RESOLUTION - ACTION REQUESTED 2020-611

MEETING: October 13, 2020

TO: The Board of Supervisors

FROM: Carl Crown, Interim Human Resources Director

RE: Approve Amendment to the Sheriff's Captain Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve an amendment to the Sheriff's Captain job description.

Based on a review of the current Sheriff's Captain job description and a comparison to surrounding Counties, Human Resources staff in concurrence with the Sheriff, has determined that a revision to the existing job description is necessary.

Because the Sheriff's Captain is a key position in the department and it has been several years since it was reviewed, the Sheriff has requested that this job description be reviewed and updated if necessary to ensure its continued accuracy. This review was consistent with the County's standard practice of periodically updating existing job descriptions for accuracy, completeness and current practice.

The proposed amendment is to broaden the Minimum Qualifications to allow for a larger candidate pool when recruiting for this vital position. Currently, the educational requirement includes 60 units of college coursework in police science. Staff recommends changing the coursework to be “preferably” in police science "or a related field of study" because evolving law enforcement operations encompass many other areas outside of “police science” that would also be appropriate, including psychology, sociology, criminology, computer science, political science, public safety, homeland security, business, finance, etc. This change is also consistent with the current requirements of surrounding Counties. All other requirements will remain unchanged.

Implementing the proposed amendment will update and clarify the Sheriff's Captain job description to bring it in line with the current needs of the department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board approves amendments to job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
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Do not approve proposed amendment and continue with the current job description.

FINANCIAL IMPACT:
No Financial Impact

ATTACHMENTS:
Sheriff's Captain - draft amendment  (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
SHERIFF’S CAPTAIN

DEFINITION
To plan, organize, coordinate, supervise, administer and command the day-to-day activities and operations of a major division of the County Sheriff’s Department. Employees in this classification receive minimal supervision within a broad framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of other subordinate officers and other staff. This job class functions at a division management level of classification within the Sheriff's Department and requires the application of varied professional, administrative and supervisory skills. Division assignments include responsibility for coordinating and controlling one or more of the following departmental functions: crime prevention, patrol, investigation, animal control, administrative record keeping and control, communications/dispatching, purchasing and inventory control, civil process, and/or departmental training efforts, and coroner functions.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Undersheriff

Exercises lead direction and/or supervision over professional, technical, and clerical staff.

EXAMPLE OF ESSENTIAL FUNCTIONS
Commands, supervises, and administers the activities, operations, and personnel of a major division within the Sheriff's Department

Assigns, schedules, and formally evaluates the work of division personnel; recommends and implements disciplinary actions and ensures proper coverage of operational areas

Assists in evaluating existing policies and procedures for effectiveness and makes recommendations for the modification or implementation of new or revised procedures to increase safety and efficiency

Implements and interprets departmental policies to divisional personnel

Assists in the preparation and administration of the budget for the division; authorizes and monitors budget expenditure and account balances.

Participates in major investigations and responds to major crime scenes

Makes decisions as to the proper disposition of cases/complaints

Receives and handles complaints affecting divisional activities and operations

Estimates labor and equipment requirements for the division/department
Prepares and compiles comprehensive reports and statistics related to activities and operations of the division/department

Assists officers in preparation of reports, investigations and court cases

Keeps abreast of current and proposed legislation and determines its impact on existing division/department operations

Speaks before community groups and organizations regarding departmental activities and operations and prepares news releases

Coordinates divisional operations with other divisions, departments, agencies, and jurisdictions

Attends meetings pertaining to divisional and departmental matters

Performs other related duties similar to the above is scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- principles of police administration and accepted practices and procedures
- modern patrol, traffic, investigation, identification, and communication methods
- federal, state, and local laws, regulations, statutes, and ordinances
- laws of evidence, arrest, and custody
- proper and effective methods of deploying peace officers in accordance with actual and anticipated emergencies
- supervisory methods and techniques
- departmental rules and regulations

**Ability to:**

- analyze law enforcement problems and facts to draw sound conclusions, and to adopt effective courses of action
- train, supervise, direct, and formally evaluate the work of others
- communicate effectively in oral and written form
- maintain morale and discipline
- establish and maintain effective work relationships with staff, departmental administration, other
County departments and officials, outside agencies, and the public

**TYPICAL WORKING CONDITIONS**
Work is performed indoor and in a field environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

**MINIMUM QUALIFICATIONS**

**Experience**
Two (2) years of responsible supervisory and administrative police work comparable to that of a Sheriff’s Sergeant – Patrol with Mariposa County.

**Education**
Graduation from high school or equivalent supplemented with 60 units of college coursework, preferably in police science, and the following P.O.S.T. certifications: Basic, Intermediate and Advanced. Incumbents must have the ability to obtain a P.O.S.T. Supervisory Certificate within two years from date of appointment.

**Additional Requirements**
Requires possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 4/88
Revised: 10/89; 11/92; 4/94; 12/98 (B/S Res. No.98-448); 10/03 (B/S Res. No. 03-365)
Revision Date: 02/06 (B/S Res. 06-73); 10/20 (B/S Res. 20-611)