

Program Inventory

ADMINISTRATIVE SERVICES

Administration Services

Provides management and administrative support to the Administrative Services Department including:

- Budget, Clerical, Fiscal, Payroll, and Personnel Support
- Acts as a liaison to other departments, outside agencies and the public

Procurement Services

Provides for all centralized County procurement activities including:

- Bids, Request for Proposals, Construction Projects, Contracts, and Blanket Purchase Orders

Administers the County's Credit Card Program for delegated purchases including:

- Goods, services, travel, and training

Manages the County's Surplus Program for the disposal of surplus property through:

- Sales, donations, e-waste and recycling

Revenue Services

Provides centralized billing and collection services to secure funds entitled to Placer County and other government agencies including:

- Court Fines and Fees
- Public Defender Fees
- Sheriff Booking and Incarceration Fees
- Transient Occupancy Tax

Central Services

Provides comprehensive business services to all county departments, government agencies, and non-profit organizations including offset and high speed digital printing, graphic design, interoffice mail, outgoing U.S. Mail processing, convenience copiers, paper inventory sales, and records management.

Information Technology

Provides comprehensive information technology solutions and services including office automation, file sharing, application support, business analysis, project management, operations and maintenance of enterprise level systems, help desk support, security services, disaster recovery services and administration of the County's Information Technology Strategic Plan.

Telecommunication Services

Provides planning, development and logistical support of all countywide communication and data transport networks including telephone, two-way radio, network infrastructure, media services and cable television franchise agreements management.

AGRICULTURAL COMMISSIONER

Agriculture Enforcement

- Prevent harmful invasive insect, weed, and disease pests from establishing in Placer County.
- Regulate Placer County's certified farmers' markets, certified producers and organic growers.

Pesticide Use Enforcement

- Ensure that pesticides are used in a manner that is safe, legal, and protects the environment.

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Weights and Measures

- Inspect gasoline pumps, grocery store scales, propane dispensers and other devices to ensure consumers are fairly charged.

Wildlife Services

- Assist citizens, businesses, schools, public agencies and farmers and ranchers with wildlife-related issues.

Agricultural Marketing

- Promote sales of agricultural products produced by Placer County farmers and ranchers.

ASSESSOR

Mapping / GIS (Geographic Information System)

- Establish and maintain a set of maps for every parcel of property in the County for assessment purposes. These parcel maps serve as the basis for the assessment of all real property in Placer County and are continuously updated to reflect new subdivisions and surveys. Parcel maps show the assessor's parcel numbers, recorded dimensions, acreage, street widths, parcel and lot boundaries, adjoining parcels and recorded map information.
- Maintain Placer County's GIS base map, ensuring that new parcels are added countywide and made available to the public.

Assessment

- Review legal documents transferring property ownership and building permits issued throughout the county to determine whether a Proposition 13 re-appraisable event has occurred.
- Apply all legal property tax exemptions and exclusions, reducing the tax liability on every property that qualifies.
- Develop and maintain the supplemental and annual assessment rolls.

Appraisal

- Appraise single and multi-family residential, rural, and commercial/industrial real property in Placer County for the purposes of property tax assessment.
- Appraise all taxable business personal property located within the county including machinery, equipment, fixtures, boats and aircraft.
- Perform mandatory audits of business property accounts within the county.
- Prepare and present Assessment Appeal Board cases.

AUDITOR CONTROLLER

General Accounting

- Audit, process and scan: (1) claims for payments submitted by County departments and Special Districts; (2) journal entries for the County and Special Districts.
- Ensure that bills are paid accurately and timely.
- Maintain budgetary control of various funds.
- Enforce accounting policies and procedures.

Financial Reporting

- Maintain accounting records for the County and Special Districts with funds in the County Treasury.
- Prepare reports to the public, Board of Supervisors, State of California, County departments and Special Districts regarding operations and County financial position.

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- Compile the Comprehensive Annual Financial Report of the County and financial statements for other governmental units for annual audits by external auditors.

Internal Audits

- Perform independent appraisals, audits, reviews and evaluations of County activities for the County, Board of Supervisors and the public. This assists County management in delivering effective programs and functions and to safeguard County assets, and to meet financial reporting requirements.
- Assist departments with reviews of their internal controls, processes and records.
- Ensure Countywide compliance with policies.

Payroll Services

- Provide timely and accurate preparation, distribution and reporting of bi-weekly payroll to County departments and Special Districts and to ensure compliance with external reporting requirements.
- Ensure payroll procedures and reporting meet all legal requirements.

Property Tax Services

- Calculate property tax rates, apply direct charges and process changes to the property tax roll.
- Maintain the tax allocation systems in order to accurately calculate and distribute property tax revenue to the County, cities, schools and Special Districts and to ensure compliance with external reporting requirements.
- Perform all of the required duties contained in the RDA dissolution law, and accurately calculate and distribute residual property tax increment and assets to the affected taxing entities.

CHILD SUPPORT SERVICES

Customer Assistance

- Answer all Call Center questions promptly and knowledgeably, including assistance to other child support agencies outside of Placer County.
- Resolve problems with child support cases as early as possible through confidential Ombudsperson assistance.
- Investigate and report on civil rights complaints regarding child support.

Paternity Establishment

- Determine fatherhood for children born out of wedlock.

Court Orders

- Establish and gain court orders for financial and medical support.
- File and serve court orders in real time using the 1058 Window Project videoconferencing while court is in session.

Collections

- Collect and distribute support on current and past due cases.
- Assist parents requesting a modification to child support court orders, and those that qualify to pay a reduced amount (Compromise of Arrears).

Partnerships and Outreach

- Partner with other governmental entities and private businesses such as hospitals and clinics to establish the Paternity Opportunity Program.
- Share information about community services and opportunities with parents, local organizations, and government entities.

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COMMUNITY DEVELOPMENT RESOURCE AGENCY

Planning Services

- Perform advance and current land use planning services.
- Provide Environmental Coordination Services.
- Provide legislative support for CDRA issues.
- Oversee development and implementation of the Placer Legacy Open Space and Agricultural Conservation Program.

