

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND  
FISCAL YEAR 2018-2019 POSITION ALLOCATION  
FOR SHERIFF INVESTIGATOR SERGEANT / CODE COMPLIANCE SUPERVISOR  
RANGE 3073 PLUMAS COUNTY SHERIFF'S DEPARTMENT #70330**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

**WHEREAS**, the Sheriff Investigator Sergeant / Code Compliance Supervisor range 3073 job classification is necessary in the daily operational needs of the Sheriff's 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 County's Job Classification Plan for the position of Sheriff Investigator Sergeant / Code Compliance Supervisor range 3073 and the 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Approve the amendment to the Fiscal Year 2018/2019 Position Allocation for the following position:

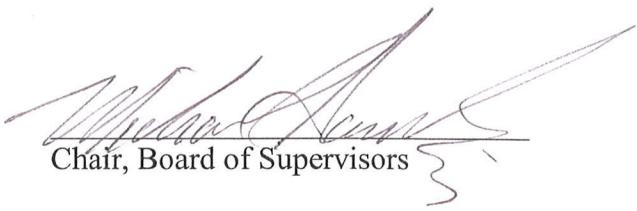
<u>Sheriff Department</u>	<u>#70330</u>	<u>FTE</u>
Sheriff Investigator Sergeant / Code Compliance Supervisor		1.00

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 22<sup>th</sup> day of January, 2019 by the following vote:

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

**NOES:** Supervisors: ENGEL

**ABSENT:** Supervisors: GOSS



Michael A. Simpson  
Chair, Board of Supervisors



Nancy Gatooro  
Clerk, Board of Supervisors

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND  
FISCAL YEAR 2018-2019 POSITION ALLOCATION  
FOR SHERIFF INVESTIGATOR/ CANNABIS CODE COMPLIANCE RANGE 2642  
PLUMAS COUNTY SHERIFF'S DEPARTMENT #70330**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

**WHEREAS**, the Sheriff Investigator / Cannabis Code Compliance range 2642 job classification is necessary in the daily operational needs of the Sheriff's 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 County's Job Classification Plan for the position of Sheriff Investigator / Cannabis Code Compliance range 2642 and the 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Approve the amendment to the Fiscal Year 2018/2019 Position Allocation for the following position:

<u>Current Sheriff Department</u>	<u>#70330</u>	<u>FTE</u>
Sheriff Investigator		3.50
<u>Sheriff Department</u>	<u>#70385</u>	
Sheriff Investigator		0.50

<u>Proposed Sheriff Department</u>	<u>#70330</u>	<u>FTE</u>
<i>Sheriff Investigator / Cannabis Code Compliance</i>		<i>1.00</i>
<i>Sheriff Investigator</i>		<i>2.50</i>
<u>Sheriff Department</u>	<u>#70385</u>	<u>FTE</u>
<i>Sheriff Investigator</i>		<i>0.50</i>

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 22<sup>th</sup> day of January, 2019 by the following vote:

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

**NOES:** Supervisors: ENGEL

**ABSENT:** Supervisors: GOSS

  
Clerk, Board of Supervisors

  
Chair, Board of Supervisors

**RESOLUTION TO AMEND JOB CLASSIFICATION PLAN AND  
FISCAL YEAR 2018-2019 POSITION ALLOCATION  
FOR SHERIFF SERVICES ASSISTANT SERIES I AND II PLUMAS COUNTY  
SHERIFF'S DEPARTMENT #70330**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2018/2019 Position Allocation covering all positions in the County service; and

**WHEREAS**, the Sheriff Services Assistant I and II job classification is necessary in the daily operational needs of the Sheriff's 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 County's Job Classification Plan to update the wage ranges for Sheriff Services Assistant I range 1575 and Sheriff Services Assistant II range 1736 updating 2018-2019 Position Allocation for Sheriff's Department #70330; and

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

Update wage range for Sheriff Services Assistant I range 1575 and Sheriff Services Assistant II range 1736.

<u>Current Sheriff Department #70330</u>	<u>FTE</u>
Sheriff Services Assistant I/II	2.00

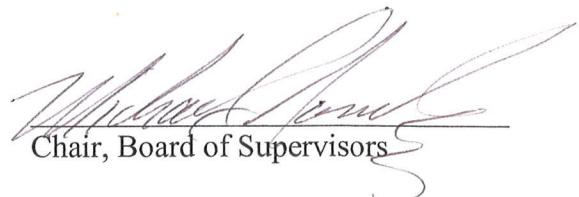
<u>Proposed Sheriff Department #70330</u>	<u>FTE</u>
Sheriff Services Assistant I/II	3.00

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 18<sup>th</sup> day of December, 2018 by the following vote:

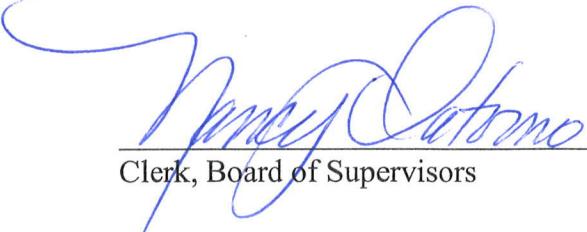
**AYES:** Supervisors: SIMPSON, THRALL, SANCHEZ

