

County of Humboldt Job Specification
SHERIFF'S CAPTAIN
Classification 0402
FLSA: Exempt



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 Undersheriff. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is the division management classification in the sworn series responsible for planning, organizing, reviewing, and evaluating the work of sworn and non-sworn personnel within an assigned functional division of the Sheriff's Office. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which 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 broad 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 right to add, modify, change, or rescind the work assignment of different positions.

- 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 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 acting Undersheriff as delegated by the Sheriff or Undersheriff.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Federal, state, and local laws, codes, ordinances, regulations, and standards affecting Sheriff's Office operations.
- 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.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.
- Safe use and care of firearms.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Emergency Management and Incident Command System within the Sheriff's Office organizational structure and to aid in the management of resources during an emergency event or incident response.
- Techniques for providing a high level of customer service by effectively dealing with the public, 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, including computers and software programs relevant to work performed.

Ability to:

- 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, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the assigned division.
- 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 solution.
- Provide leadership, and guidance into project management and operational efficiencies for the division, which includes facilitating requests for proposals, equipment procurement, grants, and request for qualifications.
- 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 department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

60 College or Training units, recognized by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)

and

Nine (9) years of law enforcement experience with at least two (2) years with supervisory experience and two (2) years of law enforcement experience in a management or administrative capacity at a level equivalent to the County's class of Sheriff's Lieutenant.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California class C driver's license following hire date per California DMV regulations.
- Upon appointment, must be registered to attend Command College offered by the California State Commission on Peace Officers Standards and Training (P.O.S.T.) or attend the FBI National Academy (FBINA) with the goal of graduating 36 months into the appointment.
- Must possess and maintain firearms qualification.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; primarily a sedentary office classification although standing and walking between work areas; periodic fieldwork requiring walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards.
- Strength and stamina to frequently lift, carry, push, and pull materials and objects up to 10 pounds; to occasionally apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.
- Vision to maintain firearms qualifications and to read printed materials and a computer screen; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger and manual dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; to operate police services equipment and firearms.

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- As situations demand, incumbents may serve as an Incident Commander in the field.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to be on call and work irregular hours, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).