

Career Path Team

Marilyn Mendez – Detention/Court Deputy & Sergeant positions plus ALL FTO, CAP, Mentoring

Pat Fox – LE Deputy & Sergeant positions, CAP, Mentoring, Tests (Area Detective, SID, COPPS)

Daniel Vengler – Lieutenant Wish List, Detention/Court and LE Sergeant Tests

Pat McEvoy – Captain Wish List, Detention/Court and LE Lieutenant Tests (delegating random stuff daily)

Position Report

https://sdsheriff.sharepoint.com

San Diego County Sheriff's Department

SharePoint

Bureaus References Resources

- Office of the Sheriff
- Law Enforcement
- Court Services
- Detention Services
- Human Resources
- Management Services

COMPASSION | DIVE

Bureaus References Resources

Human Resources Bureau

Personnel

HRB Home

Employee Relations

Internal Affairs

Payroll

Peer Support

Personnel

Risk Management

Chaplains Unit

COVID Resources

Customer Service & Diver...

Supervisor Resources

Training

Wellness Unit

Recycle bin

Personnel

Backgrounds

Clerical

DHRO Forms

Documents

Frequently Asked Questio...

Helpful Links

HRB Home

iAccess

Mentoring Program

Personnel Action Forms

Personnel Home

POST Orders

Professional Staff Page

Recruiting

Sworn Career Path

Uniform Regulations

Recycle bin

Sheriff's Personnel Division
We recruit and select quality employees. We retain them by providing career development opportunities.

Personnel Leadership

McEvoy, Patrick
Captain

Meet Personnel Staff

Peters, Aloha
Lieutenant

Vengler, W. Daniel
Career Path Lieutenant

Alvarado, Michael T (HR Administrat...
HR ADMINISTRATOR

Medina, Jennifer
Admin, Analyst III

Contact Information

9621 Ridgehaven Court
San Diego, CA 92123
Mail Stop O-41

Phone (858) 974-2001
Fax (858) 974-2326

Announcements

- Sworn Pay Rates 2023
- Help Desk Online Ticket
- Post 9/11 GI Bill Information
- Request for Gun Letter
- EPAR | Personnel Action Request Forms
- Sheriff's Message Center

Helpful Links

- Addendum C Revised 07-10-2023
- Civil Service Rules
- County Human Resources Intranet Site
- County Employee Benefits Intranet Site
- County Employee Development Intranet...
- Employee Performance Evaluations Due
- Employee Self-Service
- JoinSDSheriff's.net Site
- Operational Vacancy Worksheets
- Position Reports
- San Diego Sheriff's Recruitment Intranet...
- SDCERA
- Sheriff's Payroll Division
- Social Security Card Application
- The Retirement Process

How to read a Position Report

Sheriff's Position Report As Of 10/26/2023 - Authorized: 260 / Assigned: 208 / Vacancies: 54 / Dual Filled: 2

Department: 39830 Las Colinas Detention Facility - Authorized: 260 / Assigned: 208 / Vacancies: 54 / Dual Filled: 2

