

**ADOPT RESOLUTION REVISING THE SHERIFF'S PATROL COMMANDER AND  
SHERIFF INVESTIGATIONS SERGEANT/CODE COMPLIANCE SUPERVISOR JOB  
CLASSIFICATIONS**

**WHEREAS**, Plumas County Personnel Rule 5 allows amendments to be made to the classification plan covering all positions in the County services, by resolution of the Plumas County Board of Supervisors; and

**WHEREAS**, during the fiscal year needs may arise to amend the classification plan, position allocation, and funding revenues; and

**WHEREAS**, the updated job descriptions remove the Office of Emergency Services duties from the Patrol Commander, reflect supervision of Search and Rescue, and include the supervision of the Investigations Department under the Patrol Commander in order to have proper organizational flow to be consistent in operations.

**WHEREAS**, the interim Human Resources Director has updated and attached revised job classifications for the Sheriff's Patrol Commander and Sheriff Investigations Sergeant/Code Compliance Supervisor job classifications; and

**WHEREAS**, the County has met the meet and confer obligation.

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

- 1) Approves the revisions to the Sheriff's Patrol Commander job classification.
- 2) Approves the revisions to the Sheriff Investigation's Sergeant/Code Compliance Supervisor job classification.

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 the said Board held on 21st day of October 2025, by the following vote:

AYES: Supervisors: Engel, Ceresola, McGowan, Goss, Hall

NOES: Supervisors:

ABSENT: Supervisors:

ATTEST:



Allen Hiskey, CLERK OF THE BOARD



Kevin Goss, CHAIR, BOARD OF SUPERVISORS

Approved as to form:



Sara James, Attorney  
County Counsel's Office

**SHERIFF PATROL COMMANDER**

**DEFINITION**

Incumbent will manage, as well as supervise the day to day operations of the Patrol Division, Investigations Division, Communications Division, Swat, Reserves, Search and Rescue, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over the investigations unit, sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

**REPORTS TO**

Undersheriff and Sheriff/Coroner

**CLASSIFICATIONS SUPERVISED**

Investigations Sergeant, Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.

## **SHERIFF PATROL COMMANDER - 2**

### **EXAMPLES OF DUTIES – Continued:**

- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Perform related duties as assigned.

### **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, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

## **SHERIFF PATROL COMMANDER - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

#### **Ability to:**

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

### **TRAINING AND EXPERIENCE**

Five years of increasingly responsible experience in law enforcement work, including one (1) year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

## **SHERIFF PATROL COMMANDER - 4**

### **Licenses and Certificates:**

Possession of a Peace Officer Standards and Training P.O.S.T. Advanced Certificate. Complete and successfully pass a P.O.S.T. certified Management Course within one year of assignment.

### **Special Requirements:**

Must submit to and pass a psychological evaluation, medical examination and a background investigation, if not already a Plumas County Sheriff's Office employee as part of a conditional offer of employment for a background investigation.

Possession of a valid and current California Driver's license at that time of appointment and maintained throughout Plumas County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**SHERIFF INVESTIGATIONS SERGEANT/CODE  
COMPLIANCE SUPERVISOR**

**DEFINITION**

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations both criminal and civil cannabis; to collect and preserve evidence; to supervise evidence room; to assist the District Attorney's office with prosecution of criminal cases; to perform administrative duties; to conduct coroner's investigations; and to do related work as required.

This position is responsible for supervising and overseeing the cannabis enforcement throughout Plumas County. Supervise field investigations of potential violations of Plumas County's Cannabis Codes and related State and County Regulations. Oversee code regulations and ordinances, as associated with cannabis enforcement, investigations of complaints and the issuance of citations for cannabis code violations. Review and assist with the preparation of evidence for cannabis code compliance. The enforcement process includes preparing inspection warrants, property reports, notice of violations and preparation of abatement orders and warrants.

This position requires the ability to identify cannabis/marijuana plant species, investigative cannabis cultivations related to restrictions under State and local County codes, and identify potential hazardous cultivating materials and chemicals. Abatement procedures are conducted according to safe handling practices and procedures.

**DISTINGUISHING CHARACTERISTICS**

This is the supervisory level in the professional law enforcement Sheriff Investigator class series. In addition to supervisory responsibilities, an incumbent also performs specialized investigative work in the Sheriff's Department. They are subject to call-out 24 hours per day.

