

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

911



**FROM:** Sheriff's Department

**SUBMITTAL DATE:**  
01/02/14

**SUBJECT:** Approval of the East County Detention Center Staffing and Phased Hiring Plan and the Center's 30-Year Operational Cost Analysis, 4/4 District. [N/A]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the East County Detention Center Staffing and Phased Hiring Plan;
2. Approve the Center's 30-Year Operational Cost Analysis.

**BACKGROUND:**

**Summary**

On December 6, 2011, the Board of Supervisors adopted Resolution No. 2011-280 which contained the assurances and information required by the Board of State and Community Corrections (BSCC, formerly Corrections Standards Authority) for the County to proceed with submitting a formal application for funding under the 2011 Local Jail Construction Financing Program.  
(Continued on Page 2)

Stanley L. Sniff Jr.

Sheriff-Coroner-PA  
Jerry Gutierrez, Chief Deputy

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	

**SOURCE OF FUNDS:** Department Budget

**Budget Adjustment:** No

**For Fiscal Year:** FY 13/14

**C.E.O. RECOMMENDATION:**

APPROVE

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: January 28, 2014  
xc: Sheriff

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**Prev. Agn. Ref.:** 03/27/12 3.19

**District:** 4/4

**Agenda Number:**

**3-49**

Departmental Concurrence

- ☐ A-30  
☐ Positions Added  
☐ 4/5 Vote  
☐ Change Order

**BACKGROUND:**

**Summary (continued)**

On March 8, 2012, Riverside County received a conditional award from BSCC in the amount of \$100,000,000, for the construction of the East County Detention Center (ECDC) in Indio. The ECDC will add 1,273 beds to the County jail system. The ECDC will have a total of 1,626 beds and will include a full service kitchen, medical clinic and support areas.

On March 27, 2012, (Agenda 3.19), the Board of Supervisors accepted the funding award from the BSCC in the amount of \$100,000,000 from the 2011 Local Jail Construction Financing Program (AB900 – Phase II). Per AB900 Phase II, the County Board of Supervisors is required to agree to safety staff and operate the new facility within 90 days of completion. Further, per AB900 Phase II, the County Board of Supervisors is required to approve a staffing plan and a 30-Year cost analysis before the State will approve going to bid for the project construction.

Sheriff's Correction's has developed a staffing plan for the ECDC, which will require 406 new staff to safely operate the facility. The staffing plan includes sworn, corrections and classified staff. The hiring of staff will be phased over 2 years, beginning in FY 14/15, in order to efficiently hire and train new staff (See Attachment A attached).

The County is required by AB900 Phase II to operate the facility in accordance with state standards, at least until the state bonds are repaid (minimum 30 years). Staff has developed an Operating Cost Analysis to project the operating cost of the ECDC through FY 45/46 (See Attachment B). Staff used an annual inflation factor of 3%. Class 1-labor costs included current staffing and new staffing positions. Staff assumed costs at a 90% fill rate with the first full year in FY 16/17, when construction is complete. Class 2-supplies and services costs were evaluated using the FY 13/14 projected annual cost at Larry D. Smith Correctional Facility (SCF), which currently houses 1,520 inmates. The SCF class 2 cost total was then proportioned out for the ECDC at full build out of 1,626 inmates. EDA provided anticipated utility costs for the new facility. The total facility cost includes current costs already encumbered by the Indio Jail.

**Impact on Citizens and Businesses**

The operation of ECDC will enhance public safety by providing additional detention and justice facility capacity. The reports attached here provide the public a detailed staffing plan for the safe operation of the facility and an annual estimate of the cost to operate the facility over a 30-year period.

## East County Detention Center Operating Cost Analysis

Expenditure Item	Year 1 FY 16/17	Year 2 FY 17/18	Year 3 FY 18/19	Year 4 FY 19/20	Year 5 FY 20/21
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Inflation Factor

(20-yr average CPI - Govt per CA Dept. of Finance)

3%

**EAST COUNTY DETENTION CENTER****PROVIDED BY CORRECTIONS ACCOUNTING (11/11/13)****Sheriff's Department Cost**

Salaries & Benefits*	\$52,235,616	\$53,802,684	\$55,416,765	\$57,079,268	\$58,791,646
Services & Supplies	\$8,053,994	\$8,295,614	\$8,544,482	\$8,800,817	\$9,064,841
<b>Total Sheriff Cost</b>	<b>\$60,289,610</b>	<b>\$62,098,298</b>	<b>\$63,961,247</b>	<b>\$65,880,085</b>	<b>\$67,856,487</b>

Utilities (provided by EDA)

	\$3,016,118	\$3,106,602	\$3,199,800	\$3,295,794	\$3,394,668
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**Total Facility Cost**

	<b>\$63,305,728</b>	<b>\$65,204,900</b>	<b>\$67,161,047</b>	<b>\$69,175,878</b>	<b>\$71,251,155</b>
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**Current Facility Cost (FY 13/14)**

Increase

	\$19,089,931				
	\$44,215,797				

East County Detention Center  
Operating Cost Analysis

	Year 6	Year 7	Year 8	Year 9	Year 10
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26

Inflation Factor  
(20-yr average CPI - Govt per CA Dept. of Finance)

3%

EAST COUNTY DETENTION CENTER

Sheriff's Department Cost

Salaries & Benefits*	\$60,555,395	\$62,372,057	\$64,243,219	\$66,170,516	\$68,155,631
Services & Supplies	\$9,336,786	\$9,616,890	\$9,905,397	\$10,202,559	\$10,508,635
Total Sheriff Cost	\$69,892,182	\$71,988,947	\$74,148,616	\$76,373,074	\$78,664,266

Utilities (provided by EDA)

	\$3,496,508	\$3,601,403	\$3,709,445	\$3,820,728	\$3,935,350
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Total Facility Cost

	\$73,388,689	\$75,590,350	\$77,858,061	\$80,193,802	\$82,599,617
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East County Detention Center  
Operating Cost Analysis

	Year 11	Year 12	Year 13	Year 14	Year 15
	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31

Inflation Factor  
(20-yr average CPI - Govt per CA Dept. of Finance)

3%

EAST COUNTY DETENTION CENTER

Sheriff's Department Cost

Salaries & Benefits*	\$70,200,300	\$72,306,309	\$74,475,498	\$76,709,763	\$79,011,056
Services & Supplies	\$10,823,894	\$11,148,611	\$11,483,070	\$11,827,562	\$12,182,389
Total Sheriff Cost	\$81,024,194	\$83,454,920	\$85,958,568	\$88,537,325	\$91,193,445

Utilities (provided by EDA)

	\$4,053,411	\$4,175,013	\$4,300,263	\$4,429,271	\$4,562,149
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Total Facility Cost

	\$85,077,605	\$87,629,933	\$90,258,831	\$92,966,596	\$95,755,594
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# East County Detention Center Operating Cost Analysis

	Year 16	Year 17	Year 18	Year 19	Year 20
	FY 31/32	FY 32/33	FY 33/34	FY 34/35	FY 35/36

Inflation Factor

3%

(20-yr average CPI - Govt per CA Dept. of Finance)

