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# LASSEN COUNTY SHERIFF'S OFFICE

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**John McGarva**

Sheriff - Coroner

To: Lassen County Board of Supervisors  
From: John McGarva, Sheriff-Coroner  
RE: Modification of Deputy Sheriff VII Description

Agenda Date: April 15, 2025

Subject: The Lassen County Sheriff's Office is requesting a modification to the job description to the Deputy Sheriff VII to include new requirements to promote from a Deputy Sheriff I to a Deputy Sheriff II.

Discussions: The classification of Deputy Sheriff is a series classification broken into a "I" and a "II" classification. The series "I" is an entry level classification for deputy sheriff. An employee hired into this classification is usually fresh out of the law enforcement academy with little to no previous law enforcement experience, no basic certificate or qualifications to be brought in as a Deputy Sheriff II. This classification requires a field training period of no less than 14-16 weeks and a one-year probation period. During this time, they are gaining experience in the duties of a deputy sheriff and training to become a deputy coroner. They can receive a basic certificate from the California Commission on Peace Officers' Standards and Training after completing 12 months of employment as a peace officer. The classification of a Deputy Sheriff II requires three years of experience as a deputy sheriff or equivalent. They must become a deputy coroner during that time in order to qualify. This provides an upper tier of salary and compensation with additional job responsibilities.

The Sheriff's Office is requesting a modification to the job description of this classification. With the difficulties in recruitment and retention couple with the rising cost of benefits to the employee, deputies are moving on more frequently, often before they reach their three-year mark. While we have had great luck with the Deputy Sheriff Recruit program, however, we have lost several to other agencies within the first two years of employment for better opportunities which have included higher pay and benefits. This has only added to our costs to recruit and train personnel.

The following are the requested changes to the job classification:

- Reduction in experience to qualify from three years to 18 months of experience as a Deputy Sheriff I
- Must successfully complete probation
- Possession of a Basic POST Certificate

All other requirements to job description would remain the same. The job description modifications were reviewed and approved by the Lassen County Personnel Department and the Lassen County Deputy Sheriffs' Association.

Fiscal Impact: None.

Recommendation: 1) Approve the modification to the Job Description to Deputy Sheriff VII or 2) Provide direction to staff.



## COUNTY OF LASSEN

## JOB DESCRIPTION

Class Title:	Deputy Sheriff-Coroner I / II	CLASS CODE	SH10
Department:	Lassen County Sheriff	UNIT	DSA
Reports to:	Sheriff's Captain or Designee	FLSA Status	Non Exempt
Board Approval	1989/Revised 12/04, Revised 11/27/12, Revised 9/20/2016	RANGE	17 / 19

### **JOB SUMMARY**

Under general supervision, a Deputy Sheriff Coroner performs law enforcement and criminal prevention work by patrolling assigned areas, answering calls, and complaints, and making investigations of crimes. Arrest, book, and transport prisoners, assist in the maintenance of Criminal Identification Files and perform related work as required to accomplish Department goals. . Persons appointed to this job classification are peace officers pursuant to 830.1(a) of the California Penal Code.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Captain or Designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

#### **Deputy Sheriff**

Patrols a prescribed section of Lassen County in the performance of law enforcement duties.

Maintains regular field contact with merchants, business owners, ranchers, and other residents of the assigned area.

Refers investigations and complex service calls to the Sergeant for assistance, as necessary.

Answers calls and complaints for the protection of life and property.

Conducts investigations and interrogates suspects, witnesses and others involved in suspected criminal activities.

Responds to reports of 5150 W&I subjects and makes assessments on whether or not to detain those individuals.

Obtains written statements of witnesses and suspects.

Contacts victims and gathers evidence used at trials.

Investigates offenses committed by and against juveniles.

Investigates reports of child neglect and homes unfit for children.

Prepares and serves felony and misdemeanor warrants, search warrants and makes arrests.

Serves a wide variety of civil instruments.

Transports prisoners to and from penal institutions.

Transports mental health patients.



## COUNTY OF LASSEN

## JOB DESCRIPTION

Responds to calls and investigate circumstances surrounding dangerous, vicious, or stray animals or livestock. Fingerprints and photographs prisoners and others requiring identification of investigation records.

Assists in classifying fingerprints and filing fingerprints for other identification records.

Assists in developing evidence necessary for the conviction of suspects in accordance with law.

Testifies in court.

Maintains departmental files and records.

Receives, searches, books and guards prisoners when necessary.

Maintains firearms and other equipment in good working order.

Prepares detailed reports on all activities.

React quickly and calmly in emergency situations and adopt an effective course of action.

Perform a variety of active public safety duties involving strenuous physical activity, such as pursuing and restraining suspects and lifting injured persons.

Follow oral and written instructions.

Operate firearms safely and skillfully.

Obtain information through interview, interrogation and observation.

Write clear and accurate reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Maintain peace officer certification status.

