



Job Description

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| TITLE: Captain | JOB CODE: 6005 |
| DEPARTMENT: Sheriff's Office | FLSA: Exempt |
| PREPARED: November 2005 | FLSA CLASS: Executive |
| UPDATED: March 29, 2022 | WORK LOCATION: Aztec, NM |
| | REMOTE WORK ELIGIBLE: NO |

Summary: Under limited supervision of the Sheriff, the Captain plans, organizes and directs operations and staff of assigned divisions; manages assigned staff and evaluates operations; identifies needs and assists in the development and implementation of policies and procedures; ensures all activities comply with established laws, regulations and standards and meet standards established by the Sheriff.

Reporting Relationship: Captains report to the Undersheriff.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations; ensures compliance with Sheriff's directives and State laws.
- Updates and informs subordinates of changes in policies, procedures, laws and techniques of law enforcement.
- Assists and advises subordinates as necessary; resolves problems and non-routine situations; provides support, technical direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments; determines staffing and equipment allocations.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Participates in the accreditation of each division by compiling and composing policies in accordance with state accreditation; ensures compliance by each division with applicable standards and procedures.
- Maintains incident reporting system for use of force, pursuits, complaints, firearms discharge, forced entry, commendations, on the job injuries, and crashes. Provides yearly statistics and analysis, recommending training and budgetary needs.
- Administers and makes recommendations for routine personnel matters affecting subordinates; recruits, assesses new applicants and officers posting for specialty position openings.
- Conducts and directs investigations in response to complaints of inefficiency, neglect of duty and other substandard conduct of personnel, programs and procedures; reviews findings and makes recommendations for disciplinary action.
- Oversees deputies patrolling assigned areas to enforce laws, investigate crimes, and arrest violators; drives vehicle through assigned area, observing traffic violations and issuing citations.
- Responds to non-routine and extraordinary situations.
- Prepares reports of criminal activity and civil disturbances including traffic accidents.
- Investigates illegal or suspicious activities of persons; quells disturbances; arrests law violators; locates and takes persons into custody on arrest warrants.
- Searches and assists in locating missing persons or bodies.
- Responds to assist other agencies and departments for backup and security.
- Supervises the Court Services division Lieutenant.
- Performs other related duties as assigned.

Job Description

Captain

Required Knowledge and Skills:

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of management principles, practices and methods.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Knowledge of budgets, grant requirements and financial reporting.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in making decisions in emergency and crisis situations.
- Skill in operating a personal computer and software applications.

Education and Experience

- High school diploma or GED equivalent and ten (10) years law enforcement experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- State of New Mexico Law Enforcement Academy certification.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving police vehicle; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: patrol vehicles; firearms; impact baton; radios; cameras; radar units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
