



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: February 20, 2018

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

A new job classification was requested by the Sheriff's Department.

Discussion:

The Sheriff's Department has a need to use Corrections Officer positions on an intermittent basis to fill in for regular employees within the Corrections Officer job classification. The Corrections Officer - Substitute job classification would be used for intermittent employees who can fill in for regular Corrections Officers when necessary with the goal of reducing overtime costs incurred when regular Corrections Officers must fill to cover scheduled and unscheduled absences. Creating a new job classification will allow a clear distinction between the regular Corrections Officer positions and the intermittent Corrections Officer positions which will allow for more simplified tracking of the different positions from a budget perspective and allow easier reporting distinctions between the two job classifications.

Conclusion:

This proposed new Corrections Officer-Substitute job classification will provide an accurate description of the work assigned to the positions within the County's correction facilities working as a Corrections Officer on an intermittent or as needed basis.

Recommendation:

It is recommended that the Class Code 9901, Class Title Corrections Officer-Substitute, Salary Grade G1, Salary Range \$36,441 - \$54,122, EEO Code 4 (Protective Service Workers), FLSA Code Non-Exempt (paid overtime), be approved for use within the County's classification system.

Fiscal Impact:

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to this classification will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

1 2 3 4 5 All

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Department Director Signature/Date: *M. Spruiell* 2/7/18

Deputy County Administrator Signature/Date: *Tommy Bunker* 2-7-18

County Administrator Signature/Date: *C. D. Dutton* 2/7/18

Code: 9901

Title: CORRECTIONS OFFICER – SUBSTITUTE

SUMMARY: Performs corrections work ensuring the welfare of adult inmates, court or direct remanded juvenile inmates, departmental and superior court staff, and maintaining security control and custody in a functional unit of a direct supervision jail.* This classification is distinguished from the Corrections Officer classification by its use for intermittent positions which are seasonal, on-call, or on an as-needed basis. It is also distinguished from the Deputy Sheriff classification, which is certified to exercise law enforcement powers.

*In a direct supervision jail, corrections staff controls behavior of the jail population through a proactive concept based on direct inmate supervision. In this setting, inmates are given the responsibility to influence their treatment and privileges through control of their own behavior. This direct supervision approach is unlike the more traditional reactive containment approach, which utilizes bars, security glass and other barriers.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Maintains security of assigned facility, work detail or inmate program by observing and controlling inmate behavior, enforcing discipline and reporting observations;
Inspects the living conditions within the housing units for compliance with sanitation objectives;
Conducts checks of inmate housing and cell searches for inmate census and detection of contraband;
Controls, operates and inspects life safety equipment, electronic safety and surveillance equipment, and door control systems;
Monitors visitors entering and exiting the facility;
Performs booking, fingerprinting, identification and records maintenance procedures;
Participates in evacuation procedures and maintains security in emergency situations;
Provides information to inmates and the public regarding Corrections Bureau rules and regulations;
Maintains security of prisoners transported to the holding area within the Superior Court building, and provides a safe environment for courtrooms and surrounding areas;
Escorts inmates within the jail;
Provides transport service and security of inmates to various locations within the State of Arizona;
Physically restrains inmates with handcuffs, leg irons and other appropriate restraint devices as needed;
Carries and safely employs department approved and issued firearms and other defensive weapons when so directed;
Wears, carries, uses and maintains respirators, protective masks and other personal safety equipment;
Testifies in court proceedings;
Assists in developing and implementing inmate care plans and serves as an advocate on behalf of the inmate to coordinate services and information with family members and community agencies;
Interprets court documents to determine inmate status;
Investigates inmate grievances, make recommendations and documents resolutions;
Conducts administrative and disciplinary hearings, advises inmates of their status, rights, appeal mechanisms and final determination of disposition of in-house charges;
Maintains appropriate security and confidentiality of all information and materials encountered in performance of duties;
Assists in updating policies, operational procedures, programs and statistical data;
Provides information and tours for outside agencies and authorized visitors;
Conducts orientation of new inmates to determine custody level, risk factor, work release status, intellectual abilities and initial assessment for special needs;
Coordinates inmate participation in individual and group counseling for substance abuse, communicable diseases, behavior modification, stress of incarceration, work-release programs and special needs;
Coordinates correctional treatment services for inmates in assigned facility by evaluating, counseling and making referrals;
Coordinates, monitors and oversees the activities in work-release programs;
Prepares lesson plans, instructs corrections officers, coordinates corrections training programs and assists units with in-service training;
Coordinates inmate access to Corrections Bureau resources and programs as well as community-level

