

**TENTATIVE AGREEMENT  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 620 AND  
SANTA BARBARA COUNTY  
REGARDING  
SALARY FOR SHERIFF'S SERVICE TECHNICIAN POSITIONS**

The parties have met and conferred in good faith regarding the salary ranges for the Sheriff's Service Technician-Custody (Attachment A) and Sheriff's Service Technician-Law Enforcement (Attachment B), and tentatively agree that the following monthly salary ranges shall be effective for these positions upon approval by the Board of Supervisors:

Sheriff's Service Technician-Custody: \$3,606.89-\$4,389.25 Monthly

Sheriff's Service Technician-Law Enforcement: \$3,965.52-\$4,826.46 Monthly



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Bruce Corsaw  
SEIU, Local 620



\_\_\_\_\_  
Robert Clark  
Santa Barbara County

Date: 6-27-17

Date: 6/27/17

COUNTY OF SANTA BARBARA

SHERIFF'S SERVICE TECHNICIAN – LAW ENFORCEMENT

\$22.80 - \$27.75 Hourly  
\$1823 - \$2220 Biweekly  
\$3965.52 - \$4826.46 Monthly  
\$47586.33 - \$57917.58 Annually

EST: 01.17

**DEFINITION:** Under general supervision, learns and performs a variety of responsible, non-sworn technical and clerical based administrative duties in the office and field in support of sworn law enforcement personnel; may assist non-sworn Sheriff's personnel, the public and/or other business related needs of the Sheriff's Office; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** This is an entry level, non-sworn generalist position that will gain required knowledge and abilities in the job field through on-the-job training and education. As a condition of continued employment, incumbents are required to successfully complete training as assigned by the Sheriff's Office, act with increased independence and responsibility, and pass a probationary period within one year of hire.

Some assignments will require regular interaction with combative persons, but unlike sworn personnel the Sheriff's Service Technician is not expected to have physical contact, and /or physically take enforcement actions. As a non-sworn classification, the Sheriff's Service technician is not permitted, nor expected to carry a firearm. When not performing duties in the field, incumbents may perform general clerical and technical functions including, but not limited to assisting at the public counter, taking payments, ordering, receiving and dispersing office supplies and equipment, arranging for and transporting vehicles and equipment for maintenance, and other related duties as assigned.

**EXAMPLES OF DUTIES:**

1. Patrols restricted parking zones, either in a vehicle, on foot or by bicycle; marks and observes vehicles and determines conformity with parking ordinances; issues citations as necessary.
2. Locates abandoned vehicles by reviewing reports and citizen complaints, and through patrol activities; leaves warnings on vehicles; notifies last registered owner; arranges for vehicle removal as necessary.
3. Explains ordinances, citations or warnings to violators; appears in court to provide factual information regarding contested citations.
4. Keeps routine logs, records, and inputs data into a computer; writes reports of activities.
5. Interviews victims and witnesses of crime against property with no suspect information such as residential, commercial and vehicle burglary, petty theft, grand theft, vehicle theft and vandalism.
6. Collects evidence at crime scenes, including the processing and lifting of latent fingerprints; transports seized, found, lost or abandoned property or evidence.
7. Receives and responds to citizen inquiries, and gives general assistance or directions as appropriate; provides follow-up services such as notifying businesses of security issues, and emergency calls.
8. Assists with traffic control at fires, special events, or other congested emergency situations, including setting up cones and road flare patterns.
9. May transport deputies, equipment, citizens and witnesses as necessary.
10. Assists sworn law enforcement personnel at crime scenes; collects identity information and interviews witnesses.
11. Meets with community members in attempting to resolve neighborhood issues; plans and delivers information on the prevention of crime, and personal protection; works with business and community members in developing crime prevention programs, recommending specific prevention apparatus and approaches to meet their specific needs; explains applicable laws and ordinances.
12. Orders, tracks, organizes, stores, secures and/or issues various office and maintenance supplies and equipment; oversees or provides mail handling and courier services as needed.

**EMPLOYMENT STANDARDS:**

- 1) **Education:** High School Diploma or GED, and,



- 2) **Age:** 18 years or older, and
- 3) **Physical Fitness:** Good physical condition with the ability to pass a comprehensive medical examination based on County of Santa Barbara medical standards, and the ability to pass a job-related physical agility examination.

