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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Bob Doyle, Sheriff-Coroner-PA

SUBMITTAL DATE:
11/17/05

SUBJECT: Sheriff's Personnel Recruitment and Hiring Report

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Receive and File attached report entitled, "1st Quarterly Report Sheriff's Personnel and Recruiting".

BACKGROUND: To keep up with the demands for law enforcement services due to the rapid growth of Riverside County, the Sheriff has set a goal of hiring 300+ sworn Deputy Sheriffs in FY 2005-06. On 10/25/05, the Board reviewed the FY 2005-06 First Quarter Budget Report (item 3.62). As specified in the report, the Sheriff's Department is providing the attached report outlining its recruiting efforts and hiring success to date.

The report shows all components currently being used in the recruiting and hiring process and projected academy dates. As an indication of the success of this recruitment effort, in the first quarter, the Department hired 124 sworn Deputy Sheriffs. While in the period from January 1, 2005 through June 30, 2005, the Deputy Sheriff new hire total was 78. The report also summarizes the mass media campaign and other strategies the Sheriff will be implementing in the second quarter.

BR 06-053

Janis R Conklin for

Bob Doyle, Sheriff-Coroner-PA

FINANCIAL DATA	Current F.Y. Total Cost:	N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$0	For Fiscal Year:	FY 2005-06

SOURCE OF FUNDS:

Positions To Be Deleted Per A-30
Requires 4/5 Vote

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Aally A. Beaman

Dept's Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy


Prev. Agn. Ref.: 3.62 10/25/05

District: All

Agenda Number:

3.24



TO: Board of Supervisors and Larry Parrish, CEO
FROM: Sheriff Bob Doyle 
RE: 1st Quarterly Report Sheriff's Personnel and Recruiting

MISSION STATEMENT

The mission of the Riverside County Sheriff's Department is to meet the mandates prescribed by law, and provide progressive, innovative and efficient public safety while working in partnership with the community and allied agencies.

PERSONNEL BUREAU OBJECTIVES

The Personnel Bureau is the front door to the Sheriff's Department. The bureau is responsible for marketing, recruiting, testing, and conducting background investigations on all employees hired by the Department. The Personnel Bureau is divided into three components in order to accomplish the mission and goals of the organization. These components are identified as Recruitment, Background Investigations and Human Resources.

TESTING PROCESS AND BACKGROUND INVESTIGATION

Our goal for fiscal year 2005/2006 is 300+ sworn Deputy Sheriff new hires. The Personnel Bureau has developed and implemented the following concepts to increase the applicant candidate pool to meet our goals:

- **Developed walk-in testing process for DST:** No application or appointments are required for Deputy Sheriff Trainee written exams. Exams are conducted four times a month. Weekday tests are held at 8 AM, 12 PM, and 5 PM; Saturday testing is held at 8 AM and 12 PM. Applicants who pass the DST exam are invited to a physical agility at a predetermined date. Applicants who pass the agility are immediately provided a background orientation, which provides information regarding the background investigation and hire process. Applicants who do not pass the walk-in exam are encouraged to take the on-line practice test provided by POST.

- **Lateral applicants are processed within 30-45 days:** Written exams, oral interviews and physical agilities for lateral applicants are waived. Lateral applicants are required to complete a background packet and successfully complete a polygraph, medical and psychological screening before appointment to Deputy Sheriff status. During the first quarter of the fiscal year we have been very successful with hiring lateral Deputy Sheriffs. **We have hired a total of 29 Lateral Deputy Sheriffs, and our projected goal is to hire approximately 50 additional Laterals. Lateral candidates have completed the POST academy and have prior law enforcement experience.**
- **Out of state applicants are scheduled for two multi-day visits to the Personnel Bureau:** During the applicant's first two-day visit, a written exam, physical agility, live scan, polygraph and background interview is conducted. During a subsequent two-day visit the applicant completes a medical & psychological screening.
- **Established two physical assessments for applicants prior to starting a basic academy:** The initial physical assessment establishes a baseline of the applicant's physical ability as it relates to their 1 ½ mile run time, number of push-ups and sit-ups, and solid wall climb; a second agility tracks the applicant's increase in endurance, physical fitness and time improvements.
- **Developed Wellness Program for DST applicants who require physical fitness preparation prior to starting an academy:** In collaboration with RCC, an eight-week wellness course promotes health, physical fitness and life style change for DST applicants who are interested in developing physically before attending a deputy sheriff academy. Candidates who complete the eight-week course (held 3 nights a week for 2 hours) receive 1 college credit.
- **Certified Personnel staff administer and proctor out-of-county and out-of-state testing:** Personnel's Recruiting Unit staff are certified by POST to administer and proctor deputy sheriff testing. Personnel's Recruiting Unit is a mobile unit that can administer testing in target areas outside of Riverside County and surrounding states.
- **Provide Writing Skills Agreement letter to applicants identified as having a writing deficiency:** Applicants identified with a writing deficiency are required to enroll, and successfully complete, an English writing course within 18 months of their academy graduation date. The new-hire's immediate supervisor and Ben Clark Training Center's Training Bureau track completion of the writing course.

