

*Code: 3222*

*Title: CAPTAIN*

**SUMMARY:** Performs administrative work leading, managing and directing the law enforcement and investigative functions of a division in the Sheriff's Department. It is distinguished from Lieutenant by managing a division and assuming a higher level of responsibility and from Bureau Chief, which is responsible for managing a bureau.

**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;

Manages, supervises and evaluates personnel;

Studies and evaluates functions and activities of a 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;

Authorizes expenditures to maintain operational levels within the limits of the allocated resources;

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;

Acts as chairperson for departmental boards of inquiry that may involve possible infractions of department rules, regulations and procedures;

Prepares technical and statistical reports;

Performs in an operational capacity as a field force commander;

Performs as incident commander or in one of several subsidiary roles during incident command situations.

May assume command responsibilities in the absence of a bureau chief as required.

### **KNOWLEDGE & SKILLS:**

Knowledge of:

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

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;
- leading, managing, 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;
- developing policy;
- implementing directives and initiatives while maintaining the smooth operation of the division;
- analyzing and reviewing financial and statistical data;
- monitoring, evaluating and reporting division performance;
- preparing budgets and monitoring expenditures and costs;
- devising quality measures that ensure continuous quality improvement is practiced throughout the division.

ESSENTIAL FUNCTIONS:

Ability to:

- react to physical confrontations and emergency situations quickly and effectively;
- stand and sit 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;
- communicate clearly in person and via a police radio and/or phone;
- type and/or enter data on a keyboard;
- lift and carry up to 75 pounds;
- perform multiple physical tasks simultaneously;
- qualify with a department authorized firearm and defensive weapons;
- wear required uniform articles and safety equipment for extended periods of time;
- wear and use a respirator;
- drive an automobile.

MINIMUM QUALIFICATIONS:

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

OTHER REQUIREMENTS:

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

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 AZPOST.

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

Pima County

Revised 05/21/12(jj)  
Updated 2/14/14(lg)