Building Services

- Provide building plan check, construction inspection services, business license review, and the emergency damage assessment program.

Engineering and Surveying

- Provide land development project review, surveying and mapping, plan check, construction inspection, grading permits, addressing and road naming, and transportation permits.
- Monitor/inspect surface mining activities.

Counter Services

- Provide reception and customer services for assisting visitors to the building.
- Provide land development application and permitting services.
- Provide technical support for Building, Planning and Engineering and Surveying.
- Provide zoning technical assistance.
- Provide Public Works and Facility Service assistance programs.
- Administer the public records request program.

Code Enforcement Services

- Provide enforcement, vehicle abatement, hazardous vegetation abatement, and community outreach programs.
- Conduct an administrative hearing program.

Geographic Information Systems / Information Technology

- Provide daily technical support to CDRA and other County Departments for Geographic Information Systems.
- Manage online permitting system.

Biomass Program

- Participate in County development of a Bio-Energy facility in Eastern Placer County and manage associated grants.
- Develop and implement biomass strategies.
- Community outreach program.

Water Resources and Hydro Power Services

- Participate in the County Middle Fork Project team.
- Provide liaison, County coordination and strategy support for Placer County water resource programs.

COUNTY CLERK RECORDER / ELECTIONS

Clerk-Recorder

- Real Property Land Records
 - Provides for the preservation and continuity of permanent records
- Vital Records
 - Repository for birth, death and marriage vital records

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- Marriages
 - Maintains the marriage vital records, issues marriage licenses, performs marriage ceremonies, and deputizes members of the public to perform marriage ceremonies
- Filings / Registrations
 - Accepts documents for filing and public information / viewing. The filings include environmental impact reports, fictitious business name statements and various bonds and certifications
- Passport Acceptance Agent
 - An authorized passport acceptance agent and accepts applications for new passports on behalf of the U.S. Department of State

Elections (Registrar of Voters)

- Conduct Elections
 - Conduct federal, state and local elections for Placer County
- Voter Registration
 - Provides voter registration services to the voters of Placer County, maintains the voter registration database
- Voter Outreach
 - Committed to ensuring that all eligible voters have the opportunity to register to vote and to cast their ballots on election day
- Candidate Services
 - Provides election services to candidates for office and to various special districts throughout the County
- Campaign Disclosure Documents and Statements of Economic Interest Filing Officer
 - Responsible for performing filing officer duties related to campaign disclosure documents and Statements of Economic Interest (Form 700) forms

COUNTY COUNSEL

General Government, Finance and Tax

- Provides legal advice to the Board of Supervisors and the County Executive Office on the full range of activities, initiatives, and issues undertaken by the Board.
- Provides legal services to the County Auditor, the Assessor and the Treasurer-Tax Collector regarding property taxes, bond and assessment financing, and the County's mPower Placer PACE Program, as well as representation of the Assessor's Office at assessment appeal hearings.
- Provides legal services to all County departments and functions and certain special districts on matters specific to their program purposes, including implementation of Board initiatives.
- Provides legal advice and counseling to all County departments and functions and certain special districts on matters of general application countywide, such as the Brown Act, the Public Records Act, employment and labor relations issues, and review of or assistance in preparation of resolutions, ordinances, contracts, agenda items, and other documents required for county business.

Land Development and Public Services

- Provides legal services to a cross section of County departments and functions involved in land development and planning activities, and public services and facilities, including county owned or maintained properties.
- Provides legal services to the County Planning Commission, the County Agricultural Commission, the Successor Agency of the former Redevelopment Agency, the Western Placer Waste Management Authority, and the Placer County Flood Control District.

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Public Protection

- Provides legal services to the Sheriff Office and its Corrections Division, the District Attorney, the Probation Department, the Criminal Justice and Indigent Defense Services Programs administered by the County Executive Office, and the Grand Jury.
- Provides legal advice and representation in Pitchess motions, habeas corpus writs, and in enforcement of bail bond forfeiture matters.

Health Services and Dependency

- Provides legal advice to the Health and Human Services Department on legal compliance with the myriad of state and federal regulatory laws relevant to the programs undertaken by the department's divisions.
- Provides legal advice to the County Public Administrator and County Public Guardian, and legal representation in adult protective proceedings of the PA and PG, and in mental health proceedings under the Lanterman-Petris-Short (LPS) Act and other statutory enactments.
- Provides legal advice and representation in juvenile dependency proceedings.
- Provides training of social workers on legal issues involved in juvenile dependency activities.

Litigation

- Provides legal defense of the County in all civil legal actions filed against the County, its departments and employees.
- Represents the County in prosecuting construction, contract and other recovery lawsuits.
- Prosecutes and defends the County in all administrative proceedings, including personnel proceedings before the Civil Service Commission, the Public Employment Relations Board, and related writs of mandate filed in the Superior Court.
- Assists and coordinates with special counsel retained by the Board of Supervisors under Government Code section 25203.

BOARD OF SUPERVISORS / COUNTY EXECUTIVE OFFICE

Board of Supervisors (including Clerk of the Board)

- County Governance, Policy Development and Priority-Setting
 - Transparently govern through public meetings and records, collaboration with stakeholders, and clear and helpful information.
 - Establish priorities and policies for County operations.
- Constituent Assistance
 - Assist, provide information and be directly accessible to citizens and community groups.
- Assessment Appeals
 - Allow property owners a fair and objective hearing with the Assessment Appeals Board.

County Executive/Administration

- Budget and Finance
 - Optimize and allocate resources in the most effective manner through development of long term fiscal policies, the annual budget and application of sound financial practices.
- Service Coordination
 - Direct efficient operations in compliance with Board of Supervisors' policies, federal and state laws and mandates, and innovative business practices.

Risk Management and Labor Relations

- Insurance
 - Minimize financial exposure to risk through the purchase of primary and excess insurance policies. Proactive claims management using data driven risk analysis.
 - Mitigate financial risk through contract risk transfer management.

