

**INGHAM COUNTY
JOB DESCRIPTION**

CAPTAIN

GENERAL SUMMARY: A Captain is appointed by the Sheriff to serve as a Division Commander. The Division Commander shall be responsible to the Sheriff via the established chain of command for the proper and efficient use of personnel within their respective Divisions. The Division Commanders shall be responsible for the handling of all duties assigned within their Division and for the dissemination and enforcement of all rules and regulations, policies and procedures, and local, state and Federal laws.

TYPICAL DUTIES:

1. Assists in the formulation of the budget for the Division.
2. Plans, directs, and coordinates the activities of their Division, which includes the coordination of Division personnel operations with those of internal and external law enforcement and civilian programs.
3. Supervises all subordinate staff within their Division to determine whether their duties are being properly, effectively, and consistently carried out. Personnel counseling and discipline are included in this category.
4. Establishes staffing requirements and assures that appropriate work schedules are disseminated as required.
5. Directs activities of law enforcement and correctional personnel. Serves as liaison for the Department for news media and other agencies.
6. Prepares reports and a variety of Departmental activities.
7. Administratively coordinates all training programs.

ESSENTIAL JOB FUNCTIONS:

With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, directions, and commands. Must be able to perform the duties of a Field Services or Corrections officer while working various shifts and schedules. Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband. Must be capable of physically restraining persons involved in police actions and inmates if necessary. Must be capable of reading and comprehending rules, regulations, policies, and performing enforcement activities involving the inmates. Must meet all physical qualifications associated with a field services and corrections officer position as listed: Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses,

Captain
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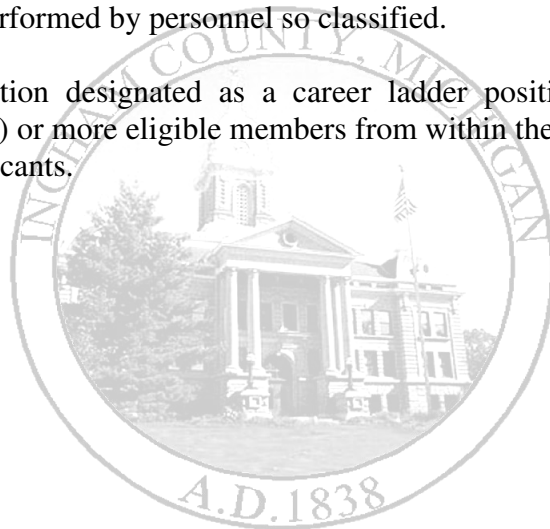
gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony conviction (includes expunged convictions). Must possess and maintain a valid Michigan driver's license.

DEGREE/EXPERIENCE:

High school graduate or equivalent. College training in Criminal Justice and Law Enforcement preferred. Must currently hold the department rank of Lieutenant and have completed the probation to that rank. If certification is required by the State for either corrections or law enforcement, the applicant must meet the requirements of those certifications. Must be M.C.O.L.E.S. certified for Captain of Field Services.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Note: This is a position designated as a career ladder position by a collective bargaining agreement. If three (3) or more eligible members from within the unit apply, this position will be closed to outside applicants.



February, 2005