

**RESOLUTION TO AMEND FISCAL YEAR 2017-2018 JOB CLASSIFICATION PLAN  
AND POSITION ALLOCATION FOR JAIL COMMANDER JOB DESCRIPTION,  
RANGE 3073 FOR SHERIFF DEPARTMENT #70330**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Job Classification Plan covering all positions in the County service; and

**WHEREAS**, this position are necessary in the daily operational needs of the Sheriff Department #70330; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation for Jail Commander range - 3073; and

**WHEREAS**, Plumas County has met the meet and confer obligations for this position with Plumas County Sheriff's Employee Association; and

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

Approve the amendments to the Fiscal Year 2017/2018 Job Classification Plan for the following position:

<b><u>Sheriff Department #70330</u></b>	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Jail Commander/Sheriff Sergeant, range – 2857	1.00	0.00
Jail Commander, range – 3073	0.00	1.00

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 6<sup>th</sup> day of March, 2018 by the following vote:

**AYES:** Supervisors: SIMPSON, THRALL, GOSS, SANCHEZ

**NOES:** Supervisors: ENGEL

**ABSENT:** Supervisors: NONE

  
Clerk, Board of Supervisors

  
Chair, Board of Supervisors

# Exhibit A

PLUMAS COUNTY

REVISED: 1/2018

## JAIL COMMANDER

### 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 assigned to Courts 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.

### REPORTS TO

Under Sheriff

### CLASSIFICATIONS SUPERVISED

Correctional Sergeant, Court Sergeant and Deputy Sheriff I and II

## JAIL COMMANDER -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 Court Sergeant and 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 and Court 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 divisions' staff receive 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 ensuring 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 Under Sheriff.

**EXAMPLES OF DUTIES CONTIUED**

- Supervises the work of Court-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 systems.
- 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.
- 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.
- 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.
- 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.
- 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.

JAIL COMMANDER -5

**Ability to - continued**

- Demonstrate technical and tactical proficiency in the use and care of 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:**

Must complete California Peace Officer Standards and Training Commissions (P.O.S.T.) course within eight (8) months of appointment.

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

Must complete P.O.S.T. Management Course for Law Enforcement with eighteen months after appointment.

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.

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.

PLUMAS COUNTY

REVISED: 1/2018

## **JAIL COMMANDER**

### **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 assigned to Courts, and related work as required.

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### **DISTINGUISHING CHARACTERISTICS**

This is a management and supervisory classification for the position, which has a day-to-day responsibility for the County Correctional Facility.

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**Deleted:** ; and is the first supervisory level in the professional law enforcement class series.

### **REPORTS TO**

Under Sheriff

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### **CLASSIFICATIONS SUPERVISED**

Correctional Sergeant, Court Sergeant and Deputy Sheriff I and II

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Last updated: 6/2014

### 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 Court Sergeant and 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 and Court 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 divisions' staff receive 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 ensuring full compliance to mandated notification deadlines to those individuals (attorneys) appointed in the Federal Consent Decree as compliance officers.
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#### **EXAMPLES OF DUTIES CONTIUED**

- 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 Under Sheriff.
- Supervises the work of Court-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 systems.
- 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.

