

TITLE: Captain JOB CODE: 1332

PREPARED: 6/30/03 FLSA: Exempt

UPDATED: REVISION #:

**Summary:** Under limited supervision, provides direction over the overall administrative or field operations activities of the County's Sheriff's Department.

**Distinguishing Characteristics:** This designation is distinguished from the Sergeant classification by much broader administrative and supervisory authority and responsibility.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Participates in the development of Department goals and objectives; develops, recommends and implements policies and procedures; recommends the reorganization of activities and functions; recommends future resource needs based on societal and demographic trends and community needs.
- Plans, organizes and directs law enforcement activities; confers with division Sergeants; coordinates
  the on-going operations of the divisions; coordinates activities with other local, state and federal
  agencies; assigns work, projects and programs to staff; reviews and evaluates work performance,
  methods and procedures.
- Participates in the development of the Department budget; provides projections for staffing, equipment, materials and supply needs; administers assigned portion of the operating budget.
- Recommends and coordinates staff training; implements disciplinary actions.
- Receives and responds to complaints from the public; directs internal investigations as appropriate.
- Represents the Department to external agencies and organizations; interacts with community and professional groups; maintains effective working relationships and provides technical consultation as necessary.
- Researches and prepares technical and administrative reports; prepares various correspondence.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Coordinates special events; plans, organizes and administers special projects and duties as assigned; coordinates law enforcement programs and referral resources for the community.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and federal, state and local law enforcement organizations.
- Responds to emergency call back on a 24/7 basis to handle major investigations or tactical situations.
- Performs related work as assigned.

### MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.
- Knowledge of the principles and practices of administrative management.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of firearms and impact weapons.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working
  effectively under stressful conditions and in emergency situations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in oral and written communications.
- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in communicating with violators and mediating difficult situations.
- Skill in operating motor vehicles during emergency, high-risk situations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

### **Education. Experience. Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Certified Nevada Peace Officer (POST), and seven years experience in law enforcement, with a minimum of four years of supervisory experience.
- Advanced POST certification.
- CPR certification.
- First Aid certification.
- Must possess State of Nevada Driver's license, and clear criminal record.

## **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in an office environment with some 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.

# JOB DESCRIPTION

Captain

- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 200 pounds.
- Must maintain a level of physical fitness to meet Department standards.

# **Equipment and Tools Utilized:**

 Special Equipment includes automotive patrol vehicles, firearms, handcuffs, impact baton, two-way radios, cameras, radar units, pepper spray, video and audio equipment, calculator, computerized and conventional office equipment.