POSITION INFORMATION			EMPLOYEE INFORMATION					REPORTS TO	
POSITION	POS STAT	EMPLID	NAME	TAD INFO	MOD JOB	PAY	EMPL STAT	POSITION	NAME
<i>Location: L0172B00A LCDRF - Authorized: 260 / Assigned: 208 / Vacancies: 54 / Dual Filled: 2</i>									
<i>002757 Admin Secretary II - Authorized: 1 / Assigned: 1 / Vacancies: 0 / Dual Filled: 0</i>									
		00002062	Approved	100712	Rith,Elizabeth		Active	00004120	Navarro,Joseph A
<i>005746 Dep Sheriff - Authorized: 18 / Assigned: 19 / Vacancies: 0 / Dual Filled: 1</i>									
		00003144	Approved	064511	Harris,Kristin K		Active	00004264	Carranza,Enrique A
		*DF 00003144	Approved	099622	Medina Armendariz,Victoria A		Active	00004264	Carranza,Enrique A
		00003306	Approved	099581	Richardson,Olivia A		Active	00004254	Arredondo,Ryan P
		00003450	Approved	099536	Arredondo,Susana		Active	00005404	Froistad,Eric M
		00003454	Approved	095734	Gutierrez,Jessica D		Active	00005404	Froistad,Eric M
		00003511	Approved	099565	Guardado,Thalia		Active	00005404	Froistad,Eric M
		00003618	Approved	099586	Tuccinardi,Eizabeth A		Active	00004260	Romero,Alejandra
		00003625	Approved	098532	Brogden,Brittany M		Active	00005404	Froistad,Eric M
		00003784	Approved	091054	Adamson,Andrea E		Active	00004260	Romero,Alejandra
		00003892	Approved	087314	Hui,Brittany		Active	00005404	Froistad,Eric M
		00003936	Approved	089868	Edwards,Miles R		Active	00005404	Froistad,Eric M
		00003944	Approved	096063	Feneis,Cori A		Active	00005404	Froistad,Eric M
		00003950	Approved	086578	Powroznic,Danielle A		Active	00005319	Axelsson,Hakan K E
		00003960	Approved	098533	Chacon,Tanya A		Active	00004228	Gehris,John D
		00003979	Approved	087174	Juarez,Lizette		Active	00004264	Carranza,Enrique A
		00004000	Approved	087269	Heredia,Alexis R		Active	00005319	Axelsson,Hakan K E
		00004005	Approved	094420	Shima,Viviana M		Active	00022438	Renner Jr,William C
		00004049	Approved	087444	Sananikone,Alexandria M		Active	00005319	Axelsson,Hakan K E
		00020054	Approved	087575	Parco,Danielle C		Active	00022438	Renner Jr,William C
<i>005757 Dep Sheriff - Detentions/CtSvc - Authorized: 212 / Assigned: 159 / Vacancies: 54 / Dual Filled: 1</i>									
		00002961	Approved	066401	Brooks,Brittany C		CPL Active	00005374	Parent,James C
		00003268	Approved					00004264	Carranza,Enrique A
		00003275	Approved	059361	Jordan,Jacob W				
		00003429	Approved					00004260	Romero,Alejandra
		00003453	Approved	060213	Davila,Cristian A		BIL Active	00004238	Quijas,Ana G
		00003480	Approved	038486	Leonard,Amanda L		Active	00005309	Huard,Shannon L
		00003488	Approved	035526	Geronimo,Eric D		Active	00005309	Huard,Shannon L

5757
LE
Dep

*DF = Dual Fill
Notice same
position number

Supervisor and their position
number (for KRONOS, LMS,
EPR...)

5757
Det/Crt
Dep

Lots of vacancies

No name=
vacant
also yellow

Pay
incentive

Awards — P&P 3.23 describes each award

Recognize the great work of your team members / Award Committee meets monthly

Awards Forms
Human Resources → Personnel → Awards Page

Awards Page
Human Resources → Personnel → Awards Page

All Documents Find a file

Name	Modified	Modified By
PAD-1 Recommendation for Commendation	December 19, 2022	Hay, Rachel
SO-34 Report of Exemplary Performance	February 16	Hay, Rachel

Libraries

- Awards Descriptions & Criteria
- Awards Forms**
- Pictures
- Lists
- Upcoming Events
- Discussions
- Team Discussion
- Surveys
- Announcements
- Awards Descriptions & Crit
- Awards Forms**
- Documents
- Drop Off Library
- Images
- Pages
- Phone Call Memo
- Resources
- Service Dates
- Site Assets
- Team Discussion
- Upcoming Events
- Whereabouts
- Workflow Tasks
- Awards Committee Membe

Sheriff's Awards Ceremony

For information on the Sheriff's Award Program descriptions, please see the [Policy and Procedure Manual Section 3.23](#). For information on the Sheriff's Employee Recognition Program descriptions, please see the [Policy and Procedure Section 3.49](#).

If you have any questions regarding the awards and/or the awards ceremony, please contact Valeria Salazar at Valeria.Salazar@sdssheriff.org.

Awards Committee POC

Please submit bureau approved PAD-1 forms to:
Valeria Salazar / Personnel / MS: 041

Request for Nominations from Outside Agencies

There are currently no active announcements.
[\(More Announcements...\)](#)

Departmental Awards for Bravery & Service

Medal of Honor	Medal of Merit
Medal of Valor	Sheriff's Unit Citation
Silver Cross	Meritorious Unit Citation
Medal for Lifesaving	Certificate of Commendation
Lifesaving Award	Letter of Commendation
Distinguished Service Medal	Report of Exemplary Performance

Citizen Awards

Distinguished Service Award	Certificate of Appreciation
Meritorious Service Award	Letter of Appreciation
Civilian Commendation	

Employee Service Awards

Employee Service Awards

Employee Recognition Program

Extraordinary Achievement Award	Peer Recognition Award
Outstanding Employee Award	Minimal Sick Leave Usage Award
Customer Service Award	Thanks Award
Employee of the Quarter	Report of Exemplary Performance

Exemplary Performance

- SO-34 form
- Write a couple paragraphs about the great work your deputy did
- Worth 1 CAP point

