

SHERIFF'S OFFICE

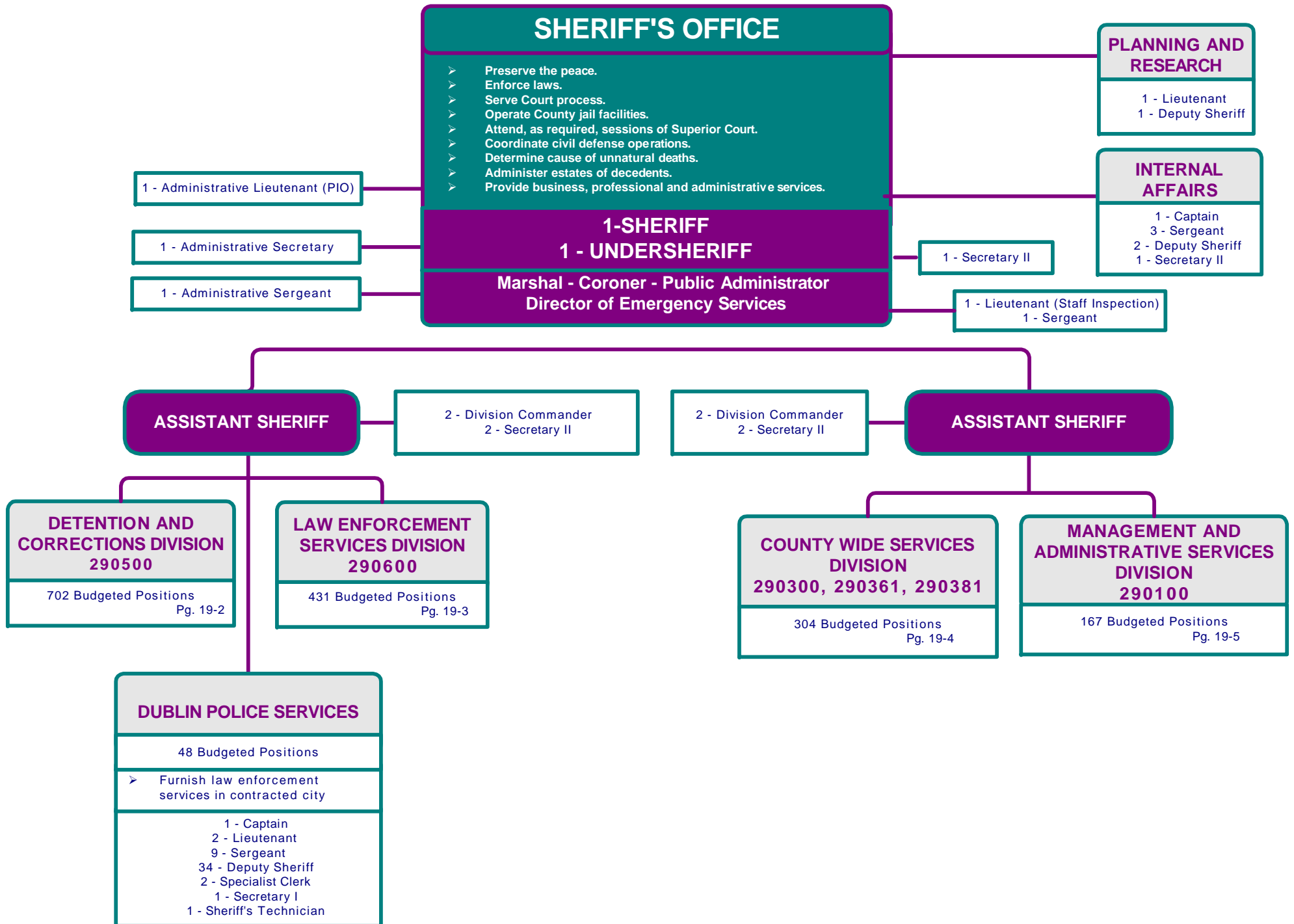
Function & Organization Chart - FY 2003-2004



MISSION STATEMENT:

To protect life and property and enforce civil and criminal laws while respecting the rights of all, recognizing the diversity of the community served, identifying and maintaining a high level of professionalism, integrity and readiness and delivering consistent and humane treatment to those under care and custody.

