



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Captain</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Chief Deputy or Sheriff</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/20</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> <u>201</u>	

**SUMMARY:**

Under the administrative direction of the Chief Deputy or Sheriff, performs advanced administrative, supervisory, and technical law enforcement work of exercising command of and/or directing the activities of a specifically assigned branch or specialized unit. Work involves extensive responsibility for utilizing independent judgment and individual initiative in the interpretation of orders, policies, procedures, rules, and regulations in making decisions concerning law enforcement, complex community related matters, strategic planning, and in leading subordinate members in routine and emergency situations.

**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.*

- Assigns work to units, squads, or directly to subordinates under their command, managing and directing work processes, as well as recommending and instructing as to the best possible courses of action to be taken.
- Prepares reports and makes periodic inspections of members, equipment, supplies, materials, and work methods.
- Reviews reports for correctness and completeness.
- Evaluates the effectiveness of the operations of the assigned branch.
- Ensures subordinate conformance to Sheriff's Department policy, procedures, rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of subordinates.
- Supervises, directs, and coordinates, through subordinates, the various law enforcement functions, and administrative activities; supervises all members assigned to the branch.
- Responds to citizen complaints and manages the investigations regarding complaints regarding personnel.
- Command major incidents, investigations, emergency situations; assumes command of law enforcement activities on the scene; develops and modifies emergency operation plans.

- Manages financial activities related to personnel, procurement, inventory and replacement of assets, grants, contractual agreements, operational revenue, facility maintenance, and audits.
- Manages the equipment maintenance, fleet maintenance, radio communications, and records management to ensure operational readiness.
- Assesses and mitigates liability; performs risk management.
- Assigns manpower as needed
- Assists in preparation of Sheriff's Department budget.
- Represents department in meetings with outside agencies.
- Researches, plans, and supervises large special events/details.
- Interacts with various media outlets.
- Participates in Sheriff's Department recruitment and community relations activities as directed.
- Performs all essential functions of the position of Lieutenant as needed.
- Performs the following essential functions of Deputy Sheriff as needed:
  - Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property.
  - Conducts preliminary and/or detailed investigations of the commission of crime or law violations.
  - Makes arrests and transports prisoners as needed.
  - Protects crime scenes, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations.
  - Completes reports and other forms as needed.
  - Enforces traffic laws and issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic crashes.
  - Participates in work involving juvenile offenders.
  - Testifies in court proceedings as needed.
  - Serves warrants, court orders and other legal processes.
  - Assists other law enforcement, fire, medical personnel, and other government agencies as needed.
  - Assists detention personnel in the Boone County Jail with facility operations and/or control of detainees.
  - Assists in the training of personnel as needed.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS:**

1. Strong knowledge of the principles and practices of law enforcement.
2. Strong knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
3. Strong knowledge of applicable federal, state, and local laws, statutes, ordinances, and regulations.
4. Strong knowledge of the policies and practices of the Boone County Sheriff's Department and geography of the county.

5. Strong knowledge of Boone County Human Resources policies and practices.
6. Strong knowledge of the criminal justice system in the State of Missouri and Boone County.
7. Strong knowledge of the political, social, and economic structure of Boone County, the social importance of law enforcement work; the geography of the County, its incorporated areas, and the general roadway network.
8. Strong knowledge of criminal investigation procedures and techniques.
9. Strong knowledge of legal documents, legal principles of investigations, and current investigative techniques.
10. Ability to make forcible arrests and engage in foot pursuits.
11. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
12. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with subordinate members and the general public.
13. Ability to receive orders from superiors and relay them to subordinates in a firm and tactful manner.
14. Ability to plan, delegate, distribute workload to personnel, and lead by example.
15. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
16. Ability to administratively represent the Sheriff in department business regarding planning, operations, logistics, finance, and administration functions.
17. Strong ability to observe and interpret situations analytically and objectively, as well as react in a timely fashion.
18. Strong ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
19. Strong ability to express oneself clearly, concisely, and effectively, orally and in comprehensive written reports.
20. Strong ability to react quickly and calmly and direct the work of subordinates in an emergency.
21. Strong ability to communicate effectively and concisely, orally and in writing.
22. Strong ability to utilize sound reasoning, as well as ability to make sound decisions using independent judgment.
23. Strong ability to cope with stressful and strenuous situations and perform calmly in such situations.
24. Strong ability to interact with citizens in a professional manner.
25. Strong ability to follow instructions when furnished in written, oral, or diagram form.
26. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
27. Strong ability to identify, preserve, collect, and evaluate evidence.
28. Skill in the use and care of firearms and related law enforcement equipment.
29. Skill in defensive and emergency driving.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions: perform multiple physical

tasks simultaneously; drive an automobile; 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; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

This position regularly operates in a professional office environment and is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

As a law enforcement professional, there is risk and hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; and risk of civil litigation due to the performance of duties.

Work may be performed in various weather conditions (e.g., extreme temperatures and precipitation).

Position requires the ability to work when necessary, as well as, the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

Must be a full-time, Missouri P.O.S.T. certified deputy, holding the rank of Lieutenant or higher; or currently holding the rank of Sergeant with at least five (5) years supervisory responsibility immediately prior to the application deadline.

No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the application deadline date for the promotional process. May not be on any form of disciplinary probation at the time of the application deadline for the promotional process.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*