

**Classification Title: Deputy Sheriff (Captain)**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Performs administrative and supervisory law enforcement work directing the activities of a specific unit of the Sheriff's Department, including the prevention and detection of crime.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Schedules unit activities and work schedules. Coordinates administrative duties. Supervises the unit and resolves personnel issues. Conducts performance evaluations.
2	S	Communicates specific issues to the division Major. Represents the department as needed. Schedules staff activities.
3	S	Oversees the management of work and/or case assignments. Reviews incident and/or activity reports and plans courses of action.
4	S	Compiles and summarizes statistical data and regular activity reports.
5	H	Enforces local, state and federal laws when patrolling an assigned area. Responds to calls and investigates disturbances. Investigates suspicious conditions and complaints and arrests persons who are suspected of violations.

**CLASSIFICATION REQUIREMENTS:**

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Education	Associate's degree in Criminal Justice, Law Enforcement or related field.
Experience	Five years experience in law enforcement, including one year of law enforcement management experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Basic Law Enforcement Training, Firearms Certification, CPR Certification.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicles, weapons, surveillance equipment, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment