

Washington County
Captain
Job Description

Job Code: 24
Exempt: Yes
Department: Sheriff's Office
Reports To: Major
Location: Sheriff's Administration Building
Date Prepared: August 30, 2016
Date Revised: August 31, 2016

GENERAL DESCRIPTION OF POSITION

The Captain is a senior command position serving as a department commander. Under executive direction, is responsible and accountable for executive managerial Sheriff's Office investigative and compliance work of considerable difficulty, as well as supervisory investigative and compliance work of unusual difficulty; and performs related work, guidance, and consulting as required.

Through subordinate supervisory and management staff, directs the assignment, training, supervision, and evaluation of a relatively large decentralized staff performing law enforcement and detention investigative and compliance work routinely throughout the county, and at times throughout the US. Other duties include the coordination and purchasing of equipment, staffing and interviewing of potential personnel and management of the multi-million dollar division budget. It is further distinguished as the classification of commander and may act in the capacity of the Chief Deputy or Sheriff in their absence with full administrative responsibility and accountability for the overall operation of the Sheriff's Office. The incumbent is responsible for exercising and training to supervise personnel and detainees in the county detention facility as well as prepare special reports and give community presentations. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Captain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform supervisory responsibilities which may include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the Sheriff's Office policies and applicable laws.
2. Under the direction of the division Major, the incumbent is responsible and accountable for the daily operational functions of the Sheriff's Office.
3. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic law.
4. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-bys, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers.

5. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal acts as the situation requires, and perform arrests and other associated procedures.
6. Fill out reports and file, interview suspects and witness when necessary and appear in court. Be able to take case from start to finish. Serve civil papers and warrants.
7. Maintain documentation and conduct or arrange for routine maintenance required of the patrol unit and related equipment used in the vehicle.
8. Speak to local groups on law enforcement, participate in manhunts, witness protection, fingerprint children at schools and other duties as directed.
9. Book and release detainees, check detainee classification for cell assignments, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents.
10. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
11. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
12. Prepare special reports, conduct jail inspections, and testify in judicial proceedings.
13. Review payroll and overtime expenses as well as statistics from the Patrol, Criminal Investigations, Transport, and Jail division.
14. Assist in budget preparation, jail planning, writing jail policies and procedures and bill the Arkansas Office of Corrections for detainees committed to the institution.
15. Approve daily purchase requests and budget transactions.
16. Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and the accurate information is provided to any office contact.
17. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.
18. Receive advanced training in the areas of law enforcement, drug identification, courts system, warrants, and jail operations.
19. Receive advanced training in the use of self-defense and physical constraints procedures.
20. Keep current on County policies and procedures, and federal and state laws to ensure the County is in compliance at all times.
21. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.

22. Ability to evaluate and write up an effective probable cause before detainment of individual and for search warrants.

23. Participate in the management of total operations to include both patrol and jail.

24. Directly supervise all Lieutenants and generally supervise Sergeants, Corporals, and Deputies under their command as well as any assigned civilian personnel.

25. **ADDITIONAL DUTIES:**

Ability to understand and write job descriptions which outline the essential job duties for personnel under the incumbent's position.

Supervise the serving of mental commitments on persons the courts are considering dangerous to themselves or others. Ensure the papers are served and the person taken into custody safely and without violating their rights.

Supervise the Deputies and detainees involved in Work Release and Community Service to ensure the public service projects we undertake are completed safely and adequately.

Supervise the Deputies and detainees working at the Washington County Animal Shelter to ensure the cleaning and disinfecting of the facility and care of the animals is within the requirements of the Animal Shelter director.

Bill the Arkansas Highway Department for the inmate labor involved in cleaning the State highways.

Attend and make presentations at the Arkansas Commission on Law Enforcement Standards and Training meetings dealing with de-certifying Deputies involved in misconduct and upgrading training and standards for Law Enforcement in the State of Arkansas.

Train and oversee supervisors in the use of Family and Medical Leave Act and Worker's Compensation paperwork to ensure it is filled out properly and the employees are taken care of.

Schedule and coordinate personnel for the safety and security of large scale events in Washington County.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 6 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Academy; and annual firearms including pistol and shotgun qualifications. Must complete the instructor's certification course as well as the Field Training Officer Certification Course.

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra-large group (25+) of employees who are engaged in diversified activities in one or more departments.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises Lieutenant's in their respective departments. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws.
2. Reviews and is accountable for decisions on employment, retention, promotion, demotions, merit awards, and other personnel actions.

3. Directs and is accountable for the development and modification of policy and procedure for operations and functions within sphere of authority.
4. Directs and is accountable for the enforcement of policy and procedure for operations and functions within sphere of authority.
5. Plans, organizes and directs departmental operations, functions, activities, and services.
6. Directs and is accountable for the study of organization, operations and services, and passes judgment on merit of recommendations intended to effect improvements in economy, efficiency and quality of organization, operations, and services.
7. Handles and is accountable for the most difficult of negotiations, personal relationships, and contacts.
8. Directs and is accountable through subordinate supervisors the internal investigative function of the organization.
9. Directs and is accountable for the preparation of confidential oral or written operating records and reports.
10. Performs and is accountable for quality assurance monitoring of a specific program area to ensure compliance with policy and procedures.
11. Monitors and is accountable for contractors and staff for adherence to program policies and procedures to ensure appropriate service and budgetary management.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to six years of increasingly responsible full-time professional command staff administrative experience. In the absence of a bachelor's degree the incumbent must possess a certificate of completion from either the Northwestern School of Police Staff and Command, the FBI National Academy, or other approved nationally recognized law enforcement executive command staff training equivalent in lieu of the educational requirement; or the ability to complete that certification.

Completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Academy; and annual firearms including pistol and shotgun qualifications. In-depth knowledge of law enforcement, jail operations, civil process, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses,

County policies and procedures and federal and state laws. Self -defense and physical constraint procedures and federal and state laws. Must complete the instructor's certification course as well as the Field Training Officer Certification Course.

OTHER SKILLS and ABILITIES:

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The incumbent must be able to perform all following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer radio and typewriter. Must possess a valid Arkansas Driver's License.