



## **Sheriff Captain, Professional Standards (2515)**

**FLSA Status:** Exempt

**Pay Grade:** 25

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to ensure that professional standards of conduct and operating procedures are met and maintained by all Deputies and personnel of the Bulloch County Sheriff's Office (BCSO). Duties include conducting internal investigations, maintaining custody of evidence submitted by personnel, and developing procedures to govern the purchase, issue, use, and return of BCSO vehicles, equipment and gear.

### **Typical Duties**

Develops and maintains professional standards for Sheriff's Office staff: ensures departmental compliance with all 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.

Functions as the Internal Affairs Supervisor: conducts Internal Affairs investigations in accordance with BCSO Disciplinary Policy; conducts both policy and criminal violations investigations; receives and reviews civilian complaint forms, whether investigated at the Internal Affairs level or by a lower level supervisor; and maintains all Internal Affairs Investigations case files.

Maintains Sheriff's Office vehicle fleet: oversees maintenance and repair of all BCSO issued vehicles; researches best pricing for service; processes billing of same; coordinates repair and body work in response to vehicle accidents; and maintains all vehicle records.

Maintains inventory of equipment, uniforms, gear, and supplies: purchases standard BCSO items for Sheriff's Office personnel from approved vendors with the assistance of the Chief Deputy; verifies accuracy of incoming orders and invoices; submits invoices for payment; and maintains records and accountability for BCSO issued inventory.

Maintains evidence for the Crime Suppression Team (CST): completes intake of evidence submitted by CST personnel; transports evidence to GBI Crime Lab; maintains chain of custody of all evidence coming in and going out for court, disposal, or returned to owners; maintains inventory control over all drug evidence stored in vault; and oversees destruction of evidence as required after case is complete.

Maintains Payment of Evidence/Payment of Information (PEPI) submission and expenditures: receives, reviews, and maintains PEPI submission forms, vouchers, and payment forms; maintains balance of on-sit cash; and audits PEPI funds provided to investigators for the purchasing of evidence and/or paying of informants.

Oversees forfeiture proceedings and accounts for all drug and general cases: maintains records of all seized/forfeiture items; inventories items forfeited to Sheriff's Office until disposal or sale; documents the disposition of items and any compensation for item after sale; maintains spreadsheets of monies seized;

completes sale of items forfeited and prepares related paperwork; maintains all forfeiture income and expenditures; and completes and submits required Federal forfeiture paperwork.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: reviews, prepares and/or completes various forms, reports, correspondence, and other documentation, including vehicle maintenance records, packing slips and invoices, evidence forms, forfeiture paperwork, PEPI forms, inventories, spreadsheets, etc.; processes, forwards or retains as appropriate; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to area assignment; 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 the following certifications: Georgia Peace Officer Standards and Training (POST), Jail Officer, and Internal Investigations.

### **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 work station.

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

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*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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