**NOES:** Supervisors: ENGEL

**ABSENT:** Supervisors: GOSS



Michael J. Land  
Chair, Board of Supervisors



Nancy Patomo  
Clerk, Board of Supervisors

# Exhibit A:

- July 3, 2018 BOS Meeting
  - Board Agenda packet submitted by Sheriff
- Sheriff Department Organizational Chart
- Revised Sheriff Department Organizational Chart



# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

3D

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** June 20, 2018

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of July 3, 2018

**RECOMMENDATION:**

Authorize the Sheriff to have Human Resources reclassify four positions in the Sheriff's Office to include cannabis code enforcement duties. These four positions will include the Investigations Sergeant position, (1) Investigator position, (1) Sheriff Services Assistant II/Evidence Clerk position, and the Training/Policy Deputy Position.

Authorize the Sheriff to work with Human Resources to develop a new Sheriff Services Assistant/cannabis code compliance position. After this position is developed, authorize the Sheriff to recruit and hire.

**BACKGROUND & DISCUSSION:**

On November 27, 2017 the Plumas County Board of Supervisors placed a moratorium on commercial cannabis cultivation within Plumas County. On May 31, 2018 the Plumas County Board of Supervisors passed the new cannabis enforcement ordinance pertaining to cannabis cultivation. On July 1, 2018 the enforcement ordinance becomes effective and enforcement will be the responsibility of the Plumas County Sheriff's Office.

Upon receiving this new/additional responsibility, the Sheriff's Office will need to expand current job descriptions and reclassify current personnel. In addition to this new responsibility, an additional Sheriff Services Assistant/Cannabis Code Compliance position must be added to the Sheriff's Office allocations.

In addition to the above reclassifications and position, additional monies will be needed to fund this new enforcement code.

The Sheriff estimates the cost of the cannabis code compliance enforcement to be \$100,000.00.

## Estimate of Costs Regarding Cannabis Enforcement

Reclass of current employees, with one additional new employee, and related costs.

Inv. Sergeant	\$4,000.00
Inv. Position	\$3,500.00
Evid. Clerk	\$3,500.00
Training/Policy Deputy	\$4,000.00
☒ New Sheriff Services Assistant	\$56,000.00
O.T.	\$5,000.00
Fuel/Maint.	\$5,000.00
Misc employee costs (FICA etc)	\$9,000.00
Supplies and Equipment	\$10,000.00
Total	\$100,000.00

All employee costs are estimated. For accurate costs all wages must be calculated by HR.

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**AGREEMENT BETWEEN  
THE COUNTY OF PLUMAS  
AND  
LYNN STROM**

This agreement is entered into between the County of Plumas ("County") and Lynn Strom ("Contractor") for the purpose of providing Hearing Officer services under Chapter 9 of Title 1 of the Plumas County Code.

**WHEREAS**, Plumas County Code section 1-9.09 prescribes an alternative procedure for abatement of unlawful marijuana cultivation; and

**WHEREAS**, Plumas County Code section 1-9.09, subdivision (c) provides that:

"In order to hear cases brought by the enforcing officer under this section, the board of supervisors hereby establishes for such purpose the Office of County Hearing Officer pursuant to Chapter 1.4 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code, to which Office the Board of Supervisors shall appoint one or more hearing examiners. Each such hearing examiner shall be an attorney at law having been admitted to practice before the courts of this state for at least five years. Hearing examiners shall be appointed for a period of not less than one year. In the event that the Board appoints more than one hearing examiner, each day of hearings required under this section shall be assigned to a hearing examiner based upon an alphabetical rotation. Hearing examiners shall have those powers set forth in sections 27721 and 27722 of the Government Code, including the power to conduct the hearing, the power to decide the matter under this section upon which a hearing has been held, the power to make findings of fact and conclusions of law required for the decision, the power to issue subpoenas at the request of a party of interest, the power to receive evidence, the power to administer oaths, the power to rule on questions of law and the admissibility of evidence, the power to continue the hearing from time to time, and the power to prepare a record of the proceedings."; and

