

CRIMINAL JUSTICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for providing direct legal advice and managerial support to Sheriff's Department divisions relative to all aspects of criminal enforcement operations, including arrests, investigations, and criminal justice processes. Duties include assisting at scenes of crimes and emergencies, and responsibility for management and review of the arrest and investigation reporting process. The incumbent acts as liaison for criminal and civil matters with all attorneys for the County, including the District Attorney and retained counsel. Additionally, work involves direct supervision of the Civil Bureau of the Sheriff's Department, including public information management, review of claims and suits, and responsibility for proper review and compilation of records required for litigation and similar purposes. This is a position at the second level of authority in the Sheriff's Office. Work is performed under general supervision with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Direct supervision is exercised over subordinate personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides direct legal and management support to criminal law enforcement personnel;

Advises and directs management level and subordinate employees in criminal enforcement operations, investigations, corrections, and civil enforcement;

Provides in-house legal counsel to Sheriff and Sheriff's staff on a broad spectrum of legal matters related to investigations, warrants, interrogations of suspects, detentions and arrests, corrections, criminal procedures, civil process, and administrative issues etc.;

Provides training to deputies, investigators, correction officers and other employees on legal and law enforcement topics such as criminal and civil procedures, search and seizure civil process, use of physical force and deadly physical force, etc.

Oversees activities of sworn law enforcement personnel and clerical staff in enforcement of all civil process; ensures legal compliance by personnel in service of papers, judgment collections, evictions, seizures and sales of property under executions, orders of protection, seizures of firearms and other contraband pursuant to court orders, civil arrests, and other mandates;

Directs investigations and reviews arrest and investigation reports;

Manages internal affairs investigations by reviewing complaints against personnel; drafts reports and charges and specifications regarding alleged or suspected employee misconduct; and gathers and reviews case evidence;

Conducts confidential investigations;

Enforces laws and protects lives and property; investigates criminal activity and makes arrests of offenders; assists subordinate personnel at scenes of crimes and emergencies;

Works in uniform and operates an authorized emergency law enforcement vehicle, responding to calls for law enforcement services as required;

Manages compliance with and enforcement of Sex Offender Registration Act, ensuring and overseeing lawful registration, tracking, investigations, and community notification concerning registered sex offenders;

Acts as liaison to District Attorney, County Attorney, civil litigation counsel, disciplinary counsel, criminal investigators, other law enforcement agencies, etc.;

Researches, drafts, and issues legal documents, memoranda, opinions, directives, and advisory bulletins to Sheriff and staff in Patrol, Criminal Investigation, and Corrections Divisions on variety of topics, to include changes in law, court decisions, and other legal topics;

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Provides legal advice and support relative to labor-management issues, hiring of criminal enforcement and correction personnel, collective bargaining, and employee-management transactions including counseling and disciplinary proceedings, etc.;

Examines existing departmental policies, procedures, and processes covering criminal, civil, and administrative operations for compliance with law; and drafts and reviews revisions of policies and procedures;

Reviews and assists with determinations and procedures regarding employee grievances;

Engages in limited trial motion practice representing the interests of the Sheriff's Department, as required;

Reviews all legal claims and lawsuits for the Sheriff's Department;

Identifies, reviews and compiles all records required in litigation;

Testifies in court as necessary;

Serves as Records Access Officer for Sheriff's Department, as duly designated under Putnam County Local Law; processes judicial subpoenas; determines applications for access to records under Freedom of Information Law, including review and redaction of criminal complaint information, law enforcement/police reports, case investigation records, and other records;

Acts as Public Information Officer and department spokesperson; drafts, reviews, and issues press releases; gives media interviews; and conducts news conferences regarding crimes, investigations, arrests and other incidents and activities of Sheriff's Department;

Drafts correspondence to and review correspondence from attorneys, judges, public officials, media representatives, and members of the public on a variety of matters;

Drafts and reviews contracts for all products and services provided to or for Sheriff's Department;

Acts as hearing officer in jail inmate disciplinary proceedings and oversees work of subordinate hearing officers;

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 New York State Penal Law, Criminal Procedure Law, Freedom of Information Law, Vehicle and Traffic Law, Family Court Act, Civil Procedure Law and Rules, Real Property Actions and Proceedings Law and other applicable constitutional law, statutes, regulations and ordinances; thorough knowledge of modern principles, practices and techniques of law enforcement; thorough knowledge of rules and procedures governing the issuance, service, and execution of civil orders, processes, and mandates; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional working relationships with peers, subordinates and the public; ability to exercise sound judgment in emergencies and unusual situations; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Five (5) years of service as a Police Officer or Deputy Sheriff with any municipality within the State of New York, and two (2) years of experience in the practice of law in the State of New York; or
- b) An equivalent combination of training and experience as indicated above.

SPECIAL REQUIREMENTS:

1. Must be eligible to carry a firearm under state and federal law;
2. Possession of a license to practice law in the State of New York
3. Must possess a valid New York State driver's license.