



Sheriff's Deputy Trainee



Salary Range
\$20.11 - \$24.51 Hourly
\$1,608.85 - \$1,960.81 Biweekly
\$3,485.83 - \$4,248.42 Monthly
\$41,830.00 - \$50,981.00 Annually

DEFINITION:

Under close supervision, attends a basic academy course of study necessary to gain Peace Officer Standards and Training (P.O.S.T.) approved peace officer status; and does other related work as required.

Distinguishing Characteristics:

Sheriff's Trainee is distinguished as an entry-level class into the County law enforcement series. Incumbents must complete the basic P.O.S.T. Academy in order to successfully complete probation as a Sheriff's Trainee and qualify for status as a Deputy Sheriff. Positions in this class are distinguished from Deputy Sheriff in that the Sheriff's Trainee is a non-sworn class, which has no police officer powers and shall exercise no peace officer powers or correctional officer powers. This class is limited to those individuals who have not yet completed the Basic POST Academy. Therefore, normal incumbency should not exceed six (6) months and in no event shall exceed a candidate's successful completion of the POST Academy Course. Failure to successfully complete the basic P.O.S.T. Academy is grounds for automatic rejection from this job class.

Supervision Received and Exercised:

Supervision is provided by a Sheriff's Sergeant, or other higher level line officer. Functional or technical supervision may be provided by a Deputy Sheriff II, or a higher level line officer.

TYPICAL DUTIES:

Duties may include, but are not necessarily limited to: Attend a basic academy course of study which includes those courses necessary to gain P.O.S.T. approved peace officer status; may attend an orientation on Sheriff Department operations; participate in all required training programs; read and study technical and legal materials pertaining to law enforcement procedures and policies; participate in written and job skill examinations to demonstrate newly learned skills and knowledge; participate in weaponless self-defense training; assists in routine Sheriff's Department functions; perform related duties as assigned. (Essential duties may vary from position to position within this classification.)

EMPLOYMENT STANDARDS:

Education and Experience: Graduation from high school or possession of a general education development test certificate indicating high school graduation level or its equivalent as determined by the Commission on Peace Officer Standards and Training. Proof of minimum educational requirement may be required.

Knowledge of: Basic principles of law enforcement, public safety and personal security.

Age Requirement: Applicants for Sheriff's Trainee may apply and be appointed at 20 years of age, but all applicants must be 21 years of age or older by the graduation of the Basic Academy for appointment to Deputy Sheriff. Proof of minimum age requirements may be required.

Skill/Ability to: Understand Federal, State and local laws, ordinances and regulations; understand departmental policies, rules and instructions pertaining to law enforcement; demonstrate the ability to adopt quick, effective, and reasonable courses of action with due regard for the hazards and circumstances of a given situation; understand and follow written and oral directions; remember names, faces, numbers and other details of incidents; learn the proper use and care of firearms; learn to write clear and comprehensive reports; learn the techniques of supervising and maintaining surveillance over a group of people; demonstrate an interest in and an aptitude for law enforcement work; learn to establish and maintain effective relations with officers, employees, and the public in a law enforcement capacity.

License / Certificate: A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Character: Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison.

Legal / Citizenship: NO felony convictions; applicants must be United States citizens or permanent resident aliens who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Physical / Psychological Exam: In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the future exercise of the powers of a peace officer or performance of the duties of this position.

SPECIAL NOTES:

Incumbents in this position do not engage in law enforcement activities as peace officers or as correctional officers and are miscellaneous members of the Retirement Plan. This class specification generally describes the duties and responsibilities characteristic of the position (s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (559) 733-6246

Class Code: 015300

TULARE COUNTY SHERIFF'S DEPARTMENT
36004 Road 112, Visalia, CA 93291 (559) 733-6246

APPLY ONLINE AT: www.tularasheriff.info

Sheriff's Deputy Trainee

Employment Process and Benefits

Application: Prospective employees must submit a legible application form and other required documents to be eligible for exam process. Resumes will not be accepted in lieu of the application. Applications are valid for six months after receipt or until the next available test cycle, whichever comes first.

Examinations: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will be invited to participate in the examination process. Exam scores determine rank on employment lists.

Physical Agility exam: All applicants must complete the following five physical agility tests:

- 1.5 mile run in 16 minutes
- 26 sit ups in 2 minutes
- 20 push ups in 2 minutes
- 100 yard sprint in 30 seconds
- drag 165 pound dummy 30 feet in 30 seconds

Applicants who successfully complete the physical agility exam will be invited to the written exam.

Written exam: None for POST applicants.