**Additional Requirements:**

- Possession of a valid California Class C Driver's License at time of appointment.
- Within the probationary period, incumbents must successfully complete all training, and obtain the ability to act with increased independence and responsibility as deemed adequate by the Sheriff's Office.
- Must have no prior felony convictions (unless fully pardoned), good moral character as determined by thorough background check; must submit fingerprints for purpose of a criminal record check and be found free from any physical, emotional or mental condition which might adversely affect the powers of a peace officer. Current or excessive use of drugs, sale of drugs, serious criminal history or deception relating to employment/criminal history may bar employment.

**Knowledge of:** Safe automobile operation within the vehicle code; computer usage, software applications, and navigating web-based applications; correct English usage, spelling, grammar and punctuation; basic mathematical skills.

**Ability to:** Stay calm in dealing with irate individuals in difficult situations; learn, interpret, apply, and explain rules, policies, codes and procedures including law enforcement codes; learn department policies and proper procedures on the gathering of evidence; establish and maintain a variety of filing, record keeping and tracking systems; establish, maintain and foster positive and effective working relationships with those contacted in the course of work; perform several tasks simultaneously amid noise and interruption; use tact, initiative, prudence and independent judgement in the application of general policy and legal guidelines; communicate effectively, both orally and in writing; analytically consider various types of community relations problems and make recommendations for remediation; maintain confidentiality.

**Desirable Qualifications:**

**Knowledge of:** Basic functions, principles and practices of law enforcement services; applicable parking codes ordinances, and zone regulations; interview techniques and public contact skills; proper procedure to collect evidence; principles and practices of crime prevention; basic functions of the Sheriff's Office; cash handling procedures; proper telephone procedures and etiquette.

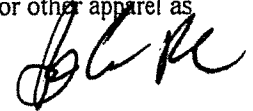
**Ability to:** Working knowledge of various radio codes and the operation of various types of law enforcement equipment; perform technical, detailed and responsible law enforcement support; identify potentially dangerous situations and react quickly and calmly in emergency situations.

**Supplemental Information:** Some positions in this classification may require possession of a valid California Class B Driver's License. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee must have the mobility to work in the field, and a standard office setting. The employee is frequently required to handle or feel objects, tools or controls and to reach with hands and arms; stamina to sit or stand and maintain attention for extended periods of time and to work under extended stressful situations; vision to read the printed word, computer screens and closed circuit security monitors; and hearing to communicate effectively in person, on the telephone and over two-way radio equipment.

**Working Conditions:** Work is performed in a variety of settings, including in the field and standard office setting, and may require exposure to dangerous and life-threatening situations; willing to work any hour of the day or night (shift work) including overtime, weekends, on-call, and holidays as required; may be required to work in close proximity to combative persons; to comply with the Sheriff's Office grooming standards; and to wear a uniform or other apparel as required. The Sheriff's Office operates seven days a week, 24 hours a day.



Class # TBD

EEOC TBD

Medical TBD

Vts Pts: Yes

A handwritten signature in black ink, appearing to be 'J. M.', located in the bottom right corner of the page.

COUNTY OF SANTA BARBARA

SHERIFF'S SERVICE TECHNICIAN - CUSTODY

\$20.73 - \$25.23 Hourly  
\$1658.40 - \$2018.89 Biweekly  
\$3606.89 - \$4389.25 Monthly  
\$43282.68 - \$52671 Annually

EST: 01.17

**DEFINITION:** Under general supervision, learns and performs a variety of responsible, non-sworn technical and clerical based administrative duties in the office and within detention facilities in support of sworn custody personnel; may assist non-sworn Sheriff's personnel, the public and/or other business related needs of the Sheriff's Office; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** This is an entry level, non-sworn generalist position that will gain required knowledge and abilities in the job field through on-the-job training and education. As a condition of continued employment, incumbents are required to successfully complete training as assigned by the Sheriff's Office, act with increased independence and responsibility, and pass a probationary period within one year of hire.

Some assignments will require regular and direct interaction with inmates, but unlike sworn personnel, the Sheriff's Service Technician is not expected to physically take enforcement actions. As a non-sworn classification, the Sheriff's Service technician is not permitted, nor expected to carry a firearm. When not performing duties in the detention facility, incumbents may perform general clerical and technical functions including, but not limited to assisting the public, taking payments, ordering, receiving and dispersing supplies and equipment, arranging for and transporting vehicles and equipment for maintenance, and other related duties as assigned.

