**SHERIFF’S COMMANDER**

**DEFINITION**
Under general direction, manages, supervises and organizes the work of a station, division, departmental function or program; performs research and analysis of complex problems in support of executive management; and performs other related work as required.

**DISTINGUISHING CHARACTERISTICS**
This is the first management level in the Sheriff’s series. The position is responsible for the enforcement of law and the protection of life and property within the County of Monterey, and for the detention of incarcerated inmates as required by State, Federal, case law and applicable regulations, within its assigned area of responsibility: Administration, Corrections or Enforcement Operations Bureau. Incumbents plan, implement, coordinate and direct team, program, unit, division or station law enforcement operations; develop policies and procedures; manage resources; and ensure operational readiness, response plans and capabilities.

Sheriff’s Commander is distinguished from the higher-level Sheriff’s Captain in that the latter manages the day-to-day activities of multiple stations, divisions, departmental functions or programs, including responsibility for law enforcement deployment planning in emergency situations, critical incidents and major events.

Sheriff’s Commander is distinguished from the lower-level Sheriff’s Investigative Sergeant in that the latter is a first-line supervisor that directly supervises Deputy Sheriffs assigned to investigations responsible for conducting criminal investigations and coordinating investigative activities with other units and agencies, including the District Attorney’s Office.

Sheriff’s Commander is distinguished from the lower-level Sheriff’s Sergeant in that the latter are first-line supervisors that directly supervise Deputy Sheriff’s engaged in general or specialized law enforcement activities in the Administration, Enforcement or Corrections Operations Bureau.

**EXAMPLES OF DUTIES**
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, implements, coordinates and directs team, program, unit, division or station law enforcement operations.
2. Develops strategic plans related to the prevention and investigation of crime, protection of life and property, care and custody of inmates, and communications.
3. Assesses critical needs, assigns personnel, allocates resources and coordinates workflow to solve complex problems.
4. Manages and coordinates complex law enforcement activities with other divisions, stations, departments, and Federal, State, local, and community agencies, including participating in law enforcement deployment planning and serving as incident or scene commander in emergency situations, critical incidents and major events that may involve large numbers of added personnel and coordination with other agencies.
5. Develops, assists, implements and issues detailed guidance and verbal and written directives for goals, objectives, policies and procedures.
6. Participates in the recruitment, selection, assignment and transfer of personnel; and directs or coordinates the professional development and training of personnel.
7. Oversees and manages a station, division, program or department functions budget, including the evaluation of personnel and equipment needs; and assists in preparing and administering department budget.

8. Develops, creates, and monitors revenue-producing programs, special or grant funded programs for compliance with program projections and objectives; and manages fiscal resources.

9. Prepares and presents oral and written reports for, and conducts meetings with, other local, regional, State and Federal agencies, other managers, community groups, the media and the general public.

10. Maintains facilities to ensure security, safety and sanitary conditions; maintains and accounts for a wide variety of evidence and specialized equipment; and inspects and directs the maintenance of administrative and confidential records.

11. Manages the most challenging, sensitive and confidential matters affecting employees, facilities, equipment, or operations, including the investigation of employee grievances, allegations of officer misconduct and officer suitability, violations of rules and regulations, crimes and suspicious occurrences and takes or recommends appropriate action.

12. Acts on the Sheriff’s behalf as assigned and commits department resources, including personnel and equipment.

13. Prepares executive correspondence relating to legislative and departmental actions such as ordinances, grants, enforcement actions, internal affairs investigations and disciplinary actions; corresponds and responds to public and inquiries from other agencies.

14. Monitors current and proposed legislation to assess its impact, develops the County and Sheriff’s Office legislative response, and presents formal position on topic.

