

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 15  
**Fiscal Year:** 2011/2012  
**Posted Date:** November 30, 2011

***ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):***  
***(Job specification(s) attached.)***

<u>Item #</u>	<u>Class/Title</u>
1	8508 Sheriff's Sergeant (SFERS)
2	8510 Sheriff's Lieutenant (SFERS)
3	8512 Sheriff's Captain (SFERS)
4	8514 Chief Deputy Sheriff (SFERS)

**For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at [Christina.Penland@sfgov.org](mailto:Christina.Penland@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
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Christina Penland, DHR  
Maria Newport, SFERS  
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E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Sheriff's Sergeant (SFERS)  
Job Code: 8508**

**INTRODUCTION**

Under direction, functions as a line-level supervisor in a variety of duties relating to supervision of prisoners in custody; serves as a supervisor of bailiffs in civil, criminal, and juvenile courts; serves as a field or support services supervisor in the enforcement of civil processes; supervises other sworn or civilian staff in the performance of specialized law enforcement and administrative duties related to investigations, training, technical services, warrants service, prisoner transportation, personnel management, fiscal administration, and public building and grounds security; performs and supervises performance of related law enforcement duties as assigned.

**DISTINGUISHING FEATURES**

The Sheriff's Sergeant is distinguished from that of a Senior Deputy Sheriff in that a Sheriff's Sergeant serves as a line-level supervisor in assigned duties in a large facility area, and regularly serves as an Assistant Watch Commander or Section Commander in jail, court security, field and support services, administrative, or specialized division or subdivision of the Sheriff's Department. The class of Sheriff's Sergeant is further distinguished from that of Sheriff's Lieutenant in that a Sheriff's Lieutenant serves as a first-level manager in assigned duties at a facility, regularly serves as a Watch Commander, and may serve as a Section Commander, Assistant Facility Commander, or Assistant Division Commander in a jail, court security, field and support services, administrative, or specialized division or subdivision of the Sheriff's Department.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Supervises sworn staff in the care and control of prisoners in the county jail or jail alternative programs; supervises maintaining of order and security in and around jail facilities; supervises line staff in the performance of routine jail duties such as cell inspections and searches, contraband searches and seizures, movement, recreation, counts, meals, visits, mail, commissary, medical calls, and other day-to-day jail operations; performs related facility area administrative duties involving operating a computer terminal, making arithmetical calculations, posting and explaining policies and procedures, investigating prisoner grievances or disciplinary actions, and preparing detailed narrative reports; serves as Assistant Watch Commander; serves as acting Watch Commander in the absence of a regularly assigned commander or higher rank.
2. Assumes facility area command in the event of jail emergencies or extraordinary events such as fights, riots, fires, criminal acts, or other situations; intervenes to diffuse potential problem situations, by identifying prisoner emotional and physical conditions; supervises movement of prisoners under exceptional circumstances; assures proper documentation of jail emergencies.
3. Supervises bailiffs in civil, criminal, and juvenile courts.
4. Serves as field or support services supervisor in receiving and enforcement of civil processes.

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5. Supervises and performs specialized law enforcement and administrative duties related to criminal, internal affairs, or background investigations; supervises performance of specialized duties of law enforcement and jail operations training officers assigned to the Training Section; supervises warrants service for the Central Warrants Bureau and Alternative Programs, including general administrative oversight and field operations; supervises prisoner transportation, including inter-facility transportation, out-of-country transportation, and transfers of arrestees from Police Department district stations to the county jail; supervises personnel functions, hiring, performance evaluations, disability accounting, and related operations; performs and supervises sworn and civilian staff in public building and grounds security operations, including monitoring of visitor ingress through metal detectors, maintaining order in public buildings and grounds, and roving patrol of access points; serves as commander of established Sections, Units, and other subdivisions of the Sheriff's Department.
6. Performs and supervises performance of related law enforcement duties as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

***Knowledge of:***

Federal, state, and local standards of prisoner care;

Penal laws and procedures;

Facility security requirements;

Departmental work rules and other policies and procedures;

Defensive tactics, approved restraint methods, use of force techniques, lethal and non-lethal weapons, and proper search techniques;

First aid, CPR;

Laws and procedures related to discrimination and harassment.