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- Labor Relations
 - Provide guidance and policy recommendations for successful and collaborative labor agreement negotiations with represented and unrepresented employee groups.
- Organizational Development
 - Empower high performing employees that are well trained and engaged in their jobs and communities.
- Workers Compensation
 - Promote worker health and safety through training and implementation of state labor code and OSHA regulations.
- Disability Management
 - Manage extended and long-term leaves of absences, facilitate organizational compliance with American with Disabilities Act (ADA) Department of Fair Employment and Housing (FEHA), Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), manages interactive process, permanent accommodations annual monitoring.

Office of Emergency Services

- Emergency Preparedness and Response
 - Ensure readiness for emergencies and disasters through interagency coordination and response plans.
- Fire Service Administration
 - Plan, direct, and manage county support of responses to wildland and structural fires and Emergency Medical Services.

Economic Development

- Promotion and Marketing
 - Attract new and expanding business by promoting the outstanding lifestyle and business climate of Placer County.
- Business Assistance
 - Retain existing business within Placer County, expansion assistance, permit assistance, hiring assistance and job-seeker assistance.
- Special Projects
 - Promote film industry, tourism and other opportunities.

DISTRICT ATTORNEY

General Criminal Case Determinations Program

- Felony Unit
 - Responsible for handling prosecution of felony cases not otherwise assigned a specialized prosecution unit, such as the Family Protection Unit, Public Integrity Unit or DUI Unit.
- Public Integrity Unit
 - Investigates and prosecutes both criminal and civil cases of consumer fraud and environmental harm. The Unit also investigates and prosecutes welfare and public assistance fraud.
- Misdemeanor / Driving Under the Influence (DUI) Unit
 - Unit handles all stages of prosecution from case review and charging, through trial and sentencing. The Unit also handles post sentencing issues such as Violations of Probation and seeking ongoing restitution on behalf of victims.
- Family and Domestic Violence Protection Unit
 - Prosecutes the crime of domestic violence, and other related crimes such as stalking, crimes against children, and elder abuse. The Unit also prosecutes felony sex crimes committed against victims of all ages.

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Investigations Program

- Multi-Disciplinary Interview Center (MDIC) and Sexual Assault Response Team (SART)
 - Participates in Multi-Disciplinary Interview Center (MDIC) interviews, along with allied agencies.
 - Conducts Forensic interviews of child victims and participates on the Board which supports the MDIC and Sexual Assault Response Team (SART). A DAI is assigned to MDIC for all purposes related to MDIC and SART.
- Fingerprints
 - Compare latent fingerprints that have been lifted from a crime scene to a known suspect.
 - Compare fingerprints from 969 PC prior convictions of defendants to their most recent arrest
 - Assist other law enforcement agencies on blind fingerprint comparisons.
 - Compare defendant's fingerprints to prevent mistaken identity.
 - Dust for latent fingerprints and testify in court as an expert in fingerprints.
- Subpoena Services
 - Serve victim and witness subpoena.
 - Locate victim and witness.
 - Serve and locate victim and witness.
- Evidence
 - Book evidence from other police agencies at the request of Deputy District Attorneys.
- Officer Involved Fatal Incident (OIFI)
 - Conduct interviews, monitor interviews, attend autopsy, respond to crime scene, review police reports and conduct independent investigations.
- DA Investigator Expertise
 - Narcotics, gangs, working undercover, planning & preparing field operations, fingerprints, sexual assault cases, use of force, SWAT trained, forensic computer investigation, firearms expertise and range masters, child abduction, homicide and cold case investigation, and crimes associated with the US Postal Service
- DA Investigator Instruction / Teaching
 - Teach, speak or testify as an expert witness, as the topics relate to their expertise
- Child Abduction SB90
 - Enforcement of parental child abduction laws
- Allied Agency Participation
 - Conducts all types of narcotic enforcement throughout Placer County and the surrounding area
 - Responsible for all crimes related to the United States Postal Service and postal crimes being committed in Placer County.

Victim Services Program

- Assists victims and witnesses of crime by providing information on victim's right and court processes, referring victims to local resources, and assisting in the California claims compensation and restitution process.

FACILITY SERVICES

Building Maintenance

- Building Maintenance and Operations
 - Operate and maintain buildings
 - Manage contracts
 - Perform regularly scheduled maintenance to preserve building conditions
 - Test and maintain fire systems
 - Maintain various access control systems to provide security

Program Inventory

- Utilities and Energy Management in County Facilities
 - Monitor and track utility usage
 - Identify operational adjustments and modifications to assure energy efficiency
 - Develop energy projects with high potential for savings
 - Pursue energy programs and grants
- Custodial Services
 - Provide services and manage contracts to maintain facilities in a clean condition
- Facility Improvements
 - Perform various small construction projects, renovations, and equipment replacements, when determined to be the most efficient project delivery method

Capital Projects

- Planning
 - Identify space, adjacency and facility requirements that support County Department facility needs for the delivery of services to the public.
 - Perform needs assessments, architectural programming, master planning, project scoping and cost modeling to determine current and future facility needs, as well as project viability.
 - Assess and recommend the most appropriate project delivery method for each individual project.
 - Perform project environmental studies and entitlements.
 - Perform hazardous materials investigations and abatement/remediation, as required.
- Design
 - Deliver cost effective and responsible design solutions for new facilities, renovations and tenant improvements that support delivery of County services to the public.
 - Provide and manage space planning, architectural and engineering design services, construction documentation, specifications and detailed cost estimates.
 - Manage the development of design and performance criteria and the proposal process for design/build delivery.
 - Design for safe, operationally efficient, accessible, and energy efficient public facilities.
- Construction
 - Manage the timely delivery of sustainable, responsibly designed and high quality civic facilities that serve the citizens of Placer County, through effective consultant and construction management utilizing the appropriate delivery method for the project.

