

Delaware County

POSITION DESCRIPTION

Title: Captain	Department: Sheriff's Office
Reports to: Under Sheriff/Sheriff	FLSA Status: Exempt
Approval Date: December 6, 2024	Revision Date: N/A

Position Profile

Direct the operations of a Division within the Sheriff's Office. Coordinate assigned activities within divisions, with outside agencies and the general public. Provide highly responsible and complex staff assistance to the Delaware County Under Sheriff/Sheriff.

Duties and Responsibilities

- Directs staff: schedules, assigns and directs work; orients new employees; oversees or conducts training; coaches; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
- Provides direction and general oversight for day-to-day operations of the Office.
- Ensures compliance with organizational policies and relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Enforces policies and procedures related to law enforcement services in Delaware County; reviews and makes recommendations which would impact the activities of the Office; prepares reports concerning management problems and other administrative functions.
- Monitor serving of all warrants and assist to make required arrests and manage and direct all traffic through radar monitoring equipment.
- Meets with staff to identify and resolve problems; assigns projects and areas of responsibility; reviews policies and procedures of the Department.
- Coordinates services and activities with other law enforcement agencies and with Federal, state, and local enforcement agencies in maintaining law and order.
- Plans and directs development and implementation of programs related to law enforcement activities including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications and related activities.
- Performs research to ensure Department personnel remain current with changing trends and procedures in law enforcement; conducts special investigations; coordinates and participates in major criminal investigations as needed.
- Perform investigations on all criminal investigations and assist to take all photographs and fingerprints to be presented in court.
- Conduct interviews with all suspects and assist to retain all statements and depositions and prepare required investigation reports and assist to file all charges and make appropriate arrests.
- Develop and maintain professional relationships with all residents of community and inform citizens of all crime prevention methods and maintain records of all activities and assist to file all complaints and perform required investigations.
- Coordinate with various law enforcement agencies to share all required information and manage all work if required
- Plan and coordinate with community to promote various crime prevention activities and administer all functions efficiently.
- Collaborate with divisional commanders to maintain consistency in all operations and recommend appropriate policies and procedures.

- Monitor performance of all employees and establish all police requirements to prepare efficient policies.
- Supervise and provide training if required to all division staff and assist to resolve all issues for subordinates.
- Manage and review efficiency of all service delivery methods and procedures and resolve all employee issues and prepare schedule for all programs and maintain same.
- Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

Qualifications

This position is subject to the Delaware County Drug and Alcohol Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing. Must be 21 years of age. Must possess a valid Oklahoma driver's license. Must be willing to work extended hours.

Education and/or Experience

High school diploma or equivalent required. Five (5) years of experience in police work preferred, one year in a supervisory capacity preferred or any equivalent combination of education and experience. Certification from the Council of Law Enforcement Educational Training Academy required.

Knowledge, Skills, and Abilities

Knowledge of:

- Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Current court cases and legislation affecting Sheriff's Office administration.
- Court procedures used in criminal, civil and domestic court.
- Complex principles and practices of modern law enforcement including community policing and law enforcement ethics.
- Crime scene investigations.
- Geographical layout of the County.
- Operational characteristics, services, activities, policies and procedures of the Sheriff's Office.
- Operations requirements of actual and anticipated emergency situations.
- Interdepartmental operations.
- Principles and practice of supervision, team building, training and performance evaluations.
- First aid methods and techniques.
- Self-defense tactics.
- Methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns.
- Principles and procedures of records keeping and reporting.
- Advanced principles and practices of accounting, budget preparation, administration and control.
- Modern office processes and procedures.
- Relevant computer hardware and software applications.

Ability to:

- Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
- Speak, read and write the English language.
- Communicate effectively verbally and in writing; communicate effectively with the media.
- Plan, organize and direct law enforcement and administrative activities.
- Develop and implement law enforcement programs.

- Provide administrative and professional leadership and direction for staff.
- Analyze and evaluate management, organization, administrative and law enforcement activities.
- Identify and analyze administrative problems and implement operational changes.
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient law enforcement services..
- Manage and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.
- Develop emergency plans and act decisively in emergency situations.
- Analyze problems, identify alternative solutions and implement recommendations in support of goals.
- Oversee and prepare clear and concise administrative and financial report and records.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Perform multiple tasks simultaneously.
- Operate under continuous pressure.
- Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
- Care for firearms safely.
- Establish and maintain cooperative and effective public relations with co-workers, subordinate staff and the community.
- Understand, practice and enforce safety procedures and precautions.

Physical Demands

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to one hundred (100) pounds. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This is a safety sensitive position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. Will be exposed to a physically challenging environment, which may include; exposure to Bloodborne and Airborne pathogens, physical assault, verbal assault, loud noises, prolonged sitting, and restricted movement outside of the facility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date