

DEPUTY SHERIFF CAPTAIN

DEFINITION OF WORK

Employees perform administrative and supervisory law enforcement work managing the operational activities within the Patrol, Detective, Professional Standards and Training divisions under the direct supervision of the Division's Deputy Sheriff Major in the Sheriff's Office. Employees in this class manage and supervise program activities and staff the activities of major programs within a division of the Sheriff's Office. Employees participate in all administrative functions such as Departmental planning and budgeting, policy and procedure development, and personnel related functions. Work includes assuming the responsibility for Departmental operations in the absence of the Deputy Sheriff Major, as well as being accountable for all work and decisions which occur within their respective units. Employees serve as counsel to subordinate supervisors and provide technical advice and input on coaching and training of Departmental supervisory and non-supervisory personnel. Employees also supervise and participate in all personnel functions to include hiring, discipline, and performance evaluation. Tact and decisiveness are required in frequent public contact situations involving law enforcement and inquires from the general public. The employees must exercise considerable judgment and initiative in applying modern law enforcement and management principles under which the Department operates. Duties are performed under the direct supervision of the Deputy Sheriff Major and appraised through observation, conferences, reports, and general effectiveness of departmental operations

EXAMPLES OF WORK

Serves as acting Deputy Sheriff Major as needed; serves on the management team and provides guidance and coaching to supervisory staff; evaluates program services; assists the Deputy Sheriff Major in recruiting, selecting, and training of personnel; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline; supervises lower level supervisors and managers and other technical and office support personnel; supervises all activities on a 24-hour, 7-day a week basis; determines priorities and needed resources; makes assignments; provides operational advice and direction; organizes work and staff in concert with departmental goals and objectives; and ensures compliance to all departmental standards, rules, and practices; confers with other departmental staff and the Deputy Sheriff Major in designing and drafting policies and regulations for the Department; participates in projecting budgetary needs on an annual basis; monitors monthly expenditures; promotes the Department to the general public through individual contact and representing the department to the general public; determines work assignments and reassigns officers and other personnel as needed; monitors work environment for safety hazards and provides resources to staff; directs and supervises subordinate supervisors in coaching employees and improving performance; prepares periodic reports of crime, patrol, accident, and program activities and summarizes divisional data for the analysis of trends; performs internal investigations; deals with citizen complaints or concerns; heads up special investigations and departmental responses; performs the work of subordinate personnel, when necessary; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four year college or university with six years of progressive law enforcement experience with two of those years in a command capacity and completion of Basic Law Enforcement Training (BLET) certificate program; possession of a Basic Law Enforcement Training Certificate; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of law enforcement principles, practices, methods, and equipment, particularly in their area of assignment; thorough knowledge of State and federal laws, local ordinances, and policies of the Sheriff's Office; thorough knowledge of the physical, economic, and social characteristics of the County; skill in the use of firearms and other police equipment and in the application of self-defense tactics; ability to lead and inspire confidence among subordinate officers, and to work through subordinate supervisors to manage shift operations; ability to act with sound judgment in routine and emergency situations; ability to perform detailed law enforcement work in the area of assignment; ability to prepare clear and concise activity reports; ability to build and maintain cooperative and effective public relations with the community.

SPECIAL REQUIREMENTS

Before assignment to sworn duties, employees must have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.