



DEPUTY SHERIFF-CAPTAIN

General Statement of Duties

Performs difficult protective services work managing the daily administrative function of assigned divisions, ensuring compliance with rules, regulations and policies.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing, and directing the work of a major division of the Department for efficient and effective operations. Work involves scheduling, training, performance coaching and evaluation for patrol staff; reviewing reports; coordination of scheduling off-duty officers for school and community events; and procurement and coordination of maintenance of division equipment, uniforms, weapons, and other supplies. Work requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy, state and federal law, supplemented with guidance from the Sheriff, and under the general supervision of the Chief Deputy and evaluated through periodic conferences, observation, periodic discussions and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes, and supervises assigned division(s) within the Sheriff's Department (e.g. field operations, civil, court security, detention, investigations, crime prevention, criminal investigation, etc.).
- Reviews and recommends policies; participates in major case management and in investigations; coordinates departmental interaction with other law enforcement agencies.
- Reviews and ensures all reporting procedures are in compliance with department reporting policies and procedures.
- Reviews existing policies and procedures and recommends changes.
- Receives and investigates complaints and recommends appropriate action.
- Evaluates the work of subordinate personnel; coaches and counsels employees; coordinates training; reviews evaluations conducted by subordinates; conducts evaluations of direct reports; imparts disciplinary action and recommends promotions.
- Ensures subordinates conform to and attain the goals and objectives established by the Department.
- Assigns and schedules personnel to division activities; reviews and approves time sheets; assists with applicant review process; arranges for polygraph tests.

- Assists with the development and implementation of operating and capital improvement budgets.
- Interprets personnel policies and regulations for employees.
- Reviews administrative paperwork, departmental accident reports, internal investigations reports, correspondence from division commanders, and monitors terrorism information disseminated to the Department.
- Maintains administrative files of the Sheriff's Office such as general orders, memorandums of understanding, grant proposals and agreements, staff meeting notes, fleet maintenance reports and correspondence from the Sheriff.
- Maintains personnel files, medical files, and disciplinary files.
- Supervises the hiring process for new applicants, to include testing and interviews, and makes recommendations to the Sheriff.
- Assists with and oversees procurement of service, supplies, materials and equipment.
- Coordinates the maintenance of vehicles and monitors vehicle assignments.
- Attends various civic meetings; serves as liaison to the general public.
- Assists the Sheriff with special projects as needed.

Additional Job Duties

- Participates in general law enforcement work including answering complaints or calls, transporting prisoners and mental patients, making arrests, investigation crimes and other law enforcement duties.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the laws and regulations relating to law enforcement administration.
- Comprehensive knowledge of department rules and regulations.
- Thorough knowledge of applicable federal and state laws and local ordinances.
- Thorough knowledge of the geography of the County and the location of important buildings.
- Thorough knowledge required to create, read and understand a variety of documents.
- Thorough knowledge of the use of various pieces of equipment.
- General knowledge required to operate standard office equipment and software.
- Ability to assign, direct and supervise the work of subordinate staff.
- Ability to communicate ideas effectively both orally and in writing.
- Ability to analyze complex problems and to adopt quick and effective reasonable courses of action with due regard to surrounding hazards and circumstances.

- Skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle.
- Ability to establish and maintain effective working relationships with associates, law enforcement agency officials and the general public.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to prepare a variety of correspondence and reports.
- Possession of physical agility and endurance.
- Ability to establish and maintain effective working relationships with associates, law enforcement agency officials and the general public.

Physical Requirements

- Work requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to inside and outside environmental conditions, occasional exposure to risk of electric shock, fumes or airborne particles and hazards.
- Worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Graduation from high school and extensive law enforcement and supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of Basic Law Enforcement Certification (BLET) upon hire
Complete designated six modules of DCI Training within six months of employment.

Complete School Resource Officer Training within one year of employment.

Complete designated Supervisors Training within two years of employment.

Complete Civil Process Certification within two years of employment.

Complete annual mandated In-Service Training.

Complete any other training as specified by the Sheriff required for divisional assignments.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.