



Pennington County Captain-Investigations (Exempt C52)

Position Objective:

Reporting to the Chief Deputy Sheriff Law Enforcement, the Captain of the Criminal Investigation Division (CID) is responsible for the oversight of all investigative functions within the Pennington County Sheriff's Office.

The Investigations Captain oversees sworn and non-sworn personnel under the school resource program, internet crimes against children, victim services, criminal intelligence, unified narcotics task force and general investigations case work.

The Investigations Captain works collaboratively with other public safety agencies to ensure appropriate, expedient service to the community.

The Investigations Captain oversees and/or responds to major case incidents which will include on-call hours on weekends, holiday and overnights.

Essential Functions:

- Providing supervision to sergeants, deputies, and administrative support assigned to the Criminal Investigation Department, including selection, training, scheduling, assigning work, enforcing policy, and conducting performance reviews.
- Coordinating disciplinary actions and making recommendations for consideration.
- Identifying and approving personnel training needs.
- Supervising major criminal investigations.
- Managing oversight of all coroner activities.
- Reviewing selected case cancellations and follow-up reports to ensure staff members are pursuing Criminal Investigation Department goals and objectives.
- Reviewing and approving Criminal Investigation Department policies, both development and revision.
- Preparing and submitting budget requests and controlling expenditures and inventory.
- Participating and maintaining liaison with city, state, and federal investigative agencies.
- Representing the Sheriff's Office with correspondence and media relations, including press releases and interviews.
- Maintaining ability to testify as a credible witness in court.
- Performing other duties as assigned.
- Supervise and oversight of the victim specialist program.
- Supervise and oversight of the one criminal intelligence analyst through the SD Fusion Center.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Must meet or exceed all standards and testing requirements as defined in policy.
- Bachelor's Degree in a related field or a combination of college courses and experience that could be considered equivalent to a Bachelor's Degree.
- Minimum of 10 years experience as a certified law enforcement officer, including at least five years of supervisory experience.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

Work is performed in office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

Physical Requirements:

The Captain position requires data entry, driving, public speaking, vision, hearing, standing, walking, bending, stooping, running, heavy lifting and carrying, and safely and effectively using tools of the trade (firearms, tasers, etc.). May be exposed to hazardous conditions, extreme weather conditions, infectious diseases, air and water borne pathogens, body fluids, combative and assaultive suspects and criminals. Work is performed in office and field environments. Captains must possess sufficient physical capability to overcome and restrain a combative or resistive subject and are required to demonstrate compliance with physical fitness standards annually. Captains must demonstrate proficiency with assigned firearm during pre-service training and annually thereafter per policy.