



<b>WORKING TITLE:</b> CAPTAIN (OPERATIONS DIVISION)	<b>CLASSIFICATION:</b> CAPTAIN (OPERATIONS DIVISION)
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> SHERIFF
<b>PAY RANGE:</b> SFMGT 20	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> SEPTEMBER 2016

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

This position will plan, direct, and control activities of the Operations Division of the Sheriff's Office as delegated by the Sheriff. The Operations Division includes patrol, criminal investigations, evidence, search and rescue, contract cities, narcotics unit (YCINT), dog control, civil, crime prevention, reserves/cadets, media relations, Community Response Team, incident review, citizen complaints/internal affairs investigations, emergency management, forest patrol and marine patrol. Will be responsible for the following special units, as delegated by the Sheriff: Multi-Accident Traffic Team, Fire Investigation Team, Child Fatality Review Team, and Major Crime Response Team.

Supervises all delegated activities and personnel in the division, including employee evaluations, and recommendations on hiring, promotions, negotiations, discipline, and termination. Must demonstrate working knowledge of current laws, policies and procedures; ability to prepare complex written or oral directives; ability to develop and apply supervisory skills in a professional manner; ability to communicate clearly and concisely in both oral and written form. Will work varied shifts as necessary. Duties listed above will be delegated by the Sheriff between the Patrol and Administrative Captain.

**SUPERVISION RECEIVED:**

Works under the supervision of the Sheriff who assigns and reviews work for conformance to laws, policies, rules and regulations.

**SUPERVISION EXERCISED:**

Supervises all delegated personnel within the division.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Plans, directs, controls, and supervises all patrol activities occurring in the YCSO and the personnel assigned to those divisions.
- Provides assistance to the Sheriff in effecting all decisions and planning in relation to

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operational activities, through collection and provision of pertinent data and background information, thereby ensuring efficient operation of the YCSO.

- Supervises all personnel within assigned divisions. Evaluates assigned employees on job performance.
- Assumes duties and responsibilities of other management team members (command personnel), including other Captains, Managers, Supervisors or the Sheriff, as delegated, and in the absence of those personnel.
- Participates in disciplinary proceedings involving staff, and, at the request of the Sheriff, of other office personnel. May represent the office in grievance proceedings at all levels short of arbitration. Serves on administrative review boards. Participates in all decisions and activities related to office terminations and promotions.
- Conducts and makes final recommendations to the Sheriff for personnel selection for all divisions of the YCSO, in coordination with other members of the management team,.
- Maintains the policy manual. Through on-going review, assures that additions and changes are included as needed to reflect all current legislation and court decisions. Assures that all affected parties are included in major policy changes and that staff are notified of new or different procedures or expectations. Coordinates policy changes or additions in conjunction with accreditation standards.
- Provides the Sheriff assistance on matters pertaining to preparation of varied and complex reports, budgets, personnel matters, sensitive issues, citizen complaints, constituent concerns, public relations, contracts, surveys and statistical data gathering. Provides Sheriff with consultation on matters relating to the office relationship with other county officials, as well as with city, state and federal officials, social agencies and community members. As requested, drafts correspondence, reports or other documents for the Sheriff
- Reviews personnel performance evaluations of divisions supervised.
- Serves as training coordinator, including development of training opportunities, procurement and certification of instruction, and maintenance of current individual training profiles, in coordination with other management team members.
- Monitors new laws, administrative rules, and procedural changes necessitating the creation of updated training bulletins to prevent claims of vicarious liability for negligent training.
- Keeps current on law enforcement and corrections innovations to assure that staff is kept current.
- Acts as YCSO liaison with the Teamsters Union Local 223. Keeps Sheriff informed of all issues of concern related to Union issues and activities.
- Provides leadership for all organizational planning and research including calculating the impact of proposed or newly passed legislation. Keeps Sheriff informed of such impact through preparation of position papers and recommendation for policy or procedural modifications.
- Acts as Office Liaison to the county Major Crimes Response Team “MCRT”, Major Accident Traffic Team “MATT”, and Yamhill County Interagency Narcotics Team “YCINT”.
- Manages the county Disaster Plan and Emergency Operation Manual sections. Assures that the plan is up-to-date, that all affected parties maintain appropriate readiness and that needed supplies and materials are available and accessible.
- Develops plans and manages all YCSO community service projects, including supervision of any staff assigned to administer such projects along with other management team

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members. Attends community events, council meetings, or other activities as YCSO designee as directed by the Sheriff.

- Ensures that the Sheriff and all other administrative staff are fully and accurately informed about all unusual, serious or difficult issues.
- Directs the organization and maintenance of all office records and communication systems, in conjunction with the Executive Assistant. Revising forms and procedures as necessary to reflect current data needs and to support the efficient flow of work and information to all staff and citizenry as required.
- Coordinates record keeping functions involving the Report Management System “RMS”, in conjunction with Executive Assistant.
- Assists with ensuring that RMS accurately reports Sheriff’s Office statistics and criminal justice information to the State of Oregon and other required entities.
- Collects and produces information on Sheriff’s Office activities, and provides releases to the media in the function of the Public Information Officer.
- Produces and disseminates press releases to educate citizens on potential personal safety or prevention materials to enhance their personal security, pro-actively.
- Responds to requests for information from news media timely.
- Responds to emergencies and major crime scenes to act as spokesperson for Sheriff.
- Manages Sheriff’s Office motor pool with the assistance of an assigned Supervisor.
- Acts on behalf of the Sheriff as liaison to other county law enforcement agencies, state and federal law enforcement agencies and other agencies which interact regularly with the patrol division.
- Assures that materials and supplies needed by the patrol division are available at all times to meet staff needs and support the work of the Office.
- Manages all county Search and Rescue operations. Assures that staff maintains appropriate readiness and that needed supplies and materiel is available and accessible.
- Plans, negotiates and manages all YCSO police service contracts, including supervision of staff assigned to serve each contracted area.
- Ensures that the Sheriff and all other office administrative staff are fully and accurately informed about all unusual, serious or difficult issues.
- Acts as liaison to the Yamhill County Reserves.
- Conducts or supervises special investigations and internal affairs investigations, at the direction of the Sheriff,.
- Completes all other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- All phases of field operations and administrative police work and ability to communicate that knowledge and experience to others.
- Law enforcement administration, management, supervision, civil rights, search and seizure, rules of evidence, employee relations, the records system, and the care, custody, and control of inmates.
- The judicial system, the criminal prosecution system, and state and federal criminal laws.
- The geography of the county and location of critical landmarks.

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- Related equipment and systems.

### **SKILL IN:**

- Effective communication, both verbally and in writing.
- Interpreting and implementing goals and objectives of the YCSO at all times. Analyze complex operational and administrative problems in the areas of assignment.
- Preparing comprehensive and statistical reports utilizing technology, for the assigned areas of responsibility for the purpose of office budgeting and management.

### **ABILITY TO:**

- Work under stressful conditions.
- Understand and interpret complex orders and directives.
- Provide consultation and support to staff, assisting them in appropriate decision-making and assuring they are provided with all training necessary to discharge their duties with maximum effectiveness.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Eight years' experience in law enforcement; three years' experience in a supervisory position. Supervisory certification from the Oregon Department of Public Safety Standards and Training and must obtain a Management Certificate within two years of appointment.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070. May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to training and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift minimum requirements as stated by DPSST. Must be able to meet all requirements as designated in the job task analysis of a police officer on file with DPSST.

Contact with the public in homes or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*