



**RESOLUTION No.** 87-84

**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

BE IT RESOLVED that Section 4111 of the Salary Ordinance is hereby amended to add:

JCN	Title	A	B	C	D	E	BARGAINING UNIT
	Supervising						
	Correctional Officer	10.098 1750.35	10.603 1837.86	11.133 1929.76	11.689 2026.24	12.273 2127.32	SA
	Correctional Officer I	7.528 1305.00	7.905 1370.25	8.300 1438.76	8.715 1510.70	9.151 1586.23	SA
	Correctional Officer II	8.783 1522.50	9.222 1598.62	9.683 1678.55	10.165 1762.48	10.673 1850.00	SA
	Detention Support Aide	6.484 1123.89	6.776 1174.51	7.081 1227.37	7.399 1282.49	7.667 1328.95	TL

BE IT FURTHER RESOLVED that the attached classifications for Supervising Correctional Officer, Correctional Officer II, Correctional Officer I and Detention Support Aide be adopted.

BE IT FURTHER RESOLVED that the Authorized Personnel Allocation be amended.

<u>Number of Positions</u>	<u>Sheriff 2-201, 2-300 and 2-702</u>
1	Sheriff/Coroner/Public Administrator
1	Undersheriff
2	Sheriff's Captain
4	Sheriff's Lieutenant
2	Sheriff's Inspector
12	Sheriff's Sergeant *
7	Sheriff's Deputy III *
93	Sheriff's Deputy II or Custodial *
1	Property/I.D. Tech.
1	Work Program Coordinator
1	Sheriff's Accounting Technician
1	Sheriff's Supervising Clerk
1	Sheriff's Secretary
5	Sheriff's Clerk III
7.5	Sheriff's Clerk II
2	Sheriff's Cook II
1	Fleet Maintenance Technician
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142.5	

\* Positions in these classifications assigned to jail operations shall be refilled with Correctional Officer I, II or Supervising Correctional as vacancies occur. No jail position will be refilled except with a position in the correctional series effective March 27, 1984.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 27th day of March, 1984,

by the following vote of said Board:

Ayes: Supervisors Robert E. Dorr, Patricia R. Lowe, W.P. Walker, Joseph V. Flynn, Thomas L. Stewart

ATTEST

DOLORES BREDESON, County Clerk and ex-officio  
Clerk of the Board of Supervisors

By *Dolores Bredeason*  
Deputy Clerk

Noes: none

Absent: none

*Robert E. Dorr*  
Chairman, Board of Supervisors

DATE	COPIES SENT TO
3-27-84	Personnel
	Sheriff's Office
	Undersheriff's Office
	Deputy Sheriff's Office

# EL DORADO COUNTY

## JOB SPECIFICATION

TITLE: CORRECTIONAL OFFICER I

JOB CODE:

ESTABLISHED:

REVISED:

APPROVED:

### DEFINITION

Under close supervision, learns to supervise, observe, move, book, search and process inmates; performs a variety of tasks & activities related to the care and custody of inmates, and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Correctional Officer series is utilized in Sheriff's detention facilities. The C.O. I is the entry level, trainee classification in the series. This class is distinguished from the higher classes of Correctional Officer II in that the latter class is a fully trained journey level class performing all duties with a minimum of supervision. This class differs from that of the sworn law enforcement Deputy Sheriff series in that the position in the latter would perform field work, and provide active law enforcement services, rotating periodically through patrol, investigation, administration and court security assignments. This classification does not involve any field activities such as patrol, investigations or arrests. Incumbents are expected to work under general supervision and acquire required knowledge and ability to be considered for promotion to Correctional Officer II after approximately one year.

