



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Probation



Date: January 28, 2014
Board Meeting Date: March 11, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: John T. Keene, Chief Probation Officer
Subject: Amendment to the Master Salary Ordinance

RECOMMENDATION:

Introduction of an ordinance amending the Master Salary Ordinance to delete three classified part time Deputy Probation Officer III positions and add one classified Probation Services Manager II position, and waiver of reading the ordinance in its entirety.

BACKGROUND:

Per California Penal Code Section 832.5 (a) (1), each department or agency in the state that employs peace officers shall establish a procedure to investigate complaints by members of the public against the personnel of these departments or agencies, and shall make a written description of the procedure available to the public. The department currently employs extra helps for this function as internal affairs (IA) officers to conduct IA investigations for complaints and alleged employee misconducts as well as perform background investigations for new hires. A retired employee is working in an extra help position to supervise these temporary IA officers. Deputy Chiefs and Division Directors are often involved in these investigations.

DISCUSSION:

Mutual trust and respect are at the heart of an effective law enforcement organization and the overwhelming majority of our Probation Department employees are principled men and women who provide professional services to the communities they serve with honor and distinction. The responsibilities on their shoulder are great, and department and public expectations are high.

Unfortunately, on the rare occasion when a Probation Department employee is accused of misconduct or criminal activity, he or she may be subject to an investigation. Implementing an honest and fair fact-finding process that uncovers the truth is the important role of the internal affairs function of a law enforcement agency, and it is

essential to maintain a process that protects the rights of all involved, including the accused employee.

As a law enforcement agency it is critical that an environment is established and maintained which fosters honesty, integrity and accountability. It is the Probation Department's belief that by establishing this position it will be able reinforce these core values. An additional benefit of this process will be the Department's ability to have a management level employee who can also address needs in the areas of training and policy development and implementation. Attention in both areas will further enhance accountability and professionalism throughout the department.

Three vacant part time (.5 FTE) Deputy Probation Officer positions are being deleted and a Probation Service Manager II position is added to be the department's Internal Affairs Director. The Internal Affairs Director will manage internal affairs, professional standards and disciplinary processes, oversee background investigations for new hires, as well as maintain / update / create department policies and supervise the training unit. The addition of this Internal Affairs Director position will insure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by an objective and impartial investigation and review.

The salary ordinance changes herein represent the:

Action: Delete: Three (3) half- time positions of C001S, Deputy Probation Officer Series
Biweekly Salary: \$2,718.40 - \$3,397.60
Approximately Monthly Salary: \$5,890 - \$7,362

Add: One (1) position of D162, Probation Services Manager II
Biweekly Salary: \$3,507.20 - \$4,384.00
Approximate Monthly Salary: \$7,599 - \$9,499

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

Approval of this Master Salary Ordinance amendment contributes to the Shared Vision 2025 outcome of a Safe Neighborhood by ensuring that the department has staffing capacity to manage the internal affairs process.

FISCAL IMPACT:

This action represents an estimated monthly savings of \$16,000 in salary and benefits.