

Code: 3222

Title: CAPTAIN

SUMMARY: Performs administrative work directing the law enforcement and investigative functions of a division in the Sheriff's Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs law enforcement and administrative functions in assigned division of command;
Supervises and evaluates law enforcement and support personnel;
Studies and evaluates functions and activities of division and implements changes to improve the economy and efficiency of operations;
Coordinates the planning and implementation of innovative programs;
Conducts the inspections of facilities and personnel to insure order and efficiency;
Reviews reports, work and decisions made by division personnel for technical accuracy, merit, judgment and adherence to law and departmental policies which do not conflict with pre-eminent directives;
Co-authorizes expenditures to maintain operational levels within the limits of the allocated resources;
Assumes command responsibilities in the absence of supervisor as required;
Provides information and responds to complaints regarding law enforcement services and programs and speaks before groups and organizations;
Develops personnel performance and selection standards and determines appropriate disciplinary actions to resolve personnel problems;
Prepares technical and statistical reports;
Performs in an operational capacity as a field force commander either on a rotational basis or as a primary duty;
Performs as incident commander or in one of several subsidiary roles during incident command situations.

KNOWLEDGE & SKILLS:

Knowledge of:

- law enforcement administration, organization and operation;
- the standard rules and regulations used within a recognized law enforcement agency;
- the operating procedures of law enforcement agencies and limitations upon departmental authority;
- the methods and techniques of interrogation;
- the preservation of evidence and the laws regulating State and local laws and ordinances;
- the principles and practices of leadership, effective management and employee development;
- fiscal and planning principles;
- the social sciences as related to public service and law enforcement;
- the principles, practices and techniques of the incident command system.

Skill in:

- planning, organizing, directing and evaluating the functions of a major law enforcement division;
- analyzing and recommending solutions for complex law enforcement and administrative situations;
- applying modern law enforcement principles and practices in management situations;
- supervising and evaluating a large staff of law enforcement and support personnel;
- managing situations firmly, courteously, tactfully and impartially;
- reacting quickly and calmly in emergencies;
- communicating effectively, both orally and in writing;

- establishing and maintaining effective working relationships with the public, department members and others.

MINIMUM QUALIFICATIONS:

Currently a non-probationary Lieutenant with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority. Failure to obtain/maintain the required licensure may be grounds for termination.

Physical/Sensory Requirements: Ability to: react to physical confrontations and emergency situations quickly and effectively; stand for long periods of time; bend, reach, kneel and crouch; climb up and down stairs with speed and agility; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; lift and carry up to 75 pounds; perform multiple physical tasks simultaneously; drive an automobile and speak clearly.

Special Notice Items: At time of appointment, must be 21 years of age, a resident of the State of Arizona, registered as a voter in Pima County, able to read and write the English language and eligible to be certified by the Arizona P.O.S.T.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.