Environmental Engineering

- Garbage Collection and Recycling
 - Provide reliable and efficient garbage collection and recycling services to residents and businesses in order to cost effectively manage solid waste generated throughout unincorporated areas of Placer County.
 - Conserve natural resources through the recovery and sale of recyclables, reduce the quantity of wastes buried in landfills, provide safe disposal of hazardous wastes and comply with State mandated diversion goals by providing recycling and hazardous waste services to residents in Placer County and its cities, as well as the Town of Truckee.
- Closed Landfills
 - Protect public health and the environment by monitoring and maintaining four closed landfill sites located in Meadow Vista, Foresthill, Loomis and the Truckee area in compliance with State and Federal regulations
- Engineering Services for Sewer and Water Districts
 - Protect public health and the environment by providing reliable compliant sewer and water infrastructure through condition assessment, modeling, long-term planning, and design and management of sewer rehabilitation and capital projects to service current and future customers.

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Utilities

- Utilities Operation and Maintenance
 - Provide cost effective operation and maintenance of wastewater collection systems, treatment plants, and water distribution systems and infrastructure that protect public health and the environment in compliance with State and Federal regulations.
 - Provide maintenance related to fire suppression systems that protect life and property.

Museum Division

- Museum Operations
 - Manage six Placer County museums to maintain the interest of patrons through regular updates to permanent exhibits and the presentation of special displays.
 - Expand the Division's audience by creating informal exhibits in non-traditional locations. Support other historical organizations and museums in the County, by sharing information and assisting with projects and events like the Heritage Trail.
 - Maintain and expand the robust volunteer program by offering opportunities for meaningful community service.
- Heritage Education
 - Using more than 150 volunteers, operate and expand the Living History, Gold Rush, and Community Education programs, which provide educational opportunities to all age groups.
 - Develop new and informative educational programs, like the popular Old Town and Auburn Cemetery walking tours.
 - Develop and maintain exhibits and displays that add to the understanding of Placer County's rich history.
- Historic Preservation
 - Implement the comprehensive collection policy, which defines the care required to preserve artifacts, documents and photographs that illustrate Placer County history.
 - Work with volunteers at the Archives and Collections Facility to aid both personal and professional researchers, who seek information through archived documents and photographs.
 - Encourage the preservation of historic buildings and sites in Placer County through both informal consultation, and the mandated review of projects in the land development processes.

Parks and Grounds Division

- Parks and Grounds Operation and Maintenance
 - Operate and maintain a variety of County properties, including parks that provide citizens with recreational opportunities, and landscaped grounds that create an aesthetic experience.
 - Work with partners to protect public access to Lake Tahoe beaches, and operate the Bear River Campground, for the benefit of residents and tourists alike.
 - Support recreation providers, active and passive recreation participants, and community groups to help people enjoy safe leisure activities.
- Park Development
 - Participate in the preparation and review of Community Plans and other policy documents, which define and ensure the provision of public recreation facilities.
 - Review land development submittals and condition projects to implement established policies.
 - Manage the Park Dedication Fee program, which requires the collection and disbursement of mitigation funds to recreation projects that meet community needs.
- Open Space and Trails
 - Plan, construct and maintain a multipurpose trail system, which provides both transportation connections and passive recreational opportunities.

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- Support the Placer Legacy Program by providing input during real property acquisitions, and then developing and operating public access to conserved lands.
- Partner with volunteers and vendors to provide stewardship of County open space, which offers recreation while protecting sensitive habitats.

Property Management Division

- County Property Management
 - Provide comprehensive stewardship of the County's real property interests, including beaches at Lake Tahoe.
 - Maintain detailed property-specific records, and respond to questions from citizens, County departments, and other agencies.
 - Negotiate and manage the lease of County-owned buildings and property to private citizens, corporations, and public entities.
 - Develop and administer other agreements that permit the use of County property, including licenses, encroachment permits, and right of entry documents.
 - Generate revenue through the lease or sale of surplus properties, which are not required for County operations.
- Private Leasing
 - Operate a sophisticated leasing program to support County programs when existing facilities cannot accommodate required operations.
 - Work with client departments to identify and forecast needs, locate appropriate facility alternatives, and negotiate favorable lease agreements.
 - Manage the construction required for both new occupancies and tenant improvements, through close communication with the owner, architect, and contractor.
 - Provide all of the services embodied in lease management, including service request tracking, administration and billing, renegotiation, and the coordination required to return a property when the lease ends.
- Property Acquisition
 - Support a wide variety of County operations, programs, and initiatives through the acquisition of buildings, land, and open space.
 - Provide comprehensive site selection services, which quantify program requirements, identify available properties, analyze opportunities and constraints, and negotiate terms for the acquisition.

FARM ADVISOR

4-H Youth Development

- Provides non-formal educational and preventative programs aimed at helping youth develop into mature, healthy, capable, and contributing citizens.

Master Gardener

- Volunteer service through workshops, community events, and manning a hot-line to provide Placer County residents with gardening education and composting information. The Master Gardener Coordinator manages the Senior Community Garden.

Eat Local Program

- Promotes healthy eating by county residents through eating more fruits and vegetables. The program promotes accomplishing this goal through buying locally grown produce. Promotion activities include: tastings at farmers' markets and food closets, cooking demonstrations; producer marketing education, recipe cards, website, and social media.

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Nutrition

- Nutrition Best program provides nutrition education and tastings, farmers' market vouchers to participating county residents, and a weekly box of produce from a local farm to 90 Early Head Start families in Lincoln, Loomis, Auburn, and Kings Beach. UC CalFresh provides nutrition education and produce tasting to low-income schools and CalFresh eligible families.

Horticulture and Small Farms Program

- Provides training for beginning and experienced small farmers on production, marketing, business planning, soils, and integrated pest management short courses, field days and workshops.

Livestock and Natural Resources

- Provides training for beginning and experienced ranchers on grazing management, livestock husbandry, marketing, business planning, and Grazing and Multi-Species Grazing Academies.

HEALTH AND HUMAN SERVICES

Adult System of Care

- Mental Health services including outpatient and residential treatment, mental health treatment related to public safety realignment, mental health crisis intervention, and operation of a psychiatric health facility.
- Substance Use Disorder services including outpatient and residential treatment, drug court, and substance use disorder treatment related to public safety realignment.
- Older Adult services including In Home Supportive Services, Adult Protective Services, and Public Guardian.