## EAST COUNTY DETENTION CENTER

### Sheriff's Department Cost

Salaries & Benefits*	\$81,381,388	\$83,822,829	\$86,337,514	\$88,927,640	\$91,595,469
Services & Supplies	\$12,547,860	\$12,924,296	\$13,312,025	\$13,711,386	\$14,122,727
<b>Total Sheriff Cost</b>	<b>\$93,929,248</b>	<b>\$96,747,125</b>	<b>\$99,649,539</b>	<b>\$102,639,025</b>	<b>\$105,718,196</b>

Utilities (provided by EDA)

	\$4,699,014	\$4,839,984	\$4,985,184	\$5,134,739	\$5,288,781
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### Total Facility Cost

	\$98,628,262	\$101,587,110	\$104,634,723	\$107,773,765	\$111,006,978
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East County Detention Center  
Operating Cost Analysis

	Year 21	Year 22	Year 23	Year 24	Year 25
	FY 36/37	FY 37/38	FY 38/39	FY 39/40	FY 40/41

Inflation Factor  
(20-yr average CPI - Govt per CA Dept. of Finance)

3%

EAST COUNTY DETENTION CENTER

Sheriff's Department Cost

Salaries & Benefits*	\$94,343,333	\$97,173,633	\$100,088,842	\$103,091,507	\$106,184,252
Services & Supplies	\$14,546,409	\$14,982,801	\$15,432,285	\$15,895,254	\$16,372,112
Total Sheriff Cost	\$108,889,742	\$112,156,434	\$115,521,127	\$118,986,761	\$122,556,364

Utilities (provided by EDA)

	\$5,447,445	\$5,610,868	\$5,779,194	\$5,952,570	\$6,131,147
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Total Facility Cost

	\$114,337,187	\$117,767,302	\$121,300,322	\$124,939,331	\$128,687,511
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East County Detention Center  
Operating Cost Analysis

	Year 26 FY 41/42	Year 27 FY 42/43	Year 28 FY 43/44	Year 29 FY 44/45	Year 30 FY 45/46
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Inflation Factor  
(20-yr average CPI - Govt per CA Dept. of Finance)

3%

EAST COUNTY DETENTION CENTER

Sheriff's Department Cost

Salaries & Benefits*	\$109,369,780	\$112,650,873	\$116,030,400	\$119,511,312	\$123,096,651
Services & Supplies	\$16,863,275	\$17,369,173	\$17,890,248	\$18,426,956	\$18,979,764
Total Sheriff Cost	\$126,233,055	\$130,020,046	\$133,920,648	\$137,938,267	\$142,076,415

Utilities (provided by EDA)

	\$6,315,082	\$6,504,534	\$6,699,670	\$6,900,660	\$7,107,680
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Total Facility Cost

	\$132,548,136	\$136,524,581	\$140,620,318	\$144,838,928	\$149,184,095
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# Riverside County Sheriff's Department



## *East County Detention Center*

### Staffing Plan



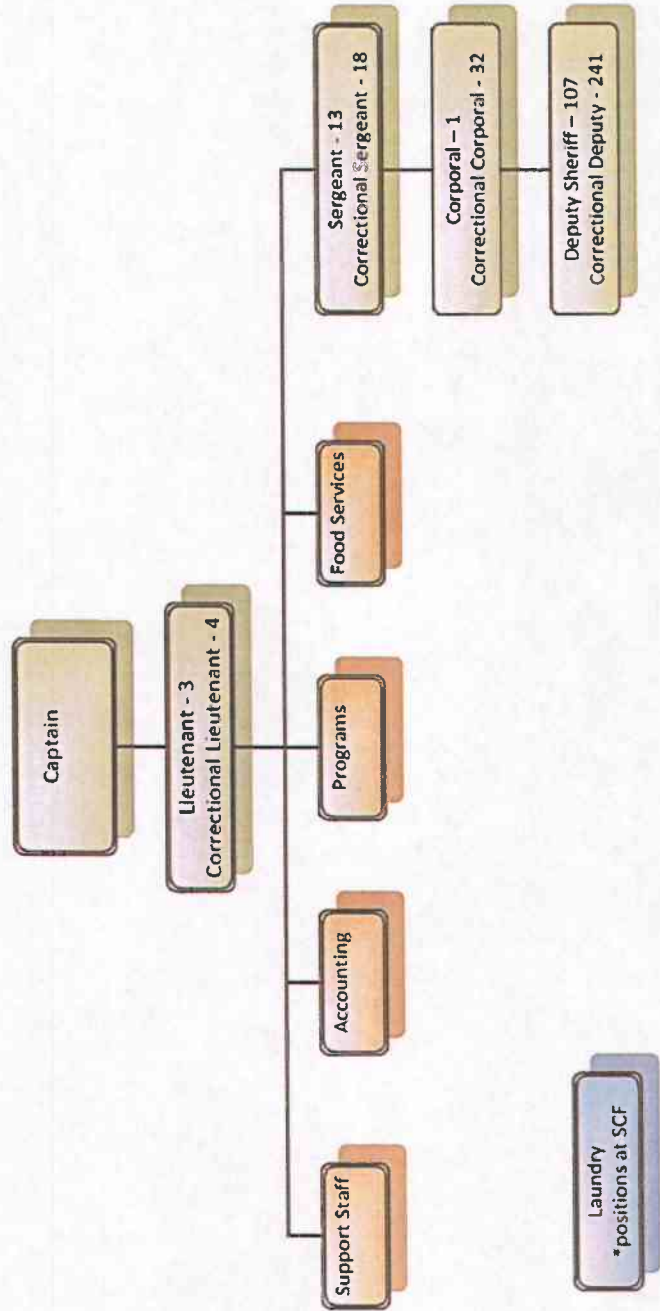
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**1. Facility Organization Chart:**

The existing Indio Jail is currently staffed with 144 personnel, a combination of sworn, corrections and classified staff. The jail has a total of 353 beds of which 240 beds are board rated. An additional 406 positions will be added to safely operate the new facility.

The following is an overall organizational chart for the East County Detention Center.

East County Detention Center



## **2. Post Assignments:**

The staffing plan was developed by evaluating the operational needs of each functional area in the jail. Within each functional area, staff positions were identified by the job title and the staff classification that would fill the position. The following document provides, per position, the number of staff needed per shift, the shift hours, the Shift Relief Factor (SRF) and the total number of staff needed to fill that position. The staffing plan addresses 24-hour coverage for jail operations.

A sample shift roster is also included to show how the facility would be staffed for operations on both day shift and night shift once the project is complete. Scheduled work hours vary throughout the post assignments and include 5/8, 9/80 or 12 hour schedules as permitted by law and MOU.