### EXAMPLES OF DUTIES

Learns to supervise the security and conduct of inmates; moves inmates to and from various locations within a Sheriff's detention facility; and to transport and guard inmates to court, medical appointments, etc.; learns to book prisoners into detention facilities following set procedures including photographing and fingerprinting; completes each bail agreement; issues clothing and supplies to inmates; processes inmate discharges or transfers and arranges for transportation if necessary; maintains written records on standardized forms relating to inmates; learns to receive, maintain and account for the personal property of inmates; visually and physically searches inmates for contraband, weapons or narcotics; inspects quarters of inmates for contraband, etc; inspects and directs cleaning activities of inmates for maintenance of sanitation, orderliness and safety; learns to operate a variety of detention facility equipment such as a teletype; learns to maintain a wide variety of records and to complete and maintain a variety of statistical forms; learns to supervise inmate activities such as

## Correctional Officer I

recreation, meals, visitations, clothing and bed changes, etc.; learns to collect and preserve evidence, may testify in court and provide information from prisoners to law enforcement personnel; promotes acceptable attitudes and behavior of inmates to assist them in adjusting to confinement; confers with assigned supervisors or officers regarding behavioral or other inmate problems; reports incidents to supervising officers; learns to perform risk assessments and classification of inmates.

### MINIMUM QUALIFICATIONS

Education: Graduation from high school or possession of an acceptable GED Certificate.

License: Possession of a valid California Driver's License.

Typing Skills: Ability to type at a corrected rate of 25 words per minute.

Health: A state of mental and physical health consistent with the ability to perform the duties of the position.

Knowledge of: Some knowledge of criminal attitudes and behavior patterns; some knowledge of purposes and methods of discipline as applied to persons under criminal confinement.

Ability to: Learn the methods of controlling, directing and instructing inmates individually and in groups; interpret and enforce institutional rules and regulations with firmness, persuasiveness, tact and impartiality; read and interpret written materials accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; make quick, effective, responsible and reasonable decisions in emergencies and to take appropriate action, including physically restraining violent inmates; learn the institution's procedures, rules and regulations and certain local, state and federal laws; tolerate verbal abuse from inmates; operate effectively under continuous pressure; communicate effectively both orally and in writing; spell and use proper grammar and punctuation; make basic arithmetic calculations.

Special Requirements: Candidates must also meet the following standards:

1. Must not have been convicted of any felony.
2. Shall have good moral character and a record of past behavior compatible with job requirements as determined by a thorough background investigation according to the standards of the Sheriff's Department.
3. Incumbents in this class must be willing and able to work odd or irregular hours and/or rotating shifts, holiday and week-ends.

# EL DORADO COUNTY

## JOB SPECIFICATION

TITLE: CORRECTIONAL OFFICER II

JOB CODE:

ESTABLISHED:

REVISED:

APPROVED:

Under general supervision, supervises, observes, moves, books, searches and processes inmates; performs a variety of tasks and activities related to the care and custody of inmates, and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Correctional Officer series is utilized in Sheriff's detention facilities. The Correctional Officer II is the full working (journey) level in the Correctional Officer series. Incumbents are expected to work independently in applying rules, regulations, practices and procedures in the day to day operation and control of detention facilities. Work assignments are received from and subject to the review of a Supervisory Correctional Officer.

This class differs from that of the sworn law enforcement classes such as the Deputy Sheriff series in that the latter are assigned to field activities. Incumbents in this class are confined to the Sheriff's detention facilities and work assignments do not involve any field activities such as patrol, investigation or arrests.

