HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Law Enforcement Captain

Job Code: U8706
Pay Grade: VX
Pay Scale: $122,699.20-$144,227.20 Annually
Exempt: Yes

OVERVIEW

Plan, direct, and manage a sector within the Sheriff's Office. Captains shall be aware of potential problems that are unique to their functional areas and be responsible for methods of controlling and solving these problems. This law enforcement (LE) certified management position may also be referred to as Deputy Commander. LE certified captains assigned to the Department of Detention Services shall refer to the Detention Captain job description for information regarding Department of Detention Services appointments but retain their LE job profile designation for accurate reporting purposes.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Act as the liaison between command management (i.e., major and up) and subordinates to ensure primary goals are accomplished; manage and direct the activities of subordinates in charge of bureaus, sections, squads, and/or units within the functional area in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Approve/disapprove leave requests for personnel in the sector.
- Ensure that all personnel follow existing laws, standard operating procedures (SOPs), and directives.
- Ensure that resources are adequate to carry out the tasks of the functional area, personnel workloads are assigned in an equitable manner, and agency rules and regulations are followed.
- Assist in developing and administering the functional area budget by forecasting funding needs and making recommendations for functional area staffing, equipment, materials, supplies, procurement, and contracting; and monitoring expenses upon budget approval to ensure compliance.
- Enhance sector relationships with that of other entities (e.g., other internal functional areas, other criminal justice agencies, Florida Department of Law Enforcement, community) by proper coordination of effort, which results in effective outcomes (e.g., crime control and prevention, Sheriff's Office events).
- Ensure that investigations are conducted based upon sound investigative principles, existing laws, and in a professional manner.
- Ensure that assigned cases are thoroughly investigated with the goals of arresting the perpetrator, recovering property or evidence, and providing professional testimony in court.
- Ensure that contact with the news media is professional and courteous; ensure that the information provided to the news media does not violate the constitutional rights of a defendant or interfere with the investigation of a case.
- Keep command management advised of major happenings in functional areas.
- Respond to major crimes when necessary.

- Attend general staff meetings with subordinates to improve the efficiency and productivity of the sector.
- Attend command staff meetings to disseminate operational orders to members of the sector.
- Be available for emergencies, which may involve assigned personnel or sector operations.
- Answer correspondence directed to the sector from other criminal justice agencies.
- Ensure that approved requests from other agencies are complied with by the appropriate personnel.
- Carry out the mandates of the Sheriff or other higher authority.
- Fulfill all requirements of a Law Enforcement Deputy Sheriff within Hillsborough County as outlined in Sheriff's Office GEN SOP 100.01 including the pursuit, apprehension, and arrest of law violators or suspected law violators.
- Operate an agency vehicle in support of assigned duties.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of local, state, and federal laws pertinent to law enforcement.
- Extensive knowledge of law enforcement guidelines and criminal investigation methods and techniques.
- Extensive knowledge of managerial, interpersonal, and public relations techniques.
- Extensive knowledge of traffic accident control measures and investigation methods and techniques.
- Extensive knowledge of court procedures.
- Thorough knowledge of the functions, activities, requirements, and objectives of the areas to which assigned.
- Knowledge of management methods, techniques, and practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to safely operate a motor vehicle.
- Ability to act quickly and correctly in emergencies.
- Ability to pay close attention to detail.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to handle confidential information.
- Ability to use a computer and related software.
- Ability to meet specific physical requirements as may be established by competent authority.

SKILLS

- Written Communication
- Disciplinary Procedures
- Radio Operations
- Employee Performance Management
- Task Management
- Firearms
- Verbal Communications
- Analytical Thinking
- Law Enforcement

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, courthouse/court complex, and/or detention facility.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Exposure to explicit or disturbing behavior.
- Remain in a stationary position for extended periods of time at a scene, event, or workstation.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).

- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- May work day or night shifts and non-standard hours/days including weekends and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited institution of higher education.
- Possession of a valid certification by the State of Florida as a law enforcement officer.
- Management experience in law enforcement or corrections.

Additionally, the following are required:

- No punitive disciplinary action consisting of a 5 day suspension or greater and/or involuntary demotion within the last two years.
- Ineligible if currently serving a suspension or probation with the Criminal Justice Standards and Training Commission (CJSTC).
- An overall rating of three "fully acceptable" or better on the annual evaluation in the Employee Performance Management System (EPMS) for the three years prior to submission.
- A rating of three "fully acceptable" or better in each dimensional category on the annual evaluation in EPMS within the one year prior to submission.

REQUIRED PRE-EMPLOYMENT TESTING

- Successful completion of the Hillsborough County Sheriff's Office Physical Abilities Assessment (PAA).

Note on the PAA

The course consists of the following and must be completed in 5:48 minutes or less:

- 130-foot run followed by scaling a 4-foot-high stationary solid wall.
- 100-foot run to a cone, followed by a 40-foot run to stairs and completion of a 70-step stair climb (one step equals: first foot up, second foot up, first foot down, second foot down).
- 100-foot run followed by climbing through a 3-foot-high window.
- 50-foot run navigating through cones in a serpentine pattern, keeping cones on the indicated side.
- 20-foot movement (push, pull, drag, or walk) of a 180-pound sled back and forth five times, totaling 100 feet.
- 20-foot drag of a 160-pound dummy.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.

- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (Certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.