East County Detention Center  
Staffing by Position

\*SRF x number of shifts x # staff

	FILLED BY	# STAFF / SHIFT	SHIFT	SRF BY POSITION	TOTAL STAFF NEEDED W/ SRF*
<b>ADMINISTRATION</b>					
Commander	Captain		5/8's		1
Administrative Lieutenant	Corr. Lt		9/80		1
Administrative Sergeant	Corr. Sgt		9/80		1
Training Sergeant	Sergeant		9/80		1
Administrative Deputy	Corr. Deputy II		9/80		1
Training Deputy	Deputy Sheriff		9/80		1
Clerical Supervision	Sup OA		9/80		1
Clerical	OA III		9/80		1
Clerical	OA II		9/80		2
Logistics	SSO II		9/80		1
IT Systems Administrator	IT Syst. II		9/80		1
JIMS/Sec Electronic Coordinator	Corr. Deputy II		9/80		2
				<b>Subtotal</b>	<b>14</b>
<b>ACCOUNTING</b>					
Principal Accountant			9/80		1
Supervising Accounting Tech			9/80		1
Accounting Tech I			9/80		1
Senior Accounting Assistant			9/80		2
				<b>Subtotal</b>	<b>5</b>
<b>HOUSING OPERATIONS</b>					
Operations Watch Commander	Lieutenant		9/80		1
Operations Watch Commander	Corr. Lt		9/80		1
Operations Supervision	Sergeant		12		8
Operations Supervision	Corr. Sgt		12		8
New Housing Unit (7 units)					
H/U Deputy	Corr. Deputy II	7	12	2.48	34.72
H/U Runner	Corr. Deputy II	14	12	2.48	69.44
Sheltered Housing					
H/U Deputy	Corr. Deputy II	1	12	2.48	4.96
H/U Runner	Deputy Sheriff	2	12	2.48	9.92
Administrative Seg Housing					
H/U Deputy	Corr. Deputy II	1	12	2.48	4.96
H/U Runner	Corr. Deputy II	2	12	2.48	9.92

East County Detention Center  
Staffing by Position

Housing Operations Support					
HU Oversight	Corr. Corporal	2	12	2.48	9.92
Medical Runner	Deputy Sheriff	2	12	2.48	9.92
Mental Health Runner	Deputy Sheriff	2	12	2.48	9.92
Kitchen Security	Corr. Deputy II	2	12	2.48	9.92
Central Control	Corr. Deputy II	3	12	2.48	14.88
Public Lobby / Visiting	Deputy Sheriff	2	12	2.48	9.92
Clothing Exchange/ Clean Crew	Corr. Deputy II	2	12	2.48	9.92
				Subtotal	226.32
INTAKE / BOOKING OPERATIONS					
Intake Oversight	Corr. Corporal	1	12	2.48	4.96
Intake	Corr. Deputy II	2	12	2.48	9.92
Release Deputy	Deputy Sheriff	2	12	2.48	9.92
Print Room / Inmate ID Photo	Corr. Deputy II	1	12	2.48	4.96
Medical Car / Transport	Deputy Sheriff	2	12	2.48	9.92
Perimeter Patrol	Deputy Sheriff	2	12	2.48	9.92
				Subtotal	49.6
FACILITY SUPPORT SERVICES					
Support Service Management	Corr. Lt		9/80		1
Support Service Supervision	Corr. Sgt		9/80		1
Supply Oversight	Corr. Corporal		9/80		1
Compliance Officer	Corr. Corporal		9/80		1
Supply Operations/Maintenance	Corr. Deputy II		9/80		6
				Subtotal	10
BUSINESS OFFICE					
Business Office Watch Command	Corr. Lt		9/80		1
Business Office Supervision	Corr. Sgt		12		2
Business Office Supervision	Sup. SCA		12		2
Operations					
Shift Lead	SCA II	1	12	2.48	4.96
BO Operation	SCA I	8	12	2.48	39.68
Court Paperwork Lead	SCA II	1	12 Day	2.48	2.48
Court Paperwork	Corr. Deputy II	1	12 Day	2.48	2.48
Court Paperwork	SCA I	2	12 Day	2.48	4.96
				Subtotal	59.56

East County Detention Center  
Staffing by Position

PROGRAMS - SITE-B					
Administrative Supervisor			9/80		1
Correctional Counselor			9/80		3
Chaplain			9/80		2
Programs Supervisor	Corr. Sgt		9/80		1
Program Oversight	Corr. Corporal		9/80		1
Program Security	Corr. Deputy II		9/80		2
Clerical	OA II		9/80		1
				Subtotal	11
CLASSIFICATION					
Classification Watch Command	Lieutenant		9/80		1
Classification Supervision	Sergeant		12		2
Classification Supervision	Corr. Sgt		12		2
Classification Administrative	Corr. Sgt		9/80		1
Investigations	Investigator		9/80		2
Crime Analysis	Crime Analyst		9/80		1
Operations					
Headcount Coordinator	Corr. Corporal		9/80		1
Inmate Classification	Corr. Deputy II	3	12	2.48	14.88
Property Room	Corr. Deputy II	1	12	2.48	4.96
Recreation Officer	Corr. Deputy II	2	12 Day	2.48	4.96
DNA Officer	Corr. Deputy II	1	12	2.48	4.96
I/M Worker Coordinator	Corr. Deputy II		9/80		1
Gang Coordinator	Sheriff Cpl		9/80		1
Gang Officer	Corr. Deputy II		9/80		2
Mail Officer	Corr. Deputy II	2	9/80	1.31	2.62
I/M Visitation Reservation	OA II	4	8 x 2	1.31	10.48
I/M Visiting Check-in/Monitoring	Deputy Sheriff	3	8 x 2	1.31	7.86
				Subtotal	64.72

East County Detention Center  
Staffing by Position

TRANSPORTATION / COURT HOLDING					
Transportation Watch Command	Lieutenant		9/80		1
Transportation Supervision	Sergeant		9/80		2
Transportation Supervision	Corr. Sgt		9/80		2
Operations					
Transportation Coordinator	Corr. Corporal	2	8 x 2	1.31	5.24
Transpo Holding Coordinator	Corr. Corporal	2	8 x 2	1.31	5.24
In Jail Transpo Operations	Corr. Deputy II	5	8 x 2	1.31	13.1
In Jail Transpo Operations	Deputy Sheriff	5	8 x 2	1.31	13.1
LJC Court Coordinator	Corr. Corporal	1	8 x 2	1.31	2.62
Court Holding Operations	Corr. Deputy II	2	8 x 2	1.31	5.24
Court Holding Operations	Deputy Sheriff	2	8 x 2	1.31	5.24
Bus / Van Transport	Deputy Sheriff		8 x 2		8
Revocation Hearings	Deputy Sheriff	2	8	1.31	2.62
Logistics/Vehicle Coordinator	SSO II		9/80		1
				Subtotal	66.4
FOOD SERVICES					
Food Service Manager			9/80		1
Food Service Supervision			9/80		5
Dietician			9/80		1
Correctional Cook			9/80		9
Food Service Worker			9/80		20
				Subtotal	36
LAUNDRY / WAREHOUSE (at SCF)					
Laundry Manager			9/80		1
Laundry Worker			9/80		2
Storekeeper			9/80		2
Stock Clerk			9/80		2
				Subtotal	7
				Total	549.6

