



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Captain</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Sheriff</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> 201	

**DEFINITIONS:**

With general supervision, plans, organizes and directs day-to-day operations of the enforcement division, trains and manages staff and oversees division operations in providing for the safety and security of Boone County residents.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Ensures that areas of Boone County are patrolled and calls are answered; ensures that all civil process papers are served in correct, legal, and safe manner; coordinates major case squad and investigations within Boone County.

Responds to and supervises calls involving major or serious events; investigates complaints of officer/employee actions and accidents involving Department vehicles.

Directs officer activities in cases of civil unrest or emergencies to coordinate deployment of resources and weapons, first aid units, sniper suppression teams, search/rescue units and mounted forces.

Consults with other state and local law enforcement agencies to provide or obtain information; supervises officers in obtaining court orders and oversees procedures involving arrests, fingerprinting and filing of charges; assists subordinates in operations such as surveillance, raids, and arrests.

Attends administrative meetings to develop policies and operating procedures for the Department; participates in officer/employee shift meetings to ensure attendance, conformance to policies and updates officers/employees on issues; prepares and adjusts work schedule, approves and tracks vacation requests; approves training requests and sick leave for officers/employees; approves and assigns officer reports; assigns cases and calls to officers for investigation; investigates incidents and writes police reports.

Responds to public contact from citizens regarding concerns and/or complaints; develops and writes grant proposals for outside funding for officers/equipment; monitors expenditure of funds; develops sources of outside funding for the community for needs not covered by Department budgets; coordinates the bidding, acquisition and distribution of Department equipment and property.

Maintains inventories of vehicles and other equipment/property for the Department; ensures that vehicles are equipped and operated in correct manner; prepares annual budget; prepares various Department reports.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of the principles and practices of law enforcement.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Comprehensive knowledge of the policies and practices of the Boone County Sheriff's Department.
4. Comprehensive knowledge of Boone County Human Resources policies and practices.
5. Considerable knowledge of the criminal justice system in the State of Missouri.
6. Considerable knowledge of the court system in the State of Missouri.
7. Skill in planning and managing staff.
8. Skill in interacting with people of different social, economic, and ethnic backgrounds.
9. Skill in communicating with violators and mediating difficult situations.

**MINIMUM QUALIFICATIONS:**

Possession of Missouri Peace Officer Certification; Bachelor's degree and five years management experience in law enforcement; must have clear criminal record (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)