**WHEREAS**, Plumas County Code section 1-9.09, subdivision (d) provides that:

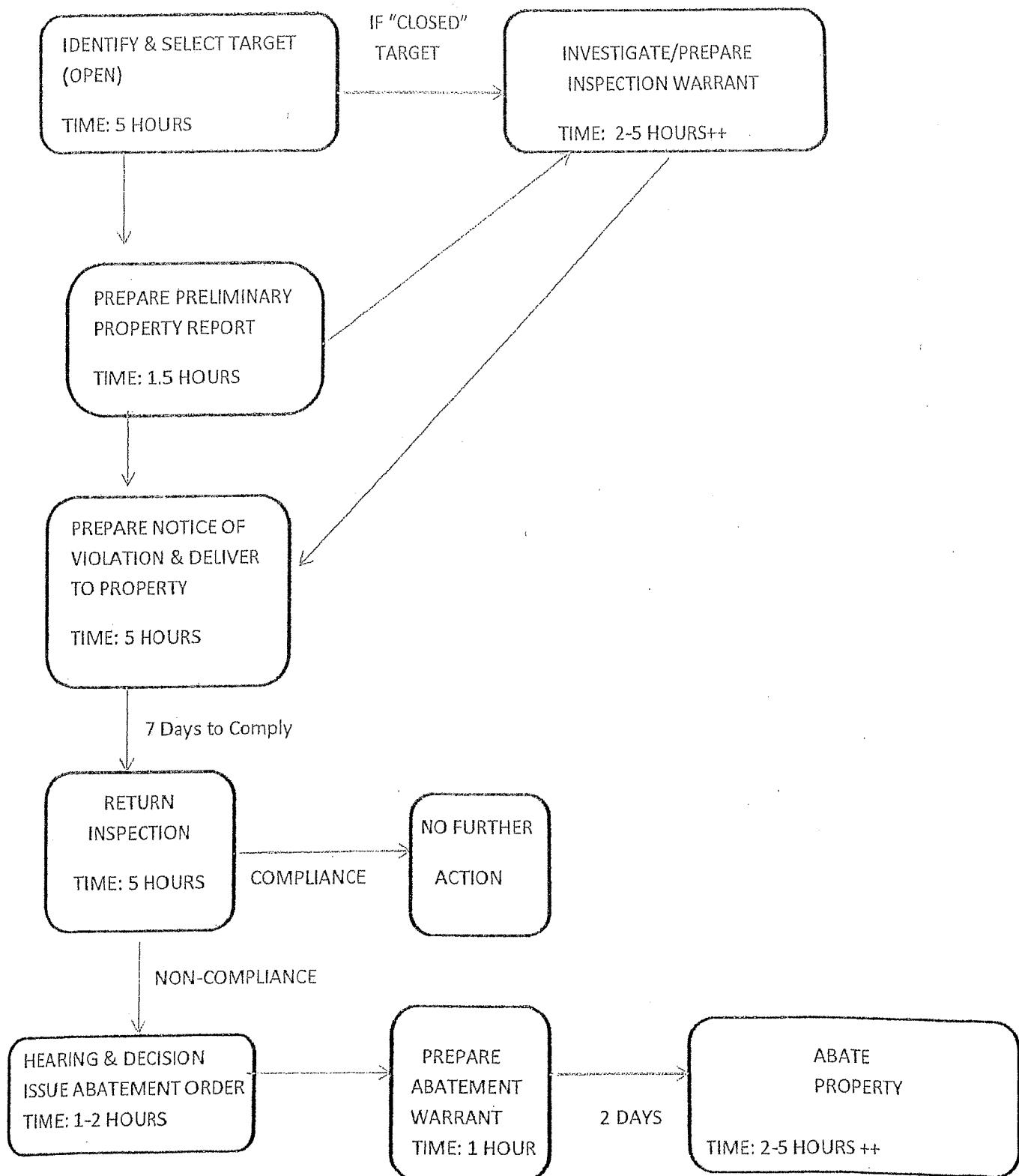
"Pursuant to Government Code sections 25845, subdivision (i) and 27721, subdivision (A), the Hearing Officer shall hold an administrative hearing to determine whether the conditions existing on the property subject to the notice constitute a nuisance under this chapter, or whether there is any other good cause why those conditions should not be abated. This hearing shall be held no less than five calendar days after service of the notice."

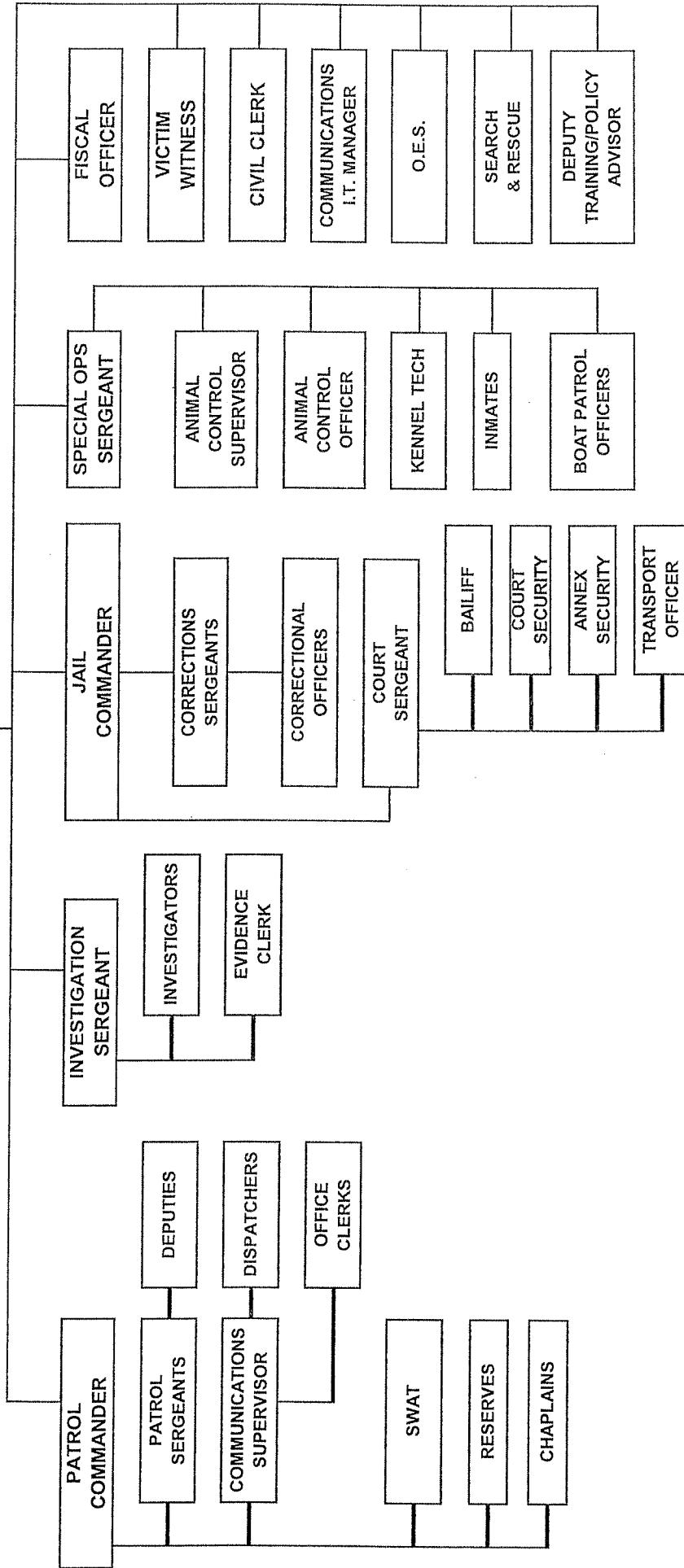
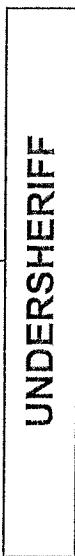
**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

