



SEPTEMBER 2023/OCTOBER 2021

**FLSA: EXEMPT
Bargaining Unit: SM
JCN: 5420**

SHERIFF'S CAPTAIN

DEFINITION

Under general direction, plans, organizes, and directs, through subordinate supervisors, a major division of the Sheriff's Office; fosters cooperative working relationships among County departments, intergovernmental and regulatory agencies, and various public and private groups; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned management personnel. Exercises general direction and supervision over sworn and non-sworn staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of operations, administrative support functions, or corrections. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Undersheriff, in that the latter assists in the overall administration, direction, and coordination of the work of the Sheriff's Office.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, administers, directs, and evaluates the work of a major division or function of the Sheriff's Office, through subordinate managers and supervisors.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the division; develops and implements management systems, procedures, and standards for program evaluation.
- Manages and participates in the development and administration of the Sheriff's Office budget; directs the forecast of funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; ensures fiscal accountability; directs and implements budgetary adjustments.
- Determines and recommends equipment, materials, and staffing needs for the assigned programs and activities; monitors, controls, and orders supplies and equipment.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with Sheriff's Office standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; initiates discipline and termination procedures; responds to staff questions and concerns.
- Develops cooperative working relationships and mutual aid agreements with partnering County

- departments, community agencies, law enforcement, and other agencies.
- Represents the Sheriff's Office to other County departments, elected officials, and outside agencies; provides staff support to and serves as a member on multi-disciplinary and community teams, committees, and task forces, as necessary.
 - Contributes to the overall quality of the Sheriff's Office service by developing, reviewing, and implementing policies and procedures to meet legal and regulatory requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
 - Supervises the preparation and maintenance of reports, records, and files; reviews and updates databases; ensures the proper documentation of activities.
 - May serve as Undersheriff as delegated by the Sheriff or Undersheriff.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office operations.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and staff training in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of law enforcement programs, policies, and operational needs.
- Principles and practices of basic public relations techniques.
- Principles and practices of budget development and administration.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, courthouse operations and security, criminal investigation, pursuit and apprehension of suspects, arrest and custody, and related corrections, civil, and Coroner/Public Administrator functions.
- Criminal law, codes, ordinances, and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.
- Court procedures and operations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with community members, visitors, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative and professional leadership and direction for the division and the County.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Sheriff's Office and assigned program areas.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for the solution.
- Keep abreast of trends, technology, and requirements in law enforcement supervision and operations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Safely use and care for firearms and other issued agency equipment.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to an associate degree from a regionally accredited institution and ten (10) years of increasingly responsible experience as a sworn peace officer, including at least two (2) years in a classification equivalent to the rank of Lieutenant or higher in a Sheriff's or Police Agency.

Licenses and Certifications:

- Must maintain Peace Officer eligibility and certification through California State Commission on Peace Officer Standards and Training (POST).
- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession and maintenance of firearms qualification.
- Possession of a valid California Penal Code 832 certificate for appointment as a peace officer.
- Must possess POST Supervisory and Management Certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to visit various County and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job may involve fieldwork requiring walking on uneven terrain and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work

and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work evening, night, weekend, and holiday shifts and call-ins. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment and ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. . This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.