



11-0925

8/16/11

Item 11

**RESOLUTION NO. 145-2011**

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

**WHEREAS**, the Sheriff has determined the addition of a 'Sheriff's Security Officer' is warranted within the Sheriff's Office; and

**WHEREAS**, the Sheriff has determined that the work to be performed does not closely correspond with current County classifications; and

**WHEREAS**, the Sheriff is recommending the creation of a 'Sheriff's Security Officer' position; and

**WHEREAS**, the Sheriff has determined the position of 'Sheriff's Security Officer' will be a non-sworn position;

**WHEREAS**, the Chief Administrative Office, Human Resources and Public Employees, Local #1 have reviewed and agree with this recommendation; and

**WHEREAS**, in accordance with Section 202 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 501 of the Salary and Benefits Resolution #323-2001, as amended, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of El Dorado approves and adopts the salary range for Sheriff's Security Officer as listed below:

Class Number	Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Bargaining Unit
5512	Sheriff's Security Officer	\$20.17	\$21.18	\$22.24	\$23.35	\$24.52	GE
		\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 16th day of August, 2011, by the following vote of said Board:

Ayes: Briggs, Sweeney, Knight, Nutting

Noes: None

Absent: Santiago

Attest:

Suzanne Allen de Sanchez

Clerk of the Board of Supervisors

By:

*Marcie McFarland*  
Deputy Clerk

*Raymond J. Nutting*  
Chair, Board of Supervisors  
Raymond J. Nutting

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Clerk

**SHERIFF'S SECURITY OFFICER**

**DEFINITION**

Under direction, enforces security; safeguards and protects County and/or contracted non-County; property, buildings, and equipment; performs limited protective work at County Courthouse buildings; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This classification independently performs a variety of security duties, such as safety, building security, traffic and parking control, and monitoring and controlling access to assigned locations. Incumbents in this classification are non-sworn, armed, and uniformed civilian personnel. This classification is distinguished from the Deputy Sheriff I/II in that this classification may not issue citations, receive prisoners, does not have arrest powers, and does not perform active law enforcement duties.

**EXAMPLES OF DUTIES (Illustrative only)**

- Provides security to assigned building(s), either patrolling on foot or in a vehicle, or by being assigned to a specific post.
- Protects persons and property at assigned facility; prevents thefts, vandalism, property removal or tampering, or concealment of weapons or other prohibited material.
- Notifies proper authorities in connection with suspected criminal activity, hazardous conditions, property damage, or violations of County rules and regulations.
- Observes and reports potential hazards, including fire, building, grounds, or other safety concerns.
- May restrain or temporarily detain violators pending other law enforcement assistance or action.
- Regulates, controls, and directs the flow of traffic and parking at assigned location(s).
- Controls access to assigned location(s) by requiring proper authorization and identification. May utilize metal detectors, or other security screening devices to examine personal property for weapons or other prohibited items.
- Maintains activities log documenting any occurrences, prepares reports as necessary.
- Provides information to the public, both in person and over the phone.
- Provides basic first aid and CPR.

**QUALIFICATIONS**

**Knowledge of:**

- Procedures for buildings and grounds security.

- Basic law enforcement principles and techniques
- Radio operations
- Report writing methods and practices
- Basic first aid and CPR
- Safety practices and precautions dealing with the work

**Skill in:**

- Following oral and written instructions and procedures
- Communicating effectively with members of the public, coworkers, and other agencies
- Correctly using and caring for firearms, including the ability to meet weapon qualification standards.
- Using tact, discretion, initiative and independent judgment within established guidelines
- Using electronic security screening equipment
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Preparing detailed and accurate reports
- Remaining calm and taking appropriate action in tense situations.

**Minimum Qualifications:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

**Education and Experience:**

Possession of a high school diploma or have proof of passing the General Education Development (GED) Test; **AND** satisfactory completion of an introductory course of training prescribed by the Commission on Peace Officer Standards and Training (P.O.S.T) as described in Penal Code Section 832 (arrest and firearms training); **AND** satisfactory completion of a course approved by the Commission on Peace Officer Standards and Training (P.O.S.T) in the carrying and use of a club or baton or possession of a valid and current baton certification issued by the State of California, Department of Consumer Affairs.

**Other Requirements:**

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be able to maintain firearms qualification. Must obtain valid CPR within one year of employment, and maintain thereafter.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.