- Report of Exemplary Performance

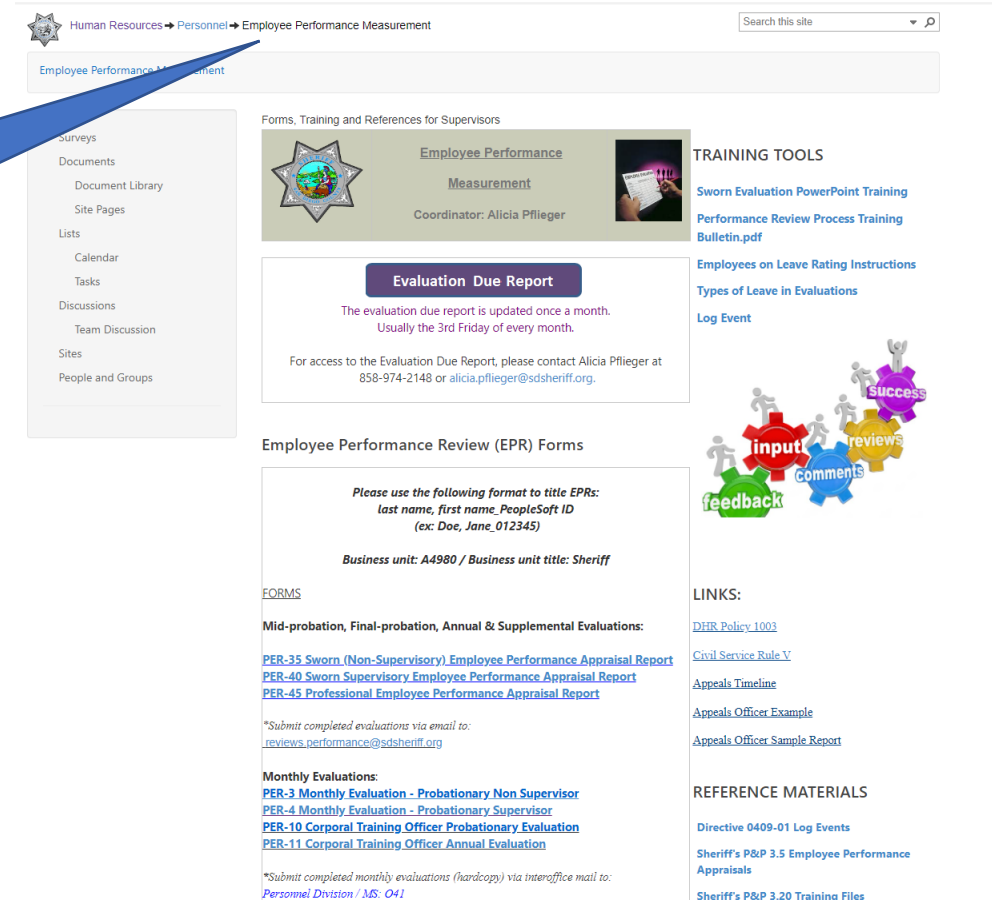
A Report of Exemplary Performance shall be awarded to Department members for service worthy of recognition, but to a lesser degree than required for the Letter of Commendation.

A Report of Exemplary Performance shall be submitted by the division/facility/station commander to their Bureau Commander for approval. After approval is given, the Report of Exemplary Performance shall be prepared by the division/facility/station staff on the prescribed document (available from the Sheriff's Stores) and shall be awarded by the recipient's division/facility/station commander. A copy of this report shall be placed in the employee's departmental personnel file.

- Gets signed by you (supervisor), Captain, and Commander.
- Does not need to go through award committee
- Almost as easy as an Atta-individual email

Employee Performance Review – EPR

Important for CAP, Promotion, Special Assignment selection, performance, and eventually Retirement Letters



Human Resources → Personnel → Employee Performance Measurement

Employee Performance Measurement

Forms, Training and References for Supervisors

Employee Performance Measurement
Coordinator: Alicia Pflieger

Evaluation Due Report
The evaluation due report is updated once a month. Usually the 3rd Friday of every month.
For access to the Evaluation Due Report, please contact Alicia Pflieger at 858-974-2148 or alicia.pflieger@sdsheeriff.org.