# EAST COUNTY DETENTION CENTER – Draft Daily Line Up

Watch Commander:		Julian Date:		Calendar Date:		Day:		Pay Period:	
Team:		Hsg. Sgt.		Hsg. Sgt.		Admin Sgt.		ERT Line Up	
Intake Sgt.		HU 1		HU Oversight		EXTRACTION		TEAM	
Central Control		18		45		(Leader)			
1		19		46		(Shield/Cuff)			
2		20		Medical Runner		(Jaycor)			
Intake Oversight		HU 2		47		(SL6)			
3		21		48		(Taser)			
Intake		22		Mental Health Runner		(Upper Left)			
4		23		49		(Upper Right)			
Intake		HU 3		50		(Lower Left)			
5		24		Kitchen Security		(Lower Right)			
Release		25		51		(Video)			
6		26		52					
7		HU 4				Phone Numbers			
8		27				RPDC			
Print Room		28				SWDC			
9		29				BLVJ			
Clothing Exchange / Cleaning Crew		HU 5				INDJ			
10		30				RCRMC			
11		31		Additional Information		Dispatch			
Public Lobby / Visiting		32				Sick Leave			
12		HU 6							
13		33							
14		34							
Med Cars / Perimeter Patrol		35							
Early Car		HU 7				Vacation			
Middle Car		36							
Late Car		37							
Classification Unit		38							
1		HU 8							
2		39							
3		40							
Property Room		41							
4		HU 9 Special Use Housing							
Recreation		42							
5		43							
6		44							
DNA Officer									
7									

### **3. Job Descriptions:**

Job descriptions for each identified position are provided. The job description for each classification is job specific and outlines the specific scope of work the individuals will be completing. All positions to be filled are full time positions.

All Riverside Sheriff deputies assigned in Corrections have completed a California POST certified academy and the STC certified CORE training. All Riverside Sheriff correctional deputies have completed a STC certified academy. All sworn and corrections staff meet the required 24 hour annual training. All training occurs prior to the staff member's assignment to the facility.

## **MANAGEMENT & SUPERVISION**

### **Sheriff's Captain**

**Number needed: 1**

**Function:** The captain is the commander of the jail and plans, assigns, directs and supervises the work of all assigned law enforcement and clerical personnel. The captain is responsible for coordinating with representatives of other county departments and reviewing the work of the jail staff to ensure compliance with departmental policy and applicable law. The captain also reviews existing policies and procedures and recommends, develops and implements new procedures for the jail. The captain submits budget requests for the facility.

### **Sheriff's Lieutenant/Correctional Lieutenant**

**Total needed: 7**

#### **Floor Operations: 2**

**Function:** Each floor operations lieutenant provides management oversight for two floor operations teams. The span of control includes review of personnel reports, operations documents and resolving inmate issues.

#### **Business Office: 1**

**Function:** The lieutenant assigned to the Business Office provides management oversight for all four teams working in the Business Office.

#### **Transportation: 1**

**Function:** The lieutenant assigned to Transportation provides management oversight for all teams in the Transportation Unit.

#### **Classification: 1**

**Function:** The lieutenant assigned to Classification provides management oversight for all Classification functions.

#### **Administration: 1**

**Function:** The lieutenant assigned to Administration provides management oversight for the administration function of the facility as well as oversight of training, budget, and the medical units within the facility.

#### **Support Services: 1**

**Function:** This lieutenant will provide management oversight for support services including the Warehouse and Kitchen.

**Sheriff's Sergeant, Correctional Sergeant, Supervising Corrections Assistant, and Supervising Office Assistant**

**Total needed: 34**

**Operations Supervisors:**

**Number needed: 16 (4 per 12 hour shift)**

**Function:** The operations supervisor (floor sergeant) positions provide coverage 24 hours a day, 7 days a week for supervision of floor operations. Sergeants provide supervision for staff that operate the inmate housing units and processing area. In addition, these sergeants share the tasks of payroll, shift scheduling, employee evaluations and employee investigations. Floor Sergeants oversee the orderly running of the facility, which includes managing the daily paperwork and logs associated with housing units and inmates.

**Transportation Supervisors:**

**Number needed: 4 (1 per 8 hour shift x 2 shift per day)**

**Function:** The Transportation Sergeant positions provide coverage 16 hours a day, 5 days a week for supervision of staff working in the facility transportation unit, driving inmates to other jail facilities or courts and in the court holding at LJC. Sergeants assigned to Transportation will address inmate problems, or grievances along with staff issues, such as scheduling, payroll and employee evaluations.

**Administration Supervisor: 1**

**Function:** This position is the liaison between the Corrections Division, Administration, outside agencies, and other correctional facilities. The sergeant assigned to Administration represents the line level operations in managing facility Policy and Procedure. This supervisor oversees the facility's daily administrative operations.

**Support Services/Warehouse Supervisor: 1**

**Function:** The sergeant assigned to this position oversees the management of the supplies for the facility, both for inmate and staff needs. This includes inmate clothing, and bedding supplies, all cleaning supplies, as well as facility forms, and office supplies. This sergeant also oversees and tracks the facility maintenance issues as well as the facility's compliance with local, state and federal regulations in physical plant operation. The supervisor handles staff issues, such as scheduling, payroll and employee evaluations for assigned employees.

**Training Supervisor: 1**

**Function:** The Training Sergeant manages and tracks all staff training in order to remain in compliance with Title 15 and Department requirements. This supervisor also oversees the facility's training program for newly assigned employees. The Training Sergeant coordinates and assigns Corrections Training Officers and

reviews reports of training given. This sergeant is responsible for maintaining training records and employee information files for all persons assigned to the facility.

**Classification Supervisors:**

**Number needed: 5 (1 per 12 hour shift and 1 administrative)**

**Function:** The classification unit sergeants provide supervision to classification operations 24 hours a day, 7 days a week. One sergeant per shift oversees the operations of the facility's inmate classification program, inmate property, and inmate mail. This supervisor also addresses inmate grievances, and ensures headcount and housing coordination with other facilities. The sergeant assigned to the administrative function within Classification manages the statistical gathering and reports used to ensure the safety and viability of the housing assignments and inmate movements made by the classification officers. Assigned sergeants also handle staff issues, such as scheduling, payroll and employee evaluations for all employees in this work area.

**Business Office Supervisors:**

**Number needed: 4 (1 per 12 hour shift)**

**Function:** These supervisors provide coverage 24 hours a day, 7 days a week in the Business Office. The supervisors assigned to these positions oversee the operations, scheduling, payroll, staff evaluations, and processing of court paperwork. These supervisors also review all bookings and releases for accuracy and completeness.

**Supervising Office Assistant**

**Number needed: 1**

**Function:** This position supervises the facility's clerical support staff and handles staff issues such as scheduling, payroll, and employee evaluations for office staff.

**Programs Supervisor**

**Number needed: 1**

**Function:** The sergeant assigned to this position supervises the correctional deputies assigned to programs at the facility. The supervisor handles staff issues such as scheduling, payroll, and employee evaluations.

**ADMINISTRATION**

**ADMINISTRATIVE DEPUTY**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 1**

**Function:** The deputy assign to this position assists the administration supervisor in liaison duties between the Corrections Division, Administration, outside agencies, and

other correctional facilities. This deputy is tasked with duties associated with the facility's daily administrative operations.

#### **TRAINING DEPUTY**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 1**

**Function:** The deputy assigned to this position assists the training supervisor. This position helps schedule staff training, manage training records, and process associated paperwork so that the facility is compliant with Title 15 and Department requirements.

