



Sheriff Captain, Field Operations (2512)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to coordinate activities of the Sheriff's Office which typically require or involve two or more work groups which have separate supervisory controls. Common activities falling within this scope would include, but are not limited to, large events requiring crowd control and/or traffic direction, incidents involving multiple work units of the Sheriff's Office, and daily activities which by their nature affect multiple work units. The incumbent exercises supervisory control over all uniformed law enforcement personnel. Duties include assisting with unusual or complex situations, conducting and reporting initial investigations, and enforcing federal, state, and local laws and ordinances. This classification serves under the direction of the Sheriff and Chief Deputy.

Typical Duties

Supervises Field Operations 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; coordinates required professional training for personnel as needed; prepares work and on-call schedules; approves staff vacations and sick leave; processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; and establishes and promotes employee morale.

Oversees agency-wide enforcement and transport operations: coordinates fugitive searches, interdiction patrols, and similar enforcement operations which involve various work groups; coordinates transport of inmates who may be an escape risk or otherwise present a need for higher security during transport.

Directs security and safety for large-scale public events: oversees all field operations during large sporting events, concerts, fairs, rodeos, carnivals, or similar events which may be sponsored by a local government or non-profit entity; coordinates with sponsors, event staff, and other stakeholders to ensure a safe and orderly environment during public events; develops an agency-wide work schedule for public events; requests resources from other agencies, which may include public safety, technical, or environmental support, as needed; oversees off-duty work details which may involve multiple work groups; ensures all paperwork is completed for off-duty employment with outside private or public employers.

Oversees response to major incidents: directs response to weather events, major traffic or industrial accidents, large structure fires or forest fires, civil unrest, and similar incidents; develops procedures and protocols for initiating agency-wide response; assigns various work units to specific duties or locations for duration of incident; coordinates with partner agencies that also respond to the incident.

Conducts critical incident review: schedules and coordinates review boards for evaluation of critical incidents, including officer-involved shootings, use of deadly force, hostage or barricaded subject situations, and similar incidents, as well as accidents involving serious injury to a member of the agency; provides written and/or verbal reports to Chief Deputy and/or Sheriff identifying any policy violations and, when appropriate, recommends policy changes for possible implementation based on critical incident review.

Manages external complaint review process: maintains a centralized repository of all written complaints from the public or outside governmental agency; refers all complaints to the appropriate authority, whether direct supervision, Professional standards, or command staff; maintains all documentation related to the disposition of any formal complaint; advises the Sheriff and Chief Deputy when a complaint is substantiated or may violate the law.

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.

January 2024