Department #	Budgeted Positions	FTE
290100	167	117
290300	159	155
290361	43	34
290381	145	145
290500	702	692.155
290600	436	416
Total:	1652	1627.989



ASSISTANT SHERIFF

DETENTION AND CORRECTIONS DIVISION

- Operate County jail facilities.
- Provide correctional and rehabilitation services.
- Transport inmates.

1 - Division Commander
1 - Secretary II

SANTA RITA JAIL

- Maintain inmates awaiting trial.
- Maintain sentenced inmates, providing rehabilitative opportunities.
- Produce inmates for courts as directed.

1 - Captain
10 - Lieutenant
35 - Sergeant
331 - Deputy Sheriff
1 - Storekeeper II
2 - Supply Clerk II
1 - Laundry Supervisor
2 - Account Clerk II
7 - Account Clerk I
1 - Sr. Off. Equipment Operator
7 - Clerk II
1 - Truck Drive
188 - Sheriff's Technician
1 - Supervising Clerk III
1 - Transcriptionist
1 - Secretary I
2 - Accounting Technician
8 - Specialist Clerk
12 - Keeper SAN

DETENTION & CORRECTIONS ADMINISTRATION AND TRANSPORTATION

- Provide inmate counseling resources, vocational, education & recreational services.
- Provide division-wide administrative and inmate services.
- Transport Inmates.

1 - Captain
1 - Lieutenant
2 - Sergeant
37 - Deputy Sheriff
2 - Recreation Supervisor
3 - Recreation Assistant
1 - Transcriptionist
1 - Account Specialist
1 - Secretary I
4 Sheriff's Technician
1 - Program Specialist

COMMUNITY REENTRY CENTER

- Provide facility, staff and programs which afford a sentenced inmate an opportunity to maintain employment or educational efforts.

1 - Lieutenant
2 - Sergeant
21 - Deputy Sheriff
6 - Sheriff's Technician
1 - Account Clerk II
1 - Account Clerk I

ASSISTANT SHERIFF

LAW ENFORCEMENT SERVICES DIVISION

- Provide basic law enforcement service in the County.
- Provide coordination and supervision for Explosive Ordinance Detail, Special Response Unit and Hostage Negotiations Unit.

1 - Division Commander
1 - Secretary II

CONTRACT SERVICES

- Administer contracts with Peralta Community College District, AC Transit Bus Line, Highland Hospital and Social Services.

1 - Captain
1 - Secretary I

OAKLAND AIRPORT

- Provide land-side security at the airport.

1 - Captain
5 - Sergeant
22 - Deputy Sheriff
50 - Sheriff's Safety Aide
1 - Secretary I

RECORDS, WARRANTS, DISPATCH AND CRIME ANALYSIS SECTION

- Operate a consolidated communications center servicing law enforcement, fire, ambulance and other allied functions.
- Maintain a central repository for criminal history, records and warrants.
- Provide crime analysis data.

1 - Lieutenant
1 - Sergeant

EDEN TOWNSHIP SUBSTATION

- Furnish law enforcement services in the unincorporated areas of the County.
- Provide community oriented policing services.

1 - Captain
7 - Lieutenant
27 - Sergeant
128 - Deputy Sheriff
1 - Clerk II
1 - Secretary I
24 - Sheriff's Technician
2 - Specialist Clerk
1 - Information Systems Analyst

PERALTA COLLEGES SECURITY

1 - Lieutenant
2 - Sergeant
11 - Deputy Sheriff
7 - Sheriff's Technician
1 - Secretary I

HIGHLAND HOSPITAL SECURITY

1 - Sergeant
10 - Deputy Sheriff

AC TRANSIT

1 - Lieutenant
3 - Sergeant
27 - Deputy Sheriff
2 - Sheriff's Technician
1 - Specialist Clerk

SOCIAL SERVICES

1 - Lieutenant
1 - Sergeant
14 - Deputy Sheriff
6 - Sheriff's Technician

DISPATCH

1 - Manager, Emerg. Svcs. Dispatch
5 - Emerg. Svcs. Dispatch Supvrs.
35 - Emerg. Svcs. Dispatcher II
1 - Specialist Clerk
1 - Information Systems Analyst

RECORDS AND WARRANTS

1 - Account Clerk I
9 - Legal Process Clerk
2 - Data Input Clerk
2 - Specialist Clerk
2 - Clerk II

CRIME ANALYSIS

1 - Crime Analyst
1 - Sheriff's Technician

YOUTH & FAMILY SERVICES

- Provide counseling and intervention services to youth and their families.

