

CLASS SPECIFICATION



CLASS: Sheriff's Captain
ALLOCATION: Sheriff's Department
FLSA STATUS: Exempt
UNION AFFILIATION: Unrepresented - Management

ESTABLISHED: Prior 1990
REVISED: January 2016

JOB SUMMARY:

Under limited supervision, plan, organize, coordinate, and supervise through subordinate supervision and review the work of a major division of the Sheriff's Department, such as operations, corrections and administrative support; formulate policy, develop goals and objectives, administer the division budget and oversee day-to-day activities; provide expert professional and administrative assistance to the Sheriff and staff or other law enforcement agencies; and perform related work as assigned.

This is the senior management level in the sworn peace officer series.

CLASS CHARACTERISTICS:

This position reports directly to Undersheriff. This class is distinguished from Undersheriff in that the latter assists the Sheriff in the overall administration and coordination of the work of the Sheriff's Department.

EXAMPLES OF DUTIES:

Essential:

- Plan, organize, coordinate, administer, review and evaluate the functions of a major division of the Sheriff's department.
- Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the division; develop systems and standards for program evaluation.
- Prepare and/or direct the preparation of a variety of studies and reports and recommendations related to long- and short-range issues and needs; develop specific proposals to address them.
- Plan, delegate and oversee execution of division programs and activities.
- Make recommendations for assigned division budget; manage the division's budget and provide budget status reports.
- Recommend selection of staff; oversee staff training and professional development; recommend and administer discipline of staff.
- Interpret laws, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Monitor developments in the field of law enforcement and division activities, including changes in the law and court decisions; evaluate their effect upon County operations and recommend and implement policy and procedure improvements.
- Work closely with legal staff in the preparation of cases; may direct special investigations and testify in court as required.
- May respond to emergency situations and fill a command role; may oversee and coordinate the work of multi-agency task forces or committees.
- Act for the Undersheriff on a relief basis or as assigned.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use radio equipment and various computers in the course of the work; use a variety of law enforcement specific equipment, including a motor vehicle.

EMPLOYMENT STANDARDS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of employees.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles and practices of budget development and administration.
- Principles and practices related to sworn law enforcement activities, including patrol, crime prevention and investigation, evidence collection and preservation and case preparation.
- Principles and practices of jail operations and security.

- Principles and practices of court security.
- Principles and practices of civil procedures.
- Practices and techniques of public safety dispatching.
- Practices and techniques of animal care services.
- Laws, codes, and regulations related to the work including, criminal law, codes, ordinances and court interpretations pertaining to the rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Computer operations related to the work.
- Record keeping and report preparation practices.
- Safety principles, practices and equipment related to the work.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.

Skill in:

- Administering programs and staff through subordinate supervision.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures and work standards for the division.
- Developing and administering the division's budget.
- Analyzing complex administrative and law enforcement and correctional problems; evaluating alternative solutions and making sound recommendation.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Investigating incidents and developing cases in an effective manner.
- Directing the preparation of or preparing accurate and effective reports, correspondence and other written materials.
- Directing the maintenance of and maintaining accurate records, logs and files.
- Exercising sound independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.
- Representing the division, the department and County effectively in meetings with representatives of other agencies and organizations.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations; Enforce departmental rules, policies and procedures.
- Enforce laws firmly, tactfully, and with respect for the rights of others.
- Instruct and manage supervisors and staff engaged in public safety, correctional work and/or support work.
- Analyze situations accurately and make effective decisions.
- Exercise good judgment and make sound decisions in a variety of conditions, including emergency or crisis situations.
- Provide appropriate first aid.
- Restrain individuals without causing physical harm.
- Remain alert at all times and react quickly and calmly in emergency situations, and deal with situations requiring diplomacy, understanding, fairness and sound judgment.
- Interact effectively and maintain relationships with clients, the general public and representatives of other County departments and external agencies in a variety of situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a

standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write.

- Mobility to work in a typical public safety setting, including stamina to stand and/or walk for an extended period of time; strength to restrain, arrest and/or eject individuals; use standard office equipment and drive a motor vehicle.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious individuals); defend oneself, and pursue, disarm, subdue and/or restrain individuals which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- A typical public safety setting, this may include an adult detention facility.
- Involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess a P.O.S.T Advanced Certificate; possession of a Management Certificate is desirable.
- Possess and maintain firearm certification.
- Possess and maintain first aid certification.

Special Requirements:

- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- May be called to work in emergency situations.
- Must be willing to work off-hours, weekend and holiday shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: An Associate's Degree from an accredited college or university with major course work in law enforcement, criminology or a field related to the work and three years of supervisory or administrative experience at a level equivalent to the County's classification of Sergeant in sworn law enforcement.

PREFERRED: In addition to the minimum, a Bachelor's Degree from an accredited college or university in law enforcement, criminology or a field related to the work; at least four years of supervisory or administrative experience at least equivalent to the County's classification of Sergeant, some of which involved overseeing a correctional facility; and possession of a P.O.S.T. Management Certificate.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Sheriff's Dept Approval:
Date:

EEOC: B
WC: 7720

Human Resources Approval:
Date:

Signature: _____

Signature: _____