



BOARD OF SUPERVISORS
AGENDA LETTER

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Department Name: Human Resources

Department No.: 064

For Agenda Of: July 18, 2017

Placement: Administrative

Estimated Time: N/A

Continued Item: No

If Yes, date from:

Vote Required: Majority

TO: Board of Supervisors

FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)

Contact Info: Robert Clark, Employee Relations Manager, 568-2829

SUBJECT: Sheriff's Service Technician Positions

County Counsel Concurrence:

As to form: N/A

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

Auditor-Controller Concurrence:

As to form: N/A

- A. Approve the Tentative Agreement in Attachment A between the County and the Service Employees International Union, Local 620, establishing the salary ranges for the positions of Sheriff's Service Technician-Custody and Sheriff's Service Technician-Law Enforcement; and
- B. Adopt the resolution in Attachment B to establish the classifications of Sheriff's Service Technician-Custody and Sheriff's Service Technician-Law Enforcement (Class #6910, Range #6910, approximately \$3,607-\$4,389 per month) and Sheriff's Service Technician-Law Enforcement (Class #6911, Range #6911, approximately \$3,966-\$4,826 per month), and
- C. Determine pursuant to California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially

significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

The recommended action would establish the civilian (non-sworn) job classifications of Sheriff's Service Technician – Custody and Sheriff's Service Technician-Law Enforcement to perform a variety of technical functions in the jail, office and field for the Sheriff's Department. The custody duties include monitoring security within the detention facility, supervising inmate activities, maintaining stocks of necessary supplies, and other related duties. The law enforcement duties include parking patrol, collecting evidence at crime scenes, assisting with traffic control, maintaining stocks of necessary supplies, and other related duties.

The County met its responsibility to meet and confer with the Deputy Sheriffs' Association regarding the impacts of the new positions, assigned the positions to Bargaining Unit 24 (Non-Supervisory Administrative, Technical, Office and health Service Employees) after consulting with all recognized employee organizations, and met and conferred with SEIU, Local 620, regarding the salary ranges. A tentative agreement with Local 620 regarding the salaries is provided as Attachment A.

Background:

The Sheriff's Service Technician-Custody classification will perform 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. These duties include: Assigning, training, monitoring, and managing inmates in various work assignments such as in the warehouse, laundry facility, property room, or maintenance crews; supervising inmate workers and inmates during meal periods, and issue of clothing, bedding, personal items and housekeeping supplies, and during recreation; overseeing inmate behavior as it relates to compliance with rules and regulations; preparing detailed narrative reports of activities observed and action taken; assisting in the booking and processing of inmates; verifying information on booking forms, taking photos, rolling palms and fingerprints, obtaining signatures; monitoring alarms, video cameras and radio traffic; operating communication systems; controlling and operating interior and exterior electronically controlled security doors and gates; monitoring and screening entry and exit of authorized personnel.

The duties proposed for this new, civilian classification are currently performed by sworn custody officers. Addition of this new classification will free up sworn personnel to spend a majority of their time on performing sworn custody officer duties and/or facility related emergency response services.

While some assignments will require regular and direct interaction with inmates, 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 will not be permitted, nor expected to carry a firearm.

The Sheriff's Service Technician-Law Enforcement classification will perform a variety of responsible, non-sworn technical and clerical based administrative duties in the office and field in support of sworn law enforcement personnel. These duties include: Parking enforcement; issuing of citations; locating abandoned vehicles through reviewing of reports, responding to citizen complaints, and through patrol activities; explains ordinances to the

public; keeps routine logs, records and inputs data into a computer; interviews witnesses and victims of crime against property in which there are no suspects; collects evidence at crime scenes; transports seized lost or stolen property; assists with traffic control at special events; and meets with members of the community to resolve issues, provide crime prevention and personal protection information.

The duties proposed for this new, civilian classification are currently performed by sworn law enforcement officers. Addition of this new classification will free up sworn personnel to spend a majority of their time on performing sworn peace officer duties and/or emergency response services.

While some assignments will require regular interaction with combative persons, unlike sworn personnel, the Sheriff's Service Technician will not be expected to have physical contact, and /or physically take enforcement actions. As a non-sworn classification, the Sheriff's Service Technician will not be permitted, nor expected to carry a firearm.

In addition, using these civilian classifications to perform non-sworn technical and clerical based administrative functions in support of sworn personnel will come at a lesser cost to the County in wages and retirement than having sworn personnel performing this work.

Fiscal and Facilities Impacts

Budgeted: Yes

One Sheriff's Service Technician position was funded in the FY 2016-17 budget in anticipation of the establishment of the classifications, and the funds were carried over to the FY 2017-18 budget (\$70,274). There are no additional costs associated with the establishment of the classifications.

Attachments:

Attachment A: Tentative Agreement with SEIU, Local 620

Attachment B: Resolution to establish the classifications of Sheriff's Service Technician-Custody and Sheriff's Service Technician-law Enforcement

Authored by: Lieutenant Juan Camarena, Human Resources Bureau, Sheriff's Office

Robert Clark, Employee Relations Manager, Human Resources

cc: Mona Miyasato, County Executive Officer
Matthew Pontes, Assistant County Executive Officer
Bernard Melekian, Undersheriff