

COUNTY OF SOLANO

CAPTAIN-SHERIFF

Est. 06/02
Rev. 9/06
CSC Exempt

DEFINITION

Under general direction, performs administrative law enforcement work in directing the activities of an assigned division in the Sheriff-Coroner's Department. Represents the Sheriff or Undersheriff in their absence; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This is a senior management classification that is responsible for the effective organization and administration of a division in the department. 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 incumbent reports to the Sheriff or as otherwise directed by the Sheriff.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Directs and supervises the work of a large staff engaged in the work of operations or custody services; ensures compliance with established policy, procedure, legal requirements and standards of work; provides guidance to subordinate officers and other staff members; communicates departmental mission, goals and objectives to staff and encourages accomplishment.
2. Advises and assists the Sheriff and/or Undersheriff on departmental policy matters relating to assigned area of responsibility; makes recommendations for changes to rules and regulations; prepares and reviews special reports; compiles statistical data for analysis; analyzes and evaluates information to determine program efficiency and effectiveness of operations; makes recommendations based on analysis of data; conducts special studies and operational reports.
3. Reviews and conducts employee performance evaluations; acts as an appeal officer/mediator in more complex personnel issues; directs Sheriff's Department personnel activities including grievances, disciplinary action, transfers, internal investigations, recruitment, final selection, departmental training and labor relations.
4. Directs the preparation of the subdivisions'/bureaus' budgets, develops or causes to be developed programs and methods to maximize the utilization of allocated funds, actively seeks grant money and other alternative funding sources.
5. May assume responsibility for operation of the department in the absence of executive departmental management.
6. Maintains cooperative working relationships with other law enforcement and protective agencies, County departments and appropriate public and private community groups; represents the Sheriff's Department at meetings and public appearances.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable law enforcement experience which included management experience and which demonstrates possession of and competency in requisite knowledge and abilities. Qualifying education and experience would be:

Three years of experience as a Lieutenant-Sheriff in Solano County or comparable agency with management responsibility in operations and/or custody and personnel management.

Possession of a Baccalaureate degree from an accredited college or university may be substituted for one year of the required experience.

Knowledge/Skills /Abilities

Through knowledge of the principles and techniques of management necessary to plan, develop, organize, direct and evaluate programs, administrative policies, organizational structures; principles and modern methods of law enforcement administration including organization, fiscal management, and program planning, implementation and administration; federal, state and local laws, rules and procedures governing the activities of the Sheriff's Department, including emergency services, court security, detention and patrol; use, liability and care of firearms; current trends in the field of law enforcement administration including court decisions and legislative developments; principles of employee supervision and personnel management including training, disciplining of personnel, developing and mentoring; modern criminal justice information systems; concepts of risk management in a law enforcement agency.

Ability to plan, organize and administer the Sheriff's Department programs and/or services; understand, interpret and explain laws, regulations and policies governing law enforcement operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgements; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with prisoners, subordinate staff, management and support personnel, the general public, County departments and other criminal justice system agencies; enforce the law firmly, tactfully and impartially and deal courteously with the public and employees.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

Possession of a California P.O.S.T. Management Certificate is required.

Possession of current First Aid/CPR Certificate is required.

Peace officers must meet minimum standards concerning citizenship, age, character, education and physical/mental conditions as set forth in Section 1031 of the California Government Code.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to work in a noisy and stressful environment and may involve exposure to communicable disease as well as heavy manual labor associated with law enforcement tasks which may include lifting persons weighing more than 100 pounds and the full range of reaching, bending, grasping and climbing movements.

Incumbents must be able to work outdoors in all types of weather conditions.

Incumbents may be required to rotate assignments, work any shift, holidays and weekends.

For positions in this class, candidates not previously completing a background by the Sheriff's Office, may be required to pass background investigation in accordance with applicable law regulation and/or policy.

Incumbents of this class have full peace officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code 832.

Positions in this class are Civil Service exempt and are at-will.

Donald W. Turko
Department Head

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