

# Scott County Government

## Position Description Form

**Position:** Job Title: Captain

Department Name: Sheriff's Department

Supervisor Title: Chief Deputy

### Position Summary

Under limited supervision, this position is responsible for overall management and of major functional areas of the Sheriff's Office. The two major areas that Captains shall be assigned are over the Criminal Patrol and Administrative sections. They will oversee the day to day operations of all areas of the Sheriff's office and report regularly to the Chief Deputy.

## Duties and Responsibilities

### Essential Duties:

- Supervises all Lieutenants, Sergeants and Deputies under their direct span of control as well as throughout the Sheriff's Office.
- Responsible for the effective supervision and overall management and coordination of law enforcement activities in Patrol and Administrative areas of the office.
- Oversee Court Security functions.
- Managing and purchasing of office equipment that includes computers, passwords and all assigned access points for office personnel.
- Assist in Internal Investigations of employees.
- Assist with Hiring Process
- Manages the operations by reviewing reports and operational plans and discussing issues with personnel.
- Performs administrative duties in law enforcement, planning, and operations to include preparing reports and correspondence; monitors budget in assigned area and oversees equipment needs.
- Provides updates to the Chief Deputy regarding investigations, status of projects, and personnel matters.
- Manages personnel administration activities to include identifying training needs and conducting training; preparing and reviewing performance evaluations; handling disciplinary actions; and approving and monitoring leave requests.
- Provides guidance to officers in the department with respect to evaluating, counseling, motivating, and disciplining employees.
- Establishes and implements community relations service programs; attends events.
- Coordinate with Human Resources the documentation and work process for workplace injuries and infectious diseases responses.
- Performs other duties as assigned.
- The job is considered **Essential Personnel** and will be required to work a variety of schedules in a 24 hour, 7 day a week, which includes, nights, weekends, holidays, and during and following natural disasters and emergency situations.

### Secondary Duties:

- Performs other duties as assigned or required.

## Position Dimensions

**Education and Experience:** Captain: All education and experience recommendations can be altered or waived at the discretion of the Sheriff.

- 10 years of experience with this Agency including 5 years in a Supervisory capacity OR
- 15 years of overall law enforcement experience including 5 years in a Supervisory capacity
- No disciplinary action within the past 12 months
- Must have graduated from the Academy of Police Supervision or a similar Supervisory Leadership Course

**Supervisory Responsibility:** The rank of Captain will supervise all ranks of Lieutenant, Sergeant, Detective and Deputy.

**Technology:** Captains shall be proficient in all operating systems utilized within the Sheriff's Office and by deputies to include, MDT Operation, LERMS, KYOPS, NIBRS. This rank shall maintain all certifications regarding NCIC and Court Systems.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- ✓ Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- ✓ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- ✓ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.