



## JOB DESCRIPTION

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**JOB TITLE:** Captain

**JOB CODE:** 1410

**DEPARTMENT:** Sheriff

**FLSA STATUS:** Exempt

**REPORTS TO:** Undersheriff

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### SUMMARY OF JOB PURPOSE

Plans and directs Sheriff's Office Division activities and staff; assures that Sergeants, Deputies and staff are ready and prepared for duty; manages and coordinates the activities of Division operations.

### ESSENTIAL FUNCTIONS

1. Plans, develops, and evaluates Division's goals, objectives, policies and procedures; assesses and evaluates operations and activities under command and makes recommendations for improvement; monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
2. Delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance; communicates departmental directives to staff directly and through subordinate supervisory personnel; assures effective communications of law enforcement issues and changes in procedures and protocols; responds to complaints regarding law enforcement incidents, services and programs; prepares technical and statistical reports.
3. Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments; manages sworn and non-sworn Sheriff's Office staff department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
4. Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and takes command when appropriate; reviews criminal cases and assignments; identifies policy and compliance issues, and proposes solutions; reviews and investigates complex, high-priority and sensitive cases; investigates complaints, and may conduct internal investigations; makes recommendations of findings to appropriate personnel.
5. Performs duties of Deputy Sheriff, as needed, and assists Deputies in the performance of their duties; completes detailed reports and required paperwork; performs follow-up investigations as required; performs a variety of specialized functions in areas of expertise, including field training, patrol and shift management, professional standards, civil process and proceedings, administrative services, SWAT, court security, jail and detention facilities duties, and related functions; may be assigned to special enforcement, intervention and investigative teams, such as the Crisis Negotiation Team and/or Search and Rescue; may be required to perform the duties/functions of the County Coroner.
6. Maintains and monitors division budget; prepares special and recurring reports, budgets, grants, proposals and contracts, and disseminates to appropriate personnel and external agencies.

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7. Coordinates a variety of administrative activities including employee scheduling, report processing, and equipment evaluation and purchase; identifies, attends and conducts training and educational programs and seminars; assures the effective cleaning and maintenance of facilities, patrol vehicles and equipment.
8. Presents preventive education and information through community and school awareness projects; teaches and counsels residents on law enforcement activities, programs and referral resources; represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
9. Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks; makes contact with the public, in person, or via telephone/e-mail to provide information or analyze, investigate, and/or resolve questions, concerns, or complaints; maintains the integrity, professionalism, attitudes, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and demonstrates a positive working relationship with citizens.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, with a minimum of five (5) years previous law enforcement experience and two (2) years at the rank of Sergeant; successful completion of a criminal history check, background check, physical and psychological examination; must meet all Nevada NRS Section 289 standards for Peace Officers; Bachelor's Degree in Criminal Justice Administration, Police Science, Public Administration, or other closely related field is preferred.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of commissioners.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to every-day situations.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes; strategy and tactics for management and deployment of personnel and equipment in tactical and emergency situations; principles and practices of law enforcement records management; county, state and Federal laws, regulations and ordinances; criminal justice and court systems, procedures and protocols in the State of Nevada; investigative and interrogative procedures, and protocols for observation and memorization of critical details; hazardous chemicals and materials, first aid and CPR; geography, roads, and landmarks of Douglas County.

Ability to safely operate and maintain a variety of firearms, impact weapons, and chemical agents; define problems, collect data, analyze information, and make logical conclusions based on facts; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in effectively supervising, leading and delegating tasks and authority; analyzing complex law enforcement and security issues, and developing solutions; working as a team member with other law enforcement and multi-jurisdictional agencies; interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; communicating with violators and mediating difficult situations; operating motor vehicles and special equipment during emergency and high risk situations.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Advanced Nevada Peace Officer Standards and Training certification (POST), and Driver's License, with an acceptable driving record.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of

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crime scenes, investigations and preparing law enforcement reports; ability to work in uniform during weekdays, weekends, and holidays on any assigned shift.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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