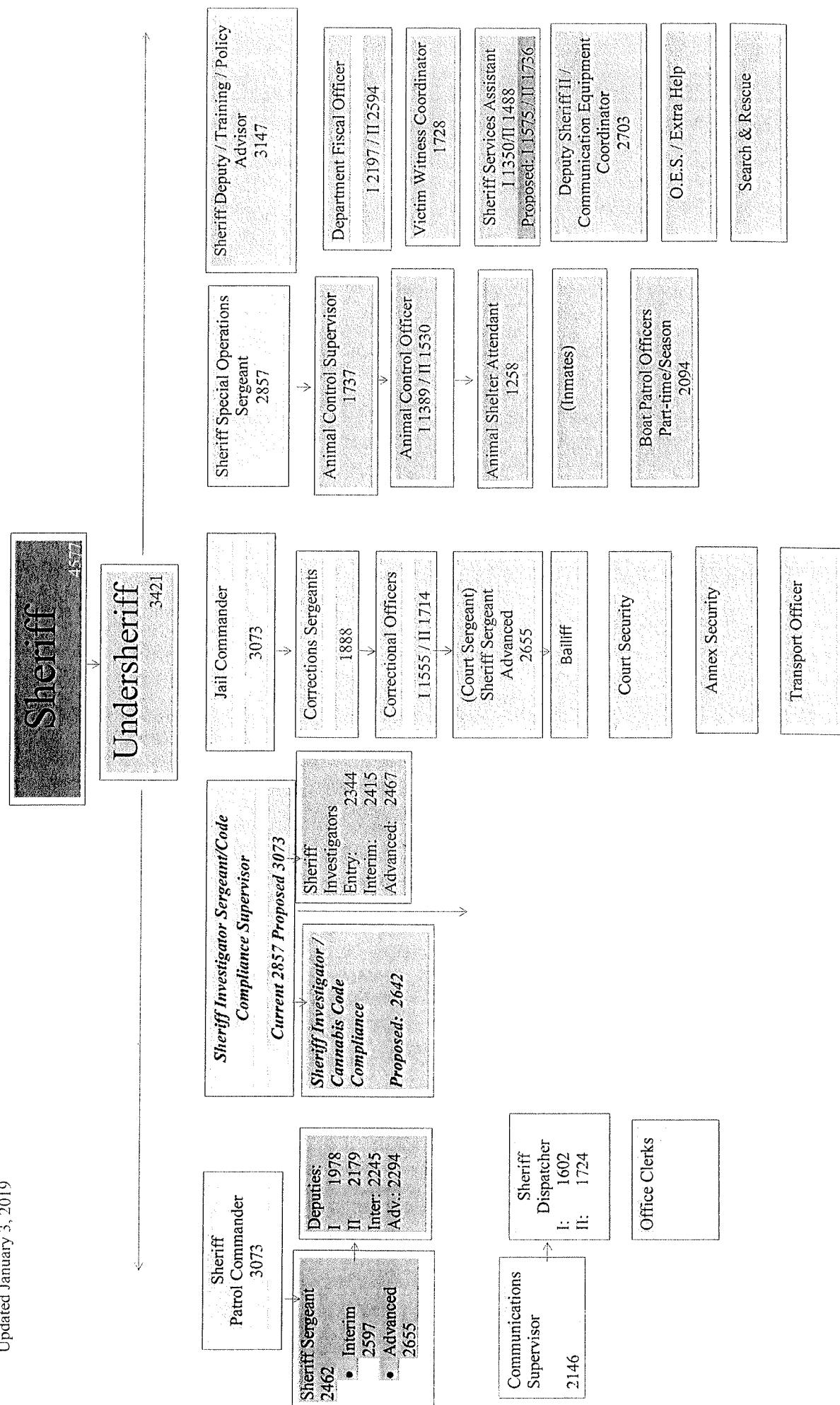
**1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall serve as Hearing Officer appointed pursuant Section 1-9.09 of the Plumas County Code, and shall exercise all powers and duties set forth