***Ability to:***

Follow written and oral directions;

Provide clear and concise instructions to subordinates;

Lead subordinates effectively both by example and by verbal direction;

Prioritize assignments;

Resolve conflicts;

Develop and maintain a team environment;

Listen effectively;

Show appropriate sensitivity to ethnic and cultural diversity;

Deal tactfully and courteously with the public;

Control prisoners individually and in groups;

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Deal with the persons fairly and impartially;

React quickly and calmly in emergency situations;

Speak and write effectively;

Observe situations correctly;

Write reports accurately and concisely, and maintain accurate records.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**Experience:**

Four (4) years of experience in the Sheriff's Department in classes 8302 Deputy Sheriff I, 8304 Deputy Sheriff, 8306 Senior Deputy Sheriff; or any combination of the above-mentioned classes.

**Training:** Successful completion of a POST Basic Academy

**LICENSE AND CERTIFICATION**

Requires possession of a valid California Class C driver's license.

Basic POST Certificate.

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**Title: Sheriff's Lieutenant (SFERS)  
Job Code: 8510**

**INTRODUCTION**

Under general supervision of a Captain, acts as operational and/or administrative manager of a facility; commands a detention/program facility on an assigned watch; commands civil process work and civil/criminal courts; performs, coordinates or reviews investigative activities; prepares reports, memos and written correspondence; evaluates and documents the work performance of subordinates (both sworn and civilian staff); conducts research and completes special projects/assignments; coordinates inmate services; performs and supervises performance of related law enforcement duties as assigned.

**DISTINGUISHING FEATURES**

The class of Sheriff's Lieutenant is distinguished from that of Sheriff's Sergeant in that a Sheriff's Lieutenant serves as a first-level manager in assigned duties at a facility, regularly serves as a Watch Commander, and may serve as a Section Commander, Assistant Facility Commander, or Assistant Division Commander in a jail, court security, field and support services, administrative or specialized division or subdivision of the Sheriff's Department. The class of Sheriff's Lieutenant is further distinguished from that of Sheriff's Captain in that Sheriff's Captain is responsible for the overall administration of a jail facility, coordinates with other command personnel, and coordinates and administers the formulation and preparation of the fiscal controls for the facility/division.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Evaluates and documents the work performance of subordinates (sworn and civilian), both formally and informally, including annual performance evaluations and day-to-day evaluations; ensures adherence to employee standards and departmental code of conduct, recommends corrective action to chain-of-command within policy guidelines and sees that it is properly administered; identifies training needs and instructs subordinates during muster or through formal or informal training sessions on proper performance of their duties, safety and emergency procedures, investigative techniques, etc.; reviews/schedules work assignments, may recommend or assign subordinates to various shifts, assignments or projects; provides day-to-day guidance and experiential knowledge for subordinates on work-related issues; advises subordinates as to meaning and consequences of Department policies and procedures, and ensures adherence; assists subordinates in dealing with personal, family, career and job-related problems, provides positive reinforcement to improve morale and productivity; investigates and handles complaints and grievances from citizens, subordinates and inmates/detainees.
2. Initiates and conducts formal and impromptu inspections of subordinates, civilian staff, inmates, facilities, records and equipment in order to ensure that department policy and regulations are being followed; performs, coordinates or reviews investigative activities, determines if specialized personnel/resources are needed and coordinates activities with other sections in the Department; prepares reports, issues intra- and interdepartmental memos and written correspondence, and reviews, evaluates and approves various types of

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reports as to completeness and form.

