



**Budget Augmentations/Reallocations
Request to Classify Form
FY 2018-2019**

Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position by February 10, 2018. Submit the form to Amy Rodriguez, Associate Personnel Analyst in the Human Resources Department. Human Resources will notify you regarding the status of your request or if additional information is necessary. **A current and proposed organizational chart must be included with each request.**

Department/Division: Sheriff's Office – Corrections Operations Bureau
Budget Unit Number: 8238
Request for: ☒ New Allocation Deputy Sheriff Corrections (9)
☐ Reallocation of Existing Position – Classification Title ☐ Position is vacant

Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT) (see attached listing to identify appropriate code): BNARQ

Department Contact for Information: Name: Jim Bass, Sheriff's Captain
Phone: 755-3887

Estimated % of total time spent on task/duty	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not</u> include verbiage directly from the job description.
100	Sworn peace officer, journey-level job class assigned to the Corrections Operations Bureau of the Sheriff's Office. Supervise and controls behavior and activities of persons confined to the Corrections Operations Bureau; conducts strip, skin and pat down searches of persons to determine the presence of contraband; books and receives inmates upon admission to county jail; classifies inmates according to security risk factors and determines location and number of persons within facilities; conducts physical head count of inmates; inspects jail facilities for the presence of illegal activities, contraband or damages.

JUSTIFICATION FOR REQUEST:

The anticipated completion date of the AB900 funded Jail Expansion project is August 2019. The expansion project is expected to require nine (9) additional Deputy Sheriff Corrections positions to operate safely and effectively, this is in addition to the reallocation of other deputies from the existing Jail facility. This includes keeping the current non-

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contact visiting area operating after completion so inmates of the Monterey County Jail and their families have the option of visiting in person or through the video visitation system. Keeping the non-contact, in person visiting area operational will require deputies in the new jail lobby for screening of visitors and in the visiting area to quell any potential issues that may arise during visiting.

The Sheriff's Office will need to hire Deputy Sheriff Corrections by approx. October of 2018 so they can complete the 6 month police academy and then the 2-3-month corrections training program in time to be utilized to help staff the expansion project. Ideally these personnel will complete their corrections training program and have a month or two experience working on their own before the jail expansion will open.

The Corrections Operations Bureau has 144 Deputy Sheriff positions budgeted. Of those positions 103 are assigned to the Jail. The other positions are assigned to transportation, court security, classification, and inmate program duties. Minimum staffing to operate the jail safely with consideration to the Jail population and the aforementioned information which also takes into account the amount of time needed for vacation, sick leave, training, and holidays should be 165 Deputy Sheriff positions. The budgeted number of Deputy Sheriff Corrections positions for the jail should increase from 144 to 153 which would amount to 9 additional deputies for Fiscal Year 18/19.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

☐ No ☒ Yes (If yes, what is/are the job title(s) of the other position(s)?)

Deputy Sheriff - Corrections

Please attach a copy of the current and proposed organizational chart depicting the proposed position:


Department Head Signature

1/30/18
Date

Departmental HR Analyst:


Deputy Sheriff-Corrections

Date:

1/30/18

Class Recommendation:

Class Code: 36E21

FOR CENTRAL HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved Class Title: _____

Class Code: _____

HRD Classification
Analyst: _____

Date: _____