## CANNABIS ENFORCEMENT PROCESS & TIME ACCOUNTING FLOWCHART







# Exhibit B:

- Recommended Sheriff Investigator Sergeant/Code Compliance Supervisor job description
- Current job description for Sheriff Investigator Sergeant
- Five (5) year wage projections

PLUMAS COUNTY

REVISED: 9/2018

**SHERIFF INVESTIGATIONS SERGEANT/CANNABIS  
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**

Undersheriff

**CLASSIFICATION SUPERVISED**

Sheriff Investigator, Sheriff Investigator Intermediate, Sheriff Investigator Advanced, and Sheriff Services Assistant/Cannabis Code Compliance

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## SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 2

### 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.
- 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
- 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.

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## SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR – 3

### EXAMPLES OF DUTIES – Continued:

- 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
- 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.

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### 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.

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## SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 4

### Knowledge of – Continued:

- 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.

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### 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.

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## SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 5

### 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.

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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. ¶

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**SHERIFF INVESTIGATIONS SERGEANT/CANNABIS  
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**

Undersheriff

**CLASSIFICATION SUPERVISED**

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

## **SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 2**

### **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.
- 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 plant 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.

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

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

- 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
- 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 he 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.

## **SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 4**

### **Knowledge of – Continued:**

- 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.
- 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.

## **SHERIFF INVESTIGATOR SERGEANT/CANNABIS COMPLIANCE SUPERVISOR - 5**

### **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.

## **SHERIFF INVESTIGATOR**

### **DEFINITION**

Under general supervision, to initiate and conduct criminal investigations; to collect and preserve evidence; 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.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

### **REPORTS TO**

Sheriff Investigator Sergeant.

### **CLASSIFICATION SUPERVISED**

None.

## **SHERIFF INVESTIGATOR - 2**

### **EXAMPLES OF DUTIES**

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; 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.

## SHERIFF INVESTIGATOR - 3

### 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.

#### Ability to:

- Plan, organize, coordinate, and conduct criminal investigations.
- 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 judgements 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.

## **SHERIFF INVESTIGATOR - 4**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two (2) years of experience in professional law enforcement work comparable to that of a Deputy Sheriff II in Plumas County.

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

Special Requirements: Possession of a Basic Certificate 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.

Estimates used for FY 20/21 - 22/23

Prepared 08/01/2018

# Exhibit C:

- Recommended Sheriff Investigator Cannabis Code Compliance job description
- Current job description Sheriff Investigator - Advanced
- Five (5) year wage projections

**SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE****DEFINITION**

Under general supervision, to initiate and conduct criminal and civil investigations; to collect and preserve evidence; 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.

Responsible for conducting field investigations of potential violations of State and County regulations and codes pertaining to regulations and ordinances as associated with cannabis enforcement. Investigate complaints and issue citations for cannabis code violations. Prepare evidence for use in administrative, criminal and civil hearing/court proceedings and the ability to testify regarding such 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.

**DISTINGUISHING CHARACTERISTICS**

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

**REPORTS TO**

Sheriff Investigator Sergeant/Cannabis Compliance Supervisor, Assistant Sheriff, and Sheriff

**CLASSIFICATION SUPERVISED**

None

## SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 2

### **EXAMPLES OF DUTIES**

- Review and document violations identified and determine requirements for cannabis compliance
- Compile affidavits and warrant service documentation, obtain and serve warrants; compile and issues such citation notices, orders and other legal documents as necessary
- Determine 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
- Read and understand penal code, County code, and use permits including that related to cannabis/marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, owner records of the State, legal references, technical references and he available records of the courts and law enforcement agencies for cannabis code enforcement
- Receive and review information about possible violations of codes and determine validity of complaints
- Establish and maintain accurate and complete case files; prepare legal documents and evidence for court and /or administrative hearing procedures; testify in court as needed
- Operate as Drone Pilot and Observer according to Certificate of Authorization (COA) by Federal Aviation Administration (FAA)
- Maintain and submit all required documentation for drone operations according to FAA regulations
- 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 and 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
- May request issuing of search warrants and criminal complaints

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 3**

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

- Develops and prepares detailed reports of unusual investigations

### **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.
- Drone regulations, airspace navigation, weather, drone payloads and performance, crew management, radio procedures, effects of drugs and alcohol, aeronautical decision making, airport operation, maintenance and preflight inspections.
- 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.
- FAA requirements to maintain Drone Pilot and Observer certification and the required monthly FAA reporting.

## SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 4

### Ability to:

- Plan, organize, coordinate, and conduct criminal and civil cannabis investigations.
- 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.
- Conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances as associated with cannabis enforcement
- Investigate complaints and issue citations for cannabis code violations
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Identify cannabis enforcement process including time accounting according to guidelines
- Prepare appropriate inspection warrants, preliminary property reports, notice of violations, conduct follow up inspections with the timelines, prepare abatement orders and when necessary abatement warrants as well as Enforce abatement orders
- Operate as COA Drone Pilot and Observer and maintain accurate flight logs for FAA monthly reporting.
- 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.
- Maintain the Certificate of Authorization (COA) for County of Plumas Agency

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 5**

### **Training and Experience:**

Qualifications needed for this position:

- Two (2) years of experience in professional law enforcement work comparable to Plumas County Deputy Sheriff II.
- Completion of advanced educational training in criminology, criminal justice, law enforcement, and cannabis/marijuana County, State, and federal regulations.

### **Special Requirements:**

- Possession of a Basic Certificate issued by the California
- Possess current license to operate a drone
- Peace Officer Standards and Training Commission (P.O.S.T).
- Possession of First Aid and CPR certificates.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

**SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE****DEFINITION**

Under general supervision, to initiate and conduct criminal and civil investigations; to collect and preserve evidence; 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.

Responsible for conducting field investigations of potential violations of State and County regulations and codes pertaining to regulations and ordinances as associated with cannabis enforcement. Investigate complaints and issue citations for cannabis code violations. Prepare evidence for use in administrative, criminal and civil hearing/court proceedings and the ability to testify regarding such 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.

**DISTINGUISHING CHARACTERISTICS**

This is the fully trained journey level classification for the performance of specialized investigative work in the Sheriff's Department. Incumbents in this classification perform investigations of criminal cases. They are subject to call-out 24 hours per day.

**REPORTS TO**

Sheriff Investigator Sergeant/Cannabis Compliance Supervisor, Assistant Sheriff, and Sheriff

**CLASSIFICATION SUPERVISED**

None

## SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 2

### **EXAMPLES OF DUTIES**

- Review and document violations identified and determine requirements for cannabis compliance
- Compile affidavits and warrant service documentation, obtain and serve warrants; compile and issue such citation notices, orders and other legal documents as necessary
- Determine 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
- Read and understand penal code, County code, and use permits including that related to cannabis/marijuana cultivation
- Research and analyze building and land use permit records, County Assessor parcel maps, records of the County Recorder, owner records of the State, legal references, technical references and all available records of the courts and law enforcement agencies for cannabis code enforcement
- Receive and review information about possible violations of codes and determine validity of complaints
- Establish and maintain accurate and complete case files; prepare legal documents and evidence for court and /or administrative hearing procedures; testify in court as needed
- Operate as Drone Pilot and Observer according to Certificate of Authorization (COA) by Federal Aviation Administration (FAA)
- Maintain and submit all required documentation for drone operations according to FAA regulations
- 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 and 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
- May request issuing of search warrants and criminal complaints

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 3**

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

- Develops and prepares detailed reports of unusual investigations

### **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.
- Drone regulations, airspace navigation, weather, drone payloads and performance, crew management, radio procedures, effects of drugs and alcohol, aeronautical decision making, airport operation, maintenance and preflight inspections.
- 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.
- FAA requirements to maintain Drone Pilot and Observer certification and the required monthly FAA reporting.

## SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 4

### Ability to:

- Plan, organize, coordinate, and conduct criminal and civil cannabis investigations.
- 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.
- Conduct field investigations of potential violations of State and County regulations and codes pertaining to land use, zoning, health and safety, environmental health, housing, building code regulations and ordinances as associated with cannabis enforcement
- Investigate complaints and issue citations for cannabis code violations
- Understand and interpret the Code of Civil Procedures and Civil Processes
- Identify cannabis enforcement process including time accounting according to guidelines
- Prepare appropriate inspection warrants, preliminary property reports, notice of violations, conduct follow up inspections with the timelines, prepare abatement orders and when necessary abatement warrants as well as Enforce abatement orders
- Operate as COA Drone Pilot and Observer and maintain accurate flight logs for FAA monthly reporting.
- 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.
- Maintain the Certificate of Authorization (COA) for County of Plumas Agency

## **SHERIFF INVESTIGATOR / CANNABIS CODE COMPLIANCE - 5**

### **Training and Experience:**

Qualifications needed for this position:

- Two (2) years of experience in professional law enforcement work comparable to Plumas County Deputy Sheriff II.
- Completion of advanced educational training in criminology, criminal justice, law enforcement, and cannabis/marijuana County, State, and federal regulations.

### **Special Requirements:**

- Possession of a Basic Certificate issued by the California
- Possess current license to operate a drone
- Peace Officer Standards and Training Commission (P.O.S.T).
- Possession of First Aid and CPR certificates.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

## **SHERIFF INVESTIGATIONS SERGEANT**

### **DEFINITION**

Under general supervision, to provide supervision and training for the staff of the Sheriff Department Investigative Unit; to initiate and conduct investigations; 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

### **DISTINGUISHING CHARACTERISTICS**

This is the first 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**

Undersheriff.

### **CLASSIFICATION SUPERVISED**

Sheriff Investigator and Evidence Clerk.

SHERIFF INVESTIGATOR SERGEANT - 2

**EXAMPLES OF DUTIES**

- Plans, organizes, and supervises the work of staff assigned to the Sheriff Department Investigative Unit,
- Provides training and work evaluations for assigned personnel.
- Ensures that investigative assignments are conducted in accordance with Department rules and regulations.
- 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.
- 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.

