

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



ITEM: 3.25  
(ID # 19534)

**MEETING DATE:**  
Tuesday, July 26, 2022

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Establish the classification of Correctional Deputy Trainee and amend Ordinance No. 440 pursuant to Resolution No. 440-9272 submitted herewith, All Districts. [\$0]

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

1. Approve the creation of the Correctional Deputy Trainee classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9272.

**ACTION:**Policy

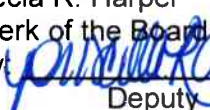
  
Michael Bowers, Assistant HR Director 7/12/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9272 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: July 26, 2022  
xc: HR

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

| <b>FINANCIAL DATA</b>       | <b>Current Fiscal Year:</b> | <b>Next Fiscal Year:</b> | <b>Total Cost:</b>               | <b>Ongoing Cost:</b> |
|-----------------------------|-----------------------------|--------------------------|----------------------------------|----------------------|
| <b>COST</b>                 | \$0                         | \$0                      | \$0                              | \$0                  |
| <b>NET COUNTY COST</b>      | \$0                         | \$0                      | \$0                              | \$0                  |
| <b>SOURCE OF FUNDS: N/A</b> |                             |                          | <b>Budget Adjustment: No</b>     |                      |
|                             |                             |                          | <b>For Fiscal Year: FY 22/23</b> |                      |

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

**BACKGROUND:**

**Summary**

The Riverside County Sheriff department's mission is to protect the public by the suppression and prevention of crime and the reduction of criminal recidivism. The department employs over 3,000 dedicated men and women who provide core services throughout Riverside County in the areas of first response, police services, search and rescue, emergency response, mutual aid coordination, enforcement of criminal law, correctional, court services, coroner, and several joint task forces.

The Correctional facilities are currently staffed with Correctional Deputies classified as either Correctional Deputy I/II, with the level I serving as the entry level and the level II as the fully qualified journey level. The Department has identified a need to re-structure this series by creating a new classification of Correctional Deputy Trainee. The intent of the Trainee is for incumbents to serve in a training capacity while completing the required Basic Correctional Deputy Academy. Incumbents will automatically be eligible to promote to the next level upon satisfying the required experience and requirements.

**Classification Addition:**

**Correctional Deputy Trainee:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade ERSC 105 (\$40,373). The proposed salary allows for an approximate 5.5% spread in relation to the next level within the series.

**Impact on Residents and Businesses:**

There is no impact to businesses. Creation of this class will allow the Department to continue to operate efficiently and effectively.

**Additional Fiscal Information:** There is no cost associated with creating this position. Upon approval, the Department intends to exchange existing vacancies through the Classification Transaction Request process, causing this to be cost neutral.

**ATTACHMENTS**

- I. Resolution No. 440-9272
- II. Correctional Deputy Trainee Class Specification

  
Meghan Hahn, Senior Management Analyst 7/14/2022



**CORRECTIONAL DEPUTY TRAINEE**

Class Code: 37899

COUNTY OF RIVERSIDE  
Established Date: Jul 28, 2022  
Revision Date: Jul 28, 2022

**SALARY RANGE**

\$19.41 Hourly  
\$3,364 Monthly  
\$40,372 Annually

**CLASS CONCEPT:**

Under close supervision, develops sufficient knowledge and skills to perform Correctional Deputy responsibilities, which includes learning the proper control and supervision of prisoners at adult detention facilities in an academy setting; performs other related duties as required.

The Correctional Deputy Trainee is the entry level classification in the Correctional Deputy series and typically reports to a Correctional Sergeant or an appropriate sworn supervisory level position. Incumbents attend the Basic Correctional Deputy Academy to learn the principles, methods and techniques employed by the journey level Correctional Deputy classification.

The Correctional Deputy Trainee is distinguished from the Correctional Deputy I in that the former is in a training capacity while completing the Basic Correctional Deputy Academy. This classification has no peace officer powers and is therefore excluded from receiving safety retirement benefits.

Correctional Deputy Trainees are eligible for promotion to the Correctional Deputy I upon acquiring the required experience and requirements. Failure to meet the requirements to promote will result in incumbents either being returned to their former County job classification or new hires being released prior to the end of their probationary period.

**REPRESENTATION UNIT:** RSA Corrections

**EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

**IN AN ACADEMY SETTING, MUST SUCCESSFULLY LEARN AND DEMONSTRATE PROFICIENCY WITHIN THE FOLLOWING DUTIES:**

- Maintain security through key, door, tool, and equipment control; photograph prisoners and take fingerprints; issue or supervise inmates in the issue and exchange of clothing and linen.
- Receive visitors; process prisoner correspondence, phone calls and request slips; prepare and route booking sheets and related paperwork.

- Control contraband through routine facility and inmate searches; supervise inmates during meals and recreational activities.
- Prepare for the transportation of prisoners by applying restraint equipment and inspecting vehicles for safety.
- Perform business and recordkeeping functions, including monetary transactions, data terminal operations and record duration of confinement and release dates.
- Administer oral medication to prisoners as prescribed by a physician.

**RECRUITING GUIDELINES:**

Education: Graduation from high school, or possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a satisfactory score on a G.E.D. examination.

Knowledge of: California driving laws and the safe operation of passenger vehicles; self-defense techniques.

Ability to: Understand and follow rules and oral and written instructions; comprehend and retain factual information pertaining to policies, rules, regulations, and laws and accurately apply what is learned; communicate in verbal and written form; perform basic mathematical calculations; establish and maintain effective working relationships.

**OTHER REQUIREMENTS:**

Assessment: Minimally qualified candidates will be required to pass a proctored, computerized assessment in order to be considered for this position.

License: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

***Attachment I***

RESOLUTION NO. 440-9272

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 26, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

| <u>Job Code</u> | <u>+/-</u> | <u>Class Title</u>          | <u>Salary Plan/Grade</u> |
|-----------------|------------|-----------------------------|--------------------------|
| 37899           | +          | Correctional Deputy Trainee | ERSC 105                 |

ROLL CALL:

|            |   |
|------------|---|
| Ayes:      | Spiegel, Jeffries, Washington, Perez and Hewitt |
| Nays:      | None  |
| Absent:    | None  |
| Abstained: | None  |

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

Kecia R. Harper, Clerk of said Board

By

  
Deputy

/kc  
07/05/2022  
440 Resolutions\KC

JUL 26 2022 3:25