

Champaign County Job Description

Job Title: Captain - Law Enforcement

Department: Sheriff

Reports to: Sheriff

FLSA Status: Exempt

Grade Range: K

Prepared Date: May, 2017

SUMMARY Assigns, directs and reviews activities of Patrol and Investigation personnel of the Sheriff's office.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs operational command and assigns and reviews work of the three shifts of patrol operations and criminal investigation personnel. Serves as staff to the Sheriff assisting in the formulation of the Sheriff's objectives and coordination of operations.

Assigns staff to patrol needs as well as special functions and keeps patrol personnel advised of criminal or suspected criminal activities. Supervises, directs subordinates and keeps informed on active investigations. Assumes command of major case investigations until relieved.

Reviews patrol and investigative incidents and traffic reports and directs reports to other law enforcement staff as required or to the State's Attorney's office.

Compiles monthly patrol activity reports. Reviews attendance, mileage reports and prepares reports for superiors. Monitors and documents sick and personal leave requests.

Reviews and forwards documents related to fugitive apprehension, warrants and mental patient transports.

Chairs meetings with shift commanders to discuss problems, operational methods and requirements, holds counseling sessions with subordinates as required and meets with Field Training instructors regarding trainee progress. Recommends subordinates for specialized schools to improve effectiveness.

Meets with superiors, other agency supervisors and other law enforcement agencies to discuss patrol requirements, operating procedures and special assignments. Maintains liaison with federal, state and local government agencies.

Responds to telephoned and written inquiries and complaints. Investigates complaints when warranted and ensures staff compliance with the Sheriff's policies and procedures as well as established legal requirements.

Assumes higher command when so directed by the Chief Deputy or Sheriff.

Monitors use of department forms in order to maintain adequate supplies.

SUPERVISORY RESPONSIBILITIES Manages four Lieutenants and subordinate supervisors who supervise a total of 40 to 60 full time and part time employees in the patrol and investigation divisions. Is responsible for the overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and seven years of full time police work or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as police regulations, operating instructions legal documents procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of the public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving a few several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT Occasionally at crime site or nearby. The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.