

JOB TITLE: Captain

SD/3

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position performs administrative and law enforcement work in the protection of life and property in the county.

MAJOR DUTIES:

- o Plans, organizes, and directs the investigations, patrol, and other operations services of the department.
- o Recruits, interviews, hires, trains, supervises, assigns, schedules, evaluates, and discipline personnel.
- o Approves purchasing requisitions; coordinates the purchase of department equipment.
- o Coordinates internal investigations.
- o Represents the Sheriff at public hearings.
- o Assists with major crime investigations, emergency call outs, bomb threats, suicidal individuals, and other incidents requiring emergency response.
- o Serves as a negotiator on the Sheriff's SERT emergency response team.
- o Performs law enforcement duties; responds to calls; serves warrants and civil papers; takes incident reports.
- o Performs weekly inspections of all divisions and their personnel.
- o Coordinates the assignment of sheriff department vehicles; maintains record of license and registration, fuel intake, mileage, and maintenance.
- o Maintains the employee issue equipment list; performs yearly equipment inventory and inspection.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.
- o Knowledge of law enforcement principles, practices, methods, and equipment.

- o Knowledge of corrections practices and criminal justice system processes.
- o Knowledge of department and county policies and procedures and federal, state, and local laws and regulations.
- o Knowledge of legal and judicial processes and court procedures.
- o Skill in planning, organization, and decision making.
- o Skill in maintaining records and preparing reports.
- o Skill in the use of firearms, restraint equipment, and general office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Sheriff or Chief Deputy assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include department standard operating procedures, county ordinances, fire codes, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied technical and supervisory duties in law enforcement administration. The need to respond to citizen complaints contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to direct the investigations, patrol, and other operations services of the department. Successful performance helps ensure the efficient operation of the department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, inmates, attorneys, judges, various court personnel, probation and parole officers, vendors, other law enforcement officials, news media representatives, and the general public.

**PURPOSE OF CONTACT:** Contacts are typically to exchange information, provide services, resolve problems, and settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors where the employee may be exposed to cold or inclement weather. The work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over all subordinate personnel.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.