

CAPTAIN - OPERATIONS OFFICER

JOB CODE: 2201
DEPARTMENT: Tioga Co. Sheriff's Office
CLASSIFICATION: Competitive
SALARY GRADE: Non-Union
ADOPTED: 5/28/91; Revised 12/95, 11/07, Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term**

DISTINGUISHING FEATURES OF THE CLASS: The work involves administration of all areas of operations at the Sheriff's Office to include; Corrections; Criminal Investigations; E911 Emergency Communications Center; Civil Office; Records Division, and the Road Patrol. This position is third in command under the Sheriff and Undersheriff. The incumbent will direct all subordinate personnel through the managing of lower level supervisory personnel within the Sheriff's Office. The work performed will be in accordance with policies and procedures established by the Sheriff.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administer all operations by establishing and providing policy directives and issuing orders to supervisory staff;
- Monitor activities of all subordinate personnel and other related tasks, providing administrative guidance to supervisory staff.
- Manage all personnel issues and processes, and direct subordinate staff in the preparation and dissemination of related documents and reports.
- Ensure that proper and adequate supervisory personnel and resources are available and deployed during complex and serious incidents.
- Administer internal investigations of Sheriff's Office personnel when allegations of improper or illegal conduct have been reported.
- Ensure proper coordination of Sheriff's Office activities with other applicable local, state, and federal agencies.
- Ensure that all mandatory and elective personnel training and processes are conducted in a timely and efficient manner.
- Administer all Freedom of Information (FOIL) requests, by directing preparation and dissemination of related documents and reports.
- Administer grant funding processes solicited by the Sheriff's Office.
- Performs other administrative duties as assigned by Sheriff or Undersheriff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and employees; comprehensive knowledge of modern principles and practices of law enforcement and criminal investigation techniques; thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and local laws, ordinance and regulations pertaining to police activities; thorough knowledge of the principles, practices and methods employed in law enforcement activities; thorough knowledge of communications and 911 principles; thorough knowledge of the use of weapons and their capabilities; knowledge of the budget process in order to identify operational needs; ability to plan and supervise the work of subordinates; ability to read, understand and interpret written material; ability to deal courteously yet firmly with the public; ability to operate a patrol car and radio; skill in the use of firearms as well as other non-lethal restraint devices.

MINIMUM QUALIFICATIONS - PROMOTIONAL: Two (2) years full-time paid permanent experience in the Tioga County Sheriff's Office as a Lieutenant or a Senior Investigator; OR Six (6) years full-time paid permanent experience in the Tioga County Sheriff's Office as a Sergeant or an Investigator; OR Six (6) years combined full-time paid permanent experience as both an Investigator and Sergeant in the Tioga County Sheriff's Office.