Be assigned to additional enhanced duties and assignments, such as:

- Search Warrant Entry Team
- Special Weapons and Tactics
- Marijuana Garden Eradication Team
- Detective
- Multi-Disciplinary Interview Team
- Welfare Fraud Investigations
- Sexual Assault Felony Enforcement Teams
- Field Training Officer
- Bailiff
- Search and Rescue operations



## COUNTY OF LASSEN

## JOB DESCRIPTION

- Scuba Dive Team
- Off-Highway Vehicle Patrols
  - Snowmobile
  - All-Terrain Vehicle
  - Utility Terrain Vehicle
  - Dual Sport Motorcycle
- Boating safety and enforcement patrols
- USFS and BLM Contract Patrols

Participate in community events, such as:

- Community Meetings
- Neighborhood watch
- Parades
- Children's Fair
- Drug Take Back
- Read Across America

### **Deputy Coroner**

Examines bodies and death scenes which includes taking photographs, examining bodies, recording observations, taking fingerprints, interviewing witnesses and collecting/preserving evidence and personal effects, in response to calls from hospitals, nursing homes, citizens, law enforcement agencies or other sources, to determine probable cause and manner of death and necessity for autopsy or further examination.

Assume legal custody of remains and arrange for transport to appropriate mortuary; maintain chain of custody of evidence, personal effects and remains.

Responsible for coordinating city, county, state, and federal law enforcement agencies, medical, nursing personnel, and regulatory agencies.

Analyze collected evidence and personal effects; examine and interpret medical records, interview family members, neighbors, medical personnel, witnesses, public agency staff and others who had contact with or knowledge of the deceased, to establish identity and history of the deceased.

Search for, locate, and notify next-of-kin or responsible party to communicate circumstances of death, legal, and other required procedures and to arrange for the subsequent examination and disposition of remains, as well as personal effects.

Complete Record of Death and other forms, as required, by writing abstract of medical history and narrative report detailing circumstances of death, findings and action taken, to be used to brief the pathologist prior to autopsy and to be included in case file.

Schedule autopsies, medical examinations coordinate the attendance of requisite agencies;



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## JOB DESCRIPTION

Attend autopsies that require an investigator to provide information.

### **MINIMUM QUALIFICATIONS REQUIRED**

Must meet the minimum standards to be a peace officer as defined in California Government code section 1031, including:

- Be a US Citizen or permanent resident alien who is eligible for and has applied for citizenship.
- Be at least 21 years of age.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. (GC section 1031(e)).
- Be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

Must be able to complete all physical training tests as prescribed by the Commission on Peace Officers Standards and Training for California Peace Officers.

Must be able to possess a handgun in accordance with State and Federal Law

Must be able to meet agency firearm qualification standards

### **Education, Experience and Minimum Age**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education**

Be a high school graduate, pass the General Education Development Test or other high school equivalency test approved by the State Department of Education that indicates high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year, four-year, or advanced degree from an accredited college or university. The high school shall be either a United States public school, an accredited United States Department of Defense high school, or an accredited or approved public or nonpublic high school. (GC section 1031(e)).

Graduate of a California Peace Officer Standards and Training (POST) basic law enforcement academy within 3 years prior to appointment or possession of a POST



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## JOB DESCRIPTION

Basic, Intermediate, or Advanced Certificate and work history as a California peace officer within the last three years.

### **Experience**

Experience in law enforcement and/or security preferred.

### **Minimum Age**

Must be at least 21 years of age at the time of appointment.

### **Licenses and Certifications**

Must possess and maintain a valid California driver's license and a satisfactory driving record throughout employment

Successful completion of P.O.S.T. training after appointment.

Must successfully pass an extensive background check, physical exam, psychological exam and drug screen.

Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.

Must maintain peace officer certification through California P.O.S.T.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

Some knowledge of human motivation and behavior.

Some knowledge of the functions of local law enforcement agency.

#### **Ability to:**

Understand, interpret and apply State and local laws and departmental policies.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lassen County encompasses approximately 4,500 square miles. Deputies will patrol, conduct investigations, serve court processes, serve warrants, and make arrests in every corner of the county. Deputies often work alone and regularly operate without backup units readily available. The daily work of the Deputy Sheriff is completely unpredictable. Deputies deal with victims, witnesses, and suspects on a daily basis. Suspects can be disagreeable, belligerent, argumentative, verbally abusive, and physically assaultive toward Deputies. Deputies are regularly subjected to threats of violence or physical harm to themselves and their families. Deputies will be in situations where uses of force are necessary to overcome resistance, prevent escape, or effect an arrest. Deputies may have to use physical force, chemical agents, impact weapons, electronic control devices, or firearms in the protection of life. Deputy Sheriffs will be placed in situations where their personal safety is threatened at any given time during a work shift.



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### JOB DESCRIPTION

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must have basic computer literacy including: keyboarding, word processing, email, and the Sheriff's Office Records System. Must be in good physical and mental health as determined by a physical and psychological examination. Must meet all the medical requirements for California Peace Officers as established by POST. Must have the body strength to lift injured persons and/or pursue and control criminal suspects.

Working time will require irregular hours, shift times, and/or on-call status. Officers may work any combination of an 8-hour, 9-hour, 10-hour, or 12-hour per day shift schedule depending upon assignment. Officers will be required to work weekends and holidays.

#### **Deputy Sheriff / Coroner II**

This is the advanced journey level class in the deputy sheriff series. The Deputy II is expected to perform all the same job duties as a Deputy I. Deputy II is distinguished from a Deputy I in that members in this class will be required to perform as trainers and mentors for entry level Deputy I positions. Deputy II's will also serve as team leaders for their respective shifts in the absence of a Sergeant. Members in this classification must have successfully met all the requirements for a deputy I and have at least 18 months experience as, or equivalent to a Deputy I with Lassen County. Members will be required to complete their probationary period and be in possession of a basic POST certificate. Members of this class are also required to be sworn deputy coroners.



## COUNTY OF LASSEN

## JOB DESCRIPTION