

# **2005-2006 GRAND JURY REPORT**

## **Riverside County Human Resources Department**

## **Riverside County Sheriff's Department**

### **Background**

The Riverside County Human Resources Department, with a current budget of \$123 million, is comprised of several divisions offering a variety of services, including employee recruitment and promotion for all county departments.

Human Resources recruitment guidelines detail educational requirements needed for specific positions. It is the responsibility of Human Resources recruiters to verify that colleges/universities listed on a resume are accredited and meet California standards, and to certify that the applicant has indeed completed a degree program. This is one of the criteria necessary for placement on a Human Resources Certification List<sup>1</sup> from which promotions are made.

The Sheriff's Department, with a budget of \$387 million, follows a common police agency semi-military structure and chain of command. The Department is divided into three major divisions administered by three Assistant Sheriffs and commanded by six Chief Deputy Sheriffs. Captains, lieutenants and sergeants supervise the various stations, bureaus and sections. Promotions are based solely on appointment by the Sheriff, provided all classification standards established by Human Resources have been met.

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<sup>1</sup>

The Certification List identifies applicants Human Resources has certified to be fully qualified for specific positions.

## **Findings**

1. In an effort to solicit interest in promotional opportunities within the Sheriff's Department, the County of Riverside issues Class Specification Bulletins listing:
  - Salary range
  - Class concept
  - Representation unit
  - Essential duties
  - Recruiting guidelines
  - Educational requirements
2. Grand Jury investigation revealed that Human Resources personnel did not verify, as required, the educational background of two Sheriff's Department employees. This allowed them to be placed on the Human Resources Certification List, even though they lacked the academic requirements for promotion.
3. Further Grand Jury investigation revealed that during 2002 to 2004, these two Sheriff's Department employees had been promoted—one to the rank of Chief Deputy Sheriff and the other to the rank of Sheriff's Captain. When this fact became known, Human Resources Management contacted the Sheriff to advise him of the promotional errors. A mutual decision was made that, "it was no fault of the applicants and that they were not required to revert back [sic]."
4. On March 29, 2006, the Grand Jury submitted to the Human Resources Department a written request for copies of resumes of the two promoted employees. The Grand Jury received a written response dated April 11, 2006 from the Assistant CEO/Human Resources Director advising, "...that it appears that those records (promotional recruitment) have been purged." Human Resources staff later revealed that these files had actually been shredded two to three months prior to the Grand Jury's request, coinciding with the beginning of this investigation in January 2006.

## **Recommendations**

### **Riverside County Board of Supervisors Riverside County Sheriff's Department Riverside County Human Resources**

1. Sheriff's Department employees comply with General Order 200.04, which states that employees, "...shall meet the Departmental and state requirements for employment or placement in their job classification or position."
2. During the promotion process within the Sheriff's Department, Human Resources follow Sheriff's Department General Order 211.04, which reads: "Only qualified members will be allowed to take a promotional examination."
3. The Sheriff's Department comply with General Order 211.03, which reads: "A department member shall meet the requirements for the position prior to the final filing date."
4. Sheriff's Department recruitment files, including resumes, be maintained in accordance with the proposed Human Resources Department Records Retention Schedule. The proposed schedule would require that recruitment files be maintained for three years after termination of employment.

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