Animal Services

- Animal care and control including rabies prevention, protection from animal neglect and cruelty, reunification of lost animals with their owners, and adoption and licensing.

Children's System of Care

- Child Welfare Services including investigations of abuse and neglect and Foster Care for children removed from their homes.
- Adoption and Guardianship Services.
- Intensive Community Based family support services and prevention services.
- Mental Health and Substance Use Disorder services.

Client Aid

- Mandated financial, housing, food, medical and other assistance for programs delivered throughout the Department including Adoptions grants, Foster Care placements, CalWORKs grants, In Home Supportive Services provider payments, and General Relief payments and health care.

County Medical Clinics

- Primary medical and behavioral health care to low income persons and travel immunizations.

Environmental Health

- Preventative regulation and emergency response for public safety in retail food and tattoo facilities, wells and septic systems, pools and spas, public water supplies, and hazardous materials and waste.

Housing

- Rental assistance to very low income families.

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Human Services

- Employment services, financial assistance, health care coverage, and food and nutrition assistance to low income individuals and families.

Public Health/Public Health Officer

- Health education, healthy lifestyles promotion, disease prevention, and elimination of health disparities to protect and improve the health of the community.

LIBRARY

Community Support

- Engage citizens to support Placer Library Services through Friends of the Library groups, Literacy Support Council, the Library Advisory Board and the Teen Advisory Boards and promote volunteerism by running a year round volunteer program in its Libraries.

Library Collection

- Lend an up-to-date collection of books and materials reflective of community interests to library cardholders including access to a variety of E-resources, databases, the internet and wireless technology.

Events and Services

- Work collaboratively with community partners and other governmental agencies to create Library programs that strengthen community literacy, the love of reading and life-long learning and provide open access to community space for hosted and public events that enrich, inform, empower and entertain.

Sparks Law Library

- Offer legal resources including legal aide workshops and access to legal materials.

Literacy Services

- Connect those in need with free, confidential one-on-one reading, writing, high school equivalency and English language skills, family literacy services, and basic computer assistance.

PERSONNEL

Staffing and Hiring

- Provide comprehensive personnel expertise and support to department managers and supervisors to hire the best possible employees by promoting Placer County as an equal opportunity employer of choice in the job market and to retain a productive and efficient workforce

Human Resource and Benefit Administration

- Administer the County's benefit programs on behalf of employees and retirees and process accurate and timely payroll transactions consistent with industry best practices using human resource information systems.

Workforce Productivity

- Support organizational leadership in building and maintaining a productive workforce through effective performance management and staff development efforts.

Labor and Employee Relations

- Actively participate in labor relations activities with the County Executive Office including recommending, researching, evaluating, and implementing new labor relations provisions for the

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Deputy Sheriff's Association (DSA) and Placer Public Employees Organization. To be a collaborative partner in all aspects of employee/employer relations between management and labor.

PROBATION

Juvenile Services

- Delinquency / Crime Prevention Services
 - Delinquency/ Crime Prevention Services include: diversion services that target youth who are beyond parental control or otherwise at risk of delinquency such as We Are Teens Always Helping (WATAH) and the Placer County Sheriffs Activities League; Probation involvement in School Attendance Mediation meetings to address truancy and other out of control behaviors; Informal Probation (usually for no longer than six months) used to insure substance issues are dealt with, victim restitution or Community Service is completed or to insure a student completes needed educational components; and finally the Crisis Resolution Center which provides services to pre-delinquent youth and their families in order to prevent the youth from entering the criminal justice system.
- Court Services
 - Juvenile Court Services prepare written reports for the courts with information on a minor's socio-economic background, school and community history, any prior probation history, and other relevant information. The report includes the Probation Officers' dispositional recommendation, including the terms of probation the officer feels will be most effective for community safety, the rehabilitation of the minor and to help make restitution to the victim. The Probation Officers also complete the evidence based Juvenile Assessment Intervention System (JAIS) designed to create and implement case plans focused on addressing the youth's identified criminogenic indicators in addition to social and educational needs.
- Juvenile Alternative Dispositional Services
 - Juvenile Alternative Dispositional Options allow minors to be placed on any of several different programs in lieu of or in addition to confinement time. There are several options available either as alternatives to custody or as additional terms and conditions of Probation. These options include home supervision, electronic (GPS) monitoring, SCRAM (alcohol monitoring device) and juvenile work project. These solutions may be employed while awaiting further Court hearings or as a tool to hold minors accountable while encouraging them to develop the needed support and habits for success in their home environment.
- Juvenile Detention and Treatment Services
 - The Juvenile Detention Facility (JDF) is a 24-hour secure detention facility designed to house male and female minors who are pending court, sentenced or awaiting placement. The facility also houses juveniles who have been charged as adults or who have been found unfit for Juvenile Court. The facility is staffed with Probation Officers, medical staff, teaching staff from the Placer County Office of Education, and a full time Client Services Practitioner. Programming within the facility includes education, health, mental health and special programs. Programming is designed to provide minors opportunities and direction to change their behavior in order to promote successful transition back into the community and reunification with their families.
 - At times a minor or family is beyond the need of local resources and a minor will be placed in a group home for residential treatment or a camp or ranch for supervision, behavior modification and treatment. These costly, out of home placements are a last resort and avoided by the array of interventions employed by the probation department and partner agencies.

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- Juvenile Supervision Services
 - Probation Officers assigned to Juvenile Supervision Services, monitor juvenile offenders placed on formal probation in the community. Minors who have been placed on probation receive a risk/needs assessment to determine the type and/or of level of service needed and then placed on appropriate levels of supervision based on their individualized case plan. Juvenile Probation Officers interact with the minor and family, promoting education, individual counseling, and family reunification.
 - In addition, juvenile supervision services includes the monitoring of each minor's terms and conditions of probation which may include: enforcing curfews, school attendance, substance abuse counseling, drug and alcohol testing, gang conditions, stay away orders, and the collection of victim restitution.
 - The Juvenile Supervision Services hosts a monthly Family and Youth Community Resource Fair providing access to structured community resources that assists youth and family members to build and utilize their natural resources to better equip them to become independent of the Juvenile Justice or Child Welfare System.

