Acts as field training officer and coordinates training support functions;
- Completes civil process assignments;
• May conduct a variety of laboratory tests, fingerprint classification and photo laboratory work;
• Testifies in courts and completes detailed reports;
• Conducts training sessions and works cooperatively with other law enforcement staff and agencies on assigned projects or cases;
• Performs normal Deputy Sheriff duties.

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;
• Deal with citizens and public officials under conditions requiring tact and good judgment; enforce civil processes;
• Analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action;
• Prepare correspondence and reports; coordinate training activities.

EDUCATION AND EXPERIENCE:
Graduation from high school or possession of a G.E.D. Certificate and two 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 24 months, must successfully complete the requirements for the Peace Officers' Standards and Training (POST) Intermediate Certificate.

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

Successful completion of one 40-hour course in Latent Print Identification and Filing will be required within six months of assignment to the identification function in this classification.

OTHER CONDITIONS OF EMPLOYMENT:

Age: All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

Citizenship: All applicants must be a United States citizen or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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.

This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

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Revised: 12-16-98

XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

SHERIFF’S SENIOR DEPUTY

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

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

REPRESENTATIVE DUTIES:
(Not in order of importance)

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

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;
- Deal with citizens and public officials under conditions requiring tact and good judgment;
- Enforce civil processes;
- Analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action;
- Prepare correspondence and reports; coordinate training activities.

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of a G.E.D. Certificate and two 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 24 months, must successfully complete the requirements for the Peace Officers' Standards and Training (POST) Intermediate Certificate.

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

**OTHER CONDITIONS OF EMPLOYMENT:**

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

**Character**: Good moral character as determined by a thorough background investigation. 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.

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

**PHYSICAL/PSYCHOLOGICAL EXAM:**

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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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- BOS Approved: 04-12-88
- Revised: 12-16-98
- XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo-County

DEPUTY SHERIFF

DEFINITION:
Under general supervision, performs varied law enforcement duties and does 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.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Patrols assigned areas for the maintenance of order and the protection of life and property;
- Reports to scenes of disturbances, accidents, or reported crimes, and makes preliminary investigations, issues citations, arrests lawless persons, or takes other appropriate action;
- Protects and collects evidence;
- Enforces laws and ordinances, and assists other law enforcement agencies;
- Receives and transmits radio messages; uses computer applications; operates teletype;
- Serves warrants and other legal papers;
- Escorts and transports criminals and psychopathic persons;
- Participates in raids; testifies in court; and may act as bailiff in Superior Court or in Municipal Court;
- Receives, searches, books, photographs, fingerprints, and guards prisoners that are incarcerated by the Sheriff's Office;
- May censor mail;
• Performs identification record keeping duties;
• Uses small arms and other devices for personal security;
• Preserves, law and order, and the apprehension of criminals;
• Gives assistance to distressed persons, and administers first aid;
• Assists in Coroner investigations;
• Prepares reports and keeps 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;
• Adopt quick, effective, and reasonable courses of action with due regard for the hazards and circumstances of a given situation;
• Understand and follow written and oral directions;
• Remember names, faces, numbers, and other details of incidents;
• Learn the proper use and care of firearms, issued equipment, including various firearms and other safety devices;
• 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 relations with fellow officers, employees, and the public in a law enforcement capacity.
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:
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.

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

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

OTHER CONDITIONS OF EMPLOYMENT:
Age: All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

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

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.

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

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

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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 working conditions of the position, please contact the Human Resources Department at 805.781.5959. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 12-16-68
BOS Approved: 01-15-68
Revised: 06-22-94

_________________________ XX-XX-XX

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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.

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;
• Adopt quick, effective, and reasonable courses of action with due regard for the hazards and circumstances of a given situation;
• Understand and follow written and oral directions;
• Remember names, faces, numbers, and other details of incidents;
• Accurately and safely use, care for, and qualify with issued equipment, including various firearms and other safety devices;
• 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 relations with fellow officers, employees, and the public in a law enforcement capacity.

