

## *Mono County Sheriff's Department | Job Description and Benefits*

### **Deputy Sheriff**

#### **Location**

Mono County is located on the Eastern slope of the Sierra Nevada Mountains and extends 40 miles east to the State of Nevada border; the County extends from the South shore of Topaz Lake on the North, 110 miles South to the Inyo County border. The County is a sparsely populated, mountainous, rural county mainly dependent upon tourism and recreation including skiing, hiking, and fishing. Weather ranges from moderate summers to extremes in the winter months with heavy snows and below freezing temperatures.

#### **Position**

A Deputy Sheriff serves in a highly responsible and visible capacity in the protection of life and property; performs law enforcement and crime prevention work by patrolling assigned areas, answering calls for service, and investigating crimes. The Deputy Sheriff works under general supervision within a framework of established procedures and is expected to perform a variety of law enforcement duties with only occasional instruction, assistance and supervision. Adequate performance at this level requires the knowledge of departmental procedures and the ability to choose among a variety of alternatives in solving emergency and routine incidents. The Deputy Sheriff is expected to work productively even in the absence of supervision, and also could be asked to assist in the supervision and training of new, less experienced, law enforcement employees. General supervision of the Deputy Sheriff is provided by a Sheriff's Sergeant or a higher level of sworn personnel depending upon assignment. A Deputy Sheriff shall be assigned to the Field Training Officer program and complete a one (1) year probationary period. Laterals shall have an abbreviated Field Training Officer Program as deemed appropriate, but will also complete a one (1) year probation period.

#### **Example of Duties**

Depending upon assignment, duties may include but are not limited to the following:

- Patrol County in a radio car or on foot; answer calls for the protection of life and property and the enforcement of County and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, and other criminal incidents; check buildings for physical security.
- Make critical decisions as necessary in the field regarding emergency situations and apprehension techniques.
- Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Prepare reports of arrests made, investigations conducted, and unusual incidents observed.
- Perform Coroner duties as assigned.
- Serve warrants, subpoenas, and civil documents.
- Assist local fire departments within the County in traffic control and fire rescue.
- Administer first aid in emergency situations.
- Assist in County search and rescue operations over a wide area, sometimes involving rugged terrain and difficult weather conditions.

- Perform Bailiff duties as assigned.
- Serve as Rangemaster for the Department as assigned.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

**Applicants shall possess knowledge of:**

- Applicable procedures in conducting arrests, investigations, and other assigned duties.
- Use and care of firearms.
- First aid and CPR.

**Applicants must have the ability to:**

- Serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations.
- Observe accurately and remember names, faces, numbers, incidents, and places.
- Demonstrate ability in the use and care of firearms, and proficiency in meeting Range Qualification Standards.
- Think and act quickly in emergencies and judge situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

**Required Experience and Education:**

- Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying.
- Completion of the 12th grade (or equivalent) supplemented by specialized training as approved by the Commission of Peace Officers Standards and Training (POST).

**Required Licenses or Certificates:**

- Possession of a Basic Certificate issued by the Commission of Peace Officers Standards and Training or Certificate of Completion of POST certified academy.
- Possession of an appropriate valid California Driver's License.

**EMPLOYEE BENEFITS FOR DEPUTY SHERIFF:**

- Salary Range: \$4,547 – 5,527 (5 Steps)
- (A lateral Deputy Sheriff may be hired at pay steps above entry level depending on qualifications, training and experience: with authorization from the Sheriff and/or the County CAO)
- Educational Pay:
  - 2.5% for B. A. Degree or higher
  - 5.0% (additional) for Intermediate POST Certificate
  - 7.5% (additional) for Advanced or Supervisory POST Certificate
  - (Maximum allowed increase is 12.5%)

- Longevity Pay:
  - 2.5% after 3yrs at E Step
  - 2.5% (additional) after 6yrs at E Step
  - 2.5% (additional) after 9yrs at E Step
  - (Maximum increase is 7.5%)
- Holiday Pay: 9% of yearly salary (paid twice a year)
- Health Insurance; Cafeteria Plan covering Employee and Dependents:
  - Cost is fully paid for by County for Medical, Vision & Dental
- PERS Retirement:
  - 3% at 50
  - Paid by Employee pre-tax (fully vested in 6yrs)
- Bilingual Pay: \$200.00 per month
- FTO Pay: 5% while assigned a trainee
- K-9 Pay: 5%
- Specialty Pay:
  - \$25.00 per month for Deputies assigned to Search and Rescue
  - \$25.00 per month for Explosive Technician Deputy
- Uniform Allowance: \$1000.00 per year (taxable)
- Vacation:
  - 10 days Initial employment
  - 15 days after 3yrs
  - 17 days after 10yrs
  - 19 days after 15yrs
  - 20 days after 20yrs
- Callout Overtime: 4hr minimum
- Court Overtime: 4hr minimum
- CTO Time: Maximum of 240hrs on books
- Sick Leave: 8hrs per month (paid out to employee after accrual of 800hrs)
- Educational Program: Job related expenses reimbursed up to \$700.00 per year
- Equipment Issued:
  - Take Home Patrol Unit
  - Winter Jumpsuit
  - Winter Boots
  - Cold Weather Gloves
  - Snow Goggles
  - Rain Jacket
  - Body Armor
  - Sunglasses
  - Handgun
  - Rifle
  - Tazer
  - Holster
  - Handcuffs
  - Handcuff Case
  - Sam Browne
  - Flashlight (Streamlight)
  - Digital Voice Recorder
  - Various Misc. Equipment

Current contract expired 12/31/2008.

EOE | AAE | ADAE