



# Human Resources and Development COUNTY OF TULARE AGENDA ITEM

## BOARD OF SUPERVISORS

ALLEN ISHIDA  
District One

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District Two

PHILLIP A. COX  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** July 9, 2013

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Jeffrey T. Cardell PHONE: 636-4900

**SUBJECT:** Amendment of the Sheriff's Correctional Deputy Classification.

**REQUEST(S):**

That the Board of Supervisors:

Approve amendment of the Sheriff's Correctional Deputy job class specification.

**SUMMARY:**

The Sheriff's Deputy classification currently staffs the Courtrooms and handles roving patrols in the Courthouse. As the Sheriff's Office no longer has the large pool of Deputies in the Jail system to bring over to the Courts for coverage purposes or for general assistance, there is a need utilize Sheriff's Correctional Deputies to cover Court bailiff duties. By adding Court bailiff duties to the Sheriff's Correctional Deputy's classification the Sheriff's Office will have a significantly larger pool of candidates to draw from for coverage purposes in the Courts.

Through attrition, the Sheriff's Office will be changing the staffing of the Courts (except for Civil and Family Courts) from Sheriff's Deputies to Sheriff's Correctional Deputies.

Notice was provided to the Tulare County Deputy Sheriff's Association concerning the proposed change to the Correctional Deputy classification.

**FISCAL IMPACT/FINANCING:**

There is no fiscal impact to the County.

**SUBJECT:** Amendment to Sheriff's Correctional Deputy Job Specification

**DATE:** July 9, 2013

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Strategic Business Plan includes Organizational Performance, which provides for departments to continually evaluate their organizational structure to improve service delivery.

**ADMINISTRATIVE SIGN-OFF:**

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Jeffrey T. Cardell  
Human Resources Director

Cc: Auditor-Controller  
County Counsel  
County Administrative Office (2)

Attachment(s): Amended Sheriff's Deputy Job Specification

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AMENDMENT TO )  
THE SHERIFF'S CORRECTIONAL )  
DEPUTY CLASSIFICATION )

RESOLUTION NO. \_\_\_\_\_

AGREEMENT NO. \_\_\_\_\_

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD July 9, 2013  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JEAN M. ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

That the Board of Supervisors:

Approved amendment of the Sheriff's Correctional Deputy classification.

# **SHERIFF'S CORRECTIONAL DEPUTY**

County of Tulare

## **DEFINITION**

To apply principles and practices of corrections in the care and custody of adult prisoners incarcerated in all levels of security, including a maximum security detention facility.

## **DISTINGUISHING CHARACTERISTICS**

Incumbents in positions of this class are expected to assume responsibility for performance of assigned journey level duties. This is a peace officer position (while on duty) and incumbents may carry weapons.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Sheriff's Sergeant.

**DUTIES** may include, but are not necessarily limited to:

Processes the reception, detention and release of adult inmates.

Handle the most difficult and complex tasks and duties within the institution.

Maintain institutional security on a 24 hour basis.

Learn the Penal Code, Health and Safety Code, the policies and procedures of the Tulare County Sheriff's Department, and other applicable laws and regulations.

Supervise assigned groups of adults engaged in work details and leisure time activities.

Transport inmates and prisoners safely and in accordance with applicable regulations, in a variety of situations.

Apply the policies and procedures of the Tulare County Detention Division.

Confer with the Sergeant on problem situations.

Write reports of activities and incidents.

Learn the principles of jail operations and tasks of the Sheriff's Correctional Deputy.

Operate and maintain fire suppression equipment.

Conduct criminal investigations and prepare cases for submission to the District Attorney's Office.

Appear in court as a witness.

Maintain the chain of evidence related to criminal prosecution and internal disciplinary matters.

Investigate incidents of inmate misconduct and victimization.

Attend training programs and activities.

Attend assigned court.

Assist with all courtroom procedures.

Maintain security and order of the courtroom and the judge's chambers.

Summon and seat jurors, attorneys, and witnesses, and direct observers to seating areas.

Announce verdicts.

Assist in assembling and securing trial evidence.

Post courtroom dockets.

Set up equipment for courtroom demonstrations.

Guard jurors during deliberations, arrange for food, lodging, and personal needs, and escort them to meals and lodging.

Detain, search, guard, and transport prisoners.

Keep records of prisoner movements and write reports on courtroom incidents.

Process the reception, detention and release of adult inmates.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

## NECESSARY EMPLOYMENT STANDARDS

### Knowledge of:

Inventory and records-keeping.

Math sufficient to add, subtract, multiply and divide whole numbers and fractions.

### Skill/Ability to:

Read and understand moderately complex information.

Copy information and clearly and legibly write grammatically correct reports, memoranda and observational descriptions.

Command and use authority in inmate supervision.

Recognize emergency, potentially dangerous, and unusual situations, act appropriately, and direct others to respond.

Help inmates resolve practical life problems.

Use proper restraining techniques.

Give and follow oral and written instructions.

Memorize and recall information.

Perform numerical and alphabetical filing.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of the twelfth grade, supplemented with course work in corrections, police science, and/or psychology.

Experience:

Military, correctional, and/or civilian experience related to group and individual supervision and direction.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license; Basic First Aid Certificate; CPR Certificate; STC Basic Correctional Officer Training Certificate; 832 PC certificate.