

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SHERIFF'S CAPTAIN	CLASS CODE: 7050
DEPARTMENT:	SHERIFF	FLSA STATUS: E
REPORTS TO:	SHERIFF	BARGAINING UNIT: MCLEMA
CIVIL SERVICE:	YES	DATE: 04/05 Rev. 2/12

JOB SUMMARY:

Primary responsibility is to command a major division of the Sheriff's Office; performs complex administrative and professional duties including planning, organizing, directing, supervising, coordinating, and evaluating all the major functional programs and operations of the division; represents the Sheriff before commissions, boards, and other public bodies; may act as Sheriff in his or her absence.

DISTINGUISHING CHARACTERISTICS:

This is a management class assigned to serve as a major bureau chief or a Correctional Facility Manager within the Sheriff's Office. Work involves responsibility for the effective operation of major bureaus or facilities within the Sheriff's Office. The major bureaus include the Central Sheriff's Administrative Bureau, the Correction Facility, and the Field Services Division. The incumbents exercise considerable discretion in the performance of duties. Work is performed with a maximum amount of independence within established federal, state, and county laws; ordinances and regulations.

The Sheriff's Captain is a sworn position within the Sheriff's Office; incumbents report directly to the Sheriff. Work is reviewed by means of conferences and analysis of objectives and results accomplished.

SUPERVISION EXERCISED:

Exercises full management level supervision over subordinate supervisors and other sworn and non-sworn staff.

ESSENTIAL JOB FUNCTIONS: *(All responsibilities may not be performed by all incumbents.)*

- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of one of the divisions of the department, i.e., Field Services Division, Administrative Services Division, and/or Correctional Division.
- Directs and supervises staff engaged in crime investigation, patrol or assigned areas, juvenile crime and delinquency investigation, control and prevention; prepare cases for prosecution, instruct assigned personnel in the maintenance of order, law enforcement, prevention of crime and protection of life and property.
- Directs and supervises staff engaged in the reception, detention and release of inmates including education, counseling, work therapy and other measures related to the rehabilitation of adult offenders while in custody; maintain all related records and prepare reports.
- Assists the Sheriff with planning and administration of the department.
- Plans and implements short-term or annual goals, objectives, and strategies for the department, project or program to ensure efficient organization and completion of work.
- Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.
- Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees; makes hiring decisions.
- Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Ensures that quality standards and compliance with regulations are maintained.
- Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.
- Interprets and explains policies and procedures for staff, personnel of other agencies and the public.
- Assists in planning, preparing and administering the Sheriff's budget.
- Researches, compiles and prepares special reports, applications and studies; reviews, processes and prepares reports on daily activities.
- Represents the department by attending various internal and external meetings.
- Maintains discipline and ensures that Sheriff's Office general orders, rules, policies and procedures are obeyed.

- Reviews and makes recommendations on human resource actions involving appointment, assignment, performance appraisal, promotions, transfers, merit increases, and disciplinary action.
- Performs responsible administrative assignments related to areas such as mutual aid coordination, 911 coordination, CLETS coordination, facility improvements, equipment purchases, and contracts with service providers.
- Advises the Sheriff and/or other staff members on matters of particular difficulty or sensitivity.
- Monitors, researches, analyzes and reviews developments in the field of police administration, discipline, liability, regulations, statute law and case law.
- Assigns and reviews internal affairs investigations; makes findings and recommendations on completed internal affairs investigations.
- Renders command decisions on matters brought by subordinates.
- Approves claims, human resource transactions and other documents.
- Arranges for and/or fills in for absent subordinates.
- Acts on behalf of the Sheriff in the absence of the Sheriff.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer(s)	Firearms	Vehicle
Two-way Radio	Pager		

MINIMUM QUALIFICATIONS REQUIRED:

Education:

For some assignments, possession of an Advanced Law Enforcement Certificate awarded by the Commission on Peace Officer Standards and Training (POST) of the State of California is required. For some assignments, completion of education and coursework comparable to the National Institute of Correction Jail Management Course or a Core Corrections Course certified by the California Board of Correction Standards for Training in Corrections as well as the Supervisor Core Course, and the Manager/Administrator Core Course is required. Graduation from an accredited college or university with major coursework in criminal justice, law enforcement, or related field is highly desirable.

Experience:

At least four (4) years of increasingly responsible law enforcement experience that includes administrative and supervisory responsibility equivalent to a Sergeant and/or Lieutenant at a California P.O.S.T. certified law enforcement agency; and,

Must be able to meet and maintain the minimum standards for selection, education and training of California Peace Officers as specified by California law and the regulations of the California Commission on POST; must obtain POST management certificate within two years of appointment; must not be prohibited in any way from possessing a firearm; or,

A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid Driver's License - Class C or better
- POST Management Certificate within two (2) years of appointment.
- CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Criminal attitudes, behavior patterns, and the social factors underlying criminal behavior.
- The geography and topography of Mendocino County.
- Court procedures and criminal trials as they relate to the detentions of defendants and prisoners.
- Modern police practices, current literature and sources of information regarding criminal investigation procedures.
- Police patrol practices, and adult corrections facilities.

- Methods and techniques related to law enforcement, including current trends and issues.
- Modern supervising principles and administrative practices, including goal setting and implementation, as they apply to criminal investigations, police patrol practices, and adult corrections facility management.
- Medical and mental health treatment within a corrections facility.
- Jail design and construction.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and techniques of research, statistical analysis and report presentation.
- Fiscal planning, budget principles and practices, and human resource management.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, correspondence and procedure manuals.
- Speak effectively before groups.
- Enforce the law firmly, tactfully and impartially and deal courteously with the general public
- Plan, organize, direct and supervise the programs and operations of an adult detention facility related to the processing and care of individuals and or criminal confinement.
- Interpret and enforce institutional rules and regulations and other policies with fairness, tact, and impartiality.
- Analyze situations effectively and adopt or recommend appropriate courses of action.
- Define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

- While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times.
- Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable

accommodation for the specific disability will be made for the incumbent/applicant when possible.