

CAPTAIN

FUNCTION OF THE JOB

Under direction, to perform work involving the operation, supervision, and direction of a bureau or patrol shift, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, assigns, directs, controls, coordinates, and evaluates the work of employees in divisions of the Waukesha County Sheriff's Department including Metro Drug Unit, Patrol, Tactical Enforcement Unit (TEU), Process/Court Services or Detectives.
2. Reviews employee work schedules to ensure adequate levels of service; considers time off, incident rates, overtime and any special requirements of the shift or bureau when determining staffing.
3. Assumes responsibility for and prepares evaluation reports on the progress, efficiency and effectiveness of the shift and its employees.
4. Ensures federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department are enforced at all times; imposes or recommends disciplinary action for any infractions.
5. Manages substation operations in accordance with police service contracts between city, village or town and the Sheriff's Department.
6. Acts as the Department's liaison with city/village/town leaders, department heads and community groups regarding direction and level of service to be provided in accordance with agreed-upon contracts.
7. Directs the research and application of grants to support strategic plan initiatives and administers activity for contract-specific enforcement.
8. Coordinates the development and preparation of the strategic and emergency management plan for the shift and/or areas of responsibility.
9. Receives complaints or reports of emergencies, determines need for police action, and directs and assists subordinates in handling problems.
10. Acts as a liaison for the Sheriff by serving on committees, commissions and boards, making presentations, addressing and resolving community concerns, and acting as a resource to local governmental units and the public.
11. Receives citizen complaints and resolves them through internal investigation.
12. Prepares annual budget request for equipment, supplies and personnel for the shift or bureau; oversees and authorizes purchases within the division; maintains fiscal responsibility for overtime utilization and revenue generating activities.
13. Prepares and presents information to the media.
14. Maintains accurate records; prepares and presents detailed oral and written reports as required.
15. Supervises the investigation of any criminal matter to ensure proper procedures are followed.
16. Participates in interviews of applicants for positions in the Department, evaluates the potential of each applicant and recommends selections for approval.
17. Provides training, mentoring and guidance to employees through group instructional sessions or on an individual basis; recommends employees for attendance at specialized training schools.
18. Makes arrests, takes reports, conducts investigations and may appear in court as needed.
19. Reviews reports prepared by subordinate employees for thoroughness, accuracy and completeness.
20. Makes inspections or investigations of work areas and performance to ensure compliance with laws, rules and regulations, and Department policy and procedures; institutes or recommends changes necessary for proper and efficient operation.
21. Ensures truthfulness at all times and provides credible testimony.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

22. Establishes and maintains effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
23. Maintains a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of the position (applicable to individuals hired on or after January 1, 2008).
24. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the federal, state and local statutes laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department.
2. Thorough knowledge of modern police principles, methods and practices used in the apprehension of criminals and the prevention and investigation of crime.
3. Comprehensive knowledge of the principles and practices of police administration and management, including budgeting, planning and program evaluation.
4. Comprehensive knowledge of one or more divisions and specialized areas: Detective Bureau, Metro Drug Unit, Patrol Division, TEU, Negotiators Canine Unit, Process/Court Services, Dive Team, Boat/Snowmobile Patrol, or accident reconstruction.
5. Considerable knowledge of the socio-economic conditions of the community and their impact on the public.
6. Considerable knowledge of occupational hazards and safe work practices.
7. Working knowledge of office computers and related computerized department program software, Internet access, database, spreadsheet and word processing programs, mobile technology and/or other current technology solutions.
8. Ability to utilize word processing, database and spreadsheet programs.
9. Ability to effectively plan, assign, supervise, review and evaluate the work of other employees.
10. Ability to problem solve and anticipate risks associated with actions.
11. Ability to make life and death decisions under stressful conditions with minimal information.
12. Ability to develop, interpret and apply rules, regulations, laws, policies and directives.
13. Ability to direct the operation of the Detective Bureau, Metro Drug Unit, Patrol Division, TEU, Negotiators, Canine Unit or Process/Court Services.
14. Ability to instruct and advise subordinates in all pertinent phases of law enforcement and police procedures.
15. Ability to conduct special studies, keep accurate records and prepare comprehensive reports.
16. Ability to communicate effectively both orally and in writing.
17. Ability to establish and maintain effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an accredited college or university with a bachelor's degree.
2. Five (5) years of law enforcement experience, one of which must be at a supervisory level.