3. In case of major incidents, determines the situation and probable impact, directs subordinates, the public, civilians and/or inmates and manages the scene; administers or recommends disciplinary action within policy guidelines, reviews inmate disciplinary recommendations and procedures; and ensures that inmate discipline is properly administered.
4. Conducts research, complete special projects and assignments; coordinates operations with other facilities, coordinates inmate services; provides relief for subordinate staff; monitors food quality and orders supplies, services and equipment for assigned facility; acts as facility commander in facility commander's absence; monitors use and maintenance of a variety of equipment, devices and apparatus; maintains records and files in a variety of areas such as assignment and attendance of subordinates, overtime and payroll records, personnel files, petty cash and specialty funds, commendation referrals, equipment issuance and usage, rounds sheets and facility logs.
5. Represents the Department on a variety of committees, boards or task forces both within the Department and for the City and County of San Francisco; responds to verbal and written requests of the public/community for information and assistance via telephone, personal contact or written/electronic communication.
6. Performs and supervises performance of related law enforcement duties as assigned.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

***Knowledge of:***

Appropriate laws, codes, etc (e.g. penal code and Title XV), and the functioning of the criminal justice system;

City/County and Department administrative policies, procedures, rules, regulations, MOUs, etc.;

Detention facility requirements and security procedures;

Supervisory and managerial methods, current law enforcement tactics, strategies and methodology;

Law enforcement investigative techniques and procedures;

Internal systems;

Appropriate grammar, phraseology and sentence structure.

***Ability to:***

Establish procedures and give directions for the accomplishment of tasks and goals;

Deal with conflict and be confrontive when necessary;

Accept responsibility for the behavior of those commanded;

Use leadership style to fit the situation;

Assess, isolate and identify problems, evaluate alternative courses of action, make a logical

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decision and take action when necessary;  
Be creative and innovative in resolving problems;  
Build consensus and negotiate;  
Communicate well, both verbally and in writing;  
Listen, and elicit information from others;  
Make verbal presentations and respond in an effective manner to spontaneous questions;  
Be tactful and politically aware when dealing with the public, community, employees and other City/County departments;  
Maintain a professional manner and demeanor;  
Demonstrate commitment to the job, the objectives of the Department and the ideals of the law enforcement profession;  
Demonstrate initiative and take risks when necessary;  
Adapt to changing circumstances.

**SUPERVISION EXERCISED**

The Sheriff's Lieutenant as the first level manager at an assigned facility may supervise Sheriff's Sergeants, Senior Deputies, and Deputies as well as civilian staff.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**Experience:**

Two (2) years of experience in class 8308 Sheriff's Sergeant or

Three (3) years of experience in class 8306 Senior Deputy Sheriff or

A combination of three (3) years of experience in classes 8306 Senior Deputy Sheriff and 8308 Sheriff's Sergeant in the Sheriff's Department.

**LICENSE AND CERTIFICATION**

Requires a valid California Class C driver's license.

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**Title: Sheriff's Captain (SFERS)**

**Job Code: 8512**

**INTRODUCTION**

Under general direction, has responsibility for the overall administration of a jail facility or major division; commands an assigned watch; evaluates the work performance of staff both formally and informally; sets expectations, priorities and goals for subordinate staff; directs, oversees and coordinates functions and activities of staff to achieve desired goals; conducts inspection of assigned facility or cleanliness, security, physical integrity, health and safety issues and provision of contracted services; establishes and maintains communication with individuals from other criminal justice, legal, governmental or private agencies in order to exchange information and coordinate activities; assists higher level command staff by completing research and analysis, feasibility studies, and other special projects; reviews scheduling and deployment of personnel and equipment; oversees and/or responds to and mediates in-house subordinate and inmate complaints and grievances; performs and supervises performance of related law enforcement duties as assigned.

