

SHERIFF CAPTAIN

DEFINITION

Under administrative direction, to plan, organize, and direct the activities of a major section or division of the Sheriff's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification work under the direction of the Undersheriff or the Sheriff-Coroner and are assigned responsibility for the management of a major division or bureau in the Sheriff Office. Specific duties may vary according to the division or unit assigned.

REPORTS TO

Undersheriff and Sheriff-Coroner.

CLASSIFICATIONS DIRECTLY SUPERVISED

Staff supervised depends on the area of assignment. Generally, Sheriff Lieutenant, Sheriff Sergeant and Deputy Sheriff are supervised by all incumbents. Other classifications include Supervising Dispatcher, Dispatcher – EMD, Correctional Sergeant, Correctional Officers and Sheriff Support Staff.

EXAMPLES OF DUTIES

Plans, assigns, and supervises the activities of law enforcement and other personnel in an assigned division or bureau; supervises and conducts investigations, interviews, and interrogations; supervises and participates in collecting, recording and holding evidence; may go on patrol or work in the assigned area of supervision to instruct subordinate personnel; may have responsibility for the care and maintenance of Department equipment; reviews incident and other reports prepared by subordinates; ensures proper preparation of evidence and material for court; has responsibility for coordinating the work of the assigned division or unit with other Department functions and operations; develops and prepares a variety of reports; may be in charge of special units and operations such as S.W.A.T., Hostage Negotiation, Crime Scene Unit, Marijuana Suppression Unit, Special Operations, D.A.R.E., and Narcotics Investigations; operates special equipment and machinery; may have responsibility for a substation in an outlying location; may be responsible for Crime Prevention, Neighborhood Watch Programs, and School Presentations; monitors budget needs for an assigned division or unit; develops policy and procedures; deals with citizen complaints and internal disciplinary actions.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of police science, administration, and organization.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Proper and effective methods of deploying law enforcement personnel.
- Development of police records and reports.
- Budgeting methods and techniques.
- The general geography and topography of Amador County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Principles of supervision, training, and work evaluation.

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Ability to:

- Plan, organize, supervise, train, and evaluate the work of an assigned Department division or service unit.
- Coordinate and schedule unit functions and activities.
- Perform a wide variety of professional law enforcement work.
- Perform specialized law enforcement assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care for firearms.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two (2) years of experience in professional law enforcement work comparable to that of a Sheriff Lieutenant in Amador County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

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Special Requirements: Possession of a Basic, Intermediate, Advanced, and Supervisory Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.