resources, verifies delivery of service and follows inmate progress on a continuing basis.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of effective interpersonal communications;
- spoken and written English language;
- criminal justice system;
- rules, regulations, procedures and policies of the Pima County Sheriff's Department and Corrections Bureau;
- Corrections Bureau resources, programs and community-level resources and organizations;
- security practices and procedures used in a direct supervision jail;
- varied social, economic and cultural backgrounds;
- report preparation, record keeping and report writing;
- legal rights and obligations of corrections inmates;
- safe and lawful handling and use of department approved and issued firearms and defensive weapons;
- effects of incarceration on inmate's social and emotional functioning, and the effects on inmate families and other affected parties;
- methods and objectives of social work, mental health treatment practices and serving as an advocate;
- principles and techniques of crisis intervention.

Skill in:

- maintaining security, control and custody of inmates in an assigned facility;
- responding to emergency situations quickly, calmly and decisively;
- observing situations recalling facts;
- interviewing inmates and investigating their claims, allegations and grievances;
- developing treatment programs, goals and objectives;
- evaluating inmate needs and making appropriate recommendations to include observing, identifying and screening inmates for medical and psychological problems;
- developing treatment programs, goals and objectives;
- interacting with people of varied social, economic and cultural backgrounds;
- communicating effectively, both orally and in writing;
- establishing and maintaining effective working relationships with others;
- listening effectively;
- maintaining records and preparing reports;
- performing defensive tactics which require quick reflexes, agility, coordination and strength;
- safe and lawful use of department approved and issued firearms and defensive weapons;
- use and maintenance of respirators, protective masks and personal protective equipment;
- performing tasks requiring manual dexterity;
- identifying normal and abnormal behavior patterns.

ESSENTIAL FUNCTIONS:

Ability to:

- react to physical confrontations and emergency situations quickly and effectively;
- stand and sit for long periods of time;
- bend, reach, kneel and crouch;
- climb up and down stairs and ladders with speed and agility;
- qualify with and safely use department approved and issued equipment;
- wear required uniform articles and protective equipment for extended periods of time;

- wear and use respirators, protective masks and related personal protective equipment;
- work in confined spaces for prolonged periods;
- see clearly and recall visual details;
- hear and understand speech and radio transmissions;
- lift up to 50 pounds;
- drag up to 175 pounds for 60 yards;
- perform multiple physical tasks simultaneously;
- drive vehicles including automobiles and vans;
- speak clearly.

MINIMUM QUALIFICATIONS:

Applicants must have previously graduated from the Pima County Sheriff's Department Basic Corrections Officer Training Academy or other equivalent corrections training approved by the Sheriff.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Class D driver license is required at the time of appointment. Some positions may require possession of a valid Arizona commercial driver license (CDL) with appropriate endorsements(s) at the time of appointment or prior to completion of an initial/promotional probation period. Current first aid and cardio pulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training and must also be maintained as a condition of employment. Certification to wear and maintain respirators and protective masks and related personal protective equipment and department approved and issued firearms and defensive weapons as required by the appointing authority. Failure to obtain/maintain the required licensure, certification or registration shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine, and personal protective training and equipment will be provided. All positions require satisfactory completion of a background investigation due to the need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information and documents, databases and evidentiary materials. Pre-/post-appointment drug screening and polygraph examinations are required of all positions due to the need for access as described above.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.