

RESOLUTION TO ADOPT THE JOB DESCRIPTION AND SALARY CLASSIFICATION OF JAIL COMMANDER/SHERIFF SERGEANT AND TO INACTIVATE THE JAIL COMMANDER CLASSIFICATION.

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and
WHEREAS, Human Resources Director Gayla Trumbo received a request from Sheriff Hagwood to inactivate the current Jail Commander job description and to establish the classification of Jail Commander/Sheriff Sergeant; and
WHEREAS, Sheriff Hagwood and Assistant Sheriff Canalia discussed with the Human Resources Director the Jail's operational needs; and
WHEREAS, at this time with the various levels of inmates within the County Jail facility and the length of time that they will remain in our facility, it has been determined that a sworn experienced Peace Officer with administrative and training skills is necessary to meet the operational needs of the Jail; and
WHEREAS, the salary range for the Jail Commander/Sheriff Sergeant is placed at range 2746 which is equivalent to that of the Sheriff Administrative Sergeant who completes similar duties within the Sheriff's Department; and
WHEREAS, a meet and confer was conducted with the Sheriff's Association and at the completion of the meet and confer process the Association is in agreement to move forward on this job description and classification.

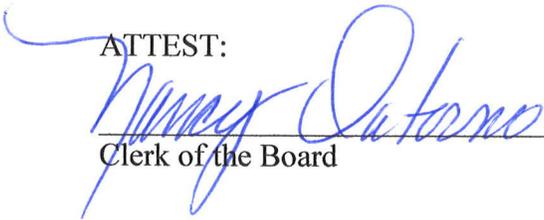
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of the Jail Commander/Sheriff Sergeant, at the salary range of 2746; and to delete the job classification of Jail Commander, as presented to the Board.

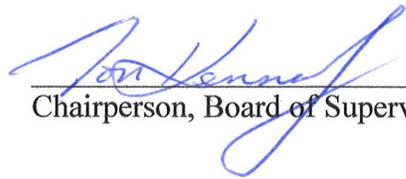
The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of JUNE, 2014 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, SWOFFORD, KENNEDY
NOES: Supervisors NONE
ABSENT: Supervisors NONE

ATTEST:



Clerk of the Board



Chairperson, Board of Supervisors

JAIL COMMANDER/SHERIFF SERGEANT

DEFINITION

Under general direction, serve as the Jail Commander with responsibility for the supervision and management of the County Correctional Facility, serves as training coordinator, to the Correctional Division; and to do related work as required. In addition to the Jail Commander duties this position is also under general direction, to provide supervision and training for an assigned shift or unit of Deputy Sheriffs and other personnel; performs law enforcement and crime prevention work by patrolling, answering calls and complaints; investigates incidents and performs identification work; performs full scope of professional law enforcement and deputy coroner functions; and related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management and supervisory classification for the position, which has a day-to-day responsibility for the County Correctional Facility; and is the first supervisory level in the professional law enforcement class series.

REPORTS TO

Assistant Sheriff.