Oral Interview: applicants will participate in an oral interview. A series of questions to review the applicants thought process will be asked. Applicants will be ranked based on their scores. After the interview, applicants will be provided a personal history statement to be turned in for the background investigation process.

Background Investigation: Applicants must fill out and return a Personal History Statement and meet the minimum Peace Officer Standards as defined in California Government Code Sections 1029 and 1031. Applicants must have a reputation of honesty and trustworthiness. A felony conviction will be disqualifying and convictions for misdemeanors and traffic offenses will be assessed on a case-by-case basis. The background investigation may include reports from former employers, educational institutions, law enforcement agencies or other relevant sources. Deceptions during any part of this process are grounds for disqualification, even after employment. Applicants who are disqualified during this process will receive letter regarding their disqualifications. The department does not review disqualifications with the applicant. Applicants who are disqualified may reapply after one year.

Polygraph/Voice Stress Analysis: Applicants will be required to submit to the Department's Polygraph or Voice Stress Analysis exam during the background investigation.

Pre-Academy Enrollment Testing: Prior to entrance into the academy, personnel will be required to pass the POST entry level exam and POST physical agility exam.

Conditional Offer of Employment: Applicants with top ranking scores from the entire process will be invited to a second interview process. The Department Head makes the final hiring decision.

Captain's Interview: Applicants who pass the background investigation phase will be invited to interview with the Division Captain where they may be approved for a conditional offer of employment. Should the applicant accept, they will be required to pass a medical, drug and alcohol screening and psychological exam to receive the position.

Medical Exam: A medical exam will be conducted to ensure the applicants fitness for duty. The exam consists of but is not limited to: an evaluation and review of medical history, lab tests including CBC, TB test, EKG screening, chest and spine x-rays, and a drug and alcohol screening.

Drug and Alcohol Screening: The pre-employment drug and alcohol screening may include but is not necessarily limited to: use of alcohol, prescription and/or other drugs including but not limited to marijuana, hash or hash oil, amphetamines, cocaine, crack cocaine, CNS barbiturates, Quaaludes, heroine, opiates LSD, methadone, PCP, toluene or inhalants, amyl nitrate, synthetic/designer drugs, and/or steroids

Psychological Exam: Pursuant to California Government Code Sections 1031, applicants are required to undergo a psychological evaluation and, prior to date of hire, be found free of any emotional and mental conditions which might adversely affect the exercise of the powers of a peace officer. Applicants will be subject to a written and oral examination.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Appointment: Once the conditional offer of employment requirements have been met, employees will be sworn in at an official ceremony and begin their six month probationary period.

Probationary Period: Employees serve a six month probationary period.

Drug Free Workplace: The County is a drug-free workplace and has a comprehensive substance abuse policy.

Agency Shop: This job is represented by a collective bargaining unit that requires the employee join a union or pay an equivalent service fee. Bargaining Unit 13 is maintained by the Tulare County Deputy Sheriff's Association (TCDSA). For additional information you may call the TCDSA office at (559) 636-1199

Compensation: Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after satisfactory completion of the 6 month probationary period. Twelve months of satisfactory service are required between each of the remaining steps.

Flexible Benefits: A flexible benefit amount is provided and may be applied toward health, dental, vision and life insurance premiums. This amount is based on your level of participation in the benefit program. Benefit amount paid per pay period is as follows: Employee Only: \$229.88 Employee + one dependent: \$287.65 Family: \$354.45

Health Insurance: Benefit questions should be directed to the DSA Benefits Administrator at 1616 W Mineral King, Suite C, Visalia, CA, 93291, (559) 636-1199. The County does not administer this plan.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the County and the employee. The County has reciprocity with the State of California, contracting PERS agencies, and all County 1937 Act Retirement Systems.

Paid Holiday Leave: 11 set days and 1 personal holiday

Vacation Accrual: 2 weeks per year (0-3 years of service) 3 weeks per year (3-7 years of service) 4 weeks per year (7-11 years of service) 5 weeks per year (11+ years of service) Limit of 300 hours.

Sick Leave Accrual: 12 days per year with unlimited accumulation. Sick leave buy back after 3 years of service.

Term Life Insurance: \$10,000; Provided by ING/ReliaStar.

Disability Insurance: A Long Term Disability plan is available through the Tulare County Deputy Sheriff's Association.

Deferred Compensation: A voluntary deferred compensation plan is available.

Uniform Allowance: \$700 per year.

Career Development Pay: Plan available for qualified employees.

To view more detailed descriptions of Tulare County's benefits, please view the Benefits section of our Web site.

The Provisions Of This Bulletin Do Not Constitute An Expressed Or Implied Contract And Are Subject To Change.