

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the revised class for the classification of Sheriff's Captain.

The only substantive change to the existing specification for this classification reflects the elimination of the requirement for possession of a P.O.S.T. Supervisory Certificate. The requested revision modifies this requirement to allow an otherwise qualified candidate to obtain this certificate within a period of two years. The Sheriff's Department has requested this modification in order to give them maximum flexibility in staffing any vacancies that may occur.

The other changes made on this class specification reflect conformance to the current format wherein the Personnel Office has moved the "Possession of" portion of Employment Standards to be stated under "Minimum Qualifications". The language "A typical way to gain the knowledge, skill, and ability outlined..." has been replaced by "Minimum Qualifications".

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification.
2. Make any changes to this proposed class specification as deemed necessary by the Board.

COSTS: () Not Applicable

A. Budgeted current FY \$10,518

B. Total anticipated costs \$10,518

C. Required additional funding \$-0-

D. Internal transfers \$-0-

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$

B. Reserve for contingencies \$

C. Source description:

Balance in Reserve for Contingencies, if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Class Specification

CLERK'S USE ONLY:

Res. No.: 98-448 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

Comment: _____

A.O. Initials: JG

MARIPOSA COUNTY

JOB TITLE: Sheriff's Captain

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

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 framework of standard policies and procedures. Employees in this classification direct, supervise, and formally evaluate the work of other sworn officers/personnel. 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, coroner functions, communications/dispatching, purchasing and inventory control, civil processing and/or departmental training efforts.

SUPERVISOR: Undersheriff

TYPICAL DUTIES:

- Commands, supervises, and administers the activities, operations, and personnel of a major division in 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 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

MARIPOSA: Sheriff's Captain

TYPICAL DUTIES: (Cont'd)

- Receives and handles complaints affecting divisional activities and operations
- Estimates manpower and equipment requirements for the division/department; requisitions and directs the storing, issuing, and inventory of department supplies and equipment
- 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
- Oversees and monitors divisional/departmental training programs for personnel
- Attends meetings pertaining to divisional and departmental matters
- Performs other related duties similar to the above in 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
- budget preparation and administration

MARIPOSA: Sheriff's Captain

Knowledge of (Cont'd):

- 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
- prepare and monitor a budget
- establish and maintain effective work relationships with staff, departmental administration, other county officials, outside agencies, and the public

MINIMUM QUALIFICATIONS

Graduation from high school or a GED supplemented with coursework in police science; two (2) years of responsible supervisory and administrative police work; AND possession of a valid California driver's license, standards listed for Sheriff's Sergeant - Patrol, a P.O.S.T. Advanced Certificate and the ability to obtain a P.O.S.T. Supervisory Certificate within two years from date of appointment.

Note: Pursuant to Senate Bill 474 (effective 1/1/92), P.C. 832(e) requires that persons who complete a P.C. 832 Course, but: (1) do not become employed as a peace officer within three years of course completion; or (2) who have a three-year-or-longer break in service as a peace officer, must "requalify" prior to exercising peace officer powers.

ShCapt.frm

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 Revision date: 4/94
 Revision date: 12/98 - B/S 98-448