#### **FACILITY CLERICAL SUPPORT**

##### **Office Assistant III**

**Number needed: 1**

**Function:** This position provides experience and oversight to junior staff for the facility's administrative office operations. The Office Assistant III tracks records and reports according to the County's record retention program.

##### **Office Assistant II**

**Number needed: 2**

**Function:** This position provides the clerical support for the facility's administrative operations. Included in these positions are responsibilities for filing and retrieving reports as necessary, answering public information queries, by direction preparing and sending official correspondence from the facility.

#### **FACILITY LOGISTICS**

##### **Sheriff's Service Officer**

**Number needed: 1**

**Function:** Sheriff's Services Officers are responsible for managing the facility's vehicle fleet. This position tracks vehicle mileage, handles DMV issues, and ensures the required vehicle maintenance schedules are met. This position also tracks hand held radios (HTs) and ensures that service and repairs for this radio equipment is performed.

#### **SYSTEMS ADMINISTRATOR**

##### **IT Systems Administrator II**

**Number needed: 1**

**Function:** The Systems Administrator determines hardware and operating system resource requirements. They also plan and implement hardware, operating system and application installation/upgrades. They maintain physical technical infrastructure, directories and system documentation and monitor resource use and tailor/tune to ensure optimal performance and reliability. They develop utility programs and shell scripts, evaluate software and assist with application

testing. The Systems Administrator develops system security and firewall requirements, plans and implements system backups, and coordinating recoveries including offsite disaster recovery. They research, evaluate and test proposed products, product versions, and system solutions, coordinate design, installation, and support activities with application vendors, and evaluate the conformance of system security and database integration requirements with County standards.

#### **JIMS/SECURITY ELECTRONICS COORDINATOR**

##### **Correctional Deputy**

##### **Number needed: 2**

**Function:** Staff assigned to this position will manage the facility card access computer system by issuing ID badges and assigning access levels based on staff need. They also perform system administration functions for the facility's digital video recorders. Lastly, they have higher access permission in the Jail Information Management System (JIMS), which they use to troubleshoot problems experienced by users of the system at the facility level.

#### **ACCOUNTING**

##### **Principal Accountant**

##### **Number needed: 1**

**Function:** The Principal Accountant is the first level management for the accounting staff. The position will plan, organize, direct, and coordinate through subordinate supervisors. They will supervise the development and maintenance of forms for fiscal transactions, record keeping and budgetary controls. They will review laws, legislation, and policies to assure compliance and to determine impact on accounting procedures and recommend changes where appropriate. They will coordinate the work of subordinate staff with other sections, departments, or outside fiscal intermediaries and assist in the budget preparation process.

##### **Supervising Accounting Tech**

##### **Number needed: 1**

**Function:** Supervising Accounting Technician perform a variety of program and administrative support duties which may include research and analysis of complex issues and develop fiscal operational changes. The Supervising Accounting Tech will review and approve work completed by the Accounting Technician in addition to handling special projects assigned. This position completes all aspects of budget preparation, budget monitoring, and budget projections for the facility.

**Accounting Tech I**

**Number needed: 1**

Function: Accounting Tech I perform complex accounting assignments including specialized accounting. This position also assists in developing the daily jail rate, the meal rate, and the booking fee rate. This position oversees mandates, claims, grants, service agreements billing, and booking disputes. This position completes Oasis requisitions, purchase order support, journal voucher approval, chart field approval, budget fund transfers, program reimbursements, and performs fund reconciliation for the Inmate Trust Fund.

**Senior Accounting Assistant**

**Number needed: 2**

Function: This position handles the less complex accounting assignments including payroll, posting overtime, handling accounts payable for the Inmate Welfare Fund operation. Persons filling these positions process Inmate Trust Fund deposits, bail and fine funds, perform simplified bank reconciliations, and process revenue related invoices in Oasis. Senior Accounting Assistants also process booking fee revenue, inmate doctor visit revenue, sales of meals, and claims for standard training for custody officers.

**FLOOR OPERATIONS**

**HOUSING UNITS – CONTROL OPERATOR**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 39.68 (8 per 12 hour shift, 2.48 relief factor)**

Function: The housing unit control deputies are responsible for the supervision of inmates assigned to their unit. The housing unit control deputy coordinates inmate events, such as sick call, feeding, and dayroom. The housing unit control deputy maintains security-check logs and pass-on logs documenting inmate headcounts and other activities occurring in the housing unit. The housing unit control deputies immediately report disturbances or medical emergencies to Central Control and Supervision. Each housing unit will require one deputy per housing unit.

**HOUSING UNITS – RUNNER**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 79.36 (16 per 12 hour shift, 2.48 relief factor)**

Function: The housing unit runners act as support for the housing unit deputies. Each housing unit has two assigned runners. The housing unit runners are responsible for conducting hourly security checks within the inmate housing units as mandated by Corrections Policy. The runners for each housing unit escort inmates to programs occurring in and out of the housing unit, church services, AA meetings, and sick call. The housing unit runners must supervise the inmates at all times when the inmates are removed from the housing units. The runners

also act as first responders in the event of an incident occurring in the housing unit.

#### **HOUSING UNIT OVERSIGHT**

##### **Correctional Corporal**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** The Correctional Corporal oversees the operations of a group of housing units. The Correctional Corporal coordinates Emergency Response Teams (ERT) at disturbances in their respective housing units, mediates and diffuses conflict between line-staff and inmates, acts as Corrections Training Officer, reviews disciplinary markers and conducts disciplinary review hearings.

#### **MEDICAL RUNNER**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** The medical runner works with the housing unit runners escorting inmates from their cells to doctor's or nurse's offices throughout the jail for the purposes of sick call. The medical runner receives a list of all inmates throughout the facility who have signed up for medical appointments with a nurse or doctor. Prior to escort, the medical runner confirms inmate identification, conducts a search of the inmate, and escorts them to the medical office. Once seen by medical staff, the medical runner returns the inmate to their housing unit. This position differs from the housing unit runner in that the housing unit runner is responsible for moving inmates to several functions whereas the medical runner focuses on moving inmates to and from medical services.

#### **MENTAL HEALTH RUNNER**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** The mental health runner works with the housing unit runners escorting inmates from their cells to mental health staff offices for the purposes of mental health evaluation. The mental health runner receives a list of all inmates throughout the facility who are scheduled for appointments with the mental health staff. Prior to escort, the mental health runner confirms inmate identification, conducts a search of the inmate, and then escorts them to the mental health office. Once seen by mental health staff, the mental health runner returns the inmate to their housing unit. This position differs from the housing unit runner in that the housing unit runner is responsible for moving inmates to several functions whereas the mental health runner focuses on moving inmates to and from mental health services.

#### **KITCHEN SECURITY**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

Function: The kitchen security position oversees, guards, controls, and supervises the inmate workers assigned to the kitchen operations. This position also retrieves the assigned inmates from their housing location and returns them at the end of their work day.

#### **CENTRAL CONTROL**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 14.88 (3 per 12 hour shift, 2.48 relief factor)**

Function: This position is responsible for controlling all entries and exits to the facility. They control all movement within the facility including the elevator and the entry to individual housing units. Deputies assigned to this position also keep daily and critical incident logs and monitor all radio traffic within the facility.