## SHERIFF INVESTIGATOR SERGEANT – 3

### **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 - 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.

SHERIFF INVESTIGATOR SERGEANT - 5

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

In addition to the minimum requirements for a patrol sergeant the application should have:

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.

**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 an Intermediate Certificate issued by the Commission on Peace Officer Standards and training (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. The valid California License must be maintained throughout employment.

Sheriff Safety Classic

## Sheriff Code Compliance/Investigator (new)

Proposed wage range - \$26.42

Prepared 08/01/2018

# Exhibit D:

- Current job description Sheriff Services Assistant II
- Five (5) year wage projections
  - Sheriff Services Assistant I
  - Sheriff Services Assistant II

## **SHERIFF SERVICES ASSISTANT II**

### **DEFINITION**

Under general supervision, to perform a variety of specialized, secretarial, technical and complex office support work in the Sheriff's Department; receives, stores and documents evidence; prepares and processes civil papers and documents; maintains and updates law enforcement records; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Sheriff's Services Assistant I differs from the II level in that the Sheriff's Service Assistants II are responsible for the more complex and technical duties in the preparation and processing of civil papers and documents and/or the receipt, storage and disposal of evidence for the Sheriff's Department. Incumbents also perform a variety of secretarial and complex office support functions for the Sheriff Investigative Unit.

### **REPORTS TO**

Department Fiscal Officer and /or Sheriff Investigator Sergeant.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Receives, documents, processes and stores all departmental property and evidence following appropriate departmental procedures.
- Receives, reviews and processes all civil documents.
- Prepares and maintains case files.
- Maintains and updates records for incidence and arrests.
- Researches from Department of Justice and appropriate parties.
- Maintains accurate and complete records for receipts and disbursements of all civil process monies and monies deposited into Sheriff's trust funds.\
- Processes licenses and permits including concealed weapons, transportation, vendors, and explosive permits.
- Enters data into computer and prepares monthly Department of Justice reports.
- Prepares and maintains Coroner's Records and case files in accordance with the Office of the State of California Registrar.
- Transcribes all interviews with suspects/victims on crime reports and witness statements.
- Prepares and files accurate Certificate of Death, and Physician/Coroner's Amendments with the Office of the Plumas County Registrar.
- Prepares necessary paper work recoding, advertising and conducting Sheriff's real property and personal property sales.
- Answers the telephone, receives requests, and provides information regarding Sheriff Department functions.
- Acts as liaison to all Funeral Directors, mortuary staff, families of the deceased, local and out of county pathologists.
- Audits monies seized from suspects, deposits seized monies into the Evidence Trust Account.
- Maintains civil cases files in accordance with legal requirements.
- Operates a computer terminal to input and retrieve information.
- Operates office equipment.
- Performs a variety of support assignments for the Sheriff's Department.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; 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 an office environment; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

**KNOWLEDGE OF**

- Operating policies, procedures, and functions of the Plumas County Sheriff Department.
- Laws, codes, and regulations related to processing, documentation, and maintenance of evidence and Coroner's records, warrants and law enforcement records, and service of civil papers.
- Safety principles and practices related to the handling of narcotics, weapons and hazardous substances.
- Legal phraseology, terminology, documents and procedures.
- Law enforcement and warrant record keeping.
- Financial record keeping methods and procedures.
- Modern office equipment, methods and procedures.

**ABILITY TO**

- Perform a variety of assignments related to the development and maintenance of law enforcement records.
- Perform a variety of assignments related to the receipt, storage, documentation, and processing of evidence.
- Perform a variety of civil document processing work.
- Read, analyze, interpret and apply rules, laws and policies.
- Prepare and maintain accurate records and reports.
- Prepare and maintain accurate records and reports.
- Prepare and maintain financial records.

**ABILITY TO CONTINUED:**

- Perform a variety of secretarial and office support work.
- Operate a law enforcement computer system for the input and retrieval of information.
- Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in course of work.
- Word process correspondence and documents efficiently and expeditiously.
- Work independently and exercise sound judgment.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Sheriff's Service Assistant II – Two year of experience as a Sheriff's Service Assistant I in Plumas County.

**OR**

Two years of specialized clerical, secretarial and office support experience, such as performing warrant and records processing, legal document process work and/or evidence processing and documentation work in a law enforcement agency.

