

DEPUTY SHERIFF CAPTAIN

NATURE AND VARIETY OF WORK

This is the third level of supervisory, regulatory and law enforcement work as specified by State Law, directing the daily activities and functions of a major division of the Sheriff's Department (e.g., Court Security Division, Civil Division, Warrants Division, or Administrative Division). As division heads, incumbents are delegated first level managerial responsibilities, providing important administrative and supervisory assistance to the Assistant Sheriffs and Sheriff.

Duties are performed within a rank-structure hierarchy under the supervision of an Assistant Sheriff or the Sheriff, with wide latitude for independent judgment within established laws, regulations and departmental policies. Work is reviewed through conferences, analysis of reports, and observation of the effectiveness of operations supervised by the incumbent.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

As chief of the Courtroom Security Division: oversees the maintenance of courtroom security for all sessions of the District Court, the Circuit Court (including Juvenile Court and Domestic Relations), and sequestered jurors; anticipates potential security risks (e.g., major criminal trials) and recommends staffing levels that will provide security coverage sufficient to minimize risk; discusses problems with individual judges to identify ways in which courtroom security might be provided more efficiently and effectively and recommends such improvements to the Assistant Sheriff or Sheriff.

As chief of the Civil Division: directs the service of summonses, subpoenas, and other civil papers issued on persons living in the County; monitors workloads in individual service areas, reassigning deputies when necessary to eliminate backlogs; follows up on outstanding documents that are overdue for service; spotchecks the "return" portions of served processes to ensure that deputies are filling them out correctly; supervises evictions.

As Chief of the Warrants Division: oversees deputies conducting investigations in an effort to locate and apprehend persons for whom there are outstanding arrest warrants; coordinates extradition activities with law enforcement agencies in other Maryland counties, all other states, and the District of Columbia and Annapolis; serves as the County's point of contact with Maryland's Attorney General's Office in matters pertaining to extradition; plans and coordinates the pick-up and return of prisoners wanted by Prince George's County, who are

incarcerated in other jurisdictions; prepares correspondence pertaining to detainees; certifies copies of District Court warrants sent to other jurisdictions for service; directs the transportation of all County prisoners between County and State institutions and medical facilities.

As chief of the Administrative Services Division: supervises the activities of subordinate Deputies and civilians engaged in Courthouse security and communications activities; supervises, coordinates and monitors key support activities to the Department such as procurement, supply, and fleet preventative maintenance.

Reviews, recommends and implements administrative policies and procedures.

Assists superiors in the preparation of the division's budget recommendations.

Prepares memoranda for the Sheriff's Department.

Conducts and attends staff meetings.

Acts as the duty officer.

Conducts daily inspection of staff, tools, equipment and facilities.

Advises subordinates of changes in law and/or departmental procedures.

Attends Public Relations function for the Sheriff's Department.

Receives and resolves citizen's complaints.

Conducts trial boards and recommends/administrative disciplinary actions.

Plans, coordinates, and conducts training sessions covering areas of expertise.

Initiates summary punishments.

Writes and reviews subordinates' records and reports for accuracy, adequacy, timeliness, and conformance to departmental procedures.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employees' class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

3300 – Deputy Sheriff Captain

Extensive knowledge of the laws, rules, regulations, and procedures governing the work of the Sheriff's Department.

Extensive knowledge of the streets, highways, and geography of Prince George's County.

Thorough knowledge of all the merger divisions of the Sheriff's Department (i.e. Courtroom Security, Civil, Warrants and Administrative Divisions).

Skill in the use of firearms.

The ability to apply appropriate laws, rules, regulations, and policies to any specific situation.

The ability to plan, coordinate, and supervise the duties and responsibilities of subordinate personnel.

The ability to communicate both orally and in writing.

The ability to deal equitably, tactfully, and effectively with a variety of people.

The ability to exercise sound judgment and common sense.

The ability to perform under stressful and emergency situations.

The ability to thoroughly understand and carry out complex oral and written instructions (i.e. technical/legal writing).

MINIMUM QUALIFICATIONS

Promotional opportunity specifications to be determined by the Office of Personnel and the Sheriff's Department.

REVISED: 1/90