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:**

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.

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

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

**OTHER CONDITIONS OF EMPLOYMENT:**

**Age:** All applicants must be 18 years of age or older with the following exception: Persons 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

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

**Character:** Good moral character as determined by a thorough background investigation. 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.

**General:** Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.
PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the positions(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 working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 12-16-68
BOS Approved: 01-15-68
Revised: 06-22-94

XX-XX-XX
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo County

SHERIFF'S PROPERTY OFFICER

DEFINITION:

Under direction, operates the Sheriff’s Property Room to receive, store, record, safeguard, release and dispose of evidence and lost and abandoned property; and does perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position, non-peace officer class with responsibility for evidence and property stored at the Sheriff's Property Room. The Property Room is separate from headquarters and the incumbent functions with considerable independence under direction of a Sheriff’s Sergeant or higher level supervisor, Chief Deputy or Lieutenant. Operations are governed by Departmental regulations, Statute of Limitations, penal and civil codes, and numerous other applicable Federal, State and local laws, ordinances and policies.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Receives, records, codes and stores various types of personal property that has been recovered, found or turned in as evidence;
- Arranges for storage of large items; arranges layout of property room; maintains confidential files and records regarding property in custody and its disposition;
- Releases property to be used in evidence or to be returned to rightful owners or to be turned over to the County Purchasing Officer as prescribed by the Penal Code;
- Maintains chain of custody records of evidential property and may testify in court concerning same;
- Contacts possible owners of found property and interviews them regarding ownership;
- Periodically reviews all property on hand for disposal;
• Confers with the District Attorney's Office, courts and other law enforcement agencies in matters concerning property;
• Destroys illegal and nuisance weapons; transports illicit materials, chemicals and items of no value for disposal or destruction;
• Maintains records of Sheriff's Office department inventory;
• Makes regular runs to Sheriff's Office Department substations to pick up and return property;
• Supervises assigned trustees;
• Issues departmental equipment to Sheriff's employees and maintains records of same.

EMPLOYMENT STANDARDS:

Knowledge of:
• Basic four-function mathematics;
• Correct lifting procedures;
• Inventory control procedures;
• Materials storage and handling techniques;
• Safety practices and security;
• Recordkeeping and filing.

Ability to:
• Maintain accurate records;
• Make mathematical computations quickly and accurately;
• Safely move, lift and carry bulky or heavy objects;
• Maintain a simple recordkeeping system;
• Store and maintain evidential property without loss or damage;
• Arrange property room in a logical order;
• Learn and apply governing regulations pertinent to evidence and property;
• Establish effective working relationships;
• Deal tactfully with the public.

EDUCATION AND EXPERIENCE:
Graduation from high school or possession of a General Education Development (G.E.D.) test certificate; **AND EITHER A:** Two years of experience in law enforcement including experience in recordkeeping or storekeeping; **OR B:** One year of experience as a Storekeeper II, or an equivalent position.

**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.

**OTHER CONDITIONS OF EMPLOYMENT:**

Good moral character as determined by a thorough background investigation. 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.

This class specification generally describes the duties and responsibilities characteristic of the positions(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. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required. 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: 04-25-84
BOS Approved: 05-22-84
Revised: 01-29-93