**Special Requirement:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

**MISC PERS Sheriff Services Assistant I**

	Step A FY 18/19	Step B FY 19/20	Step C FY 20/21	Step D FY 21/22	Step E FY 22/23
Current Range \$13.50	Current				
<b>Current Range Annual</b>	<b>\$ 28,080.00</b>	<b>\$ 29,494.00</b>	<b>\$ 30,971.00</b>	<b>\$ 32,531.00</b>	<b>\$ 34,174.00</b>
Retirement	\$ 6,346.08	\$ 7,226.03	\$ 8,176.34	\$ 9,108.68	\$ 9,671.24
FICA / Medicare	\$ 2,148.12	\$ 2,256.29	\$ 2,369.28	\$ 2,488.62	\$ 2,614.31
<b>Total</b>	<b>\$ 36,574.20</b>	<b>\$ 38,976.32</b>	<b>\$ 41,516.63</b>	<b>\$ 44,128.30</b>	<b>\$ 46,459.55</b>
Range \$15.75					
<b>Proposed Annual Increase</b>	<b>\$ 32,760.00</b>	<b>\$ 34,403.00</b>	<b>\$ 36,130.00</b>	<b>\$ 37,939.00</b>	<b>\$ 39,853.00</b>
Retirement	\$ 8,026.20	\$ 8,428.74	\$ 9,538.32	\$ 10,622.92	\$ 11,278.40
FICA/Medicare	\$ 2,506.14	\$ 2,631.83	\$ 2,763.95	\$ 2,902.33	\$ 2,902.33
<b>Total</b>	<b>\$ 43,292.34</b>	<b>\$ 45,463.56</b>	<b>\$ 48,432.27</b>	<b>\$ 51,464.25</b>	<b>\$ 54,033.73</b>
Five Year Differential	<b>Difference</b>	<b>\$ (6,718.14)</b>			
		<b>\$ (6,487.24)</b>			
			<b>\$ (6,915.64)</b>		
				<b>\$ (7,335.95)</b>	
					<b>\$ (7,574.18)</b>
Five year increase to Personnel Budget	<b>\$ (35,031.15)</b>				

*Projections assumes a 7.25% return for PY 17/18  
Updated September 5, 2018*

MISC PERS Sheriff Services Assistant II	Step C FY 18/19	Step D FY 19/20	Step E FY 20/21	Step F FY 21/22	FY 22/23
Current Range \$14.88	Current				
<b>Current Range Annual</b>	<b>\$ 34,154.00</b>	<b>\$ 35,880.00</b>	<b>\$ 37,690.00</b>	<b>\$ 37,690.00</b>	<b>\$ 37,690.00</b>
Retirement	\$ 7,718.80	\$ 8,790.60	\$ 9,950.16	\$ 10,553.20	\$ 10,666.27
FICA / Medicare	\$ 2,612.78	\$ 2,744.82	\$ 2,883.29	\$ 2,883.29	\$ 2,883.29
<b>Total</b>	<b>\$ 44,485.59</b>	<b>\$ 47,415.42</b>	<b>\$ 50,523.45</b>	<b>\$ 51,126.49</b>	<b>\$ 51,239.56</b>
Range \$17.36					
<b>Proposed Annual Increase</b>	<b>\$ 39,832.00</b>	<b>\$ 41,829.00</b>	<b>\$ 43,930.00</b>	<b>\$ 43,930.00</b>	<b>\$ 43,930.00</b>
Retirement	\$ 9,758.84	\$ 10,248.11	\$ 11,597.52	\$ 12,300.40	\$ 12,432.19
FICA/Medicare	\$ 3,047.15	\$ 3,199.92	\$ 3,360.65	\$ 3,360.65	\$ 3,360.65
<b>Total</b>	<b>\$ 52,637.99</b>	<b>\$ 55,277.02</b>	<b>\$ 58,888.17</b>	<b>\$ 59,591.05</b>	<b>\$ 59,722.84</b>
Five Year Differential	Difference	\$ (8,152.40)			
		\$ (7,861.60)			
		\$ (8,364.72)			
		\$ (8,464.56)			
		\$ (8,483.28)			
Five year increase to Personnel Budget	\$ (41,326.57)				

*Projections assumes a 7.25% return for PY 17/18  
Updated September 5, 2018*

**MISC PERS Sheriff Services Assistant II**

**L5**  
**FY 18/19**      **FY 19/20**      **FY 20/21**      **FY 21/22**      **FY 22/23**

	<b>Current</b>				
<b>Current Range \$14.88</b>					
<b>Current Range Annual</b>	<b>\$ 48,152.00</b>				
Retirement	\$ 10,882.35	\$ 11,797.24	\$ 12,712.13	\$ 13,482.56	\$ 13,627.02
FICA / Medicare	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63	\$ 3,683.63
<b>Total</b>	<b>\$ 62,717.98</b>	<b>\$ 63,032.87</b>	<b>\$ 64,547.76</b>	<b>\$ 65,318.19</b>	<b>\$ 65,462.64</b>
Range \$17.36					
<b>Proposed Annual Increase</b>	<b>\$ 56,118.00</b>				
Retirement	\$ 13,748.91	\$ 13,748.91	\$ 14,815.15	\$ 15,713.04	\$ 15,881.39
FICA/Medicare	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03	\$ 4,293.03
<b>Total</b>	<b>\$ 74,159.94</b>	<b>\$ 74,159.94</b>	<b>\$ 75,226.18</b>	<b>\$ 76,124.07</b>	<b>\$ 76,292.42</b>
Five Year Differential	Difference	\$ (11,441.96)			
		<b>\$ (10,527.07)</b>			
			<b>\$ (10,678.42)</b>		
				<b>\$ (10,805.88)</b>	
					<b>\$ (10,829.78)</b>
Five year increase to Personnel Budget	<b>\$ (54,283.11)</b>				

*Projections assumes a 7.25% return for PY 17/18  
Updated September 5, 2018*