**DISTINGUISHING FEATURES**

The class of Sheriff's Captain is distinguished from that of Sheriff's Lieutenant in that a Sheriff's Captain coordinates with other command personnel, and directs and administers the formulation and preparation of the operational and fiscal controls for the facility/division. It is further distinguished from that of Chief Deputy in that Sheriff's Captain is responsible for the overall administration of a jail facility or assigned as the Administrative Captain while Chief Deputies are responsible for overseeing a major division such as the Custody Division, Administrative and Courts Division, or Field and Support Services Division.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Initiates/implements preparations for the operation of the facility/division including daily, routine and special events, development of personnel, handling of emergency situations and special conditions; identifies problem areas, anticipates future needs and recommends appropriate actions; coordinates and administers the formulation and preparation of fiscal controls for the facility/division; prepares or directs the preparation of budget documents for submission to approving authorities; reviews, evaluates and updates on-going systems, methods and processes, initiates and participates in the development of new work methods and procedures; develops goals and objectives for specific division/facility, monitors and evaluates implementation and progress; revises priorities as necessary according to changes in resources and Department/facility needs; assists higher level command staff by completing research and analysis, feasibility studies and other special projects; interprets and implements policy, announces and explains procedures and regulations; ensures adherence to policies by others.
2. Manages and evaluates staff: Sets expectations, priorities and goals for subordinate staff; directs, oversees and coordinates functions and activities of staff to achieve desired goals; evaluates work performance both formally and informally, including regular, probationary and day-to-day evaluation; instructs staff or oversees training of personnel; plans training



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schedules and maintains appropriate records; reviews scheduling and deployment of personnel, recommends and/or assigns subordinates to specific areas of work, approves/disapproves leave, overtime, etc.; recommends resources to assist staff with personal and job-related problems; oversees or responds to and mediates subordinates and takes corrective action as needed; upholds employee standards and Department code of conduct, initiates and/or recommends discipline or corrective action as needed; provides a work atmosphere conducive to employee work production and job satisfaction, limits unnecessary work obstacles and responds promptly to visible or stated employee concerns.

3. Investigates and examines situations involving possible violations of law or Department policies and procedures; deputy/inmate incidents, complaints/grievances against deputies or non-sworn personnel; assigns, directs, coordinates and reviews activities of personnel in situations being investigated, reviews case files, maintains and updates relevant information; verifies and analyzes factual information and other evidence; recommends and/or initiates appropriate course of action and follow-up; initiates and conducts inspections of subordinates, records, materials and equipment to ensure that Department policy and regulations are being followed; conducts inspections of assigned facility for safety, security, physical integrity, health and safety, and provision of contracted services (e.g., food service, medical care, etc.); prepares or approves various reports, memos, proposals, instructions, investigations and other written correspondence, both intra- and interdepartmental; monitors use of a variety of equipment, devices, apparatus and services.
4. Directs and coordinates activities at major facility emergency scenes and critical incidents; determines the situation and probable impact; takes disciplinary action and/or makes recommendations as to what actions should be taken within policy guidelines; reviews inmate disciplinary recommendations and procedures; determines that discipline is properly administered to inmates.
5. Establishes and maintains lines of communication with other command personnel; coordinates flow of information between shifts/watches and other facilities or divisions/units of the Department; establishes and maintains communication with individuals from other criminal justice, legal, governmental or private agencies in order to exchange information and coordinate activities; participates in meetings, briefings and musters to receive and disseminate information and keep others informed of important activities or recent events that may impact operations; speaks with persons in person or by telephone to determine facts, make assessments and gather information; works with other supervisors and command staff in the design and implementation of special activities and joint operations.
6. Performs and supervises performance of related law enforcement duties as assigned.

**SUPERVISION EXERCISED**

The Sheriff's Captain as facility commander supervises sworn staff including Lieutenants, Sergeants, Senior Deputies, and Deputies as well as civilian staff.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

***Knowledge of:***

Appropriate laws, codes, etc (e.g. penal code sections 4000-4030, Title XV, Title XXIV,

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Accreditation Standards for Adult Detention Facilities, Fire and Life Safety in Local Juvenile and Adult Detention Facilities, etc.);

Functioning of the criminal justice system;

City/County and Department administrative policies, procedures, rules, regulations, MOUs, etc.;

Supervisory and managerial methods, current law enforcement tactics, strategies and methodology;

Law enforcement investigative techniques and procedures;

Internal Sheriff's Department systems;

Appropriate grammar, phraseology and sentence structure.

