



Sheriff Captain, Patrol (2510)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage daily operations of the Road Patrol Division of the Sheriff's Office. Duties include assigning and supervising the work of subordinate officers, assisting with unusual or complex situations, conducting and reporting initial investigations, and enforcing federal, state, and local laws and ordinances. This classification serves under direction of the Chief Deputy.

Typical Duties

Oversees work of Road Patrol Division staff: per chain of command, supervises the activities of personnel through subordinate supervisors; plans, coordinates, assigns and reviews work of individuals and the team; participates in hiring process; evaluates training needs and provides instruction in operations, policies, and procedures; coordinates required professional training for personnel as needed; prepares work and on-call schedules; approves staff vacations and sick leave; processes employee concerns, problems and grievances and counsels or disciplines as appropriate; completes employee performance appraisals; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: develops and oversees employee work schedules to ensure adequate coverage and control; schedules work activities in order to meet objectives; monitors status of work in progress and inspects completed work; consults with Patrol staff to assist with complex/problem situations and provide technical expertise; supervises off duty employment details; and reviews reports generated by subordinate staff.

Ensures that subordinates have the proper resources needed to complete assigned work: issues equipment and weapons; inspects weapons in order to ensure they are clean and functioning properly; inspects vehicles and other equipment to ensure safe and proper operation; oversees vehicle fleet maintenance and ensures necessary service and repairs are conducted; and replaces equipment, gear and other items as needed.

Assists the Chief Deputy in developing procedures for Road Patrol Division: ensures division compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Supervises patrolling of and patrols designated areas to detect and deter criminal activity and traffic violations: conducts surveillance and investigations into illegal activities; prevents/discovers commission of crime; oversees the serving of/serves warrants, subpoenas, and civil papers; apprehends, arrests, and processes criminals, fugitives and offenders; supervises the enforcement of and enforces traffic laws; uses radar/laser speed detection units to enforce speed laws; writes citations; and initiates contact with individuals to determine involvement in criminal activity.

Supervises response to/responds to calls relayed by dispatchers: responds to alarms, domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, rescue operations, public service duties, welfare checks, stranded motorists, or other calls for assistance.

Supervises and participates in preliminary investigations: interviews victims, complainants and witnesses and obtains statements; gathers information and evidence; seizes contraband and weapons; preserves evidence until the case is disposed of in a court of law; preserves and secures crime scenes; and takes photographs and prepares crime scene sketches.

Processes a variety of documentation associated with division operations, within designated timeframes and per established procedures: reviews, prepares, and/or completes personnel reports, fleet involved accident reports, incident reports, written victim/witness/suspect statements, consent to search/search warrants, evidence receipts, Miranda waivers, warrants, criminal histories, citations, daily activity sheets Deputy generated reports etc.; forwards or retains as appropriate; compiles data for further processing or for use in preparation of daily, monthly, and annual department/division reports; and maintains current computerized and/or hardcopy records.

Provides first aid, as required, to victims of accidents or violent crimes: directs efforts of emergency personnel in emergency situations.

Testifies in court as necessary.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating criminal investigations and law enforcement; maintains an awareness of new trends and advances in the profession; and conducts and/or attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Law Enforcement or Criminal Justice required; supplemented by seven years of progressively responsible experience in law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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