1 - Lead Therapist
2 - Therapist
1 - Clerk II

ASSISTANT SHERIFF

COUNTY-WIDE SERVICES DIVISION
 1 - Division Commander (Asst. Director of Civil Defense)
 1 - Secretary II

LITIGATION
 1 - Lieutenant

SPECIALIZED SERVICES

- Develop plans, procedures and services pertaining to disasters in the unincorporated areas and within contract cities.
- Maintain 2 animal shelters.
- Operate a Coroner's Bureau.
- Coordinate volunteer activities.
- Operate Crime Laboratory.

COURT SERVICES

- Attend, as required, sessions of Superior Courts.
- Serve court civil process and orders.

1 - Captain

1 - Captain

1 - Captain

OFFICE OF EMERGENCY SERVICES

- Develop plans, procedures and services pertaining to disasters in the unincorporated areas and within contract cities.

2 - Emerg. Svcs. Coordinator II
 1 - Account Clerk II
 1 - Deputy Sheriff
 1 - Specialist Clerk
 1 - Sr. Emerg. Svcs. Coordinator
 1 - Secretary I

ANIMAL CONTROL

- Enforce animal control regulations.
- Provide care and custody of animals.
- Enforce fish and game protection laws.

1 - Sergeant
 8 - Sheriff's Tech.
 1 - Steno II
 1 - Acct. Clerk I
 1 - Clerk II
 7 - Animal Control Aide
 1 - Animal Control Supervisor

CRIME LABORATORY

- Provide county-wide criminalistic lab service to all law enforcement agencies.
- Provide DNA services

1 - Crime Lab Director
 2 - Supervising Criminalist
 13 - Criminalist I/II/III
 2 - Photo Lab. Tech.
 1 - Photographer
 5 - Crime Lab Technician
 1 - Secretary I
 2 - Specialist Clerk
 1 - DNA Supervisor

CORONER'S BUREAU

- Determine cause of unnatural deaths.
- Inter indigent and unclaimed dead.
- Administer estates of decedents.
- Safeguard personal property of decedents.

1 - Lieutenant
 1 - Sergeant
 1 - Chief Dep. Public Administrator
 1 - Estate Manager-Investigator
 2 - Medical Transcriptionist
 4 - Supervising Coroner's Investigator
 17 - Coroner's Investigator II
 3 - Specialist Clerk
 2 - Account Clerk II
 5 - Sheriff's Tech.

BAILIFF'S SECTION

- Attend all sessions of Superior Courts, as required.
- Maintain custodial security and courtroom decorum.

3 - Lieutenant
 7 - Sergeant
 123 - Deputy Sheriff
 12 - Sheriff's Tech.

CIVIL SECTION

- Enforce all civil process and court orders.

1 - Sergeant
 9 - Deputy Sheriff
 8 - Legal Process Clk
 1 - Sup. Legal Clerk
 2 - Acct. Clerk II
 1 - Specialist Clerk
 1 - Secretary I

SEARCH AND RESCUE

- Land and water search and rescue unit, Sheriff's Posse, Air Squadron.

Volunteers

RESERVE SECTION

- Recruit, train and maintain an organized Reserve Deputy Sheriff Unit

Volunteers

WEAPONS SCREENING

- Maintain security of County Court facilities.

24 - Deputy Sheriff
 17 - Sheriff's Tech.

ASSISTANT SHERIFF

MANAGEMENT SERVICES DIVISION

- Administer business management, accounting, finance, payroll and training.
- Provide fingerprint identification services of persons arrested by County-wide law enforcement agencies.
- Provide technology support for law enforcement computer systems.
- Coordinate Accreditation.
- Provide personnel and labor relations services.
- Conduct background investigations and recruiting.
- Administer Workers' Compensation

1- Division Commander
1 - Secretary II