**Ability to:**

Analyze, isolate and identify problems and use a systematic, logical and creative approach to determine and recommend alternative courses of action;

Make and defend decisions in face of pressure or criticism;

Give directions, motivate and organize others to accomplish tasks and hold self and staff accountable;

Demonstrate initiative and take risks when necessary;

Be tactful and politically aware when dealing with the public, employees and other City/County departments;

Adapt to changing circumstances;

Command attention and respect and enforce laws, rules and regulations with firmness and impartiality;

Identify with the management team and support and promote management decisions;

Demonstrate a commitment to the job and the philosophy of the Department;

Maintain composure and effectiveness of performance under pressure or adverse conditions;

Communicate effectively orally and in writing;

Listen, and elicit information from others;

Develop short and long range plans and administer regulations, directives and policies;

Plan for potential situations and utilize resources effectively;

Follow-up on actions and directives to ensure that expectations are being met within acceptable time frames.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

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**Experience:**

Two (2) years of experience in class 8310 Sheriff's Lieutenant or

Three (3) years of experience in class 8308 Sheriff's Sergeant or

A combination of three (3) years of experience in classes 8308 Sheriff's Sergeant and 8310 Sheriff's Lieutenant in the Sheriff's Department.

**LICENSE AND CERTIFICATION**

Requires possession of a valid California Class C driver's license.

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**Title: Chief Deputy Sheriff (SFERS)  
Job Code: 8514**

**INTRODUCTION**

Under general administrative direction, this executive-level position exercises substantial policy discretion, sets policy and provides general oversight for sections and systems under its authority. The position typically manages civilian and sworn employees directly and through others; fulfills responsibilities within broad guidelines provided by the Sheriff. The Chief Deputy, Administrative and Courts Division, sets policy and provides general oversight for the Human Resources Section, Financial Services Section, Investigative Services Section, Community Relations Section, Courts Section, and Civil Section; and monitors and coordinates the Division budget. The Chief Deputy, Custody Division, sets policy and provides oversight for the County Jail System. The Chief Deputy, Field and Support Services Division, sets policy and provides general oversight for the Station Transfers Unit, Central Warrants Bureau, Transportation Unit, Emergency Services Unit and Technical Services Section; and provides direct and general oversight of new projects affecting major expansion, improvement or support of Department operations. The Sheriff may at his discretion rotate or assign new functions to the Chief Deputies.

**DISTINGUISHING FEATURES**

The class of Chief Deputy Sheriff is distinguished from the lower class of Sheriff's Captain in that the Chief Deputy Sheriff sets policy and exercises a wider range and higher level of general oversight, while the Sheriff's Captain is responsible for the administration of policy and operations of a jail facility or division. The class of Chief Deputy Sheriff is distinguished from the higher class of Undersheriff in that the Undersheriff has responsibility for the administration of the department as a whole.

**SUPERVISION EXERCISED**

The Chief Deputy Sheriff supervises sworn personnel and civilian personnel.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Advises the Undersheriff, Assistant Sheriff, Sheriff, and other executive-level staff regarding the particular areas of authority of the Chief Deputy.
2. Participates with other Division heads, the Undersheriff, the Assistant Sheriff, the Sheriff, and other executive-level staff and their designees in short term and long term strategic planning for the Department.
3. Establishes, fosters and maintains harmonious and positive contacts with various federal, state, local and nonprofit agencies; City ad hoc and Charter committees; various City commissions; Board of Supervisors, including Committees of the Board; contractors, developers, engineers, vendors; supervisors/managers; co-workers; and the general public.

The Chief Deputy, Administrative and Courts Division:

1. For the Human Resources Section, develops and implements: community outreach

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recruitment strategies to assure attainment of Department diversity goals; strategies to promote the public image of the Department; entry-level and promotional sworn examination plans to assure validity, fairness of administration, maintenance of diversity in hiring and promotion, and conformity to civil service merit system requirements; background investigation, hiring and retention strategies to assure availability of qualified candidates; training strategies; effective performance evaluation system. Provides periodic general oversight of payroll processing to assure effective implementation of City ordinances, memoranda of understanding, and Department policies affecting compensation of employees.

