



# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Captain	Department: Sheriff	
Pay Grade: 119	Revised: 7/1/15	

## **General Description**

The purpose of this class within the organization is to plan, organize and direct the law enforcement functions and activities on assigned shift; supervises assigned division personnel. Conducts general police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare

Works independently, under limited supervision, reporting major activities through periodic meetings.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

## **Essential Functions:**

Oversees the activities of subordinate officers on assigned shift through chain of command; accomplishes such supervisory duties as scheduling; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; acting on employee problems; and recommending disciplinary actions.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Plans and participates in the training of department officers.

Receives and investigates citizen inquiries and complaints; investigates complaints regarding department personnel or procedures.

Provides leadership and coordination in emergency or high-risk situations; participates in crime investigations. Conducts general law enforcement duties, including patrolling urban and rural areas for suspicious activity, apprehending and arresting criminal suspects and law violators,

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securing crime scenes, collecting evidence, participating in drug and vice operations, responding to public calls for assistance, serving civil papers and completing required records.

### **Additional Duties:**

Coordinates manpower within department and with other law enforcement agencies as necessary for certain operations.

May supervise and perform police duties with K-9 (bloodhound dog) assistance; may conduct K-9 training. Ensures that adequate and properly working equipment and vehicles are available at all times.

Reviews all reports prepared by subordinate officers; ensures that reports are accurate and properly completed. Prepares cases for court; provides court testimony as needed.

Is on-call at all times for emergency situations.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

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### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public and people in other organizations. Presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

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### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements: 2 Educ**

Requires High School graduation or GED equivalent to completion of required training and education at the S.C. Criminal Justice Academy. Specialized courses/training, equivalent to completion of one year of college.

Requires five years of experience at supervisory level in law enforcement OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

SC certification in basic law enforcement training.

SC driver's license.

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## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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