#### **PUBLIC LOBBY / VISITING**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

Function: Deputies assigned to this position represent the "face" of the facility to the public. These deputies have contact with people who desire to enter the facility for inmate visits, to place money on inmate accounts, or to make inquiries of inmate booking and release information. Public Lobby deputies also oversee family and friends waiting to pick up released inmates. This assignment requires at least one deputy sheriff.

#### **CLOTHING EXCHANGE/CLEANING CREW**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

Function: Deputies assigned to this position conduct on going clothing and bedding exchange to meet facility/inmate needs and ensure uniformity in the process. Those assigned to this position also conduct random inmate housing unit searches and supervise a designated inmate facility cleaning crew.

#### **INTAKE / RELEASE PROCESSING**

##### **OVERSIGHT**

**Correctional Corporal**

**Number needed: 4.96 (1 per 12 hour shift, 2.48 relief factor)**

Function: The Correctional Corporal coordinates responses to critical incidents in the intake and release areas. Should an Emergency Response Team (ERT) need arise in areas other than the housing units, including the transfer area, the Correctional Corporal leads this response. The Correctional Corporal oversees the transfer and release processes to make sure all Corrections Division policies

are being followed. The Correctional Corporal functions as the Corrections Training officer for the transfer/release operations. This position mediates and diffuses conflict between line-staff and inmates, reviews disciplinary markers and conducts disciplinary hearings.

#### **INTAKE**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** These positions provide coverage 24 hours a day, 7 days a week in the inmate processing area. They will be responsible for booking individuals into custody and conducting required security checks on inmates in holding and safety cells. Intake staff will overlap and assist with release when needed.

#### **RELEASE**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** The release positions provide coverage 24 hours a day, 7 days a week. They will be responsible for processing all pending release files. In addition, the release deputy will be required to escort inmates from the housing units to the release area for processing. Release staff will overlap and assist intake when needed.

#### **PRINT ROOM/ INMATE ID PHOTO**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 4.96 (1 per 12 hour shift, 2.48 relief factor)**

**Function:** The Print Room Deputy position provides coverage 24 hours a day, 7 days a week. This position is responsible for fingerprinting and photographing inmates.

#### **MEDICAL CAR**

##### **Deputy Sheriff**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** The medical car deputies will be responsible for transporting inmates who require immediate medical or mental health attention to a local treatment facility or providing security if inmates are transported by ambulance. This position will assist with normal operations while in the facility.

#### **PERIMETER PATROL**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 9.92 (2 per 12 hour shift, 2.48 relief factor)**

**Function:** These positions are responsible for checking outside the facility to ensure our perimeter defenses have not been penetrated. Deputies assigned to this position also monitor the public parking lot and provide extra lobby security when needed.

**SUPPORT SERVICES**

**FACILITY SUPPLY – OVERSIGHT**

**Correctional Corporal**

**Number needed: 1**

**Function:** The Correctional Corporal assigned to this position oversees the daily operations of the warehouse, providing experience in these unique duties. The work of this position includes supply ordering and inventory as well as the delivery, processing and distribution of inmate clothing, bedding and supplies to the housing units. Additionally, this position coordinates with facility maintenance staff to provide access or assistance with projects.

**COMPLIANCE OFFICER**

**Correctional Corporal**

**Number needed: 1**

**Function:** The corporal assigned to this position conducts ongoing safety evaluations of the facility and maintains all the required (CalOSHA) safety documentation. This position ensures staff is properly trained for the hazards encountered at their job site including compliance with the required annual blood borne and airborne pathogen training certification. The corporal assigned to this position is the point of contact for all required inspections by the County Health Department, the County Safety Department, the County Fire Department and the Corrections Standards Authority.

**FACILITY SUPPLY OPERATIONS & MAINTENANCE**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 6**

**Function:** The deputies assigned to this position provide direction and supervision of inmate workers assigned in the warehouse. The staff will also oversee the delivery, processing and distribution of inmate clothing, bedding and supplies to all areas of the facility. They also perform security related maintenance not handled by facilities maintenance.

**BUSINESS OFFICE OPERATIONS**

**Sheriff's Corrections Assistant II - Shift Lead**

**Number needed: 4.96 (1 per shift, 4.96 relief factor)**

**Function:** The Sheriff's Corrections Assistant II provides the lead or experienced oversight for each shift of the Business Office operations. As the shift lead, those assigned to this position have a full knowledge of the operations and assist with problem solving, workflow, and on-the-job training. Each SCA II also functions as a Corrections Training Officer for Business Office Operations.

**Sheriff's Corrections Assistant I:**

**Number needed: 39.68 (8 per shift, 4.96 relief factor)**

Function: The Corrections Assistant I positions process and maintain the booking files for all inmates in custody, including the maintenance and storage of these records. These positions also handle public telephone calls, providing information about those in custody, including bail information. Each shift will require individual assignments to specific areas including the CLETS terminal, the JIMS terminal, the file breakdown desk and the cashier. In addition, SCA I staff will complete document imaging of inmate records.

**Sheriff's Corrections Assistant II – Court Paperwork Lead**

**Number needed: 2.48 (1 per 12 hour day shift, relief factor 2.48)**

Function: SCA II's in this position review completed time computations and work with Courts to resolved questions regarding jail minute orders.

**Sheriff's Corrections Assistant I / Correctional Deputy - Court Paperwork**

**Number needed: 7.44 (3 per 12 hour day shift, relief factor 2.48)**

Function: SCA I process court paperwork and complete time computations received each day court is in session.

**PROGRAMS**

**Administrative Supervisor**

**Number needed: 1**

Function: The Programs Administrative Services Supervisor will be responsible for the direct oversight of all programs personnel assigned to the facility. Programs personnel will deliver services for mandated programs pursuant to the Penal Code and Title 15 Regulations, Article 6. Services include: chaplains; detention volunteer programs delivering religious programming and services; education contracts and services for adult basic education; vocational and occupational training programs; inmate support service programs.

**Correctional Counselor**

**Number needed: 3**

Function: Counselors aid in deterring inmates from acting on negative feelings associated with incarceration. Counselors initiate and conduct individual, collateral, and group therapy sessions for both sentenced and un-sentenced inmates. They also provide chemical dependency programs, anger management classes, life skills training, and other behavior modification programs.

**Chaplain**

**Number needed: 2**

Function: Chaplains provide spiritual encouragement through pastoral counseling, distribution of spiritual literature, respond to inmate requests, and provide

emergency counseling services. Chaplain services aid in deterring inmates from acting on negative feelings associated with incarceration and act as change agents for social behavior.

**PROGRAMS OFFICER**

**Correctional Corporal**

**Number needed: 1**

**Function:** The Correctional Corporal assigned to this position oversees the daily operations of the inmate programs. This position helps guide and prioritize the work of the correctional deputies assigned to lead inmate work crews. They also support staff assigned to provide security in the inmate classrooms. Those assigned to this position have a full knowledge of the operations and assist with problem solving, workflow, and on-the-job training.

**Correctional Deputy II**

**Number needed: 2**

**Function:** The deputy assigned to this position coordinates and oversees all of the inmate programs at the facility. This position interviews volunteer applicants and prepares a brief background check for each applicant. The deputy assigned to this position also provides security during inmate training sessions.

