



## CAPTAIN

**Department:** Sheriff  
**Job Class:** 258600  
**Pay Range:** Public Safety 12

**FLSA:** Exempt  
**Represented:** Yes  
**Civil Service Status:** Classified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible managerial work performed for the Pierce County Sheriff's Department. Guidelines for performing the work can be broad or of a specific nature, and are in the form of general administrative policies and procedures. Division assignments include Investigations, Administrative Services, or other assignments that may be developed; assignments rotate.

### **ESSENTIAL FUNCTIONS:**

- Plan, administer, coordinate, manage, and supervise the activities of an assigned division within the Sheriff's Department.
- Develop division goals and objectives; implement effective measures to meet established goals and objectives.
- Supervise all assigned personnel; includes scheduling, assignments, performance review, training and development, resolution of personnel issues, and recommendations for selection and disciplinary action.
- Prepare, justify, and manage division budget
- Manage and evaluate division operations and effectiveness; assess equipment and operational needs; make recommendations for purchase; maintain inventory records.
- Direct and conduct major incident reviews and investigations.
- Understand and execute incident command as required.
- Frequently represent the Sheriff on matters being presented before County Departments, public service agencies, community groups and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Assist in development of Department policies and procedures; make recommendations for revisions or new policies and procedures; assure consistent and accurate application of policies and procedures.
- May be responsible for overall Department decisions while acting in the capacity of Command Duty Officer, as assigned.
- May represent the County in labor negotiations as part of the management team
- May serve as Chief of Police in a contract city
- Safely drive a vehicle; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.
- Assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- Perform all Primary and Essential Functions as required of the Deputy Sheriff classification.
- Perform the physical requirements of the position; work within the established working conditions of the position.

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### **CLASSIFICATION DESCRIPTION**

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Perform physical activities to effectively carry out essential functions, including, running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching and twisting.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under administrative direction and is assigned in terms of broad general objectives within the resources available. The position typically reports to a Bureau Chief. Work is reviewed for fulfillment of division and departmental objectives, conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The Captain position has full supervisory responsibility for commissioned, technical, administrative and/or clerical personnel, and may be assigned volunteers.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Captain spends a majority of working time in an office environment. Frequent travel to and from work sites in the geographic region is required; may be exposed to physically confrontational and combative situations, personal danger and bio-hazardous materials.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include, but are not limited to, walking, standing, sitting, digital dexterity, talking, hearing including ability to discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. A Major may be required to assist in any emergency situation, and must maintain physical ability to affect a forcible arrest or deal with physical, confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are: accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Major must be able to drive a vehicle and operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Current human resource management principles and practices
- Principles and practices of public administration, organization and supervision
- Methods and procedures involved in budget development, justification and control
- Modern policing administration methods and procedures
- Rules and regulations of the Sheriff's department
- Controlling laws and ordinances

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- Principles of crime and accident investigation, of interrogation techniques and preservation of physical evidence
- Principles and techniques of crime prevention
- Principles and practices of criminal identification, of the behavior of criminals and causes underlying criminality
- Literature, developments and trends in the field of law enforcement
- Community Policing principles and practices
- Different and unrelated processes that relate to well-established aspects of law enforcement administration
- Applicable collective bargaining agreements, Civil Service Rules and related procedures.
- Basic personal computing principles, keyboard, and automated systems required for the assignment.

### **Skill in:**

- Interpersonal communications
- Written and verbal communications and presentations
- Team building, leadership and motivation
- Problem solving
- Use of required equipment, including automated systems used in the job
- Strategic thinking and prioritizing resources
- Representing the Sheriff in the community and within the Department
- Marketing the Sheriff's Department in the community
- Effective supervision, leadership, evaluation, motivation, training and mentoring of employees

### **Ability to:**

- Represent the Sheriff's Department in the community and with political leaders in a manner that is consistent with Sheriff's Department policies, mission and values.
- Develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness
- Effectively apply supervisory and management techniques and styles
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses
- Understand the relationship between area of assignment and the overall department vision
- Plan, direct and evaluate the work of subordinates
- Analyze situations quickly and objectively and to determine a proper course of action
- Communicate effectively both verbally and in writing, to audiences of various social, educational and economic backgrounds
- Establish and maintain effective, productive and cooperative working relationships both inter- and intra-departmental and with other agencies and jurisdictions
- Be effective in managing services within a contract services environment, including recognizing political implications and working in harmony with elected officials
- Foster a work environment that encourages professional and personal growth
- Make effective presentations to the public and to community groups
- Implement policies, goals, and objectives established by the appointing authority
- Manage all types of resources (time, people, budget, equipment, inventory, etc.)

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- Use effective independent judgment and decision-making in the resolution of administrative, operational and personnel management issues and in dealing with agency officials, co-workers, peers, subordinates and the general public.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential functions of the classification
- Meet the travel requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Three years experience at the rank of Lieutenant including the probationary year prior to the date the promotional announcement closes. Must meet good standing requirements of Civil Service Rules and Regulations.

**SPECIAL REQUIREMENTS:** A valid Washington State driver's license is required.