XX-XX-XX
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

SHERIFF’S PROPERTY OFFICER

DEFINITION:
Under direction, operate the Sheriff’s Property Room to receive, store, record, safeguard, release and dispose of evidence and lost and abandoned property; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is a single position, non-peace officer class with responsibility for evidence and property stored at the Sheriff’s Property Room. The Property Room is separate from headquarters and the incumbent functions with considerable independence under direction of a Sheriff’s Sergeant or higher level supervisor. Operations are governed by Departmental regulations, Statute of Limitations, penal and civil codes, and numerous other applicable Federal, State and local laws, ordinances and policies.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Receive, record, code and store various types of personal property that has been recovered, found or turned in as evidence;
- Arrange for storage of large items; arrange layout of property room; maintain confidential files and records regarding property in custody and its disposition;
- Release property to be used in evidence or to be returned to rightful owners or to be turned over to the County Purchasing Officer as prescribed by the Penal Code;
- Maintain chain of custody records of evidential property and may testify in court concerning same;
- Contact possible owners of found property and interview them regarding ownership;
- Periodically review all property on hand for possible disposal;
- Confer with the District Attorney’s Office, courts and other law enforcement agencies in matters concerning property;
• Destroy illegal and nuisance weapons; transport illicit materials, chemicals and items of no value for disposal or destruction;
• Maintain records of Sheriff's Office inventory;
• Make regular runs to Sheriff's Office substations to pick up and return property;
• Supervise assigned trustees;
• Issue departmental equipment to Sheriff's employees and maintains records of same.

EMPLOYMENT STANDARDS:

Knowledge of:
• Basic four-function mathematics;
• Correct lifting procedures;
• Inventory control procedures;
• Materials storage and handling techniques;
• Safety practices and security;
• Recordkeeping and filing.

Ability to:
• Maintain accurate records;
• Make mathematical computations quickly and accurately;
• Safely move, lift and carry bulky or heavy objects;
• Maintain a simple recordkeeping system;
• Store and maintain evidential property without loss or damage;
• Arrange property room in a logical order;
• Learn and apply governing regulations pertinent to evidence and property;
• Establish effective working relationships;
• Deal tactfully with the public.

EDUCATION AND EXPERIENCE:
Graduation from high school or possession of a General Education Development (G.E.D.) test certificate; AND EITHER A: Two years of experience in law enforcement including experience in
recordkeeping or storekeeping; OR B: One year of experience as a Storekeeper II, or an equivalent position.

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.

OTHER CONDITIONS OF EMPLOYMENT:
Good moral character as determined by a thorough background investigation. 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.

This class specification generally describes the duties and responsibilities characteristic of the positions(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: 04-25-84
BOS Approved: 05-22-84
Revised: 01-29-93
XX-XX-XX
TO: Civil Service Commission

DATE: March 22, 2016

FROM: Frank Stapleton, Human Resources Analyst

SUBJECT: New Class Specification: Staff Physician

RECOMMENDATION:
It is recommended that the Commission approve the new Staff Physician class specification as proposed.

DISCUSSION:
The Health Agency's Public Health Department is responsible for staffing and providing medical care to inmates in the County Jail. The Medical Care Clinic Staff, working inside the jail, is comprised of approximately 28 licensed staff: 2 Supervising Correctional Nurses, 19 Correctional Nurses, 7 Licensed Psychiatric Technicians, and contract Medical Doctors and Nurse Practitioners. Services at the jail include routine medical screening of all inmates at jail booking, follow-up assessments for those detoxing from drugs or alcohol, assessment of injuries, routine care for chronic conditions including diabetes, heart disease, liver and kidney failure, provision of medical and psychiatric medications (distributed throughout the jail three times daily and as needed) and a variety of other nurse-based treatments. Jail medical staff also arrange specialty care appointments at providers in the community for medical issues that cannot be cared for in-house, based on the referrals of jail Medical Doctors.