POST BACKGROUND PROCESS

The Personnel Bureau has tested approximately 1,863 applicants during the first quarter of the fiscal year for 2005/2006. The bureau is increasing the number of written tests for Deputy Sheriff beginning January 2006, to include a written test every Friday along with once a month Saturday testing.

- **Written Examination:** Assesses writing technique and proper grammar and spelling.
- **Oral Interview:** Assesses thought process and ability to express oneself clearly in speech.
- **Physical Agility:** Assesses physical condition and ability to perform under physical demanding conditions.
- **Background Investigation:** Assesses applicants of good moral character and who are psychologically and medically fit to serve as a peace officer. The background investigation encompasses POST's 15 job dimensions that include: 1) Communications Skills; 2) Problem-Solving Ability; 3) Learning Ability; 4) Judgment Under Pressure; 5) Observation Skills; 6) Willingness to Confront Problems; 7) Interest in People; 8) Interpersonal Sensitivity; 9) Desire for Self-Improvement; 10) Appearance; 11) Dependability; 12) Physical Ability; 13) Integrity; 14) Operation of a Motor Vehicle; and 15) Credibility as a Witness in a Court of Law.
- **Polygraph Examination:** Assesses physiological changes to responses pertaining to one's honesty, deception, personal habits and moral character.
- **Live Scan:** A fingerprint search through DOJ and FBI is conducted and establishes subsequent arrest notification with DOJ.
- **Medical Examination:** Applicants must meet medical standards as recommended by POST, ensuring they are free from any physical condition that may adversely affect their performance as a peace officer.
- **Psychological Examination:** Assesses psychological fitness, normal behavior and suitability to perform the duties of Deputy Sheriff.

PROJECTED DEPUTY SHERIFF ACADEMY DATES

Below is a list of projected academy dates for fiscal year 2005/2006:

166 th Basic Academy	08-08-05 through 01-20-06
167 th	11-14-05 through 04-28-06
168 th	02-20-06 through 07-28-06

DEPUTY SHERIFF NEW HIRE TOTALS

Below listed dates reflect Deputy Sheriff hires from January 1, 2005 to June 30, 2005 (combined hires total 78):

Deputy Sheriff Trainees: 56
Laterals: 13
Pre-Service: 9

Below listed dates reflect Deputy Sheriff hires from July 1, 2005 to present (combined hires total 124):

Deputy Sheriff Trainees: 99
Laterals: 16
Pre-Service: 9

HISTORICAL DATA

Deputy Sheriff new hires in 2003: 109

Deputy Sheriff new hires in 2004: 90

CLASSIFIED NEW HIRE TOTALS

Classified new hires from July 1, 2005 to present total 114. Recruitment efforts have been enhanced for difficult to recruit positions that include Office Assistant and Detention Food Services.

SUMMARY

As we enter the second quarter for fiscal year 2005/2006, the Personnel Bureau has embarked upon a mass media campaign that includes television, radio public service announcements and newspaper ads. In addition, alternative and innovative recruiting strategies, including the realignment of past POST testing practices for Deputy Sheriff Trainee, has assisted in meeting the Department's hiring goals for fiscal year 2005/2006.