



OTHER THAN "A" STEP REQUEST

The Board of Supervisors, on November 13, 1990, asked to receive consistent information from Department Heads who request to hire a new employee at other than "A" step of the classification range. Board policy cites that "A" step is the normal and desired starting point in a classification unless compelling* reasons exist to start an individual at a higher step.

*Please note that the Board has previously provided direction that a pay disparity between Tehama and other counties is not, in and of itself, a sufficient compelling reason to start an employee at higher than "A" step.

FROM: Jennifer Crane, Accountant I
TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:
Sergeant at other than "A" step.

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form along with the Agenda Request Form to the Personnel office, allowing sufficient time for review and approval/disapproval prior to the anticipated hiring date. Requests for "C" step or above will be referred to the Board of Supervisors on the regular agenda for their consideration. Requests for "B" step will be placed on the consent agenda for approval.

1. \$ 40.93 Step 1 Range 47 Request: \$ 49.75 Step 5 Range 47
2. Total applications received during recruitment for this position: 6
Total number of "qualified" applicants: 3

3. Justification for requesting higher step than A:

The selected candidate is a POST Academy graduate and POST-certified Peace Officer with over 21 years of combined law enforcement experience, including service with Tehama County Sheriff's Office, allied agencies and the United States Marine Corps. The candidate brings extensive expertise in rural crime investigations, SWAT operations, and narcotics enforcement, along with demonstrated strengths in team communication, operational coordination, and the effective utilization of law enforcement records management systems. Additionally, the candidate has a proven track record of building strong partnerships with the community and collaborating effectively with local, state, and federal law enforcement agencies.

The candidate previously served as a Sergeant with an allied agency for five years, where they successfully supervised and coordinated a team of 10 personnel. In this leadership role, the candidate conducted pre-shift briefings, trainings, and inspections, while overseeing daily enforcement operations, including staffing, calls for service, report review, training, and complaint resolution. The candidate demonstrated initiative and leadership by updating procedures for concealed carry weapons permits, standardizing Internal Affairs investigation forms, and personally completing administrative investigations.

Further, the candidate contributed to organizational improvements by revising and updating departmental policies through the Lexipol policy management system. As the lead Range Instructor, the candidate was responsible for overseeing firearms training, marksmanship qualification, and ensuring compliance with safety and proficiency standards. The candidate also worked collaboratively with the Records Supervisor to enhance workplace efficiency by ensuring staff received proper training and support. Throughout their

tenure, the candidate consistently ensured personnel were properly equipped and trained in applicable forms, case law, departmental policy, and tactical procedures.

The candidate's depth of experience demonstrated leadership, and commitment to operational excellence justifies the increase to Step 5. The hiring of this employee is a benefit to the Tehama County Sheriff's Office and the community we serve.

4. How has the Department budgeted for this additional cost?

The department has budgeted for this position as part of the position allocation list and will not place the department over approved budget.

I hereby certify that to the best of my knowledge, the information provided above is a true and accurate representation of all the material facts which should be considered with this request.



Department Head Signature