



CLASS SPECIFICATION FOR:

**Sheriff Captain and Sheriff Captain/Shift**

**General Statement of Duties:**

This is a sworn mid-level management position; manages an assigned department-specific operational unit's daily operations and staff; performs a variety of management and technical work of comparable responsibility; performs related work as required.

**Distinguishing Features of Class:**

This is a mid-level supervisory position with primary responsibility for managing an assigned detention facility or other department specific operational units which may include: Court Security, Civil Processing, Warrant Services, Transportation, Support Services, Training and Recruitment, and/or Prison Rape Elimination Act (PREA); directing and supervising the day-to-day operational activities, programs and services of the assigned facility or operational unit(s) and staff; conducts audits and inspections; prepares a variety of assignment specific statistics, paperwork, documentation and reports; and collaborates with other public safety agencies, work groups, regulatory and accreditation agencies relevant to assigned duties. Exercises discretion in the daily oversight and supervision of operational activities and subordinate sworn and civilian personnel who carry out the activities of the assigned facility or operational unit(s). Work is performed under the supervision of a Sheriff, Under Sheriff, Chief Deputy or Major.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Utilizes extensive knowledge of Sheriff's Office policies and procedures, mandated regulations from the Department of Criminal Justice Services (DCJS) Department of Corrections (DOC), American Correctional Association (ACA) accreditation requirements, and a sound working knowledge of Prison Rape Elimination Act (PREA) standards for exercising supervisory oversight of data collection and management to meet mandated reporting, audit, inspection & accreditation requirements;
- Supervises assigned sworn and civilian employees including performing related human resources activities including leave and timecard approvals, performance appraisals, recruitment efforts, coaching, disciplinary actions, identifying training needs, etc.;
- Collaborates with and provides directions and resources to assigned staff, includes assisting with developing goals and objectives for each assigned section;
- Identifies problems related to administrative, procedural or personnel issues, identifies viable solutions, obtains necessary approvals, and assists staff with documentation and implementation of approved solutions;
- Collaborates with other public safety agencies and work groups within the County by establishing and maintaining positive working relationships, includes serving as a department liaison for assignment specific stakeholders (e.g. Henrico Court Judges, Clerks, Commonwealth Attorney's Office, Henrico Police, Probation and Parole, Public, etc.);
- Collaborates with assigned staff to develop, review and amend operating budget proposals for assigned sections and presents recommendations as required, includes collaborating to ensure assigned operations are managed and operate within approved budget;
- Conducts necessary audits and inspections of operational practices to ensure compliance with established policies, regulations, directives, best practices and accreditation standards;
- Inspects and audits work locations for compliance with established safe work practices, prepares related reports, makes recommendations for training and issue resolution;
- Reviews paperwork for investigations, reported grievances and incidents (which may include PREA incidents) for accuracy and appropriate resolution;
- Prepares weekly Comparative Statistics information and other assigned reports for Command Staff Meetings;
- May be assigned oversight of various department specific programs and services such as: religious services, offender AID/restitution, laundry, recreation, canteen, kitchen, education services, and medical services to meet DOC/ ACA requirements;
- If assigned PREA: Ensures compliance with PREA mandates, including preparing and maintaining required PREA files, assisting with and preparing all required documentation for PREA Audits, assisting with PREA investigations, completing annual DOJ Sexual Assault Survey, conducting weekly Sexual Assault Review Team meetings, and maintaining current potential Predatory/Victimization list;
- If assigned Training: Supervises the development and facilitation of in-service training of all levels of staff to ensure all staff participate in and complete department specific trainings as well as assignment specific training, includes ensuring training on policies, procedures, equipment, hazardous communications, etc. and related recordkeeping and reporting as assigned, and ensuring all training meets the necessary regulatory/accreditation standards (e.g. DCJS, DOC, ACA, etc.);
- If assigned Recruitment: Oversees department specific and/or operational unit's recruitment, hiring and promotion processes and reviews the inter-agency transfer list with executive command staff;
- Commands the Sheriff's Office Response Team as designated or required;
- Assumes command in emergency situations as required or designated;
- Handles special projects as assigned, including from concept to completion as required;
- Obtains and maintains all required certifications and license;
- Performs other duties as assigned.



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**Required Knowledge, Skills and Abilities:**

Thorough working knowledge of the principles, practices and techniques of the management of modern correctional institutions, organizational management, and personnel management; thorough working knowledge of mandated regulations and standards from the DCJS, DOC, ACA and PREA; thorough knowledge of the Sheriff's administrative and facility operations; thorough knowledge of available local, state and federal resources and regulatory agencies; thorough working knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as County safety and risk management policies and practices; considerable knowledge of courtroom procedures and judicial processes; considerable knowledge of institutional best practices and mandated practices for the care and custody of prisoners; ability to work effectively as a team member and leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; demonstrated ability to deal firmly and courteously with the public and prisoners; demonstrated ability to establish collaborative working relationships with other Public Safety agencies; demonstrated ability to establish and maintain effective working relationships with County officials, employees and the public as well as professional organizations, local, state and federal resources and regulatory agencies and other resources relevant to the department's operations; ability to cooperate with and to accurately interpret and apply regulations and anti-recidivism philosophies, practices and programs to County authorities, judicial authorities, regulatory agencies, inmates and the general public; ability to collaborate effectively to achieve department and County goals; demonstrated excellent political savvy; demonstrated ability to multitask and effectively manage competing priorities; demonstrated ability to quickly and accurately analyze situations, and to make rapid hazard assessments and sound decisions, including in emergency and high-risk scenarios; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; demonstrated ability to accurately assess training needs and to effectively train a large number of employees; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; thorough understanding of and demonstrated ability to assist with marketing strategies for department-specific practices, policies and programs; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security duties as needed; demonstrated ability to develop and maintain accurate detailed records and to prepare required reports; sound accounting or other financial skills with demonstrated ability to develop accurate budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as industry specific software; excellent judgment; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.

**Minimum Education and Experience:**

**Education:** Completion of high school with the successful completion of relevant college level coursework; possession of a four (4) year degree in in a relevant public administration or justice field preferred;

**Experience:** Seven (7) years of correctional experience, to include three (3) years in a supervisory role;

**OR:** Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completion of the required training for correction officers- Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination/or medical test administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.