



## CLASS SPECIFICATION

**Class Title:** Captain  
**Department:** Sheriff  
**FLSA:** Exempt

**Class Code:** 7770  
**Grade:** 31  
**Eff. Date:** 09/01/1982  
**Revised:** 01/07/2019

### GENERAL PURPOSE

Under general supervision of the Chief Deputy, performs administrative and supervisory work in directing and coordinating the activities and staff in the Law Enforcement or Corrections Division.

### EXAMPLE OF DUTIES

This position works with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

Supervises division personnel directly or through subordinate supervisors; ensures and supervises training of personnel; assigns and monitors work; evaluates employee performance in compliance with County policies, procedures, and practices; addresses and documents employee performance problems in a timely manner; initiates disciplinary action as directed; oversees maintenance of records and paperwork.

Administers process of allocating staffing resources and scheduling work assignments.

Assists the Sheriff and Chief Deputy in establishing division objectives, policies, rules, regulations, and performance standards.

Performs short and long range personnel and administrative planning.

Plans divisional activities, helps plan designated departmental activities; assists in the development and preparation of annual department budget. Approves expenditures within division budget, ensuring expenditures do not exceed approved appropriations.

Solves division and department problems and other internal issues. Receives, investigates and responds to citizens' complaints.

Prepares and makes department and public presentations.

May oversee crime investigations.

Coordinates work between divisions, oversees divisional public relations activities.

May conduct training courses; may prepare cases for court.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience**

Must be a Lieutenant in law enforcement or a correctional facility.

*Preference for* a bachelor's degree in criminal justice or a related field.

**2. Other Requirements:**

Must be certified as a full-time Law Enforcement Officer or Basic Correctional Officer (required certification contingent upon assigned division) through the Utah Peace Officer Standards and Training Academy (POST); must maintain certification and complete required annual training.

Must pass the physical fitness test annually.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** principles of effective management, supervision, planning, training, and personnel practices; police/law enforcement or corrections (determined by assignment) terminology, principles, policies and procedures; problem solving techniques; applicable federal, state, and local laws and enforcement; court rules and procedures; recognition, collection preparation, preservation, and laws of evidence; investigative procedures and techniques; department and County policies, procedures, practices, rules, and regulations; budgeting principles.

**Skill in:** proper use and maintenance of firearms; operating a variety of law enforcement equipment; operating an emergency vehicle in a safe manner and in compliance with all applicable practices, policies, procedures, and laws/regulations; operating all applicable computer hardware and software, and other common office equipment.

**Ability to:** plan, supervise, assign, and evaluate the work of others; effectively organize, delegate and establish meaningful goals; make sound decisions quickly when under pressure; use sensory perceptions of seeing, hearing, and smelling to be alert and aware of surroundings at all times, and to detect and discern emergency and/or threatening situations; effectively handle sensitive interpersonal problems and maintain confidentiality; solve a variety of complex problems related to law enforcement or corrections; compose a variety documents and reports; maintain files, records and reports; read and understand court and other criminal detail documents, arrest reports, and criminal histories; maintain composure during emergency situations; appropriately react to unexpected situations and emergencies; respond to hostile and aggressive citizens; handle high levels of personal stress and maintain composure under a variety of adverse conditions; communicate via two-way radios; work for sustained periods maintaining concentrated attention to detail; follow written and oral instructions; establish and maintain effective and cooperative working relationships with supervisors, subordinates, co-workers, other agencies, and the general public; follow written and oral instructions, communicate effectively (orally and in writing).



## CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***