



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** March 5, 2014  
**Board Meeting Date:** April 22, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Greg Munks, Sheriff  
**Subject:** Ordinance Amending the Master Salary Ordinance

**RECOMMENDATION:**

Adoption of an ordinance amending the Master Salary Ordinance to add one Deputy Sheriff position, convert one Deputy Sheriff position to a Sheriff's Sergeant position, previously introduced on April 8, 2014 and waiver of reading the ordinance in its entirety.

**BACKGROUND:**

Each year, following budget deliberations, your Board adopts the annual salary ordinance. The ordinance enacts the decisions made during the budget hearings concerning the number of positions in the County. Throughout the year, because of changes in the operating needs of departments, salary ordinance amendments are recommended that make adjustments to department staffing configurations. The Sheriff's Office has identified the need for two positions that require an amendment to the salary ordinance.

The first position is a Deputy Sheriff to provide additional security at the Hall of Justice. In accordance with Government Code Section 69922 (b)5 court security services provided by the sheriff may include providing security screening within court facilities. The current service level agreement with the Court includes a minimum of one deputy for perimeter security at each location. Due to the volume of citizens arriving at the Hall of Justice for court services, the Court is requesting to have a minimum of two deputies at the checkpoint located at the Hall of Justice.

The second position is the conversion of a Deputy Sheriff to a Sheriff's Sergeant to fill the role of Range Master. All sworn personnel, including all reserve Deputies, are required to qualify on the prescribed qualification course, and demonstrate proficiency and firearms safety with all issued duty handguns no less than two times each year. The Sheriff's Office assigns a Sheriff's Sergeant as the Range Master who is responsible for the timely publishing and distribution of scheduled firearms training,

inspection of issued or approved firearms, maintaining a list of authorized off duty firearms, record keeping for firearms qualifications, and providing remedial training.

**DISCUSSION:**

The salary ordinance changes herein represent the:

- addition of one Deputy Sheriff position; and
- conversion of one position from Deputy Sheriff to Sheriff's Sergeant

The specific actions are discussed in detail below. The actions, which are reflected in the master salary ordinance amendment, result in an increase of 1 FTE Sheriff's Sergeants and a net zero increase in Deputy Sheriff positions due to the elimination of 1 FTE Deputy Sheriff to create the Sergeant position.

**ORGANIZATION 30000 SHERIFF'S OFFICE**

Action A: Add: One position of H060, Deputy Sheriff  
Biweekly Salary: \$3,056.80 - \$3,820.80  
Approximate Monthly Salary: \$6,623.07 - \$8,278.40

**Explanation:** This Deputy Sheriff will provide perimeter security at the Hall of Justice checkpoint. The Hall of Justice Security Checkpoint responsibilities include screening all individuals entering the building from the courtyard of County Center. In July of 2013, the Superior Court suspended court proceedings in Central Court and reduced proceedings at the Northern Branch. The reductions forced those proceedings to the Hall of Justice. The increase in foot traffic into the building quickly overwhelmed the single Deputy Sheriff and would not allow the checkpoint to operate two entry aisles. The additional Deputy at the checkpoint ensures two aisles can be operated simultaneously which reduces long lines to enter the building. The long lines of persons waiting will increase the person's chances of being late for court, causing a burden on the system. The second Deputy is also responsible for perimeter checks and random patrols of the campus. This position is paid through the Trial Court Funding for Court Security. This position is agreed to by the courts.

Action B: Convert: One position of H060, Deputy Sheriff  
Biweekly Salary: \$3,056.80 - \$3,820.80  
Approximate monthly Salary: \$6,623.07 - \$8,278.40

To: Sheriff's Sergeant H040  
Biweekly Salary: \$3,512.00 - \$4,390.40  
Approximate Monthly Salary: \$7,609.33 - \$9,512.53

**Explanation:** The Sergeant will be the full time Range Master for the Coyote Point Firing Range and will be empowered to enforce all rules and regulations concerning the operations of the range. Previously, the Range Master position was an ancillary duty for a Sergeant assigned to another function within the Sheriff's Office. As the Office has grown in recent years due to acquiring contract cities, the need for a full time Range

Master has become evident. This is due to many factors including the volume of firearms qualification required for an increased number of deputies, the use of the facility by other law enforcement agencies for range qualifications and management of future renovations. Firearms training and use are the highest liability areas for any law enforcement agency. A dedicated Range Master will be responsible for compliance and safety of the range. The Range Master will also be the “in house” expert regarding purchases and quality assurance of all weapons.

This Ordinance has been reviewed and approved by County Counsel as to form.

These changes contribute to the Shared Vision 2025 outcome of a Safe Community by ensuring adequate security at the Hall of Justice and firearm qualifications and training at the range.

**FISCAL IMPACT:**

This action represents an estimated annual salary and benefits cost of \$247,369. The cost of converting the Deputy Sheriff to a Sheriff’s Sergeant (\$50,560) will be funded by leveraging support service charges received from contract cities. The new Deputy Sheriff position for the security checkpoint is estimated to cost \$196,809 and will be paid from the Trial Court Security Account. The balance of FY 2013-14 will be funded with anticipated savings within existing appropriations and FY 2014-15 will be adjusted with the budget revision process. There is no additional Net County Cost.