

CAPTAIN
(LAW ENFORCEMENT DIVISION)

GENERAL STATEMENT OF DUTIES: Performs highly responsible duties involved in the operation of the Law Enforcement Division including supervision of all personnel assigned to the division; works under general supervision of the Undersheriff; performs related duties as required.

STATEMENT OF TASKS:

Supervises the Patrol/Traffic Safety Division, Court Security Division, Detective Bureau, Narcotics Unit, Marine Division and other areas as assigned;
Establishes staff training and development of programs;
Acts as liaison with other Criminal Justice Agencies;
Assists with preparation of the budgets for the Law Enforcement Division;
Develops policies and procedures for the Law Enforcement Division;
Supervises Division Commanders;
Prepares written and oral reports as necessary;
Directs and/or participates in investigations;
Maintains necessary records.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the laws and departmental policies pertaining to accepted police practices;
Thorough knowledge of the procedural aspects of Civil and Criminal Courts;
Thorough knowledge of training and development programs and techniques, and the ability to implement same;
Thorough knowledge of investigative techniques;
Considerable ability to maintain good interpersonal relationships;
Considerable ability to exercise good judgment;
Considerable ability to communicate effectively orally and in writing;
Considerable ability to communicate with the public;
Considerable ability and skill in report writing;
Considerable ability to coordinate, supervise, and evaluate the work of the assigned personnel;
Ability to physically perform the work;
Ability to utilize a PC and related software;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Must be currently classified as a Lieutenant in the Genesee County Sheriff Department and have held current rank a minimum of six (6) months.

Established: February 10, 1982
Revised: July 28, 2003


Human Resources Director