The Public Health Department has historically provided physician services for approximately 20 hours a week at the jail medical program via one or more contracted physicians. These physicians have been willing to work 1-2 shifts per week for limited timeframes (about six months at a time), but most have eventually left for full-time positions at Atascadero State Hospital, California Men's Colony or other facilities citing the need for full-time work and benefits. Over the past ten years, one contract physician has remained constant, providing the majority of that coverage for the jail. However, last year that primary contract physician also obtained a full-time, permanent position as a physician at the Aegis Treatment Centers, Inc. Recruitment and retention efforts for contract physicians have been unsuccessful, leaving the Department with uncovered sick call clinics at the jail.
Inadequate medical care services at the jail are a significant liability for the County. In order to ensure adequate medical care services are provided, adequate staff must be available. Without a regular classification for a physician, the Public Health Department has been unable to compete with agencies that offer jobs to physicians seeking permanent employment and benefits. Furthermore, the recruitment and retention of contract physicians in San Luis Obispo has been an ongoing and ineffective process. The creation of a permanent Staff Physician classification will give the Public Health Department the flexibility to hire contract or permanent physicians based on the job market and physician availability.

Under the direction of the Deputy County Health Officer and/or County Health Officer, the Staff Physician will be responsible for performing physical and psycho-social assessments, establishing medical diagnoses, ordering and evaluating diagnostic tests, and managing follow-up care.

Several of our benchmark counties have permanent physician classifications. The proposed job functions and minimum requirements described in the specification are consistent with similar specifications found in our benchmark counties.

**OTHER AGENCY INVOLVEMENT:**
The Health Agency has been involved in the development of this specification and concurs with the proposed classification. In addition, the County Administrative Office has reviewed and is in support of the classification specification as proposed.

**Attachments:**
Staff Physician Class Specification
Public Health Department Organizational Chart
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

STAFF PHYSICIAN

DEFINITION:
Under general supervision, performs physical and psycho-social assessments; establishes medical diagnoses; orders and evaluates diagnostic tests and manages follow-up care; does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- As a licensed medical doctor, provides medical care and record-keeping consistent with community standards; conducts comprehensive or episodic medical assessment of patients with real or potential acute and/or chronic health problems, including a medical history and physical exam.
- Orders and evaluates diagnostic studies, such as x-rays or laboratory tests; establishes a medical diagnosis; performs and monitors therapeutic procedures as may be outlined in department policies and procedures; orders appropriate treatments and prescribes/regulates medications.
- Counsels patients, and families as appropriate, on health promotion, diagnosis, and prognosis as indicated; seeks specialist physician consultation when deemed appropriate; provides consultative support to midlevel clinicians.
- Acts as a resource to other health care staff; provides in-service training for nurses and other clinical staff; maintains and enhances a current level of knowledge relative to area(s) of professional practice.
- Records and documents medical assessments, medical care administered and patient response; interprets department policies to patients, families and visitors; advocates health promotion and disease prevention.
- Participates in standby or on-call duty for after-hours medical consultation needs; provides emergency or urgent medical care as necessary; serves in departmental and related committees as
requested; works in settings that may include law enforcement medical care clinics at the Jail or Juvenile Services Center, the Psychiatric Health Facility, or other Health Agency outpatient clinics.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of modern medicine; human anatomy and physiology; medical terminology; community resources in medical treatment; American Medical Association ethics and standards.
- Pharmacology including laws regarding informed consent, dosage ranges, drug incompatibilities, and side effects.
- ICD-10 and CPT coding and billing principles; clinical and administrative supervisory practices; and standard English grammar and usage.

Ability to:

- Assess symptoms and make an accurate diagnosis; prescribe treatment appropriate to the patient's condition and situation; skillfully apply principles and techniques of modern medicine.
- Communicate effectively in both oral and written forms; establish and maintain effective relationships with staff, patients, the public, and other County employees; coordinate activities and efforts with other medical, nursing, and auxiliary staff.
- Understand and accept the needs of medically indigent patients; and interact with and effectively treat clients from diverse socio-economic backgrounds.

EDUCATION AND EXPERIENCE:

Possession of a valid license as a physician and surgeon from the Medical Board of California or Osteopathic Medical Board of California at the time of appointment AND three (3) years of post-graduate training in a program accredited by the American Medical Association or the American Osteopathic Association leading to Board Certification or eligibility in Family Practice, Internal Medicine, Emergency Medicine, Obstetrics/Gynecology, Pediatrics or other specialty consistent with assignment. Licensure must be maintained throughout employment.
In addition: A valid DEA certificate for the prescription of controlled medications is required within six (6) months of employment.

