

SHERIFF'S CAPTAIN

DEFINITION

To plan, organize, coordinate, supervise, administer and command the day-to-day activities and operations of a major division of the County Sheriff's Department. Employees in this classification receive minimal supervision within a broad framework of standard policies and procedures. Responsibilities include oversight of complex law enforcement programs, meeting benchmarks and mandated targets/performance outcomes. Employees in this classification provide organizational leadership through changing technologies, initiatives, community outreach and public relations, grant-funding opportunities and evolving legislative mandates. Additionally, employees in this classification direct, supervise, and formally evaluate the work of other subordinate officers and other staff. This job class functions at a division management level of classification within the Sheriff's Department and requires the application of varied professional, administrative and supervisory skills. Division assignments include responsibility for coordinating and controlling one or more of the following departmental functions: Patrol Bureau, Special Operations Bureau, Investigations Bureau, Communications Bureau, Administrative Services Bureau, Community Services Bureau, Court Services Bureau, Custodial Operations Bureau, and Custodial Special Operations Bureau,.

DISTINGUISHING CHARACTERISTICS

Sheriff's Captain – Administration

Administration Division – plans, implements, and oversees division specific budgets, contracts, and administrative services across the agency. The Administration Division assumes command for Investigations, Dispatch Center/Records, Evidence, Animal Control, Administrative Support staff, and Court Services. The Administrative Division assumes responsibility for overall coordination and management of legislative updates, mandated training requirements and employee evaluations for the bureaus and units within the Administration Division.

Sheriff's Captain – Custody

Custody Division – plans, implements, and oversees division specific budgets, contracts, and all administrative decisions pertaining to Jail management and operations. The Custody Division assumes responsibility and command for the Mariposa County Adult Detention Facility, incarcerated persons and personnel, as well as, overall daily Custodial activities and Custodial Special Operations activities of the County Jail facility. This position requires incumbents to manage, supervise, schedule, direct, and evaluate the work of assigned Custodial Staff and civilian support personnel.

This division is responsible for the custody, care and control of lawfully confined individuals.

The Custody Division encompasses all factors required for lawfully compliant incarceration in accordance with CCR Title 15 and CCR Title 24. Additional responsibility includes maintaining all required annual reporting for State and Federal mandates, in conjunction with annual and biennial inspections from BSCC, State Fire Marshall, County Public Health, Mariposa Superior

Court and Grand Jury.

Sheriff's Captain – Operations

Operations Division – plans, implements, and oversees division specific budgets, contracts, and agreements related to the operational components of the Sheriff's Office. The Operations Division assumes responsibility and command for all daily Patrol-related activities and Special Operations activities, including the implementation and evaluation of all operational programmatic functions. This position further evaluates all policy and procedures for compliance with established State and Federal laws and mandates.

This division manages and maintains the Sheriff's Office vehicle fleet, including all equipment upfitting to current safety standards and relevant best practices.

The Operations Division oversees all emergency preparedness activities within the local Office of Emergency Services (OES) and provides general direction and supervision to all emergency management activities, across the five mission areas of prevention, protection, mitigation, response, and recovery.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Undersheriff and/or the Sheriff.

Exercises lead direction and/or supervision over assigned staff. .

EXAMPLE OF ESSENTIAL FUNCTIONS

Commands, supervises, and administers the activities, operations, and personnel of a major division within the Sheriff's Department

Assigns, schedules, and formally evaluates the work of division personnel; recommends and implements disciplinary actions and ensures proper coverage of operational areas

Assists in evaluating existing policies and procedures for effectiveness and makes recommendations for the modification or implementation of new or revised procedures to increase safety and efficiency

Implements and interprets departmental policies to divisional personnel

Assists in the preparation and administration of the budget for the division; authorizes and monitors budget expenditure and account balances.

Participates in major investigations and responds to major crime scenes

Makes decisions as to the proper disposition of cases/complaints

Receives and handles complaints affecting divisional activities and operations

Estimates labor and equipment requirements for the division/department

Prepares and compiles comprehensive reports and statistics related to activities and operations of the division/department

Assists officers in preparation of reports, investigations, and court cases

Keeps abreast of current and proposed legislation and determines its impact on existing division/department operations

Speaks before community groups and organizations regarding departmental activities and operations and prepares news releases

Coordinates divisional operations with other divisions, departments, agencies, and jurisdictions

Attends meetings pertaining to divisional and departmental matters

Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

Principles of police administration and accepted practices and procedures

Modern patrol, traffic, investigation, identification, and communication methods

Federal, state, and local laws, regulations, statutes, and ordinances

Laws of evidence, arrest, and custody

Proper and effective methods of deploying peace officers in accordance with actual and anticipated emergencies

Supervisory methods and techniques

Departmental rules and regulations

Ability to:

Analyze law enforcement problems and facts to draw sound conclusions, and to adopt effective courses of action

Train, supervise, direct, and formally evaluate the work of others

Communicate effectively in oral and written form

Maintain morale and discipline

Establish and maintain effective work relationships with staff, departmental administration, other

County departments and officials, outside agencies, and the public

TYPICAL WORKING CONDITIONS

Work is performed indoors and in a field environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Administration and Operations - Two (2) years of responsible supervisory and administrative police work comparable to that of a Sheriff's Sergeant – Patrol with Mariposa County.

Custody – Two (2) years of responsible supervisory and administrative custody related work comparable to that of a Custodial Sergeant and/or a Sheriff's Sergeant – Patrol with Mariposa County.

Education

Administration and Operations – Graduation from high school or equivalent supplemented with 60 units of college coursework in any field, and the following POST certifications: Basic, Intermediate and Advanced. Possession of an Associate's degree within 24 months. Bachelor's degree preferred. Incumbents must obtain a POST Supervisory Certificate within 24 months from date of appointment.

Custody – Graduation from high school or equivalent supplemented with 60 units of college coursework in any field, and a Supervisory STC certificate. Possession of an Associate's degree within 24 months. Bachelor's degree preferred. Incumbents may be required to obtain a Basic POST Certificate within 24 months of appointment.

Additional Requirements

Requires possession of a valid California driver's license. Under certain circumstances, Human Resources may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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