Adult Services

- Court Services
 - Court Services consist of Probation Officers preparing written reports for the courts with information on an offender's background, work and community history, any prior probation history, previous arrest history and other relevant information. The report includes the Probation officer's sentencing recommendation, including the terms and conditions of probation the officer feels will be most effective for community safety, the rehabilitation of the offender and to help make restitution to the victim. The Probation Officer will also complete the evidence based Corrections Assessment Intervention System (CAIS) and use this information to create and implement a collaborative case plan focused on addressing the offender's identified criminogenic indicators and service needs.
- Pretrial Services
 - Pretrial Services provides community supervision to those pending court. Pretrial Services perform a variety of functions that are critical to effective operations of our local criminal justice system, by assisting the court in making prompt, fair and effective release/detention decisions utilizing the Virginia Pre-Trial Risk Assessment which is designed to minimize the risk of nonappearances at court proceedings, the risks to public safety and to individual persons.
 - Specific service modes include: Supervised Own Recognizance, Home Confinement and Electronic (GPS) Monitoring. Pretrial Probation Officers enforce the terms and conditions of release that may include: making court appearances, abstaining from the use of alcohol and drugs, drug and alcohol testing, search and seizure, stay away orders, and special conditions ordered by the Court.
- Alternative Sentencing Services
 - Alternative Sentencing programs create and maintain community based alternatives to incarceration. Programs are designed to hold offenders accountable while promoting public safety in the community. Program participants are able to complete their Court ordered sentence under direct Probation Officer supervision while retaining employment and ties to the community.
 - Specific service modes for post-conviction participants include: Electronic (GPS) Monitoring, Work Release, Drug Court or Adult Placement. Alternative Sentencing Probation Officers enforce program conditions that may include: abstaining from the use of drugs and alcohol, drug and alcohol testing, search

Program Inventory

and seizure, stay away orders, monitoring and tracking community worksites, counseling programs as well as monitoring offenders participating in residential drug treatment programs.

- Placer Re-Entry Program (PREP)
 - Probation and its partners will provide evidence based services via our PREP (Placer Re-Entry Program) Center to offenders who are either in custody or out of custody. Probation expects to provide evidence based programming and services annually to 200 offenders while in custody, as well as 400 who are re-integrating back into the community.
- Community Supervision Services
 - Community Supervision provides structure and accountability for those offenders released back into our community after being granted formal probation or released under Parole Realignment (Post Release Community Supervision/Mandatory Supervision). Probation Officers conduct the Corrections Assessment Intervention System, develop collaborative case plans based on these findings, and supervise offenders in the community to ensure compliance with the terms and conditions of release. Probation's use of evidence-based supervision and treatment practices improves the likelihood of successful transitions by offenders back into our communities.
 - Specific service modes for offenders under community supervision include: High-Medium and Low risk caseloads, DUI, DV and Sex Offender caseloads. Offenders identified to pose the greatest risk to public safety are placed on a specialized joint task force caseload (Special Investigations Unit) comprised of Probation Officers, Sheriff's Deputies, and officers from the cities of Roseville, Rocklin and Auburn. Together, our community supervision officers enforce the terms and conditions of release that may include: Office contacts, random home visits, drug and alcohol tests, tracking and monitoring evidence based programming, DUI terms, Sex Offender terms, Elder Abuse terms, Domestic Violence terms, weapon prohibitions, restraining orders, and the collection of victim restitution. Probation Officers also conduct warrant sweeps in order to track down and arrest absconded offenders, holding them accountable, bringing them back before the justice system.

Correctional Food Services - Correctional Food Services workers supervise adult inmate work crews while preparing meals. CFS uses a cook chill system to produce meals in bulk quantities.

- Jail Meal Services
 - Three meals provided daily for each adult in custody at any of the three County jail facilities (Tahoe, Auburn and South Placer).
- Juvenile Detention Meal Services
 - Three meals provided daily for each juvenile in secure detention at the Placer County Juvenile Detention Facility in Auburn.
- Senior Meal Services
 - Meals provided via contract with Seniors First for delivery to home bound seniors, as well as meals for lunches at congregate meal centers throughout the County.
- Catered Meal Services
 - Miscellaneous catering of meetings, events and other needs throughout the year for County entities and departments.

Program Inventory

PUBLIC WORKS

Road Maintenance

- Maintain Pavements
- Traffic Control Devices (signing, striping and signals)
- Vegetation Management
- Roadside Drainage
- Maintain Bridges
- Snow Removal
- Issuing Transportation/Encroachment Permits

Engineering

- Plan future transportation facilities, manage and design capital improvement projects on our roadways, environmental projects in the Tahoe basin as well as providing engineering services for other departments or entities.

Stormwater Permit Compliance

- Educate and involve the public on the importance of protecting stormwater quality
- Monitor, regulate, and control public and private construction activities
- Monitor, regulate and insure maintenance of stormwater quality facilities after constructed
- Monitor and maintain various county facilities for stormwater compliance
- Actively seek out and address illegal stormwater releases to our local creeks and streams
- Conduct monitoring and report to the State on the ongoing health of our watersheds

Floodplain Management

- Implement educational and program initiatives, and regulatory measures to minimize damages and financial losses due to floods.

Transit Services

- Public Works operates transit services in the Tahoe Area under the name Tahoe Area Regional Transit (TART) and in Western Placer County under the name of Placer County Transit (PCT).

Fleet Services

- Provide reliable, cost-effective vehicles
- Vehicle repair and maintenances services
- Fuel purchasing and distribution
- Fleet management and regulatory compliance

SHERIFF-CORONER-MARSHAL

Patrol and Prevention

- Patrol
 - The Patrol Division provides 24-hour coverage through a three-shift system. Patrol Deputies handle enforcement of criminal and vehicle code regulations, investigate misdemeanor and felony crimes, and are also responsible for enforcement of various County Code ordinances, including parking violations. The division includes Motorcycle patrol, Bicycle patrol, Snowmobile patrol, Helicopter patrol, Marine patrol, Canine, Explosives Ordinance Disposal (E.O.D.), Special Operations, and Special Enforcement Team (S.E.T.). Patrol resources are directed to those areas of Placer County where specific crime trends are occurring. This type of directed patrol activity has resulted in the apprehension of numerous criminals. Twelve canine officers and their dogs are used for the search of suspects, missing persons, and the location of evidence. Three of the law enforcement canines specialize in narcotics detection.

