

**Jefferson County
Position Description**

Name: _____ **Department:** Sheriff

Position Title: Captain – Jail **Pay Grade:** 13 **FLSA:** Exempt

Date: _____ **Reports To:** Chief Deputy

Purpose of Position

The purpose of this position is to lead, manage, supervise, train, schedule, motivate, and discipline employees. This position is directly responsible for day to day operations of the detective, support services, dispatch, patrol, and jail division.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises department to ensure policy and procedures, rules and regulations, State, Federal and Civil laws are being followed. Ensures Law Enforcement Code of Ethics is upheld.
- Reviews employee work schedules in order to maintain an adequate level of service considering such factors as time off, incident rates, overtime, and any special requirements of the shift or divisions.
- Performs oral or written reprimands, suspensions, and possible terminations. Performs employee evaluations.
- Participates in departmental budgeting process.
- Acts as Incident Commander.
- Oversees the daily operation of the jail. This includes: Reviews bookings from the previous shifts, reviews incident notes of situations that occurred overnight. Reviews nursing notes of inmate health concerns. Reviews Mental Health Worker's notes. Corresponds with the Jail Inspector on incidents that occur in the jail. Reviews inmate grievances and responds to appeals by obtaining the facts of the incidents. Meets with Jail Sergeants, Deputies, Nursing staff, Mental Health worker, and jail clerks on a daily basis. Meets with maintenance staff to review equipment issues and maintenance projects.
- Reviews Jail Policy and Procedure to ensure compliance by Sergeants and jail staff. Updates policy as needed. Reviews changes in State Statute that affects the Jail operations. Ensures jail staff is following policy and procedures. Educates staff on changes and updates.
- Reviews correspondence from vendors, volunteers, and other contractors. Answers email and letters. Meets with vendors as needed. Reviews contracts with vendors and makes certain the agreements are followed.
- Prepares jail budget, reviews budgeted items by jail Sergeants, reviews and approves purchases. Prepares and administers Requests for Proposals on large scale projects for the jail. Works with the Jail Kitchen Supervisor on his budget items.

- Researches, approves, and schedules training for the jail staff to maintain their certifications; reviews schedule for overtime and staffing considerations. Locates instructor classes for deputies or sergeants. Attends training as needed to maintain my certifications and knowledge.
- Works with Jefferson Literacy Council on Jail GED program. Works with GED instructors, MATC GED tester, and the Literacy Council Director to ensure educational opportunities for inmates are available.
- Works with the courts, Clerk of Courts, and District Attorney's Office on issues which affect inmates' court appearances. Works with Probation and Parole, and Department of Corrections on housing Probation violators and contract inmates.
- Attends various county meetings as needed: Law Enforcement committee, Jefferson Recidivism committee, Jefferson County Criminal Justice Collaborating Council, Jefferson County Chiefs and Sheriff Association, Emergency Management. Jail Sergeant's meeting, Jail medical staff meeting, and Captain's meeting.
- Maintains responsibility for learning, cross training and filling in for one another in either a permanent assignment capacity or filling in during one another's absence.
- Oversees specialty units such as canine, special weapon and tactics team, recreational patrol, dive team, drug metro unit, etc.
- Receives citizen complaints and resolves them through internal investigations.
- Prepares and presents information to the media.
- Reviews reports prepared by subordinate employees for thoroughness, accuracy, and completeness.
- Works on projects including but not limited to, policy review/revision and scheduling special events.
- Authors request for proposals or vendor request for qualifications documents as directed.
- Participates in office-related meetings and committees.
- Meets with staff and discuss questions, concerns, and solves problems.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

- Six years related experience and/or training; or a master's degree from a university or equivalent; or combination of education and experience.
- High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

- Eight years related experience and/or training; and a master's degree or higher.

Other Requirements – Certificates/Licensures

- Certification in accordance with State of Wisconsin Law Enforcement Standards Board.
- Valid Wisconsin driver's license.

Knowledge, Skills, Abilities

- Ability to analyze situations quickly and objectively recognizing actual or potential dangers and determine proper course of action.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information and interact effectively with customers, managers, and the general public.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to effectively resolve questions, problems, and complaints.
- Ability to establish and maintain effective working relationships with coworkers, local, state and federal officers, groups, and with citizens from varied racial, ethnic, or economic backgrounds.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to remember details; effectively problem-solve and make sound decisions.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to solve problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize tact, discretion, courtesy, and respect for individual rights.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to work effectively with individuals to assist them in solving physical, mental, and social problems.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of corrections and law enforcement management methods and procedures.
- Knowledge of court rules and procedures and ability to render credible testimony in a court of law.
- Knowledge of criminal law, current case law, trends in operations, investigation, incarceration, and crime-prevention methods.

- Knowledge of law enforcement techniques and standards, and federal, state, and local ordinances.
- Knowledge of patrol procedures, criminal investigation techniques, criminal identification, records maintenance, and radio procedures.
- Knowledge of policies, procedures, rules and regulations regarding the administration of law enforcement and detention center operations.
- Knowledge of records management and laws.
- Knowledge of sheriff administration and organization, contemporary management/supervision principles, County and Departmental Policies and Procedures, all appropriate criminal laws, including local ordinances, and appropriate administrative laws relative to public employment including local ordinances, crime prevention activities, use and care of County equipment, and contemporary law enforcement, technologies, methods, and practices recognized in the law enforcement community.
- Knowledge of the principles and practices of modern police work and the laws governing arrest, custody of prisoners, search and seizure, and rules of evidence.
- Skill in the use and care of various firearms and law enforcement equipment, including skill in safe and effective use of self-defense weapons and methods.

Supervision

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and others in a hostile or combative situation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is moderate to loud. This position is exposed to very stressful situations where things may seem chaotic. This position may be exposed to blood borne pathogens or bodily fluids, dangerous situations. This position may be called out 24 hours a day to include evenings, nights, weekends and holidays. This position may have very long hours.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____

Human Resources _____

Date _____