### EXAMPLES OF DUTIES

Supervises the security and conduct of inmates; moves inmates to and from various locations within the Sheriff's detention facility and transports & guards inmates to court, medical appointments etc. outside the facility; books prisoners into detention facilities following set procedures including photographing and fingerprinting; completes cash bail agreements; issues clothing and supplies to inmates; processes inmates' discharges or transfers and arranges for transportation; maintains written statistical & information records on inmates; receives, maintains and accounts for the personal property of inmates; visually and physically searches inmates for contraband, weapons or narcotics; inspects quarters of inmates for contraband; inspects and directs cleaning activity of inmates for maintenance of sanitation, orderliness and safety; operates a variety of detention facility equipment including teletypes; sets court dates; maintains a wide variety of records; completes & maintains a variety of forms & reports, statistical, incident, medical & arrest; supervises inmate activities such as recreation, meals, visitations, clothing and bed changes, etc.; collects and preserves evidence; may testify in court and provide information from prisoners to law enforcement personnel; promotes acceptable attitudes and behavior of inmates to assist them in adjusting to confinement; confers with assigned supervisor or officers regarding behavioral or other inmate problems; reports incidents to supervisory officers; performs risk assessments and classifications of inmates; assists in the training of Correctional Officer I's and other staff; may be assigned to act as Officer in Charge in the absence of a supervisor.

## Correctional Officer II

### MINIMUM QUALIFICATIONS

Education: Graduation from high school or possession of an acceptable GED Certificate. Successful completion of a certified Jail operations, first aid and CPR course.

Experience: One year of recent experience equivalent to a Correctional Officer I or II in El Dorado County.

License: Possession of a valid California Driver's License.

Typing Skills: Ability to type at a corrected rate of 25 words per minute.

Health-Physical Fitness/Maintenance: A state of mental and physical health consistent with the ability to perform the duties of the position.

Knowledge of: Criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; (the institution's procedures, rules and regulations and certain local, state and federal laws)

Ability to: Control, direct and instruct inmates individually and in groups; interpret and enforce institutional rules and regulations with firmness, persuasiveness, tact and impartiality; read and interpret written materials accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; tolerate verbal abuse from inmates; operate effectively under continuous pressure; communicate effectively both orally and in writing; spell and use proper grammar and punctuation; make basic arithmetical calculations; make quick, effective and reasonable decisions in emergencies and to take appropriate action to include physically restraining violent inmates.

SPECIAL REQUIREMENTS: Candidates must also meet the following standards:

1. Must not have been convicted of any felony.
2. Shall have good moral character and a record of behavior compatible with job requirements as determined by a thorough background investigation according to the standards of the Sheriff's Department.
3. Incumbents in this class must be willing and able to work odd or irregular hours and/or rotating shifts, holidays and week-ends.

# EL DORADO COUNTY

## JOB SPECIFICATION

TITLE: DETENTION SUPPORT AIDE

JOB CODE:

ESTABLISHED:

REVISED:

APPROVED:

### DEFINITION

Under general supervision, performs a wide variety of support services and activities involved in the care and custody of inmates and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is a single class position located in the County detention facilities. It differs from the class of Correctional Officer I/II in that incumbents in this non-correctional class are not involved in actual guarding & custody of inmates but rather assists Correctional staff by performing routine support, clerical and maintenance activities. Incumbents work under the supervision of the Supervising Correctional Officer.

### EXAMPLE OF DUTIES

Answers jail telephones, greets public; provides information and answers questions regarding inmates' status, charges, bail, jail policies, visitation procedures, etc.; assists correctional staff in resolving inmate problems or questions, such as checking amount of inmates' personal funds, court commitments and release dates; assists in obtaining and issuing linen and clothing to inmates, maintains clothing, linen and cleaning supplies inventories; prepares requests for new clothing, linen and cleaning supplies; performs a variety of clerical and record keeping activities, such as typing reports, filing, preparing statistical data, record maintenance, etc.; may assist correctional staff by assisting in the clerical aspects of receiving, booking, fingerprinting and photographing inmates, shakedowns for contraband, monitoring exercise yards from catwalks or towers.

### MINIMUM QUALIFICATIONS

Education: Equivalent to graduation from high school.

Experience: One year of general work experience.

Health: A state of mental and physical health consistent with the ability to perform the duties of the position.

Typing Skills: Ability to type at a corrected rate of 25 words per minute.

