



Sheriff Captain, Criminal Investigation Division (2680)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage officers and staff in daily operations of the Criminal Investigation Division of the Bulloch County Sheriff's Office. Duties include assigning and supervising the work of Investigators and support staff, conducting investigations of felony and misdemeanor incidents in the County, and serving the Sheriff and citizens of Bulloch County by protecting life and property and promoting the peace. This classification serves under direction of the Chief Deputy.

Typical Duties

Supervises division Investigators and support staff: 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; schedules staff vacations and approves sick leave; processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; and acts as a liaison between employees and management.

Organizes, prioritizes, and assigns cases to and supervises activities of Investigators involved in investigative and enforcement work: schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; inspects weapons in order to ensure they are clean and functioning properly; inspects vehicles and other equipment to ensure safe and proper operation; monitors status of work in progress and inspects completed work; consults with Investigators to assist with complex/problem situations and provide technical expertise; and reviews all investigative reports.

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; and initiates any actions necessary to correct deviations or violations.

Supervises and conducts investigations of felonies and misdemeanors committed within the County: questions suspects and witnesses; oversees and/or conducts surveillance, controlled purchases of illegal narcotics, drafting and serving search warrants, testing of marijuana or other substances for court, and meeting with informants or concerned citizens; plans for and conducts high risk search warrants; seizes property; and arrests and transports suspects.

Supervises and performs crime scene processing: obtains photographs and fingerprints; questions victims, suspects, witnesses, and prisoners as needed; collects, logs and maintains chain of custody of evidence; establishes positive identification(s); and acquires pertinent information which may be used in court or to further solve case(s).

Oversees the registering and monitoring of all Registered Sex Offenders residing and/or working in Bulloch County: completes registration forms; obtains photos and fingerprints; and makes home/work visits to ensure offenders are in compliance with Georgia law.

Assists other law enforcement agencies such as the State Highway Patrol, State and Federal Alcohol, Tobacco, and Firearms agencies, and local police departments in enforcing laws as needed: recovers evidence from incident locations involving other agencies; and instructs officers from other agencies on proper investigative techniques.

Processes a variety of documentation associated with division operations, within designated timeframes and per established procedures: prepares, completes or reviews incident reports, written victim/witness/suspect statements, consent to search/search warrants, evidence receipts, Miranda waivers, warrants, criminal histories, citations, personnel 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; maintains current computerized and/or hardcopy records; and prepares Uniform Crime Reports and submits to the State of Georgia.

Maintains the flow and distribution of information from various sources to CID and to other Sheriff's Office personnel.

Serves as Public Information Officer for division: coordinates interviews and provides information to news media outlets in and around Bulloch County; and prepares and disseminates news bulletins, requests for assistance and alerts as necessary.

Assists the District Attorney in preparing evidence and reports for felony cases: appears in court as required; maintains physical evidence for criminal and civil court cases; documents test results processed by the GBI crime lab; conducts civil processes of asset forfeiture; presents completed case files to District Attorney; and carries out instructions of the Judge during court sessions.

Patrols the County and conducts security checks as needed to prevent crime and protect local properties and businesses; responds to calls from dispatcher including, but not limited to domestic disputes, assaults, burglaries, etc.; and responds appropriately to hazards as needed when on patrol.

Requisitions supplies used by the Criminal Investigations Division according to the County purchasing policy.

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 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 & Training (POST) Certification and Crime Scene and Investigation 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, advisory and/or design 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 workstation.

Sensory Requirements: Requires mild differentiating in a recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. 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, traffic hazards, 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. (Created July 2019)