

**WEBB COUNTY
JOB DESCRIPTION**

CERTIFIED

TITLE: Captain
DEPARTMENT: Jail Division
SLOT NUMBER: 554
REVISION DATE: January 10, 2013

JAN 10 2013

By Webb County
Civil Service Commission

JOB SUMMARY:

Performs supervisory and administrative law enforcement duties, in the jail division. Supervises and coordinates all activities related to enforcement, regulatory, and inspection duties performed in the jail division. Provides administrative supervision and support within assigned operational area. May perform as Division Commander in the absence of the Commander and as Divisional Duty Officer. Participates in public relations activities. Supervises Lieutenants and Sergeants. Work is performed under general supervision of the Divisional Commander.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary duty is office work and management of jail operations of the Sheriff's office, employing the exercise of discretion and independent judgment.
- Plans, organizes and supervises activities in assigned division, checking performance, appearance and conduct of subordinates; give advice and instructions concerning unusual phases of work; corrects errors and recommends disciplinary action regarding infractions of rules and regulations.
- Establishes divisional policies within the framework of policy and law; determines methods and procedures by which to carry out directives; prepares in-depth plans for the accomplishment of broad objectives such as improving morale, inter-service relations, etc.
- Conducts or monitors investigations; make evaluations and analyses concerning accomplishment of objectives.
- Coordinates activities, contacts local law enforcement, court and other officials in coordinating activities of the Sheriff's Office.
- Supervises, interviews, and conducts employment investigations; serves on employment and promotional interview boards.
- Plans and conducts in-service supervisory and management training programs, and holds staff meetings; explains laws, policies and procedures; participates in training seminars.
- Serves as coordinator for in-service school; monitors curriculum, evaluates instructors, etc.; instructs in basic and advanced schools.
- Reviews various reports submitted by subordinates, peers, and top management; researches and prepares special reports; assist in the preparation of the annual budget; audits expense accounts and other expenditures; monitors and controls budgetary expenditures.
- Conduct staff meeting; serves on various committees plans and acts as advisor to the Divisional Commander.

- Receives, distributes and inventories supplies and equipment; receives and routes or answers correspondence; may arrange for purchases and payment of accounts.
- Makes evaluations of subordinates work; counsels personnel and prepares employee performance evaluation reports.
- Cooperates with local enforcement, court, schools, governmental and other officials to explain policies.
- Answers inquiries from the general public concerning statutes, Sheriff's Office policies and services, etc.; receives complaints, initiates investigations, evaluates findings and recommend appropriate actions.
- Assures compliance with the Texas Commission on Jail Standards.
- Participates in city, county, state and other training programs.
- Perform other duties as assigned.

QUALIFICATION STANDARDS:

- Considerable progressive experience in Sheriff's Office affairs and personnel administration; experience of two (2) years minimum in the career progression position preceding the position of Captain preferred.
- Successful completion of college level curriculum in criminal justice, personnel administration, business administration, business administration or personnel management preferred; specifically requires basic knowledge of rules, regulations, procedures, functions and organization; knowledge of the principles, methods and techniques of modern personnel management; basic knowledge of cost accounting and budgeting procedures; comprehensive knowledge of applicable laws and regulations; thorough knowledge of police methods, procedures tactics, and court systems and procedures.
- Advanced certificate issue by the Texas Commission on Law Enforcement Standards and Education preferred.
- May perform direct law enforcement duty if need arises and may be directly involved in enforcement activities as a supervisor.
- Must be proficient in the use of firearms.

SKILLS AND ABILITIES:

- Skills in the motivation of employees and the application of leadership principles.
- Ability to effectively apply knowledge of Sheriff's Office rules, regulations and procedures.
- Ability to apply the principles, methods and techniques of modern personnel management.
- Ability to prepare budgets and to monitor and control expenses.
- Ability to analyze and solve work problems.
- Ability to work effectively with Sheriff's Office personnel and personnel of other agencies;.
- Ability to effectively meet, greet, and interact with the general public, and to successfully perform public relations functions.
- Ability to analyze workloads and to plan, schedules and assign work.
- Ability to instruct, direct, and supervise employees.
- Ability to walk, stands, sits, kneel, push, stoop, crawl, climb stairs.

- Conduct cell searches for contraband.
- Knowledge of jail methods, techniques, practices and procedures.
- Knowledge of keeping accurate records, counts to include computers and related equipment.
- Knowledge of the overall operation of the jail facility.
- Prevent escape attempts.
- Prevent the introduction of contraband into the facility.
- Prompt and courteous treatment of visitors to the jail.
- Restrain assaulting persons.
- Skills in the supervision of offenders.
- The use of handcuffs, leg irons, and other restraints.
- Use teargas canisters and weapons.
- Ability to communicate in English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs.
- Must be able to work outdoors as needed.

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations other Webb County Policies apply.

SUPERVISORY:

- Supervised directly by Divisional Commander.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Printed Title

Printed Title

Date

Date