



CLASS SPECIFICATION

Class Code: 60002215
Date Established: 07/1973
Last Reviewed: 06/2022
Last Revised: 06/2022
Last Title Change: 07/2005
FLSA: non-exempt
Probation: 12 months

CAPTAIN

DEFINITION

Under general direction, manages one or more units of a Bureau with responsibility for programs, budget, staff assignments and personnel issues; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Ten years of full-time paid public law enforcement experience, including one year as a Lieutenant with the Washoe County Sheriff's Office.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of application and for continued employment in this classification.

Possession of a Nevada Management P.O.S.T. Certificate at the time of application.

Required to maintain Basic P.O.S.T Certificate as Category I Police Officer per NRS/NAC289.

Required to complete P.O.S.T. continuing education requirements in accordance with NRS/NAC 289.

Required to be Patrol Certified as defined in WCSO Policies and Procedures at the time of application for assignments in Operations.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for the operation of one or more units of a Bureau, which involves monitoring operations to ensure effective program management and attainment of goals and objectives.

SUPERVISION EXERCISED

Exercises direct supervision over Lieutenants, Sergeants, Deputy Sheriffs and civilian support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, coordinate, schedule, assign and direct the work of sworn personnel and civilians and activities within one or more units of a Bureau.

Establish and implement goals, objectives, policies and procedures within the assigned unit.

Evaluate attainment of goals and objectives through productivity and other studies; recommend program changes or additional programs that result in the efficient achievement of goals and objectives.

Evaluate the performance of staff; administer the performance evaluation program for the unit, including counseling employees, recommending and/or reviewing disciplinary action, appointments and transfers and ensuring staff follows acceptable protocol, policies and procedures.

Prepare and monitor the unit budget, which includes reviewing and approving expenditures and the recommendation and justification for supplies, equipment and personnel.

Complete, update and submit reports monitoring the operations and the activities of staff.

Negotiate contracts for services; interact with representatives of employee associations, County legal advisors and Risk Management.

Facilitate the exchange of information with other Captains/Managers regarding changes in policy, procedure or protocol to promote consistency of operations within and between units, Divisions and Bureaus.

Direct investigations and recommend dispositions on complaints received relative to employees.

Review and approve paperwork and documentation prepared by assigned personnel for completeness, accuracy and compliance with applicable regulations.

Direct operations at crime scenes, emergencies and other serious incidents.

Conduct periodic inspections to ensure that equipment, uniforms and facilities are maintained, clean and operational at all times.

Represent the Sheriff's Office at civic affairs and other public and governmental forums and make presentations as necessary.

Ensure that subordinate personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations of each unit and Division within the Bureau of assignment and how they interface with each other.

Specialized functions, procedures and protocol of the unit, Division and Bureau of assignment.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Policies, procedures, rules and regulations of the Washoe County Sheriff's Office.

Federal, state and local laws, ordinances, policies and procedures pertaining to the duties of a Deputy Sheriff of the Washoe County Sheriff's Office.

Management principles and practices as they relate to establishing goals, objectives, work standards and operating plans.

Principles and practices of budget development and implementation.

Provisions of applicable collective bargaining agreements.

Skill in:

High-performance driving techniques.

The use of defensive tactics, handcuffs, firearms, other weapons and physical restraints authorized for use by the Sheriff's Office.

Ability to:

Train subordinates in countywide personnel policies.

Evaluate complex operational problems, develop sound conclusions and make effective decisions and recommendations.

Recognize and train staff in work methods and procedures that promote a safe working environment for employees and others.

Plan, organize, direct and coordinate the work of others, directly or through subordinate supervisors.

Quickly assess situations, make logical decisions and implement an effective course of action.

Interpret and apply laws, regulations, policies and procedures.

Exercise emotional control.

Establish and maintain effective working relationships with departmental personnel, other agencies, the public, inmates and others contacted in the course of the work.

Communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Must take a complete physical examination annually pursuant to NRS 627 and NAC 617.

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, distinguish between colors.

Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

Must be willing to use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.