2. For the Financial Services Section, provides periodic general oversight of the purchasing process and of the accounting process to assure appropriateness of expenditures of public funds.
3. For the Investigative Services Section, provides periodic general oversight of internal affairs and criminal investigations to assure proper authorization, timeliness, conformity to legal and Department standards, and appropriate referrals for prosecution of criminal investigations.
4. For the Community Relations, provides periodic general oversight of community assistance programs for target groups such as traditionally disadvantaged persons directly affected by Department operations.
5. For the Courts Section, provides oversight including allocation of staff and other resources affecting security of the criminal, civil and juvenile courts.
6. For the Civil Section, provides oversight including allocation of staff and other resources affecting adequate enforcement of civil processes, related records keeping and performance of other statutory duties related to civil enforcement.

The Chief Deputy, Custody Division:

1. Sets policy for and provides general oversight of the County Jail system; develops custody-specific policies and procedures affecting facility security, staffing, employee conduct, prisoner conduct, employee and prisoner supervision, incident management, records management, booking and release, prisoner classification, housing, movement, plant maintenance, stores, and related custody operations and practices.
2. Develops and implements strategies to assure ongoing compliance with federal, state and local laws and regulations affecting adult detention facility conditions and operations. c. Develops and implements strategies to assure ongoing efficient utilization of facility resources such as staff, housing, materials and supplies, food services, medical and psychiatric services, sanitation and maintenance services, and other life, health and safety resources.

The Chief Deputy, Field and Support Services Division:

1. For the Station Transfers Unit, develops and implements policies and procedures: to assure timely, safe, and humane transportation of arrestees from Police Department district stations to the Sheriff's Department intake facility; to assure the meeting of mutual public safety concerns of the Police Department and the Sheriff's Department.
2. For the Central Warrants Bureau, develops and implements policies and procedures to

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assure timely and proper services of arrest warrants.

3. For the Transportation Unit, develops and implements policies and procedures to assure timely, safe, and humane inter-facility and inter-county transportation of prisoners in Department custody.
4. For the Emergency Services Unit, develops and implements policies and procedures: to assure appropriate tactical responses to major incidents and emergencies in areas under the control of the Sheriff's Department, such as riots, hostage situations, natural disasters, and other significant events having a substantial effect on life and safety; to assure appropriate performance of other law enforcement services under mutual aid agreements with the Police Department and other public safety agencies. Provides general oversight of Unit training to assure full Unit readiness under extreme emergency conditions.
5. For the Technical Services Section, develops and implements strategies to modernize Department data processing methods and to dynamically share criminal justice data with other local, state and federal agencies.
6. Provides direct and general oversight of new projects affecting major expansion, improvement or support of Department operations, including strategies to fund, manage and evaluate such projects in a manner consistent with the overall mission of the Department, and to incorporate successful projects into overall Department operations.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

***Knowledge of:***

Local, state and federal laws, rules and regulations specific to Division operations, and affecting other Divisions and the Department generally;

Standards of quality, division specific practices and general practices of other public safety agencies having a scope of statutory authority or duties comparable to the Department.

***Skill in:***

Oral and written communications;

Analytical abilities;

Mediating effectively between competing interests within the Department;

Negotiating with other Division heads for effective sharing of Department resources, and with outside entities for effective satisfaction of Department needs and concerns.

***Ability to:***

Maintain grace under significant pressure;

Be highly flexible in response to constantly changing operating conditions;

Communicate effectively to subordinates;

Identify skills and abilities of subordinates at all levels of division and delegate via chain-of-command accordingly;

Adapt plans and strategies effectively to deal with foreseen and unforeseen changes affecting

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Division and Department goals and concerns;

Plan in detail at high level and implement effectively;

Develop inter-agency and public contacts as a resource for the Department.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**Experience:**

One year of experience in Class 8312 Sheriff's Captain OR

Two years of experience in Class 8310 Sheriff's Lieutenant.

**LICENSE AND CERTIFICATION**

Requires possession of a valid California Class C driver's license;

P.O.S.T Basic, Intermediate, and Advanced Certificates;

P.O.S.T Supervisory and Management Certificates.