

**MONO COUNTY**  
**BARGAINING UNIT: MCP SO**  
**BOS APPROVAL: MO 10-32 DATED 3/2/10**

**GEMS Code: PSO 1**  
**Date Established:**  
**Date Revised: 2/2/10**

### **PUBLIC SAFETY OFFICER I**

**The County may limit recruitments to females only in order to meet state mandates**

#### **DEFINITION**

The Public Safety Officer, under supervision, supervises the conduct of inmates at the County Jail facility and provides public safety dispatch services.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry and training level in the Public Safety Officer series. Incumbents work under close supervision and training in both the corrections and dispatch functions. An incumbent may be promoted to PSO II when they have successfully completed 12 months of employment with the department, the STC Core Corrections course, the P.O.S.T. dispatch course, **and** has demonstrated sufficient job knowledge and proficiency to work more independently. The Sheriff or his designee may approve the promotion of an incumbent prior to the completion of the required courses after 12 months of employment with the department, based on performance.

#### **ESSENTIAL FUNCTIONS**

#### **REPORTS TO**

Public Safety Sergeant or Supervising Public Safety Officer.

#### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

#### **DAILY FUNCTIONS AND DUTIES INCLUDE *(The following is used as a partial description and is not restrictive as to duties required.)***

- Supervises prisoner conduct during booking procedures, meals, and other activities, and during detention in the County Jail;
- Assists with and performs booking and screening procedures, including searching and fingerprinting;
- Assists with the transportation of prisoners;
- Completes jail and dispatch logs and records and assists with reports and release information;
- Performs a variety of Sheriff's Department office support work and provides information to the public relating to the Sheriff's Department;
- Answers questions concerning prisoners and inmate status;
- Screens and distributes inmate mail and delivers emergency messages;
- Answers a variety of calls within the 9-1-1 control room, receiving and classifying calls, and determining priority response and dispatching of units, according to availability, assigned geographic area and current location;
- Dispatches Sheriff and other public safety personnel to routine and emergency calls as required;
- Enters and clears information on the CLETS and NCIC systems to assist officers with calls;
- Performs warrant and records checks and sends warrants to other law enforcement agencies;
- Remains constantly aware of one's environment;
- Performs multiple tasks simultaneously, possibly under stressful conditions, while remaining calm;
- Performs related duties as assigned.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit or stand for extended periods; possess ample strength and agility to restrain people alone and with the assistance of others while wearing a duty belt, and lift or maneuver people weighing more than 165 pounds; mobility to perform the full range of reaching, bending, grasping and climbing movements; manual dexterity to operate restraints, firearms, and computer keyboards; ability to wear respiratory protection equipment; vision sufficient to qualify for firearms certification; sufficient speech and hearing to communicate in person and via telephone and radio.

## **TYPICAL WORKING CONDITIONS**

Work is performed in a closed, stressful and noisy environment which may include exposure to communicable disease, violent behavior, and physical altercations; must work overtime, on-call, weekends and holidays; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of**

- Correct English grammar, spelling and punctuation
- Operations of computers at a basic level

### **Ability to**

- Learn, assist with, and perform a wide range of assignments regarding the care, custody, and booking of prisoners with minimum direction and supervision;
- Maintain effective discipline among prisoners during a variety of activities;
- Communicate with prisoners;
- Learn to operate radio and teletype equipment;
- Use sound judgment in dispatching personnel and equipment;
- Think clearly and act quickly in emergency situations;
- Read, interpret, and analyze laws, rules, and regulations;
- Prepare accurate and grammatically correct written reports;
- Maintain courteous and tactful, but firm, relationships with the prisoners and the public;
- Understand and carry out oral and written directions.

## **Training and Experience**

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous experience in working with people in a setting requiring group control.
- High School Diploma or GED required.
- STC Core Corrections Certificate is desirable.
- P.O.S.T. Dispatch Certificate is desirable.

## **Special Requirements**

- Achieve passing scores on state approved written entrance examinations and achieve a passing score on an oral qualifications appraisal interview.
- Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.
- Possession of appropriate physical and mental qualifications to pass a Public Safety Officer physical entrance examination and psychological entrance examination. No physical injuries or disabilities that would prevent: 1) carrying a 30 lb. Backpack; 2) dragging a 165 lb. Dummy; 3) jogging continuously for 15 minutes; 4) working with another person to carry a 165 lb. Person.
- Successful completion of the California Penal Code 832 training and current certification to work in holding facilities within one (1) year of initial employment.
- Successful completion of a 120 hour Basic Complaint and Dispatcher's Course within one (1) year of initial employment.
- Successful completion of a 200 hour STC Core Corrections Course within one (1) year of initial employment.
- Possession of Driver's License valid in California.

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