



CLASS TITLE: OPERATIONS CAPTAIN

BASIC FUNCTION:

Under direction of the Sheriff, plans, coordinates and directs law enforcement activities and operations; supervises law enforcement operations on an assigned shift and administers all Sheriff's Office policies and procedures; reviews performance of subordinates and performs other law enforcement work as required.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Directs operations and reviews requests for assistance, staffing and equipment; develops financial status and other reports and submits to management; determines the effectiveness of work units in meeting the goals and objectives of the departments and divisions.
2. Reviews requests for services and assigns to the appropriate division, section or unit ensuring proper staffing and resources are available; coordinates assignments based on changes in priorities, equipment and resources in relation to current assignments and activities, available personnel, and budgetary constraints.
3. Directs Lieutenants, Sergeants, Deputies and Dispatchers in law enforcement activities by planning, organizing and reviewing operations and paperwork generated. Provides management oversight and guidance to the Operations Division, Detention Division and others as assigned.
4. Performs spot checks and patrols designated areas monitoring and supervising subordinates to insure law enforcement services are provided.
5. Directs operations and takes command of personnel during demonstrations.
6. Develops and maintains cooperative relationships with State and federal law enforcement agencies, community organizations, the judicial system and other state agencies by responding to inquiries or requests for services and questions regarding policy and procedure; establishes agreements regarding joint operations, staffing levels, and investigative operations.
7. Assists in preparation of Sheriff's Office budget, monitors budget, and attends all budget hearings as requested by the Sheriff.
8. Prepares specifications for bids, prepares notifications for the securing of bids for items to be purchased by Sheriff's Office.
9. Oversees and maintains recordkeeping and reporting systems by developing and ensuring proper policy and procedures are utilized; tracks and maintains information; develops security policy and procedures and reviews requests for

information; authorizes the release and dissemination of material in accordance with legal requirements and division policy.

10. Reviews and approves reports before submission to the D.A. office and/or other agencies as assigned.
11. In the absence or incapacity of I.A. Investigators, performs I.A.'s as required and/or recommends appropriate disciplinary action when assigned.
12. Provides interpretation of department and division policies and procedures to the general public and news media, public officials, or on a statewide basis, to other agencies as directed; releases information to the local media concerning division operations, arrests, seizures and related incidents as appropriate.
13. Reviews applications for employment, assigns background investigations, interview applicants, conducts pre-testing of applicants, and provides recommendations to Sheriff.
14. Oversees, conducts, coordinates in-house audits, develops after action plans, identifies corrective actions, lessons learned, provides reports to management and implements approved actions and lessons learned; assists and coordinates out of house audit activities, develops corrective actions and coordinates with county, state, and federal entities to satisfy corrective actions and identifies and assists in the implementation of lessons learned and prepares the documents for the Sheriff's signature.
15. Conducts studies pertinent to assignments and reviews requests for services throughout the State; makes recommendations regarding new or expanded programs, future goals and objectives, staffing levels and equipment needs, and submits recommendations and proposals for review.
16. Reviews and analyzes statistical data and records regarding division activities; participates in the development of department and division goals and objectives, long-range plans and programs, budgets, department and division policy and procedure, and legislation and its implementation.
17. Trains, supervises and evaluates the performance of subordinate staff; participates in the applicant screening process; assess staff development and training needs and counsels staff in work-related activities, professional growth, and career development.
18. Receives and adjusts complaints from the public, in coordination with or in the absence of the Undersheriff, when needed, conducts investigations and/or recommends appropriate disciplinary action in situations where employees fail to meet standards or comply with agency policies and regulations;
19. Attends variety of meetings on behalf of Sheriff and provides updates as directed.
20. Performs peace officer and other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

graduation from high school or a G.E.D. equivalency and/or work experience directly related to the duties and responsibilities of the class.

Five (5) years of increasingly responsible law enforcement experience in all major phases of police work including one year of administrative and supervisory experience at a level comparable to a Nye County Sheriff's Sergeant or Lieutenant position.

LICENSES:

Must possess a valid Nevada Class C driver's license. Must possess a valid Basic, Intermediate, and Supervisory (Management) P.O.S.T. Certificate.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Sergeants, deputies, detention deputies, animal control officers, may occasionally encompass dispatchers and administrative staff.

CONTACTS:

Co-workers, other law enforcement agencies, general public, vendors, district attorney's office, judges, prisoners, news media, State and Federal officers and employees.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job

Normal law enforcement patrol and administrative duties—lifting and subduing citizens.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Law enforcement environment—subject to injury due to law enforcement activities.