CLASSIFICATIONS SUPERVISED

Correctional Sergeant, Deputy Sheriff I and II

JAIL COMMANDER/SHERIFF SERGEANT - 2

EXAMPLES OF DUTIES

- Direct, oversees and participates in the development of the correctional division's work flow plan which includes mandatory shift and additional duty assignments.
- Ensures that inmates are properly classified and transported to pose the least threat to the public, staff, other inmates and themselves.
- Reviews and approves accelerated releases due to overcrowding.
- Reviews all incident reports, inmate grievances and use of safety cells for self-abusive inmates.
- Completes annual performance evaluation and monthly assessments of Correctional Sergeants in accordance with established standards.
- Ensures timely completion of all required evaluations for all staff.
- Over sees all disciplinary actions taken to ensure compliance with policy and equitable treatment of inmates.
- Serves as a member of qualifications appraisal and promotional boards.
- Assigns special work activities.
- Selects and trains personnel to meet specific duty assignments.
- Review work products, methods, and procedures.
- Manages the career progression, development, education and evaluation of all assigned jail staff.
- Functions as primary trainer responsible for the mid-management and project coordination within the Jail Training Officer Program.
- Develops a formal, standardized training program and accompanying manual for the usage of jail training officers during the period of on-the-job training for new hires.
- Ensures that each officer meets Board of Corrections Standards and Training for Corrections mandates for required hourly annual training for all affected staff.
- Completes all required reports including STC quarterly reports, annual training plan, and annual fiscal report.
- Coordinates all logistics of mandated training including sites, per diem, reservations, rental, materials and required equipment supplies.
- Insures that all division staff receives training and remain in compliance with dictates of the Federal Consent Decree as to staffing, laundry, grievance, and program schedules.
- Makes necessary changes and adaptations to program schedules and policy within the division while insuring full compliance to mandated notification deadlines to those individuals (attorneys) appointed in the Federal Consent Decree as compliance officers.
- Take action to increase inmate programming services through grant contact with community college, local, state and federally funded agencies.
- Enhances inmate library through the selection and purchase of new reading material to meet the spiritual, educational, and entertainment needs of those incarcerated.
- Participates in budget preparation and administration.
- Reviews cost estimates prepared for budget recommendations.
- Reviews justifications submitted for jail operations and make recommendations to the Assistant Sheriff.

JAIL COMMANDER/SHERIFF SERGEANT - 3

EXAMPLE OF DUTIES - Continued

- Monitors and controls jail budget expenditures.
- Conducts jail inspections to insure facility remains in continual compliance with the mandates of the State, fire, safety, health, sanitation, and Board of Corrections inspections.
- Updates jail policies and procedures annually to ensure compliance with Board of Corrections mandate and changes in law.
- Clarifying policy and offering guidance to those personnel assigned to the detention facility.
- Provides administrative support and policy back-up to correctional personnel when conflict arises from lack of understanding of outside agencies utilizing the receiving and medical areas of the detention facility.
- Reviews and approves citizen clearance applications for those private individuals desiring to provide counseling or other forms of inmate support/self-help through established programs.
- Approves new programming suggestions by citizens as needed.
- Consults and coordinates medical treatment with medical staff to ensure required treatment is provided.
- Serves as primary liaison with courts regarding security issues for the safety of the public, staff and inmates.

Example of Duties as Sheriff Sergeant

- Supervises the work of an assigned shift or unit of Deputy Sheriffs and law enforcement support staff.
- Provides training and work evaluations for assigned personnel.
- Ensures that staff assignments are conducted in accordance with departmental rules and regulations.
- Ensures proper use of Department equipment.
- Assists with calls for the protection of life and property.
- Enforcement of local and State laws.
- Supervises and assists with conducting preliminary investigations of crimes; interviews victims, complainants, and witnesses.
- Cooperates with other law enforcement agencies in the apprehension of criminals and suspects.
- May establish and maintain record and identification system.
- May search, collect and preserve evidence from crime scenes.
- Locate suspects, makes arrests and searches for and seizes criminal evidence.
- Interrogates suspects.
- Prepares evidence and reports of investigations and arrests.
- May serve as an undercover agent for vice and narcotic investigations.
- May conduct shift briefing and assign patrol staff to coverage areas.

JAIL COMMANDER/SHERIFF SERGEANT – 4

Example of Duties as Sheriff Sergeant

- Conducts research and assists with drafting departmental policies and procedures.
- May coordinate and oversee Deputy Coroner functions; may investigate deaths and prepare follow-up reports.
- May be responsible for special enforcement programs such as Special Weapons and Tactics, Child Abuse Investigations, Search and Rescue.
- Performs the full scope of professional law enforcement work as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- California Code of Regulations Title 15.
- Procedures, methods, and techniques in jail operations and law enforcement records and reports.
- Procedures and methods and techniques in Court.
- First aide principles and practices.
- Principles and procedures of record keeping and reporting.
- Department general orders, policy and ethics, County Personnel Rules and the department's current Memorandum of Understanding (MOU), along with all other pertinent Federal, State, and local laws, codes and regulations.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.

JAIL COMMANDER/SHERIFF SERGEANT – 5

Knowledge of - Continued

- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

Ability to

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under unusual and critical conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience:

Experience: Five (5) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff in Plumas County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

Special Requirements: Possession of a Basic and Intermediate Post Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.