

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Civilian Personnel		CHAPTER/SECTION NO.: 11.14	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u><b>**See Master File</b></u> Sheriff	
Standard Number: 16.5.1			

#### 11.14 Policy

- 11.14.1 Each Bureau commander will identify those positions under his command which require civilian or sworn employees and will make recommendations to the Sheriff relating to those positions.
- 11.14.2 Sworn employees may be temporarily assigned to civilian positions in the event of urgent Sheriff's Office need.
- 11.14.3 The following positions may include staffing by civilian employees:
  - A. Records manager and records specialists.
  - B. Victim advocate.
  - C. Administrative support (executive secretary, administrative assistant, finance clerk, data processing).
  - D. Crime Scene Investigator/Supervisor
  - E. Accreditation manager.
  - F. Evidence Custodian.