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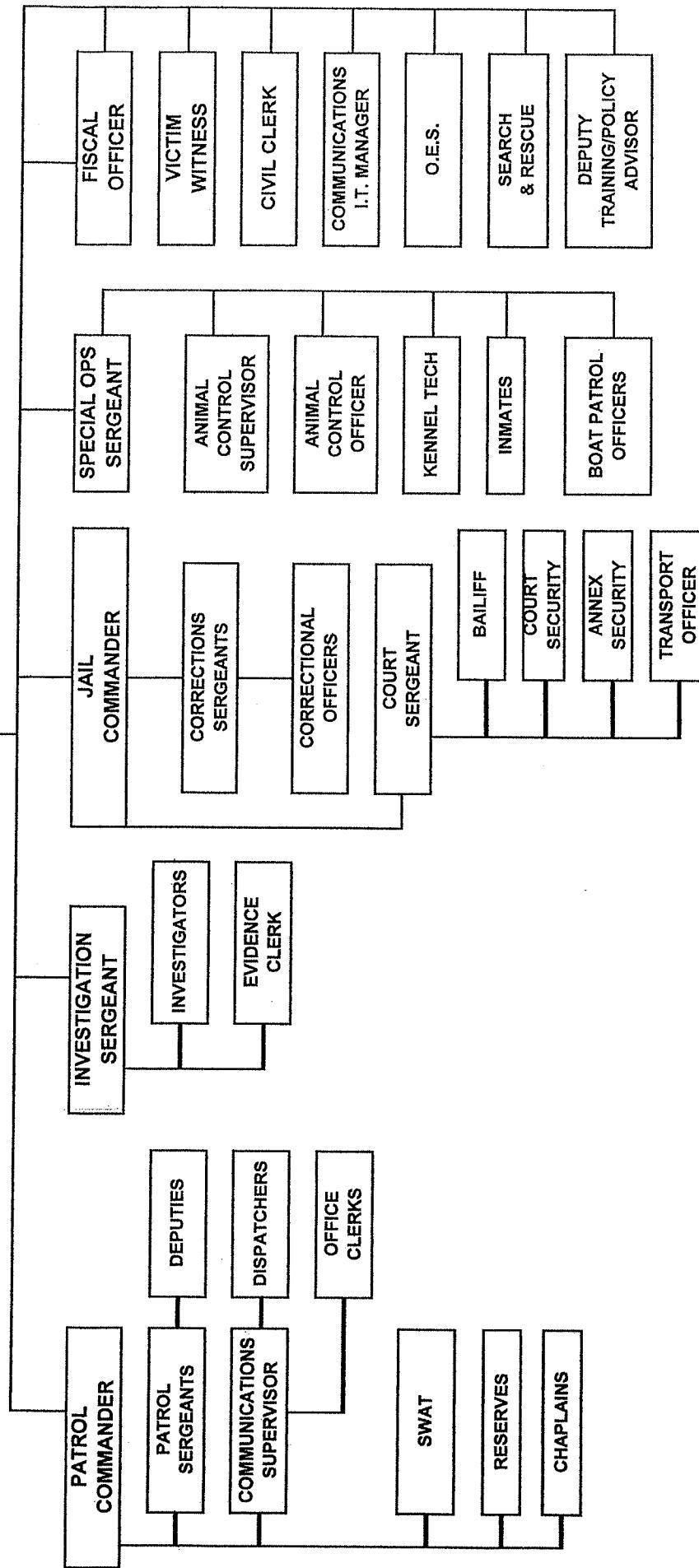
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## SHERIFF

## UNDERSHERIFF

# Exhibit B



Jail Commander

**L5**

		FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Proposed wage range - \$30.73	Current					
<b>Jail Commander/Sheriff Sergeant \$28.57</b>	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00	\$ 92,290.00
Retirement	\$ 18,783.78	\$ 19,565.48	\$ 21,042.12	\$ 21,042.12	\$ 21,042.12	\$ 21,042.12
FICA / Medicare	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19	\$ 7,060.19
<b>Total</b>	<b>\$ 118,133.97</b>	<b>\$ 118,915.67</b>	<b>\$ 120,392.31</b>	<b>\$ 120,392.31</b>	<b>\$ 120,392.31</b>	<b>\$ 120,392.31</b>
<b>Jail Commander \$30.73</b>	<b>\$ 99,278.00</b>					
Retirement	\$ 20,206.05	\$ 21,046.94	\$ 22,635.38	\$ 22,635.38	\$ 22,635.38	\$ 22,635.38
FICA/Medicare	\$ 7,594.77	\$ 7,594.77	\$ 7,594.77	\$ 7,594.77	\$ 7,594.77	\$ 7,594.77
<b>Total</b>	<b>\$ 127,078.82</b>	<b>\$ 127,919.70</b>	<b>\$ 129,508.15</b>	<b>\$ 129,508.15</b>	<b>\$ 129,508.15</b>	<b>\$ 129,508.15</b>
Five Year Differential	Difference	\$ (8,944.85)	\$ (9,004.04)	\$ (9,115.85)	\$ (9,115.85)	\$ (9,115.85)
Five year increase to Personnel Budget	\$ (45,296.43)					

Jail Commander/Sheriff Sergeant - 2857

Jail Commander wage - 3073

Prepared 02/02/2018