

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Major**

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Exempt (Y/N): Yes

DEPARTMENT: Sheriff's Office

DATE PREPARED: October 2011

SUPERVISOR: Chief Deputy

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**SUMMARY:**

The office of the Sheriff is divided into two essential divisions, Detention and Enforcement. Each of these divisions has a multi-million dollar budget and more than 100 sworn and civilian personnel assigned.

The position of Major is the commander for the Enforcement or Detention Division. The Major is distinguished from the Captain classification in that the Major, in addition to performing the full range of duties of the Captain, manages and oversees the entire Enforcement or Detention Division. The Major assists the Chief Deputy and the Sheriff with policy making, purchasing and coordination of equipment, interviewing and recommending staff for employment and promotion, management of the Sheriff's Office multi-million dollar budget with full administrative authority, responsibility and accountability for the overall operation of the entire Division. This position is directly responsible for internal departmental investigations and investigations of employee misconduct. The incumbent must have impeccable integrity, ethics and professionalism, excellent communication skills, both written and verbal, and outstanding interpersonal skills. The incumbent must also have a strong desire and ability to establish personal and professional community ties. The incumbent is responsible for exercising an in-depth knowledge of the law enforcement administration in protecting and serving the County by enforcing the criminal and traffic laws. The incumbent is responsible for collection of approximately three million dollars in prisoner care fees and law enforcement contracts. The incumbent relies on past law enforcement experience and training to supervise employees both sworn and civilian, jail detainees, and prepare special reports and give community presentations. The incumbent shall be asked to serve in the capacity of the Sheriff in the absence of the Sheriff and Chief Deputy. This position must meet all 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 Major. Work is performed independently within established laws, policies, and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Patrol all areas of the County, investigate/report motor vehicle accidents, participate in manhunts, witness protection, and assist other agencies investigating accidents and other violations of the traffic laws.
2. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, civil stand-by's, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers.

3. 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 act as the situation requires, and perform arrests and other associated procedures.
4. 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.
5. Maintain paperwork and/or routine maintenance required of the patrol unit and related equipment used in the vehicle.
6. Book and release detainees, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainees to jail program, answer detainee grievances and investigate incidents.
7. Assist in making arrangements for prisoner transportation and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorneys Office, defense attorneys, family members of jail detainee, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.
8. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.
9. Prepare special reports, conduct jail inspections, and testify in court on jail matters.
10. Assist in budget preparation, jail planning, writing jail policies and procedures and bill the Arkansas Office of Corrections for detainee committed to that institution.
11. Ensure that all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
12. Ensure that the rights and safety of detainees are not violated and that they receive the basic requirements as required by law.
13. Receive advanced training in the areas of law enforcement, drug identification, court's system, warrants, and jail operations.
14. Receive advanced training in the use of self defense and physical constraint procedures.
15. Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.
16. Knowledge in all civil papers and affidavits to include reading, explanation, service and follow up.

17. Write up an effective probable cause before detainment of individuals and for search warrants.
18. Participate in the management of the total enforcement operations to include both patrol and jail.
19. Directly supervise all Captains, generally supervises Lieutenants, Sergeants, Corporals, Detectives and Deputies as well as civilian personnel.
20. Ability to write and conduct effective and meaningful performance appraisals of assigned employees.
21. Attend Quorum Court meetings and Quorum Court Committee meetings to answer any questions JP's may have regarding Sheriff's Office operations.
22. Work closely with other County department heads in all matters related to the Sheriff's Office.
23. Responsible for preparing a multi-million dollar budget and ensure funds are spend according to State law, County policy and within auditors guidelines.
24. Communicate with the public concerning Sheriff's Office affairs to include the resolution of complaints, negotiations with vendors concerning the purchase of supplies, and make recommendations to the County Sheriff concerning the purchase of Sheriff's Office equipment.
25. Ensure that all Sheriff's Office operations are adequately staffed and that individuals hired meet Sheriff's Office specifications and receive proper training.
26. Ensure that all supplies, parts, and equipment purchased for the Sheriff's Office is of the proper quality and obtained at the minimum cost.
27. Advises and assists subordinates in highly complex criminal or other investigations.
28. Assumes responsibility for insuring close, effective liaison with local, state, and federal law enforcement agencies.
29. Attends civic club and other community organization meetings to explain and promote the activities and functions of the Sheriff's Office and to establish favorable public relations.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly responsible for supervision of numerous division heads and functionally responsible for over 100 employees assigned to the Office, both sworn and civilian. Carries out supervisory

responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Directly responsible for internal departmental investigations and investigations of employee misconduct.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED with four years or more of college courses, or equivalent experience in lieu of post high school education; fifteen years of law enforcement experience, eight years of upper management experience and completed the FBI National Academy or the Northwestern University School of Police Command and Supervision; completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Training Academy; and annual firearms including pistol and rifle 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 are also required, completion of Instructor's Certification Course as well as the Field Training Officer Certification Course. Must have proven leadership and supervisory skills.

### **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. In addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Arkansas Driver's License.

The incumbent must be able to perform all of the 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-cause disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer, radio and typewriter.

**PHYSICAL DEMANDS:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicle; use hands to finger, handle, or feel objects or controls; reach with hands and arms; talk or hear; and taste or smell. The employee occasionally required to climb or balance; and 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 the ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.