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.

Possession of a valid license as a physician and surgeon from the Medical Board of California or Osteopathic Medical Board of California is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

Depending on the needs of the department, vacancies in Staff Physician positions may be filled requiring professional clinical experience to be in one of the following areas: (1) Internal Medicine, (2) Family Practice, (3) Obstetrics/Gynecology, (4) Emergency Medicine, (5) Pediatrics, (6) Family Planning or other specialty.

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: 03-22-17
BOS Approved: 00-00-00
To: Civil Service Commission  
From: Tami Douglas-Schatz, Human Resources Director  
By: Natalie Walter, Human Resources Deputy Director  
Date: March 14, 2017  
Subject: Public Comment follow-up  

During the Civil Service meeting on February 22, 2017 Clark Guest, County of San Luis Obispo Drug & Alcohol Services Supervisor, addressed the Commission to raise concerns that the Behavioral Health Program Supervisor specification had not gone to the Board of Supervisors for approval. Your Commission directed staff to report back at the March 2017 CSC hearing.

**BACKGROUND**

On March 23, 2016, the Human Resources Department and Health Agency brought a new Behavioral Health Program Supervisor specification before the Civil Service Commission. This new specification was a part of a larger reorganization, intended to combine the divisions of Mental Health and Drug & Alcohol under “Behavioral Health”. Specifically, this Behavioral Health Program Supervisor specification would unite the existing Mental Health Program Supervisor classification with the Drug & Alcohol Program Supervisor classification. The CSC approved the new Behavioral Health Program Supervisor specification during the regular session on March 23, 2016.

Subsequent to the March 23rd CSC meeting, Health Agency Director Jeff Hamm determined that the Health Agency would no longer proceed with the reorganization and made the decision to postpone the reorganization indefinitely. To date, the Human Resources Department and Health Agency have taken no further action to advance this specification.

On February 15, 2017, Mr. Hamm, Health Agency Director met with the Drug & Alcohol Program Supervisors to discuss their complaint. Mr. Hamm explained that he was not going to proceed with the Health Agency reorganization, and had no intention of advancing the Behavioral Health Program Supervisor specification.
separate from the Health Agency reorganization. There is currently no scheduled plan for this reorganization.

ANALYSIS
The issues raised by Mr. Guest relate to fair compensation which is outside the scope and jurisdiction of the Civil Service Commission, and the Civil Service Commission Rules. The following bullets address the issues raised by Mr. Guest and other Drug & Alcohol Program Supervisors employed at the County:

- The Drug & Alcohol Program Supervisors are not working out of class.

- The Health Agency has not changed or modified their current job duties.

- The Drug & Alcohol Program Supervisor specification, under which they presently work, is consistent with the knowledge, skills, and abilities required to perform the essential functions of the job.

- The Appointing Authority or the Human Resources Director are not required to advance a specification to the Board of Supervisors. There are some circumstances in which a department may not proceed with a specification that was approved by the Commission. In this situation, the Department was not able to justify the financial impact associated with the reorganization that was initially explored.

- The Board of Supervisors oversees the final approval of a classification, and sets compensation based on recommendations by the Human Resources Department.

- The Board of Supervisors approves adjustments to the Position Allocation List based on justification from a Department.

- Issues related to pay are exclusively negotiated by the County Labor Negotiator and employee Unions.

The decision to bring a specification before the Board of Supervisors for approval of a new classification and compensation, or to adjust the Position Allocation List is at the sole discretion of an Appointing Authority and within management's rights. The
Civil Service Commission is not the appropriate adjudicating body for this issue. Employee organizations are the only entities authorized to engage in formal negotiations of compensation matters.