**Office Assistant II**

**Number needed: 1**

**Function:** This position will provide the clerical support for the administrative supervisor and inmate programs operations. Responsibilities include filing and retrieving reports as necessary, answering public information queries, and, preparing and sending official correspondence from the facility.

**CLASSIFICATION**

**Sheriff's Investigator**

**Number needed: 2**

**Function:** The Investigator takes the lead in completing investigations surrounding serious and violent crimes committed within the facility. The type of inmate and nature of criminal activity consistent with the changes in classification levels of inmates housed within the Riverside County correctional system requires a level of expertise that exceeds the ability and experience of line level staff. The investigator liaises with the local courts to file and follow up on criminal charges stemming from acts committed by inmates while in custody.

**Crime Analyst**

**Number needed: 1**

**Function:** A Crime Analyst supports the Classification Unit by collecting and evaluating statistical data primarily as it related to gang activity by identifying specific

trends. The analyst will evaluate data collected such as known gang members, changes in identifiers of gang involvement, and then provide proposals of current and future needs of the department as it relates to gangs.

#### **HEADCOUNT COORDINATOR**

##### **Correctional Corporal**

**Number needed: 1**

**Function:** The Corporal functions as the Headcount Coordinator for the facility and is responsible for arranging inmate transfers between each facility for court, bed space, and other program needs. This position requires a level of expertise that exceeds the ability and experience of line level classification officers.

#### **INMATE CLASSIFICATION**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 14.88 (3 per 12 hour shift, 2.48 relief factor)**

**Function:** The classification unit requires staffing 24 hours a day, 7 days a week. Deputies assigned to this position are responsible for properly screening inmates' risk assessments, their security level, custody level, their judicial status, and any special needs in order to determine the appropriate housing unit placement for the inmate. Classification deputies also handle changes in classification for inmates who have been involved in altercations or conflicts in their assigned housing unit.

#### **PROPERTY ROOM**

##### **Deputy Sheriff/Correctional Deputy**

**Number needed: 4.96 (1 per 12 hour shift, 2.48 relief factor)**

**Function:** The positions provide coverage 24 hours a day, 7 days a week. Deputies assigned are responsible for processing all inmate property into and out of the facility. In addition, the property deputy inventories, packages, and ships property for inmates sentenced to state prison. Limited access to the inmate property and designated responsibility assures accountability for its security. Limited access also diminishes the potential for lost or misplaced inmate property.

#### **RECREATION**

##### **Correctional Deputy**

**Number needed: 4.96 (2 per 12 hour day shift, 2.48 relief factor)**

**Function:** The design of the facility allows the housing unit deputies to move inmates to recreation by opening a door adjacent to the inmate's dayroom. The correctional deputy assigned to recreation duties will support the housing unit deputies by tracking inmates who have lost recreation privileges through the disciplinary marker process, and monitoring recreation logs. The recreation deputy will ensure the inmates in Sheltered Housing who are authorized receive recreation.

They will also help ensure the Department's compliance with Title 15 standards related to inmate recreation by serving as a single control point monitoring the activity.

**DNA OFFICER**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 4.96 (1 per 12 hour shift, 2.48 relief factor)**

**Function:** Deputies assigned to this position are responsible for compliance with Penal Code 296 and Corrections Division Policy 504.06. Effective in 2009, regulations require that for the purposes of determining DNA, the Sheriff's Department must collect fingerprints, saliva and blood from all persons arrested for felony charges.

**INMATE WORKER COORDINATOR**

**Correctional Deputy**

**Number needed: 1**

**Function:** The Classification Unit is responsible for properly screening inmates to be assigned as workers. This requires interviews with each potential worker and a comprehensive review of their files and classification status. The assignment requires frequent meetings with supervisors of operations who utilize inmate workers. This position helps ensure stability and maintain the integrity of the inmate work force, which is critical to the daily operations of the facility.

**GANG COORDINATOR**

**Sheriff's Corporal**

**Number needed: 1**

**Function:** Increasingly, a greater percentage of those in custody have ties with organized street or prison gangs. Crimes at county jail facilities are directed and influenced by inmates within the state prison system. With the impact of AB109, many of these inmates will remain in county jail. Additionally, many former gang members who arrive at our jails express an interest in disassociating themselves with their gang. The investigation and interdiction of these inmates requires a dedicated staff member who can network with investigators within prison gang units, Sheriff's Gang Units and outside agencies.

**Correctional Deputy**

**Number needed: 2**

**Function:** With the increase number of gang members and AB109 inmates in county custody, correctional deputies will assist the gang coordinator in gathering information and distributing it with other facilities and agencies.

#### **MAIL OFFICER**

**Deputy Sheriff/Correctional Deputy**

**Number needed: 2.62 (2 per 8 hour shift, 1.31 relief factor)**

**Function:** Deputies assigned to this position are responsible for processing all incoming and outgoing inmate mail. This includes picking mail up from and dropping mail off at the local Post Office. The volume of mail associated with 1600 beds necessitates two staff members to process mail.

#### **INMATE VISITING RESERVATION**

**Office Assistant II**

**Number needed: 5.24 (4 per 8 hours shift, 1.31 relief factor)**

**Function:** Staff assigned to the inmate reservation center schedule inmate visiting appointments using the Inmate Visiting Program (IVP). The reservation process includes using CLETS to identify visitors with felony convictions who attempt to enter jail property in violation of State law. Staff also uses the Jail Information Management System (JIMS) to guide visitors to different facilities when inmates have been transferred. The reservation center generates reports that visiting hall staff use to check in visitors each day of the week. The reservation center also screens inmates to ensure no visiting restrictions are in place or other classification issues should be considered.

#### **TRANSPORTATION**

##### **TRANSPORTATION COORDINATOR**

**Correctional Corporal**

**Number needed: 5.24 (1 per 8 hour shift x 2 shifts, 1.31 relief factor)**

**Function:** Correctional Corporals assigned to this position pick up the court calendar from the Business Office and separate the calendar by court. These corporals check for court conflicts, provide copies of the court calendar to the other Transportation staff, and complete and post the daily assignment sheet. The early coordinator estimates meal counts for inmates in transit, collects and distributes outlying court mail, and prepares the vehicle sign-out sheet. This position also phones and confirms out of county transfers leaving and arriving at the facility.

##### **TRANSPORTATION HOLDING**

**Correctional Corporal**

**Number needed: 5.24 (1 per 8 hour shift x 2 shifts, 1.31 relief factor)**

**Function:** The Correctional Corporal assigned to this position oversees the movement of inmates to and from the transportation area and housing units, and ensures all Corrections Division policies are being followed. The Correctional Corporal coordinates Emergency Response Teams (ERT) at disturbances that occur in transportation holding, mediates and diffuses conflict between line-staff and inmates, and acts as Corrections Training Officer for transportation operations.

**Deputy Sheriff/Correctional Deputy**

**Number needed: 26.2 (10 per 8 hour shift x 2 shifts, 1.31 relief factor)**

**Function:** Deputies assigned to this position supervise the inmates held in the transportation area. The duties include escorting inmates to and from individual housing locations to the Transportation Unit, searching inmates for contraband, applying and removing restraints, and loading inmates into transport vehicles based on level of classification. Staff conduct security checks and coordinating the movement and activity in these holding cells as well as supervising the delivery of meals as necessary. This position also assists with searching and preparing inmates for transportation.