**REPORTS TO**

Patrol Commander

**CLASSIFICATION SUPERVISED**

**Sheriff Investigator**, Sheriff Investigator Intermediate, Sheriff Investigator Advanced, and Sheriff Investigator/Cannabis Code Compliance

**EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit, including cannabis code compliance according to State, Federal, and County regulations
- Provides training and work evaluations for assigned personnel.

## SHERIFF INVESTIGATOR SERGEANT/CODE COMPLIANCE SUPERVISOR – 2

### **EXAMPLES OF DUTIES – Continued:**

- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- Reviews documentation of violations identified and determine requirements for cannabis compliance
- Ensures affidavits and warrant service documentation are ready to secure and to serve
- Provides guidance on citation notices, orders and other legal documents as necessary
- Oversee the determination and initiate appropriate enforcement inclusive of abatement orders, non-compliance filings, and administrative citations
- Evaluate corrected violations for compliance with conditions of applicable cannabis regulations and codes
- Evaluate safety and reduce risks by wearing protective gear when in contact with marijuana plants to prevent allergic reactions, hypersensitivity and anaphylaxis to marijuana.
- Minimize exposure to outdoor growing operations with elevated levels of airborne mold spores, especially during plan removal activities.
- Ensures proper use of Department equipment.
- Plans, coordinates, and conducts assigned criminal investigations.
- Takes charge of crime scenes and directs other staff.
- Interviews witnesses and suspects, evaluating the importance of information received.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Prepares reports resulting from investigations.
- Substantiates findings of fact in court.
- Prepares and serves search/arrest warrants/affidavits and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies' investigations and arrests.
- May train other Department staff in investigative methods and techniques.
- Conducts surveillance.
- May have responsibility for witness protection and court security; supervises informants and undercover operatives.
- Operates a variety of investigative equipment.
- Investigates deaths, including homicide, suicide, accidental, unattended, questionable and natural.
- Investigates sexual assaults, child molestations, and elder abuse cases.
- Attends, documents, and evaluates autopsies.
- May be assigned to assist with fingerprinting or fingerprint classification work; takes pictures and makes sketches at crime scenes.
- Lifts latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- Keeps firearms and other equipment in good working condition.
- May be assigned to conduct follow-up in-depth investigations for the District Attorney's Office.
- Identify plant species, particularly cannabis/marijuana for investigative purposes related to restrictions of cannabis in state and local County code
- Read and understand maps, drawings, legal descriptions, County code including that related to cannabis / marijuana cultivation

## **SHERIFF INVESTIGATOR SERGEANT/CODE COMPLIANCE SUPERVISOR – 3**

### **EXAMPLES OF DUTIES – Continued:**

- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, vehicle and owner records of the State, legal references, technical references and the available records of the courts and law enforcement agencies for cannabis code enforcement
- Issue administrative citations as appropriate and necessary
- May request issuing of search warrants and criminal complaints,
- Develops and prepares detailed reports of unusual investigations.
- May make public speaking presentations at schools, fairs, official meetings, and service clubs, serving as Department spokesperson.
- May operate a marked patrol unit and cover an assigned area.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods in one position; 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, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Comprehensive knowledge of criminal investigation methods and techniques
- 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.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.



## **SHERIFF INVESTIGATOR SERGEANT/CODE COMPLIANCE SUPERVISOR – 4**

### **Ability to:**

- Plan, organize, supervise, train, and evaluate the work of an assigned group or unit of employees.
- Plan, organize, coordinate, and conduct criminal investigations.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- 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.
- Prepare 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 critical and unusual 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:**

In addition to the minimum requirements for a patrol sergeant, the applicant must meet these qualifications:

- Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Investigator in Plumas County.
- Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.
- Possession of an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (P.O.S.T.).
- Possession of First Aid and CPR certificates.

### **Special Requirements:**

Currently at the rank of sergeant or on a valid sergeant promotional list from which a vacancy will be filled. (First to be considered are those who are currently at the rank of sergeant. If there is not a sergeant candidate to be considered, the valid sergeant promotional list will be used.)

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles. The valid California License must be maintained throughout employment.