



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Captain

**FLSA:** Exempt

**DEPARTMENT:** Sheriff

**REVISED:**

**Summary:** Directs and coordinates the activities of assigned Officers and staff in Operations or Detention Division; assures compliance of divisional activities with state and Federal laws and County policies and procedures.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops, evaluates and implements divisional goals, objectives, policies and procedures; develops systems and standards for program evaluation, and assures divisional activities are in compliance with all laws, policies, regulations and goals.
- Directs division operations; evaluates and analyzes division issues, and recommends and implements solutions; prioritizes and assigns tasks and projects; trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides leadership, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Develops and monitors division budget; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; meets regularly with staff to discuss and resolve workload and technical issues.
- Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Investigates and resolves complex and sensitive cases and citizen complaints, and may conduct professional practices and standards investigations.
- Delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance; communicates departmental directives to staff directly and through subordinate supervisory personnel; assures effective communications of law enforcement issues, and changes in procedures and protocols.
- Reviews and evaluates operations under division command, and makes recommendations for improvement; prepares technical and statistical reports; responds to complaints regarding law enforcement incidents, services and programs.
- Plans, organizes and coordinates operations; ensures effective communication of critical information.
- Coordinates issues and activities with County departments, regional law enforcement operations, and Federal, state and local law enforcement organizations.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

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### Knowledge and Skills:

- Knowledge of Sheriff's Department policies and procedures, rules of evidence, pursuit and search techniques and procedures, use-of-force rules, and criminal and traffic codes.
- Knowledge of county, state and Federal laws, regulations, statutes and ordinances.
- Knowledge of law enforcement management principles, practices and methods.
- Knowledge of strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Knowledge of the criminal justice and court systems, procedures and protocols in Wyoming.
- Knowledge of modern law enforcement principles, practices, methods, and emergency response techniques and equipment.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge of principles and practices of law enforcement records management.
  
- Skill in assuming command level responsibilities and making appropriate decisions.
- Skill in planning and implementing policies and procedures while assuring compliance with Sheriff's Department goals and objectives.
- Skill in effectively supervising, leading, and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in investigating and resolving personnel issues, citizen inquires and officer complaints.
- Skill in operating a personal computer and software applications.
- Skill in effectively communicating verbal and written instructions.

### Minimum Qualifications:

Bachelors Degree in Business Administration, Public Administration, Criminal Justice, or a related field and six (6) years experience in law enforcement, including three (3) years supervisory experience; or equivalent combination of education, training and experience; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.