

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SHERIFF'S CORRECTIONAL CAPTAIN

DEFINITION:

Under general direction, plans, organizes, controls, and directs the activities of the Sheriff's Custody division at the executive management level of command; coordinates and directs communications, resources, and personnel in support of law enforcement services and administration; ensures effective and efficient operations within the Custody division; and does other related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the lower level Correctional Lieutenant position in that it oversees the overall Custody division.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Assigns, coordinates, reviews and supervises activities within the Custody division; consults with and advises the Sheriff and Undersheriff on matters relating to custody operations; establishes and maintains timelines and priorities; researches and recommends policy changes; manages the operation and maintenance of a correctional facility within legal boundaries and requirements; ensures related functions and activities comply with established standards.
- Coordinates work of the Custody division with that of the other divisions, as well as other County agencies; oversees the development and implementation of programs and projects;

analyzes and identifies areas for continuous improvement; ensures quality processes are implemented.

- Supervises and evaluates the performance of assigned staff; interviews and selects employees; recommends appointments, transfers, reassignments, terminations, and disciplinary actions; resolves personnel issues in a timely, appropriate manner; coordinates subordinate work assignments and reviews work to ensure compliance with established standards, requirements, and procedures.
- Assists and takes an active part in both budget preparation and administration; monitors and analyzes Custody division programs, activities and related law enforcement activities for financial effectiveness and operational efficiency; controls and authorizes expenditures related to custody operations, alternative sentencing unit, and inmate welfare fund in accordance with established limitations; prepares a variety of financial, statistical and operating reports; ensures mandated reports are completed and submitted to appropriate local, State or Federal agencies according to established timelines; reviews reports prepared by subordinate personnel.
- Enforces federal, state and local laws, ordinances and regulations; maintains effective relations by collaborating with other law enforcement officials, courts, and agencies on matters pertaining to the incarceration, prosecution, transport, care and custody of inmates in the facility; appears in court to give testimony.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, and procedures of criminal justice and administration
- Laws governing a county jail
- Modern methods and techniques in the control and custody of prisoners
- Modern penal principles, methods and practices as they relate to the operations of a jail

and/or honor farm

- Departmental rules and regulations, pertinent Federal and State laws, and County ordinances

Ability to:

- Plan, assign, instruct, and manage the work of subordinate personnel
- Analyze situations quickly and objectively and determine the proper course of action
- Enforce laws related to the Custody division firmly, tactfully, and impartially
- Establish and maintain cooperative, effective, and collaborative relations with others
- Skillfully and properly use and care for firearms
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position
- Utilize effective written communication skills to prepare clear, concise, and accurate reports, correspondence, policies, procedures, and written materials
- Evaluate problems and present corrective alternatives, solutions, and recommendations
- Mediate, facilitate effective outcomes, and positively influence group problem solving
- Maintain confidentiality and exercise discretion
- Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Any combination of 60 semester or 90 quarter units of college level coursework equivalent to two years of full-time college work and two years of experience as a peace officer in the State of California equivalent to a San Luis Obispo County Sheriff's Correctional Lieutenant or Commander, or higher level of command.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

At time of application, must possess and maintain valid First Aid and CPR certificates. Must have proof of completing the following courses or equivalent waiver (i.e. Peace Officer Standard Training): California Department of Corrections and Rehabilitation (CDCR) approved Jail Operations, CDCR Supervisor's course, and Penal Code Section 832 firearms training. A manager/administrator's course approved by the CDCR must be completed within one year from date of hire.

Note: Proof of licensure/certification and educational courses must be submitted at the time of application.

Position requires clearance in a Sheriff's Office background investigation.

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship:

All applicants must be a United States citizen or permanent residence alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

Physical/Psychological Exam:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: X-X-13

BOS Approved: X-X-13