



Captain
Sheriff's Office

SO/3-739

JOB SUMMARY

This position is responsible for directing or assisting in directing the operations of an assigned division within the Sheriff's Office.

MAJOR DUTIES

1. Plans, schedules, and reviews duty assignments; monitors officers' work to ensure compliance with procedures and policies; instructs and trains personnel in correct methods; reviews and evaluates employee performance; approves leave requests.
2. Ensures agency rules and regulations are adhered to and administers disciplinary action to subordinate personnel.
3. Receives and responds to requests for information and complaints from the public regarding services, operations, and policies of the agency; conducts informal investigations of alleged officer misconduct.
4. Assumes command of operations at the scene of critical incidents.
5. Ensures subordinate personnel are fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; conducts scheduled and unscheduled inspections of personnel and equipment.
6. Provides technical guidance in complicated situations and renders decisions on major agency operational problems.
7. Performs public relations duties; represents the agency at meetings and public functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups and at professional meetings and conferences.
8. Assists with policy and procedure changes; writes standard operating procedures for the agency.
9. Evaluates officer's performance; reviews daily incidents to evaluate performance; conducts training and develops strategies for dealing with specific problems.
10. Appears in court to monitor the testimony and presentation of officers; testifies in court.
11. Performs duties of Deputy Sheriff; conducts routine patrols and assists uniformed officers as required.
12. Transports charged suspects to the county jail.
13. Supervises the preparation and ensures accuracy and completeness of daily, special, and periodic reports.
14. Develops and prepares annual operating budgets; monitors expenditures within approved funding and ensures all expenditures are made in compliance with established purchasing policies and procedures.
15. Handles situations that involve injured, abandoned, abused, or aggressive animals.
16. Renders first-aid or medical assistance when needed.
17. Supervises and executes special details such as public gathering and parades; performs special projects as directed.
18. Serves on the Immigration and Customs Enforcement Federal Task Force as assigned.
19. Performs the duties of a Homeland Security Advisor as assigned.
20. Serves as Commander of the Special Operations Section as assigned.
21. Supervises the work of division units as assigned.
22. Attends seminars, schools, and training sessions dealing with varied related activities such as investigations, law and community relations, etc.
23. Represents the Sheriff's Office at various community events and social and professional meetings.
24. Monitors use of agency resources and supplies in order to maintain an adequate inventory.
25. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of management and supervisory principles and practices.
4. Knowledge of agency rules and regulations.

5. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques
6. Knowledge of the methods and practices of the administration and management of a modern Sheriff's Office.
7. Knowledge of county geography, streets, roads, and buildings.
8. Knowledge of the procedures used in emergency communications.
9. Knowledge of personnel laws and county and Sheriff's Office personnel procedures.
10. Knowledge of law enforcement training standards.
11. Knowledge of budgeting, financing, and accounting procedures.
12. Skill in the use of firearms.
13. Skill in working independently and in a team setting.
14. Skill in preparing and monitoring operating budgets.
15. Skill in planning, directing, and supervising the work of subordinate personnel.
16. Ability to prepare clear and comprehensive reports.
17. Ability to obtain information through interviews, interrogations, and observation.
18. Ability to operate assigned vehicles and equipment, including firearms.
19. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.
20. Ability to analyze complex situations quickly and accurately and to adopt effective and responsible courses of action.
21. Ability to identify and make efficient use of resources based on priorities and personnel capabilities.

SUPERVISORY CONTROLS

The Sheriff or Major assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include federal and state constitutions, the Official Code of Georgia, case law, Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, administrative, and law enforcement duties. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to perform law enforcement duties in support of Sheriff's Office operations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of county residents.

CONTACTS

- Contacts are typically with co-workers, representatives of other law enforcement or emergency response agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed on rotating shifts while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs, and stooping while dressed in work uniform and/or wearing ballistic or other PPE and/or carrying additional equipment. The employee occasionally lifts light and heavy objects including victims or suspects weighing more than 100 pounds, climbs ladders, and uses tools or equipment requiring a high degree of dexterity; distinguishes between shades of color and utilizes sense of smell.
- The work is typically performed in a vehicle, an office, jail, outdoors, and at the scene of emergency or critical incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and

irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in this environment are required to maintain good physical condition in order to successfully execute and and/or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the sub sections in the division/agency in order to direct and coordinate work within the division/agency, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.