



CLASSIFICATION NO. 110  
Established: 6/71  
Revised: 1/93, 12/07, 10/14, 12/18  
FLSA: Exempt  
EEO: 1

## **CAPTAIN**

### **CLASS CHARACTERISTICS**

Under administrative direction, to plan, organize and manage the activities and personnel within one of the operational divisions of the Sheriff's Office; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Captain serves as the commanding officer of one of the major operational divisions of the Sheriff's Office, such as Patrol, Corrections and Investigations or by assuming other responsibilities deemed by the Sheriff to be of sufficient significance to rise to the level of Captain. Incumbents are responsible for planning; coordinating, evaluating and administering all services provided by the division or assigned area.

The Captain differs from the higher level Undersheriff who provides overall operational direction for all divisions within the Sheriff's Office. It also differs from the Lieutenant which is responsible for the activities and staff of a major program within a division of the Sheriff's Office.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Determines, recommends and implements division goals, policies, procedures and objectives; participates in the development and implementation of department-wide policies and procedures; develops and manages division work plan; oversees work activities, projects and programs; ensures operating methods and procedures are in compliance with Sheriff's Office policies, rules, regulations, and orders.
2. Coordinates division operations with other divisions, County departments and other state and local government agencies; participates on various boards, committees and task forces to promote and coordinate division programs; responds to citizen concerns regarding division operations.
3. Directs division management staff; prepares performance evaluations; recommends and administers progressive discipline up to and including suspensions; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.

4. Oversees, conducts and participates in budget preparation and administration; prepares cost estimates; directs the monitoring and control of division expenditures; researches, recommends and authorizes special equipment and other purchases; locates, applies for and administers grant program; tracks, monitors and prepares statistical information as required.
5. May participate as a member of the management bargaining team in labor contract negotiations; manages the implementation and administration of labor contracts within assigned division.
6. Serves as Sheriff's Office Incident Commander liaison to the Emergency Operations Center; in coordination with other County department directors, formulates overall County response to incidents; oversees and participates in planning, operations, logistics and collection of intelligence to determine course of action for Emergency Countywide Incident Management.
7. As assigned to the Professional Standards Unit, oversees, coordinates and conducts internal and internal affairs investigations for the Sheriff's Office, County departments and other agencies; oversees, reviews and makes recommendations on tort claims and use of force reports.

#### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public safety administration and administration of criminal justice programs; principles and techniques of law enforcement program development and administration; applicable federal and state laws, and rules and regulations; principles and techniques of criminal and scientific investigation; techniques of preserving evidence.

Working knowledge of: Principles, methods and techniques of public administration, including personnel management and budget administration; principles and practices of employee relations, collective bargaining and labor contract administration; techniques of mediation, negotiation and public relations; state and local government operating methods and procedures.

Skill to: Plan, organize and direct a comprehensive law enforcement program; define and analyze problems and identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; formulate and implement operational and administrative policies; gain cooperation through discussion and persuasion; interpret and explain complex regulations, laws, guidelines, policies and procedures on a wide variety of issues; establish and maintain effective working relationships with government agencies, county employees and the public; communicate effectively, both orally and in writing; direct and evaluate supervisory personnel; obtain information through interviews, interrogations and observations.

#### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Basic Certification and Management Course Certification from the Department of Public Safety Standards and Training (DPSST).

**PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

**POST-EMPLOYMENT REQUIREMENTS**

Within two years of appointment, possess Executive Certification from DPSST.

**OTHER INFORMATION**

Promotional opportunity within the Sheriff's office. Employment as a Captain is held at the will and pleasure of the Sheriff.

Edited: 11/20