## Detention Support Aide

Ability to: Read and interpret written material accurately and rapidly; promote socially acceptable attitudes and behavior of inmates; act in emergency situations; learn the institution procedures, rules and regulations and certain local, state and federal laws; tolerate verbal abuse from inmates; follow oral & written instructions; communicate effectively both orally and in writing; spell and use proper grammar and punctuation; make basic arithmetic calculations.

### SPECIAL REQUIREMENTS

Candidates must also meet the following standards:

1. Shall have good moral character and a record of past behavior compatible with job requirements as determined by a thorough background investigation according to the standards of the Sheriff's Department.
2. Incumbents in this class must be willing and able to work odd or irregular hours and/or rotating shifts, holidays and week-ends.

NOTE: This is a non safety classification.



# EL DORADO COUNTY

## JOB SPECIFICATION

TITLE: SUPERVISING CORRECTIONAL OFFICER

JOB CODE:

ESTABLISHED:

REVISED:

APPROVED:

### DEFINITION

Under general supervision, supervises Correctional Officers engaged in the care and custody of inmates; insures inmates' safety and security; trains and evaluates Correctional Officers and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Correctional Officer series is utilized in the Sheriff's detention facilities. The Supervising Correctional Officer is the first line supervisory level for the Correctional Officer series. Incumbents in this class are responsible for the supervision of a group of Correctional Officers on an assigned work shift or for an assigned program. This class differs from that of the sworn law enforcement classes such as the Deputy Sheriff series in that the latter are assigned to field activities. Incumbents in this class are confined to the Sheriff's detention facilities and work assignments do not involve any field activities such as patrol, investigation or arrests.

### EXAMPLE OF DUTIES

Plans, assigns, supervises, trains and evaluates the work of Correctional Officers who are providing for the security, care and custody of inmates; supervises the screening, classification and processing of inmates; directs and coordinates responses to emergency situations; coordinates activities and communication between various shifts and/or program areas; performs a variety of administrative functions related to processing, housing, moving, transferring and releasing inmates; plans and conducts inmate counsel meetings; administers, supervises and evaluates the operation of inmate classification and discipline plans; assists in establishing and revising detention policies and procedures; prepares written reports on facility or inmate activities; maintains appropriate records; assists superior officers in the development and implementation of programs to motivate inmates in acceptable attitudes and behavior and to assist them in adjusting to confinement; reviews jail records for completeness and accuracy; assures new inmates are properly briefed on facility rules; receives and checks periodic counts of inmates and directs the inspection of quarters of inmates for contraband, sanitary conditions and orderliness.

## Supervising Correctional Officer

### MINIMUM QUALIFICATIONS

Education: Graduation from high school or possession of an acceptable GED Certificate. Successful completion of a certified Jail operations, first aid and CPR course.

Experience: Two years of recent experience equivalent to a Correctional Officer II.

Typing Skills: Ability to type at a corrected rate of 25 words per minute.

Health: A state of mental and physical health consistent with the ability to perform the duties of the position.

Knowledge of: The institution's procedures, rules and regulations; local, state and federal laws; inmate classification and living area assignments; criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; principles and practices of personnel supervision and training.

Ability to: Successfully complete a standard personnel supervisory course; supervise, direct and evaluate the work of others; control, direct and instruct inmates individually and in groups; interpret and enforce institutional rules and regulations with firmness, persuasiveness, tact and impartiality; read and interpret written material accurately and rapidly; make quick, effective, reasonable and responsible decisions in emergencies and to take appropriate action to include physically restraining violent inmates; keep accurate records and make reports; tolerate verbal abuse of inmates; operate effectively under continuous pressure; exercise sound judgment; communicate and to give clear and understandable instructions both orally and in writing.

### SPECIAL REQUIREMENTS

Candidates must also meet the following standards:

1. Must not have been convicted of any felony.
2. Shall have good moral character and a record of behavior compatible with job requirements as determined by a thorough background investigation according to the standards of the Sheriff's Department.
3. Incumbents in this class must be willing and able to work odd or irregular hours and/or rotating shifts, holidays and week-ends.