

Captain

Position Description

**Status**

Full-Time, Exempt

Compensation

10% above base hourly wage of lieutenants

Bargaining Unit

POLC – Captains

Reports to

Undersheriff

Supervises

Lieutenants, Sergeants, Deputies

Position Category

Manager

Summary

Develop and implement agency policy and procedures for the Law Enforcement and Corrections Divisions. Manage, supervise, and direct the administration, operation, and support functions of the agency. Functions as an Administrator and works with the Sheriff and Undersheriff to plan and develop organizational strategy and is responsible for the oversight of the division.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Assists in the development of the department budget and will provide oversight on resource allocation.
2. Acts as the Incident Commander over both Corrections and Law Enforcement during circumstances including major crime scenes, emergency situations, and natural disasters.
3. Coordinate, evaluate, and provide training on responses from the Sheriff's Office to outside agencies including: Central Dispatch, Local Police, Local Government, Department of Corrections, Department of Homeland Security, Federal and Tribal Police, State Police, Children Protective Services, Court Officials, Probation and Parole Departments, and Department of Human Services.
4. Manages the productivity, cost analysis, compliance, and reporting of assigned grants for the department. Determines supervisors of specific grants and use of the resources.
5. Conducts the discipline and counseling of employees who fail to follow department policy and procedures or conduct themselves in a way that is deemed detrimental to the department, image, violates the public trust, or calls into question the agencies integrity.
6. Communicates with the Sheriff, Undersheriff, Lieutenants, Sergeants, Detectives and Deputies regarding any problem areas that need improvement.

7. Makes staffing decisions regarding the training, hiring, performance evaluation, delegation, interview process, and promotions within the department.
8. Review and investigate all officer and citizen complaints as they relate to the department. Refers to internal investigations when necessary where they will investigate the allegation, conduct hearing boards, and determine proper course of action as it relates to the complaint.
9. Must be able to perform all of the essential functions of a Deputy Sheriff, Detective, Lieutenant, and Sergeant.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others; must be able to drive a vehicle.

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.

While performing the duties of this job, the employee must have the ability to take and pass the agency annual physical fitness test as outlined by MCOLES; ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel is required throughout the County.

Required Education and Experience

1. Associates Degree in Criminal Justice or related field.

2. Michigan Commission on Law Enforcement Standards (MCOLES) Certified.
3. Certified in the following: Firearms qualification, CPR, First Aid, Blood Borne Pathogens, LEIN certification, Emergency Vehicle Operations, Defensive Tactics, Unified Incident Command Training, Data Master, Radar, and Standard Field Sobriety Testing.
4. Five (5) years of experience as a Deputy Sheriff or Corrections Officer.
5. Five (5) years of experience as a Law Enforcement or Corrections Supervisor.
6. Possess a Valid Michigan Driver's License.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____