

LINN COUNTY CLASSIFICATION

TITLE: CAPTAIN - PATROL DIVISION
NUMBER: 698f
PAY RANGE: 22 (SO)
CATEGORY: MANAGEMENT/EXEMPT (SO)
2005

APPROVAL ORDER
NUMBER: 2005-342
DATE: June 28,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory, administrative and law enforcement work in the management of all Patrol Division functions, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Undersheriff and Sheriff who assigns general duties and reviews work for effectiveness and use of proper procedures. Independent judgement is exercised with respect to methods and procedures. Policies and overall objectives are established and reviewed by the Sheriff.

SUPERVISION EXERCISED: Exercises supervision over the Patrol Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining unit and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work for completeness.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, organize, coordinate and assign work to Deputies in the Patrol Division. Consult with the Undersheriff and Sheriff regarding Patrol Division activities and accomplishments.
2. Review written activity and investigation reports of Deputies to evaluate the completeness and accuracy of material. Initiate and/or conduct follow-up investigations as necessary to insure soundness of reports and validity in Court presentation of evidence.
3. Coordinate training programs with the training office.
4. Study and research law enforcement problems, new laws and Court decisions and inform division personnel of new developments and procedures.
5. Supervise Patrol Division investigations and participate in the more complex law enforcement problems as they arise.
6. Confer with citizens concerning complaints, problems, requests and suggestions and direct personnel to take appropriate action.

7. Participate in the public relations programs of the Department and establish and maintain communications with community organizations, businesses, schools and other groups.
8. May be called upon to perform the duties of a Law Enforcement Officer with respect to conducting investigations, gathering evidence, interrogating persons, preparing Court cases and testifying in Court.
9. Review personnel problems and operating procedures. Make recommendations to Undersheriff regarding personnel actions, rules and regulations.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles and methods employed in modern police administration and investigation work. Thorough knowledge of and ability to interpret applicable Federal, State and Local Laws and ordinances. Thorough knowledge of court systems and procedures, civil law functions and corrections functions and procedures. Thorough knowledge of the use of law enforcement equipment, including firearms, vehicles, radios, crime investigation kits and intoxilyzer. Thorough knowledge of the records and reports in the administration of police functions. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to law enforcement programs.

Skill in the efficient and safe use of firearms, crime investigation kits, intoxilyzer and motor vehicles.

Ability to plan, assign, supervise and review the work of division personnel, either directly or through supervisors. Ability to quickly assimilate and apply specific departmental operation rules and procedures and apply them to on-the-job situations. Ability to perform the duties of a Deputy Sheriff. Ability to establish and maintain effective working relationships with fellow officers, supervisors, complainants, victims and suspects, witnesses and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible experience in a law enforcement position, including at least three years of supervisory experience and two years experience in a County Sheriff's Office. Graduation from a two-

combination of experience, education and training which demonstrates the ability to perform the work may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Possession of a Supervisory Certificate within one year and possession of a Management Certificate within two years of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.