**EXAMPLES OF DUTIES:**

1. Assigns, trains, monitors, and manages inmates in various work assignments such as in the warehouse, laundry facility, property room, or maintenance crews.
2. Supervises inmate workers and inmates during meal periods, and issue of clothing, bedding, personal items and housekeeping supplies, and during recreation.
3. Oversees inmate behavior as it relates to compliance with rules and regulations; prepares detailed narrative reports of activities observed and action taken.
4. Operates County vehicles for business-related details, pick-ups, deliveries and transportation of low-risk inmates to work assignments and other destinations.
5. Supports Custody Deputies in maintaining the security of the detention facility; monitors alarms, video cameras and radio traffic; operates communication systems; controls and operates interior and exterior electronically controlled security doors and gates; monitors and screens entry and exit of authorized personnel.
6. Orders, tracks, organizes, stores, secures and/or issues various supplies including linen and clothing, inmate property, office and maintenance supplies and equipment; oversees or provides mail handling and courier services as needed.
7. Transports vehicles and equipment as needed; monitors inventory and condition of equipment, arranges and oversees maintenance.

**EMPLOYMENT STANDARDS:**

- 1) **Education:** High School Diploma or GED, and.
- 2) **Age:** 18 years or older, and
- 3) **Physical Fitness:** Good physical condition with the ability to pass a comprehensive medical examination based on County of Santa Barbara medical standards, and the ability to pass a job-related physical agility examination.

**Additional Requirements:**



- Possession of a valid California Class C Driver's License at time of appointment.
- Within the probationary period, incumbents must successfully complete all training, and obtain the ability to act with increased independence and responsibility as deemed adequate by the Sheriff's Office.
- Must have no prior felony convictions (unless fully pardoned) or be on probation; misdemeanors may be disqualifying, depending upon the number, type of violation and date of violation; good moral character as determined by thorough background check; must submit fingerprints for purpose of a criminal record check and be found free from any physical, emotional or mental condition which might adversely affect the powers of a peace officer. Current or excessive use of drugs, sale of drugs, serious criminal history or deception relating to employment/criminal history may bar employment.

**Knowledge of:** Safe automobile operation within the vehicle code; computer usage, software applications, and navigating web-based applications; correct English usage, spelling, grammar and punctuation; basic mathematical skills.

**Ability to:** Stay calm in dealing with irate individuals in difficult situations; learn, interpret, apply, and explain rules, policies, codes and procedures including law enforcement codes; learn department policies and proper procedures; establish and maintain a variety of filing, record keeping and tracking systems; establish, maintain and foster positive and effective working relationships with those contacted in the course of work; perform several tasks simultaneously amid noise and interruption; use tact, initiative, prudence and independent judgement in the application of general policy and legal guidelines; communicate effectively, both orally and in writing; learn procedures used in maintaining security of a detention facility; maintain confidentiality.

**Desirable Qualifications:**

**Knowledge of:** Basic functions, principles and practices of custody services; inmate contact skills; principles and practices of threat prevention; basic functions of the Sheriff's Office; cash handling procedures; proper telephone procedures and etiquette.

**Ability to:** Working knowledge of various radio codes and the operation of various types of law enforcement equipment; perform technical, detailed and responsible custody support; identify potentially dangerous situations and react quickly and calmly in emergency situations.

**Supplemental Information:** Some positions in this classification may require possession of a valid California Class B Driver's License. Appointees to those positions requiring a Class B license will be subject to mandatory testing for drugs prior to beginning work; once on the job, incumbents will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee must have the mobility to work in a jail facility, and a standard office setting. The employee is frequently required to handle or feel objects, tools or controls and to reach with hands and arms; stamina to sit or stand and maintain attention for extended periods of time and to work under extended stressful situations; vision to read the printed word, computer screens and closed circuit security monitors; and hearing to communicate effectively in person, on the telephone and over two-way radio equipment.

**Working Conditions:** Work is performed in a variety of settings, including in a standard office setting and a secured detention facility, and may require exposure to dangerous and life-threatening situations; willing to work any hour of the day or night (shift work) including overtime, weekends, on-call, and holidays as required; may be required to work in close proximity to inmates and/or combative persons; to comply with the Sheriff's Office grooming standards; and to wear a uniform or other apparel as required. The Sheriff's Office operates seven days a week, 24 hours a day.

Class # TBD

EEOC TBD

Medical TBD

Vts Pts: Yes