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge and Skills:**

**Thorough knowledge of:**

1. Principles, practices and methods of modern police or correctional management and administration, leadership, organization and planning.
2. Federal, State, and local laws, codes, ordinances and court decisions applicable to the assignment, including search and seizure, evidence rules, suspect interviews, court procedure, criminal laws, arrest laws and laws governing the care, custody and control of prisoners in the county jail.
3. Principles, practices and methods of personnel supervision, evaluation, training and development
4. Monterey County Sheriff’s Office policies and procedures.
5. Provisions of the Peace Officer Bill of Rights.
6. Procedures and use of resources and equipment required during emergency situations, critical incidents and major events.

**Working knowledge of:**

1. Principles and practices of financial administration and control procedures.
2. Investigative procedures, methods and techniques, including preserving crime scenes, identifying the elements of a crime, preserving evidence, and obtaining statements.
3. Monterey County Memoranda of Understanding for applicable employees.
4. Modern Community Oriented Policing philosophy.
Skill and Ability to:

1. Interpret executive management direction and develop, administer and incorporate into operational policies and procedures.
2. Identify and solve management and administrative problems; and recognize and respond appropriately to operational problems and those of a sensitive or political nature.
3. Direct and participate in advanced administrative and operational activities; and coordinate activities with other agencies, departments, divisions and programs.
4. Oversee, manage and assist in preparing and administering a station, division, program or departmental functions budget.
5. Develop and implement long and short-range plans and coordinate resources.
6. Supervise, evaluate and train assigned personnel.
7. Act decisively in emergency situations and adopt a proper course of action.
8. Effectively delegate responsibility and authority to others.
9. Communicate effectively both verbally and in writing and utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation or agreement of a plan, activity or program idea.
10. Negotiate agreements between differing individuals and groups of individuals and resolve conflicts with tact and diplomacy.
11. Understand, interpret and apply pertinent laws, rules, regulations and ordinances, and monitor current and proposed federal, state and local legislation for impact on the department.
12. Establish and maintain effective working relationships with those contacted in the course of work including all levels of County employees, public officials, government agency representatives, outside law enforcement officials, community and business leaders and members of the public.
13. Drive a full-size automobile at normal and high speeds in urban and rural areas in all types of weather and traffic conditions.
14. Properly use firearms, radios and physical restraint.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C Driver’s License issued by the State Department of Motor Vehicles and maintain a satisfactory driving record.
3. Pursuant to the California Commission on Peace Officer Standards and Training, Section 1005 (c) (1), successfully complete a certified Management Course within the first year of employment.
   a. Custody Operations Bureau Assignments: Pursuant to the California Code of Regulations, Title 15, Standards and Training for Corrections (STC) requirements, successful completion of the 56-hour Basic Jail Operations Supplemental Core Course at time of appointment.
   b. Enforcement Operations Bureau Assignments: Pursuant to the California Commission on Peace Officer Standards and Training, successful completion of a patrol field training program at time of appointment.
4. Successfully pass a thorough background investigation, which includes a polygraph examination or voice stress analysis, psychological and medical examinations.
5. Work flexible hours, shifts, weekends and holidays; and be subject to being available or called in during off-duty hours.
6. Maintain the standards established by the California Commission on Peace Officer Standards and Training (POST), Standards and Training for Corrections (STC) and the Sheriff’s Office.

7. Maintain a minimum level of physical fitness.

8. Wear a uniform.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Two years of experience equivalent to the Monterey County classification of Sheriff’s Sergeant first-line supervisory duties in corrections, patrol or investigations.

**OR**

Two years of experience as a Sheriff’s Sergeant or Sheriff’s Investigative Sergeant in the County of Monterey.

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**CLASS HISTORY**

Class Code: 36A82  
Established Date: September 2001  
Revised Date: June 2005; May 2019  
Former Title: Sheriff’s Lieutenant (36A80)  
Correctional Lieutenant (36E24)

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**CLASS DATA**

Job Group: 11  
EEO Category: P  
Work Comp. Code: 7720  
Bargaining/Employee Unit: C  
FLSA: E

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Prepared by: LynnRose Alig, Associate Personnel Analyst

Approved by:

/s/ Irma Ramirez-Bough  
Director of Human Resources

5/18/2019  
Date