

JOB DESCRIPTION

County of York



Human Resources

**CAPTAIN
DIRECTOR OF PROFESSIONAL
STANDARDS**

SHERIFF'S OFFICE

Status: Full-time**FLSA:** Non-Exempt**Salary:** \$70,000 annually**Union:** Teamsters**Reports to:** Sheriff or Designee

External Posting

JOB SUMMARY

Responsible for meeting the jail requirements set by the Sheriff, state, and certifications board(s) by directing, managing administering the Staff Development, Training, Internal Affairs and Criminal Investigation Functions at the jail: in compliance with Maine law, Maine jail standards, professional correctional practices.

Ensures fairness and maintains the public trust and confidence in the Sheriff's Office and Jail. Work includes planning, organizing, directing, communicating, investigating, and scheduling staff.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Sheriff, Chief Deputy, Jail Administrator, or designee.

ESSENTIAL DUTIES

1. Be committed to the mission of the Sheriff.
2. Investigates known or suspected criminal activity which occurred at the jail, or involves inmates, visitors, or staff at the jail.

3. Investigates inmate grievances or complaints pertaining to allegations of improper activity or misconduct by inmates, visitors, or staff.
4. Investigates staff or visitor complaints pertaining to allegations of improper activity or misconduct by inmates, visitors, or staff.
5. Collects and processes evidence in accordance with the Sheriff's Office and the best practices in support of potential criminal prosecution.
6. Ensures effective prosecution of criminal activity by preparing and submitting investigative reports and information to the appropriate prosecuting agency.
7. Responds to requests from outside law enforcement agencies for information and intelligence related to individuals within the jail, including requests related to the inmate telephone system.
8. Meets correctional standards and professional practices by researching, analyzing, and planning staff training and professional development.
9. Designs and develops system improvements by conferring with departmental personnel and other correctional professionals.
10. Assists in the budget planning process by ensuring appropriate data and evaluations are compiled for the Jail Administrator.
11. Complies with federal, state and accreditation requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed action.
12. Maintains employee retention strategies by working with the County's Human Resources Department and the Sheriff's Office Training Director on recruiting, selecting, orienting, and managing the training of employees.
13. Maintains professional and technical knowledge by attending educational workshops, establishing personal networks, participating in professional societies.
14. Ensures preparation of the facility for accreditation inspections by coordinating, developing, reviewing, approving, and implementing national Standards and Best Practices.
15. Ensures compliance with the Maine Jail Standards and National Standards by reviewing, auditing, writing, developing, and implementing policies and procedures.
16. Ensures that staff and support personnel are trained by coordinating the department's in-service and certification training program(s).
17. Ensures staff has proper uniforms and equipment to perform assigned duties.
18. Other duties may be assigned from time to time by the Sheriff Management Team.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

KNOWLEDGE & SKILLS

1. Knowledge of relevant laws, rules, and regulations pertaining to law enforcement.
2. Knowledge of law enforcement principles, practices, methods, techniques, and equipment.
3. Knowledge of security procedures.
4. Knowledge of basic first aid procedures.
5. Skill in managing situations firmly, courteously, tactfully, and impartially.
6. Skill in interviewing, and obtaining information regarding cases, defendants, and expected behaviors.
7. Skill in care and use of a firearm.
8. Skill in effectively communicating both verbally and in writing.

9. Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.

MINIMUM QUALIFICATIONS

- Must be 21 years of age or older.
- High School Diploma or GED.
- B/S Degree in Criminal Justice and/or job-related experience, training and knowledge in corrections preferred.
- Minimum of (3) years supervisory / management experience.
- Must successfully pass a pre-employment medical examination, including fingerprint, criminal background check, and reference check.
- Able to read and write at a level necessary to master the law enforcement basic training course.
- Good character and reputation.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Valid Driver's License w/ acceptable motor vehicle record.

Preferred Qualifications

- Maine Criminal Justice Academy full-time corrections or law enforcement officer certification or full-time corrections or law enforcement officer from another state that is accepted by the Maine Criminal Justice Academy.
- 5+ years of experience in law enforcement and/or corrections.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, run, and climb stairs. Requires repetitive movement. Requires contact with others (face-to-face, by telephone, or otherwise). Requires writing memos and letters which convey information or analysis. Job includes conflict situations. Requires dealing with violent or physically aggressive people. Requires dealing with unpleasant, angry, or discourteous people.

Requires making decisions that impact the results of co-workers, inmates, or members of the public. Requires making decisions that affect the financial and material resources and/or the image and reputation of the organization. Requires meeting strict deadlines. Requires leading or working with others in accomplishing work activities.

The employee is occasionally required to use hands to finger a standard computer keyboard, use a computer, handcuffs, pepper spray, restraining devices, firearm, ECW device (Taser), telephone, radio, printer, copier, and cell phone.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distant vision, depth perception and the ability to adjust focus. Required to operate a motor vehicle.

Must attend or complete required training as established by the Sheriff or designee. This position is required to serve as the jail Duty Officer on a rotating basis. Duty Officers may be required to respond to the jail or other location 24 hours per day, 7 days per week.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires working in bright or inadequate lighting conditions. Includes the possible exposure to contaminants, disease, or infection. Exposure to noise levels that are distracting or uncomfortable. Requires repeating the same physical activities or mental activities over and over. Job tasks are performed near other people. Requires working indoors in environmentally controlled conditions.

Submittal Instructions

All interested candidates must submit a York County application, cover letter and resume, to Human Resources. This position will remain open until filled. Review of applications will be ongoing.

York County applications can be located and downloaded from
www.yorkcountymaine.gov

Applications/resumes can be dropped off or mailed to:

York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002
Physical Address: 149 Jordan Springs Road, Alfred, ME

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.