Employee Performance Review (EPR) Forms

Please use the following format to title EPRs:
last name, first name, PeopleSoft ID
(ex: Doe, Jane_012345)

Business unit: A4980 / Business unit title: Sheriff

FORMS

Mid-probation, Final-probation, Annual & Supplemental Evaluations:

[PER-35 Sworn \(Non-Supervisory\) Employee Performance Appraisal Report](#)
[PER-40 Sworn Supervisory Employee Performance Appraisal Report](#)
[PER-45 Professional Employee Performance Appraisal Report](#)

*Submit completed evaluations via email to:
reviews.performance@sdsheeriff.org

Monthly Evaluations:

[PER-3 Monthly Evaluation - Probationary Non Supervisor](#)
[PER-4 Monthly Evaluation - Probationary Supervisor](#)
[PER-10 Corporal Training Officer Probationary Evaluation](#)
[PER-11 Corporal Training Officer Annual Evaluation](#)

*Submit completed monthly evaluations (hardcopy) via interoffice mail to:
Personnel Division / MS: O41

TRAINING TOOLS


[Sworn Evaluation PowerPoint Training](#)
[Performance Review Process Training Bulletin.pdf](#)
[Employees on Leave Rating Instructions](#)
[Types of Leave in Evaluations](#)
[Log Event](#)

LINKS:

[DHR Policy 1003](#)
[Civil Service Rule V](#)
[Appeals Timeline](#)
[Appeals Officer Example](#)
[Appeals Officer Sample Report](#)


REFERENCE MATERIALS

[Directive 0409-01 Log Events](#)
[Sheriff's P&P 3.5 Employee Performance Appraisals](#)
[Sheriff's P&P 3.20 Training Files](#)



More stuff found on Personnel site

Career Assessment Process – CAP

- Only for Deputies (Sergeants have not used CAP since 2001)
 - Imperative you document an EPR thoroughly so duties, letters of appreciation, experience... can be included in future CAP for deputy.
 - Be sure check that the deputy held the responsibility
 - An Explorer Advisor without Explorers probably ought not have it mentioned.
- 

Specialized vs. Line positions for sergeants

- Addendum C

Career Development for Sheriff's Sergeants

Specialized Assignments for Detention Sergeants:

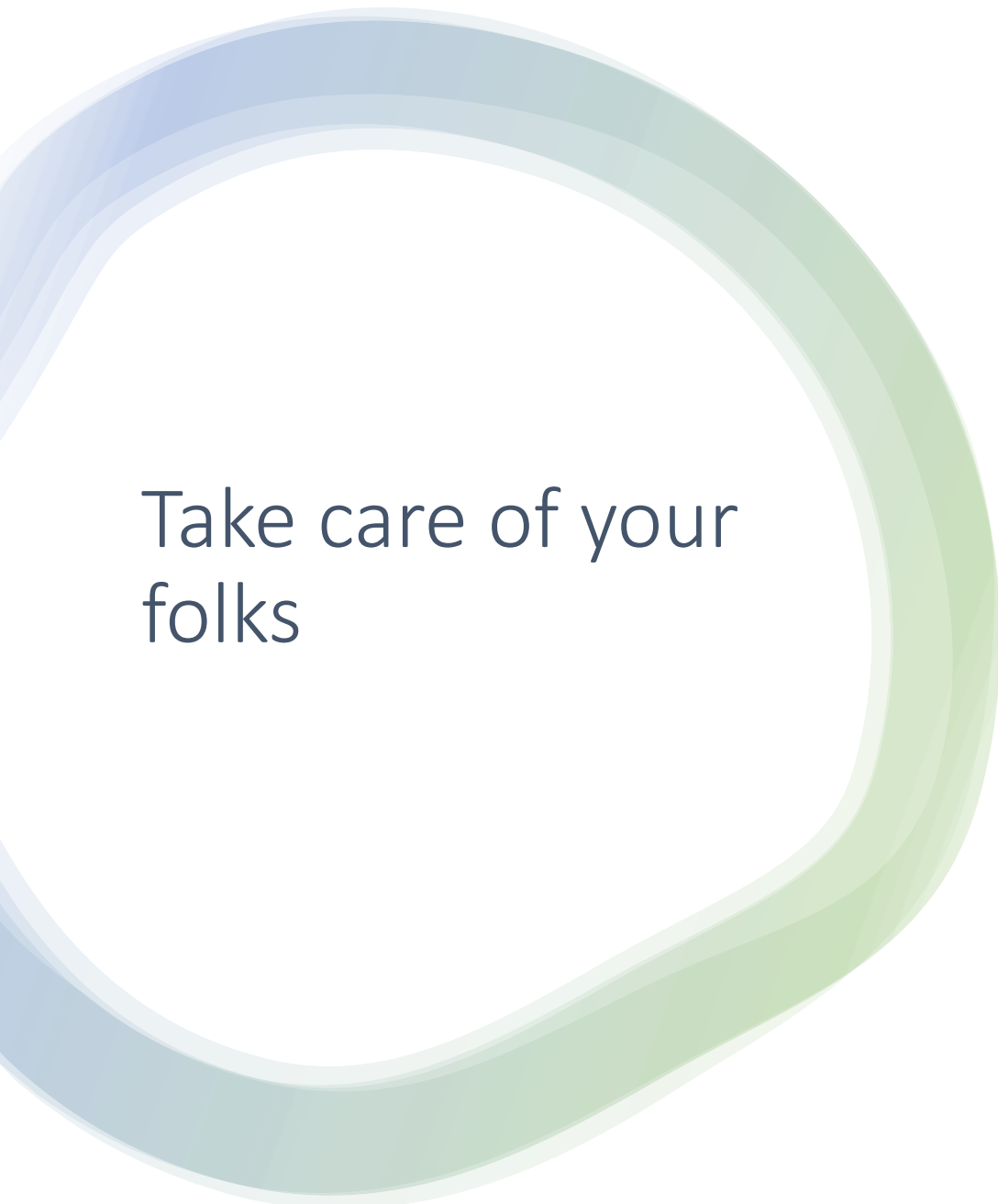
Assignment to the following divisions and units will be considered Specialized Assignments:

- Americans With Disabilities (ADA) Sergeant
- Career Path Sergeant
- County Parole and Alternative Custody (CPAC) Sergeant
- Detention Investigations Unit (DIU) Sergeant
- Detention In-Service Training Unit (DTU) Sergeant
- Detention Support Division Sergeant
- Division of Inspectional Services (DIS) Sergeant
- Facility Development Sergeant
- Internal Affairs Sergeant
- JIMS Sergeant
- Jail Population Management Unit (JPMU) Sergeant
- Medical Services Sergeant
- Reentry Services Division Sergeant
- Sheriff's Transportation Unit (STU) Sergeant
- Detentions/Courts Training Academy Sergeant
- Transition Team Sergeant

Specialized Assignments for Law Enforcement Sergeants:

Assignment to the following divisions and units will be considered Specialized Assignments:

- Academy/In-Service Training/EVOC Sergeant
 - Americans With Disabilities (ADA) Sergeant
 - ASTREA Sergeant
 - Background/Recruiting Sergeant
 - Bomb/Arson Sergeant
 - Canine Sergeant
 - Career Path Sergeant
 - Child Abuse/Sexual Assault Sergeant
 - Computer and Technology Crime High Tech Response Team (CATCH) Sergeant
 - COPPS Sergeant
 - County Parole and Alternative Custody (CPAC) Sergeant
 - Court Services Bureau Investigations Unit Sergeant
 - Criminal Intelligence Unit (CIU) Sergeant
 - Detective Sergeant
 - Detention Investigations Unit (DIU) Sergeant
 - Division of Inspectional Services (DIS) Sergeant
 - Emergency Planning Sergeant
 - Explorer/Senior Volunteer Coordinator Sergeant
 - Financial Crimes/Elder Abuse Sergeant
 - Grossmont Cuyamaca Community College District (GCCCD) Sergeant
 - Homeless Assistance Resource Team (HART) Sergeant
 - Homicide Sergeant
 - San Diego County Human Trafficking Task Force (HTTF) Sergeant
 - Information Led Policing Sergeant
 - Infrastructure Security Group Sergeant
 - Internal Affairs Sergeant
 - Juvenile Services Group Investigations Sergeant
 - Marijuana Enforcement Team (MET) Sergeant
 - Motors Sergeant
 - Narcotics Task Force (NTF) Sergeant
 - Regional Task Force (NCGTF, ECGTF, FTF, JTTF, RATT, FAST, FBI Cyber Task Force, etc.) Sergeant
 - Reserves Sergeant
 - Rural Sergeant
 - Sexual Assault Felony Enforcement Task Force (SAFE) Sergeant
 - Search and Rescue Sergeant
 - Sheriff's Transportation Unit (STU) Sergeant
 - Special Enforcement Detail (SED) Sergeant
 - Special Investigations Division (SID) Sergeant
 - Traffic Sergeant
 - Video Analysis Unit (VAU) Sergeant
 - Weapons Training Unit (WTU) Sergeant
 - Wellness Unit



Take care of your folks

- You are Human Resources for your deputies and staff.
- Find out their career and life goals before they are telling you they are leaving.
- Our job keeps getting harder. It is harder for them too.
- Set the example for MOT. If you haven't already done so, work in the jails. MOT is not meant to make you work more, it is to allow a jail deputy to work less.