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- Community Services
 - Community Services Officers
 - Community Services Officers are available to make public presentations for organizations, churches, schools, and community groups throughout Placer County on a variety of law enforcement and public safety topics.
 - School Resource Officers
 - School Resource Officers are responsible for teaching on high school, junior high, and elementary school campuses, developing and maintaining a good rapport with teachers, students, parents and administrators, as well as maintaining a law enforcement presence on campus and at school events.
 - Problem-Oriented Policing
 - Problem-Oriented Policing Deputies deal with a range of community problems and crime prevention issues. The goal is to understand and relieve community and business-based problems by helping to develop solutions to address reoccurring problems.
 - Youth and Community Outreach
 - Youth and Community Outreach Deputies develop and maintain relationships with at-risk youth and provide educational programs that bolster the value of drug prevention and eradication in Placer County.
 - Sheriff's Reserve and Explorer Programs
 - Sheriff's Office Reserves are citizens who serve their community by assisting with law enforcement activities. After extensive training, they are used for supplementing the full-time staff in enforcement activities. The Explorer program provides an opportunity for high school and college aged youths to pursue their interest in law enforcement by participating and assisting in various department activities including ridealong's and special events.
- Investigations

The Investigations Division is staffed by approximately 30 Detectives, supervisors and personnel where crimes against persons, youth services, property crimes, and narcotics enforcement occur.

 - **Crimes Against Persons** - Includes the investigations of robbery, homicide, sexual assault, general sex crimes and missing person cases.
 - **High Tech Crimes** - The High-Tech Crimes Division is a part of the Sacramento Valley High Tech Crimes Task Force. Their responsibilities include the investigation of computer crimes, computer/component theft, telecommunications fraud, and other cases that require special training and technical experience.
 - **Juvenile Officers** - The Juvenile officers handle juvenile offender case investigations and the First Offender, Juvenile Diversion Program.
 - **Property Crimes** - Includes investigation of fraud, burglary, theft, and pro-active of crimes-in-progress.
 - **Narcotics Officers** - Narcotics Officers are assigned to a task force. The Special Investigations Unit in Western Placer County participates in regional narcotics investigations. At Lake Tahoe, Detectives from the North Tahoe Station investigate and control narcotics activities.
- Special Enforcement

The Special Enforcement Team (S.E.T.) is a small group of highly trained, specially equipped Deputies introduced into crisis situations to safely and efficiently resolve them. The purpose of the Special Enforcement Team is to assist Sheriff's Office personnel and allied agencies in high risk/crisis situations that occur throughout the county. Although the team has several goals when activated, the primary goal is the safety of all persons involved. The mission of the Special Enforcement Team varies from high risk search warrants, hostage situations, barricaded

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suspects, dignitary protection, crowd and riot control, terrorist group actions, assist county narcotics teams, and to assist patrol and investigations with situations they are not trained or equipped to handle.

- **Air Operations**

The Placer County Sheriff's Office provides air support services throughout the county. The Air Support Unit consists of an American Eurocopter AS 350 B3 Aerostar helicopter and a twin-engine Piper Navajo fixed wing aircraft.

The AS 350 B3 helicopter is equipped with modern avionics, a glass cockpit, GPS moving map systems, multi-channel communications systems, public address system, satellite phone, high definition day surveillance camera, night infrared imaging camera and a high-powered spotlight. The helicopter's primary function is to provide air support and backup for deputies on the ground through aerial surveillance. Additionally, the helicopter conducts search and rescue missions, hoist rescue operations, sling load cargo operations, homeland security missions, and assistance in narcotics operations.

The twin-engine Piper Navajo is capable of long distance, high-speed travel. The primary mission of the fixed wing aircraft is transportation of prisoners, department administration and other county personnel within California and the western United States.

- **Marine Patrol**

Placer County Sheriff's Marine Patrol Unit runs three patrol boats, two based in Auburn and one based on Lake Tahoe. Two deputies are assigned to each of the three boats. The two boats in Auburn are 24-foot Jetcraft boats, capable of operating in one foot of water, giving them the ability to run up white water rivers; however, they are mainly deployed on the many lakes in Placer County, including: Folsom Lake, Rollins Lake, Camp Far West, Lake Clementine, Combie Lake, Hell Hole Reservoir, French Meadows Reservoir, and parts of the north and middle forks of the American River. Their primary duties include marine law enforcement, accident reporting, boating safety education and assisting boaters in distress. They also handle medical aids and search and rescue operations.

The patrol boat stationed on Lake Tahoe is an M2-35 Outboard Patrol Catamaran. The Tahoe patrol boat's primary functions on the lake include enforcement of boating laws, search and rescue operations, medical aid responses, boating collision investigations, and support of patrol functions during high volume tourism periods. Additionally, the boat provides support services for numerous year-round organized events on the lake, and provides educational water and general boating safety programs for the public.

Sheriff's Office Dive Team members are assigned to the Marine Patrol Unit, and are ready to dive if the need arises. Their duties include accident investigations on sunken vessels, victim recoveries and evidence collection.

Corrections and Detention

The Corrections and Detention Division operates two full-time Correctional Facilities in Placer County with a total of 732 minimum, medium and maximum security jail beds. The Auburn Jail currently has 492 beds operational, while the newly constructed South Placer Jail currently has 240 beds operational. Correctional Staff are responsible for the safe care, custody and transportation of inmates between facilities and court appearance, in addition to providing oversight for in-custody vocational, spiritual and educational programs for inmate's house in either facility. Court Security is provided for the Placer County Superior Court at Court facilities throughout Placer County by Deputy Sheriff's and Bailiff's assigned to the Corrections Division.

