



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Captain - LE
(22115)

Department of Human Resources
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Hanover, VA 23069
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Sheriff's Department
(10)

Revision Date: January 2008

General Description: This is an appointed, professional position. The incumbent performs work of considerable difficulty in supervising and coordinating the Investigative Division or the Patrol Operations Division. The incumbent coordinates activities involving Federal, local and state agencies. This work involves an element of personal danger.

Organization: The Captain reports to a Major and supervises appointed staff.

Essential Functions:

- Each sworn officer in the Hanover County Sheriff's Office must maintain the ability to perform the essential job functions of a sworn law enforcement officer as described under the "Deputy Sheriff" job description, regardless of their current assignment.
- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Provides direction and resources to those supervisors under his/her command.
- Creates and develops goals and objectives for each section under his/her command.
- Identifies problems involving administrative, procedural or personnel and provides recommended solutions to the Sheriff.
- Responds to major criminal events or crime scenes and provides support, resources, and manpower where needed.
- Meets with each individual under his/her command to help establish goals and to coordinate training in an effort to accomplish it.
- Supervises and coordinates the operation of the Investigative Division or the Patrol Operations Division.
- Responsible for the collection and dissemination of all intelligence information, both internal as well as to other agencies.
- Formulates and administers a yearly operating budget for the Investigative Division or the Patrol Operations Division and presents these recommendations to the Sheriff and staff.

Working Conditions:

- A. Hazards
 - Interaction with people during stressful and dangerous situations
- B. Environment
 - Office
 - Field
- C. Physical Effort
 - Must be able to maintain physical agility and endurance at all times
- D. Exempt

Knowledge, Skills and Abilities: Considerable knowledge of principles, practices and techniques of modern police administration and investigative operations. Knowledge of federal, state, and local laws and county ordinances. Comprehensive skill in supervising personnel, planning and evaluating police activities and service in developing and maintaining effective working relationships with other divisions within the Sheriff's Office and other law enforcement agencies. Must be an effective communicator, both written and orally. The ability to rapidly analyze situations and make sound decisions with due regard for surrounding hazards and circumstances. Ability to maintain physical agility and endurance, as required.

Education, Experience and Training: Associate's degree or equivalent in training and experience required with two (2) years' consecutive experience as a Lieutenant with the Hanover County Sheriff's Office required – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Annual participation in Occupational Simulation Course
- Pre-employment Physical Examination/Drug Test/Alcohol Screening/Agility test, and repeated in accordance to policy thereafter
- Shift work, including weekends, nights and holidays
- Work beyond normal work schedule
- Essential staff designation
- Must wear uniform