

OPERATIONS CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work of a complex nature for the Sheriff's and Correction departments and facilities, involving responsibility for planning and integration of operations and activities across all divisions of the Sheriff's and Correction Departments, as well as for intelligence, command and control, communications, and training and support operations. Responsibilities include planning, budgeting, training program administration, recruitment, research, and communication operations. This position is at the second level of authority in the Sheriff's Department. Incumbent works closely with the Sheriff and Undersheriff on day-to-day operations as well as long range and strategic initiatives, and ensures that all systems and operations are in accordance with applicable federal, state, and local laws, rules, and regulations, as well as departmental policies and procedures. Work is performed under the general supervision of the Undersheriff with wide leeway for the use of independent judgment. Supervision is exercised over the work of both uniformed and civilian staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives missions from the Sheriff, Undersheriff, division chiefs and the public and processes those requirements into appropriate plans, responses, actions, and orders for the appropriate divisions within the department;

Develops written operations orders as required, and monitors the accomplishment of missions in accordance with the policies and procedures of the Sheriff;

Coordinates with other county departments, including the Health Department, the Bureau of Emergency Services and the Highway Department, to ensure integration in missions, plans, and operations;

Coordinates the department's activities with other law enforcement agencies at the local, state and national level;

Writes policies and procedures for departmental operations in accordance with federal, state and local laws within guidelines from the Sheriff and Undersheriff;

Prepares departmental plans, integrating input as needed from all divisions of the department, incorporating county and higher level contingency planning including Homeland Security requirements and Indian Point preparedness;

Coordinates and participates with other departments, agencies and levels of government in contingency and emergency planning and preparedness;

Serves as the single point of contact within the Putnam County Sheriff's Office for receiving, processing, disseminating and acting on all intelligence received by the department from both internal and external sources;

Advises the Sheriff, Undersheriff and division chiefs of all intelligence which merits action from within the department;

Coordinates training requirements, activities and resources in accordance with applicable federal, state, and laws, rules, and regulations ;

Coordinates the department's participation in multi-jurisdictional training such as the Emergency Response Team and contingency training involving multi-agency participation;

Assists the Sheriff, Undersheriff and division chiefs in providing awareness and community outreach training in numerous areas including: Citizens Police Academy, banking seminars, Operation

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Safeguard, Keeping Seniors Mobile, and the Are You OK? Program, etc.;

Serves as the department's single point of contact for all force integration issues including the acquisition, fielding, and training for new equipment pertaining to communications command and control;

Develops and disseminates policies and procedures for the operations of the department's Communications Center and provides oversight and supervision of the Non-commissioned Officer-in-Charge, the deputy sheriffs and dispatchers who serve in the department's Communications Center;

Provides overall command and control of major department operations involving integration of activities and resources of department divisions and/or multi-jurisdictional task forces;

Assists the Sheriff, Undersheriff and division chiefs in activating required resources of the department, other law enforcement agencies, fire, emergency medical response, and all levels of support in crisis situations or trainings for crisis situations;

Serves as principal liaison to other law enforcement agencies, including the Joint Terrorism Task Force and the Federal Bureau of Investigation;

Serves as principal representative to Drug Court, Family Drug Court and Mental Health Court, and coordinates department resources in support of recidivism reduction programs;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern law enforcement administration; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the geography of the County; thorough knowledge of the principles and practices of supervision; good knowledge of the operation of radio, teletype and other communications equipment; ability to organize and conduct training activities; ability to identify critical operating issues and formulate realistic solutions integrating them effectively with ongoing activities; ability to establish and maintain effective and cooperative professional relationships; ability to understand and follow complex oral and written directions; ability to communicate effectively both orally and in writing; tact; initiative; sound professional judgment; integrity; courtesy; resourcefulness.

MINIMUM QUALIFICATIONS:

Ten (10) years experience as a police officer or deputy sheriff, which must have included a minimum of two (2) years as a sergeant, senior investigator, or other higher level responsible police or law enforcement title.

SPECIAL REQUIREMENTS:

1. Possession of an appropriate driver's license valid in New York State.
2. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.