Support Services

- **Civil Division**

The Sheriff's Civil Division provides services to the public, including: summons and complaints, evictions, small claims, civil bench warrants, wage garnishments, restraining orders, and bank levies.

Program Inventory

- **Coroner**

Services include full Coroner autopsies and results, pathology testing, issuance of death certificates, notification of next of kin, disposition of decedent's personal property, and organ and tissue transplant services.

- **Dispatch**

Radio dispatching services for Sheriff, Fire, Paramedics, Animal Control, and County Roads are provided 24 hours a day, 365 days a year through the Sheriff's Dispatch Center in Auburn. Requests for assistance are received through an enhanced 9-1-1 system which instantly provides the telephone number and address of the calling party. Public Safety Dispatchers are trained in Emergency Medical Dispatch protocols, which allow them to provide life-saving emergency medical instructions over the telephone prior to the arrival of first responders.

- **Evidence**

The Placer County Sheriff's Evidence Unit covers a variety of duties, including: identification of inked and latent prints, crime scene photography, crime scene evidence collection, laboratory processing, and storage of property and evidence.

- **Information Technology**

The Sheriff's Information Technology (IT) Unit is responsible for providing maintenance and support for over 500 network users throughout the Sheriff's Office, as well as application support for other Placer County law enforcement agencies. The IT Unit is responsible for the maintenance and support of over 40 computerized systems, including but not limited to: The Integrated Public Safety System (Computer Aided Dispatch, Corrections Management System, Records Management System, Countywide CLETS Access, Video Mug Shot System, Mobile Data Computing, Justice Data Link, and Geographic Presentation Analysis), Countywide Live Scan Fingerprint Systems, and Countywide Megan's Law Systems.

- **Records**

The Sheriff's Public and Records Unit assists citizens in many areas, including: obtaining copies of reports for citizens who were victims or involved parties of crimes, insurance companies, attorneys, and other law enforcement agencies; finger printing and live scans for certification, licensing, and employment background checks; assisting with certain County permits and license applications; and, registering convicted criminals for specific drug, sex, gang, or arson offenses.

TREASURER-TAX COLLECTOR

Treasurer

- Provide banking, investment services, and safekeeping of all moneys belonging to the County, school districts, and certain special districts in a manner that maintains the highest level of public trust. The Treasurer also assists the County, schools districts, and certain special districts with the issuance and selling of bonds, provides various debt-management and administration services, as well as other financial advisory and consulting services.

Cash Management

- To monitor, analyze and manage cash flows and timely deposit of money into the Treasury, apportion investment earnings, and to identify funds available for investment by providing centralized banking, independent cash accounting, reporting, safekeeping, and the disbursement of moneys belonging to the County, school districts, and certain special districts in order to ensure availability and accountability of funds.

Investments

- To generate investment income on money on deposit in the Treasury that is not required for immediate use in a manner that ensures the preservation of capital while meeting the cash-flow needs of depositors pursuant to investment policies and state laws.

Program Inventory

Bonds

- To provide advisory, administrative and management services related to debt and financing needs of the County, school districts and certain special districts. As a member of the Finance Committee and the Bond Screening Committee and Treasurer for schools and special districts, analyze financial needs, make recommendations on financial alternatives, review financial proposals and lead the debt-issuance process, including document review and sale of bonds based upon Board approval.
- To provide ongoing debt administration for outstanding school, special district and County bond issues, including billing, current and delinquent collection of special assessments and community facility districts, fund accounting, bondholder payments, and responsibilities related to regulatory compliance including arbitrage compliance, continuing disclosure report preparation and distribution and other responsibilities in accordance with Internal Revenue Service, Securities and Exchange Commission and Municipal Securities Rule Making Board requirements.

Tax Collector

- To provide for current and delinquent billing, collection, and accounting of real and personal property taxes for all local taxing agencies in the County and to provide for the issuance of business licenses and snow-chain permits in the unincorporated area of the County consistent with the highest level of responsiveness and accountability to taxpayers of Placer County.

Billing, Collections and Controls

- To provide billing, collection, processing, accounting and reporting of all current property-tax payments, including secured, unsecured, supplemental, and corrected tax bills. To assist taxpayers with the payment process through direct communication over the phone and at tax counter during regular business hours, as well as through electronic mediums 24/7.

Forced Collections

- To provide for the collection of defaulted secured property taxes through tax-defaulted land sales, payment plans and defaulted unsecured taxes through liens, attachment of other assets, and other available means and the pursuit of collections through bankruptcy court in order to maintain low default levels and make ultimate collection of defaulted taxes in a manner that maximizes recovery of Teeter Plan Revenues, maintains low delinquency levels, and minimizes the number of parcels required to be offered for sale.

Business License Administration

- To process applications and coordinate the issuance of business licenses and snow-chain permits with various state and county agencies in order to ensure business regulatory compliance and collect and account for business-license fees to offset business license administration costs.

mPOWER

- To provide property owners alternative financing for energy, water efficiency, and renewable power generation (such as solar) improvements to their home or business, to increase installations of these improvements thereby supporting job creation, reducing resource consumption, decreasing utility costs (increasing disposable income), and reducing greenhouse gas emissions to help meet regulatory compliance.

VETERANS SERVICES

VA Compensation and VA non-Service Connected Pension

- To assess eligibility for service connected compensation and non-service connected pension benefits.

College Fee Waiver Program

- To assess eligibility and approve applications for children of disabled veterans for waivers of fees within University of California, California State University and California Community Colleges

Public Events

- Continuing education of the public about veteran benefits

Advocacy

- Testifying before Assembly and Senate Committees on Veterans issues. Developed tracking metrics to clearly show the very high return on investment to Placer County from the Veteran Service Office
- Working with other County Agencies to ensure Veterans needs are addressed. Working with Placer County Public Guardian to recover fees, part of the Veterans Treatment Court to help veterans get treatment instead of incarceration, refined Health and Human Services process to ensure veterans and their families have the opportunity to learn about possible Veteran Benefits.