



## **Sheriff Captain, Training (2520)**

**FLSA Status:** Exempt

**Pay Grade:** 25

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to provide instruction and to coordinate training for all personnel of the Bulloch County Sheriff's Office. Duties include ensuring that all required certifications are maintained and appropriately documented, assisting subordinate personnel in training activities sponsored by the Sheriff's Office, and serving as the primary instructor for the agency.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews training of individuals and the team; evaluates training needs and provides instruction; coordinates the training schedules of Sheriff's department staff; processes employee concerns and problems and counsels or recommends discipline as appropriate; assists with employee performance appraisals; and establishes and promotes employee morale.

Ensures departmental compliance with all applicable training 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.

Coordinates the obtaining and maintaining of Peace Officer Standards and Training (POST) certification(s): prepares and submits applications for approval to enter courses for state certifications including Peace Officer, Jail, and Communications; ensures that each Deputy has attended mandated training and required in-service hours to maintain certification; enters training hours and related data into appropriate databases; maintains certification documentation; and reports training hours to the state of Georgia.

Coordinates off-site training and travel: obtains training approval and related documents; makes travel plans and secures accommodations; and submits travel and training related expenditures to the Chief Deputy for payment.

Organizes all training activities for the department: teaches and coordinates the teaching of on-site classes: supervises all field training activities; develops, coordinates, and implements training programs within the guidelines of local and state codes, regulations, and ordinances; develops training materials; hosts the Sheriff's Association Jail Officer certification course; and conducts written and practical evaluation of department personnel.

Maintains inventory of equipment and training supplies: researches and orders new equipment and materials; supervises/participates in the testing of equipment; and issues/replaces equipment as needed.

Supervises activities at the Sheriff's Office firing range: oversees the scheduling of firing range; ensures appropriate documentation of local, state, and federal agencies/individuals utilizing the range; and oversees maintenance of range and facilities.

Reviews use of force reports at the request of the Chief Deputy to ensure adherence to departmental policies.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to training and certification of personnel: 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 Instructor certifications: Peace Officer Standards & Training (POST) Officer, Firearms, Defensive Tactics, Driving, Emergency Medical Speed Detection Device, Taser, CPR & AED, O.C. Instructor, Expandable Baton, Oleoresin capsicum (OC) Spray, and Health and Wellness Instructor.

### **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 moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**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, confined spaces, traffic hazards, bright/dim lights, animal/wildlife attacks, explosives, firearms, 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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