**COURT HOLDING COORDINATOR**

**Correctional Corporal**

**Number needed: 1.31 (1 per 8 hour shift, 1.31 relief factor)**

**Function:** The Correctional Corporal assigned to this position oversees the movement of inmates to and from the court holding area to the court rooms, and ensures all Corrections Division policies are being followed. The Correctional Corporal mediates and diffuses conflict between line-staff and inmates, and acts as Corrections Training Officer for transportation operations.

**Deputy Sheriff/Correctional Deputy**

**Number needed: 10.48 (4 per 8 hour shift, 1.31 relief factor)**

**Function:** Deputies assigned to this position supervise the inmates in the cells in the court holding area. The deputies search and coordinate with the Court Deputy to move inmates to and from the Courtroom. The duties include providing security checks and supervising the delivery of meals as necessary.

**INMATE TRANSPORTATION**

**Deputy Sheriff**

**Number needed: 8 (2 per vehicle transport)**

**Function:** Deputy Sheriffs provide armed security during the transport of inmates outside the facility. Corrections policy requires two deputies per vehicle. Deputy Sheriffs may also be trained to drive a transportation bus, which requires a class "B" driver's license.

**REVOCATION HEARINGS**

**Deputy Sheriff**

**Number needed: 5.24 (2 per 8 hour shift, 1.31 relief factor)**

**Function:** A requirement of AB109 is county jail hold Post Release Supervision inmates for revocation hearings conducted by the Court. Deputies assigned to this position will transport and supervise PCS inmates during their revocation hearing.

**TRANSPORTATION VEHICLE COORDINATOR**

**Sheriff Service Officer II**

**Number needed: 1**

**Function:** The Transportation Vehicle Coordinator oversees the Transportation Unit's fleet of busses and vans, maintains service records on all vehicles, provides training and maintains DMV certification for bus drivers, inspects vehicles for damage and cleanliness, and maintains records for fuel cards, cell phones and 800 MHz radios assigned to each unit.

**FOOD SERVICES**

**Food Service Manager-Adult Detention**

**Number needed: 1**

**Function:** The Food Services Manager plans, organizes, manages and directs the food services program for the facility. The manager is responsible for inmate menu and dietary evaluation, food and supplies inventory, and cooking equipment.

**Correctional Food Service Supervisor**

**Number needed: 5**

**Function:** The Correctional Food Service Supervisor oversees the kitchen food services operation at the facility. This position assists the Food Service Manager in planning, directing, and coordinating food service activities at the facility. The Correctional Food Services Supervisor also handles staff issues such as scheduling, payroll and employee evaluations.

**Dietician**

**Number needed: 1**

**Function:** The dietician will be a member of the kitchen staff tasked with collaborating with the doctors and nurses from Detention Health Services in evaluating, assessing and recommending medical nutrition therapy for inmates and implementing prescribed medical nutrition therapy. This position will service the entire Corrections Division.

**Correctional Cook**

**Number needed: 9**

**Function:** The Correctional Cook prepares, cooks, and serves food at the facility. These positions also supervise inmate workers assigned to the kitchen.

**Food Service Worker**

**Number needed: 20**

**Function:** Food Services Workers perform routine tasks related to the preparation and the serving of food. These positions also supervise the inmates who clean the

kitchen areas, wash the utensils and equipment used for food preparation and service.

### **CORRECTIONS DIVISION LAUNDRY & WAREHOUSE**

#### **LAUNDRY OPERATIONS**

##### **Laundry Manager-Adult Detention**

###### **Number needed: 1**

Function: This position plans, organizes, and manages the laundry service for the facility. The Laundry Manager also oversees the work of the laundry operations staff which includes inmate workers. This position is required to coordinate the laundry service with the other detention facilities in the county. The Laundry Manager position would be located at SCF.

##### **Laundry Worker-Adult Detention**

###### **Number needed: 2**

Function: The Laundry Worker position collects, transports, sorts, weighs, and counts the inmate laundry. This position also operates the laundry equipment at the facility and oversees the work performed by the inmate workers assigned to the laundry. The Laundry worker positions would be located at SCF.

##### **Storekeeper**

###### **Number needed: 2**

Function: Storekeepers are responsible for the receipt, storage, and issuance of supplies, materials, and equipment. They are also tasked with maintaining and adjusting stock levels and doing other work as required. Storekeepers also have supervisory responsibility over stock clerks, clerical personnel, or inmate labor. The Storekeeper position would be located at SCF.

##### **Stock Clerk**

###### **Number needed: 2**

Function: Stock clerks receive, store, and issue a variety of supplies, tools, and equipment. They maintain records of items received and issued, load and unload freight, supplies and equipment from trucks, and to do other work as required. Responsibilities often include related duties such as maintaining department inventory records, preparing requisitions and inventory reports, and packaging items scheduled for distribution to other facilities. The Stock Clerk position would be located at SCF.

#### **4. Relief Factor**

Shift relief factors (SRF) were used to calculate the actual number of personnel needed to fill the identified positions. The SRF was calculated by BSCC during previous staffing analysis in 2001 and 2006. The Riverside County Sheriff Corrections Division uses the following SRF:

2.48 for 12 hour shift with relief

4.96 for 12 hour shift with 24-hour coverage and relief

1.31 for 9/80 and 5/8 shifts with relief

No SRF was factored for positions that do not require relief.

## 5. Hiring Plan

The selection and hiring process is administered by the County's Human Resources Department in conjunction with the Sheriff's Personnel Bureau.

The hiring process for all Sheriff Department employees includes the following:

- Application
- Written Examination (position dependent)
- Interview
- Background
- Medical Examination

Deputy Sheriff and Correctional Deputies are also required to pass a physical agility test.

Once hired, deputy sheriff must complete a POST certified academy and STC certified CORE course before being assigned in a correctional facility. Correctional Deputies must complete a certified STC academy before being assigned in a correctional facility. Once assigned in a facility, staff must complete an 8-week "on the job" training program.

Due to the number of operations staff needed to operate the new facility, a two year phased hiring plan was developed in order for line staff to gain experience working in a facility. Hiring for ECDC staff will begin in FY 14/15 and conclude in FY 15/16.

Sworn and correctional lieutenant, sergeant, and corporal positions are promoted from within the current staffing of the Department. The Department maintains eligibility lists for all promotional ranks on an ongoing basis. Supervisor support positions are advertised and filled as positions become vacant or new positions are created.

## **6. Transition Team**

The East County Detention Center Transition Team will consist of staff from the current Indio Jail, Sheriff's Planning Unit, Food Services, Inmate Programs, Detention Health Services, Mental Health Detention Services, and Facilities Maintenance. The team will meet regularly to track construction progress and update facility procedures; as well as ensure the existing facility continues to operate safely and in compliance with Title 15. The team will be augmented whenever necessary with additional personnel currently assigned to the Indio Jail or other jail facilities in the Division.

All Transition Team meetings will be documented with meeting minutes. Action plans and facility activity schedules will be developed in order to document the transition process. A full After Action Report will be completed at the end of the project, including lessons learned, for future reference.