



## Pennington County

### Captain-Warrants/Civil/Transport

(Exempt C52)

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#### **Position Objective:**

Reporting to the Chief Deputy Sheriff Law Enforcement, the Captain - Warrants/Civil/Transport/Courthouse Security is responsible for the overall operation of the specified functions within the Pennington County Sheriff's Office.

The Captain is responsible for all personnel assigned and services rendered by the Warrants, Civil, Transport and Complex Security functions under the Sheriff's Office.

The Captain is expected to work collaboratively with other public safety entities and county departments to ensure quality services.

#### **Essential Functions:**

- Providing supervision to Sergeants, Deputy Sheriffs, Civil Deputies, Security Officers, and support staff assigned to Warrants/Civil/Transport/Courthouse Security, including selection, training, scheduling, assigning work, enforcing policy and conducting performance reviews.
- Reviewing and approving policies and procedures, both development and revision.
- Preparing and submitting budget requests and controlling expenditures and inventory.
- Reviewing and approving all cost and invoices for Pennington County regarding the transportation of prisoners.
- Fostering established relationships with community service agencies and city, state and federal law enforcement agencies.
- Reviewing all felony warrants and conducting periodic reviews of warrant and civil files;
- Closely monitoring security system function and inspections.
- Monitoring all statutory duties of the Sheriff as related to civil activities, including fee collection.
- Overseeing and participating in the Incident Command of major events or incidents.
- 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.

*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.