

# BULLITT COUNTY SHERIFF'S OFFICE

## Job Description

### *Patrol Division Commander (Captain)*

The Patrol Division Commander is appointed by the Sheriff. The position holds the rank of Captain and is considered a member of the Bullitt County Sheriff's Office (BCSO) Command Staff and reports directly to the Sheriff through the Chief Deputy.

The Patrol Division Commander is responsible for leading and managing the "Backbone" of the Sheriff's Office, which includes 24-30 Patrol Deputies and three School Resource Officers (SRO). As a member of the Command Staff, the Patrol Division Commander also contributes to developing policies and procedures within the Sheriff's Office. The Patrol Division Commander is vital in coordinating, directing, resourcing, training, and leading the Patrol Division. Must exercise sound judgment and initiative within Kentucky Revised Statutes and Sheriff's Office policies and procedures to make timely decisions or provide guidance as needed. The Patrol Division Commander must possess the ability to communicate orally and in writing. Additionally, the Patrol Division Commander must inform the Chief Deputy and Sheriff of any concerns or issues and provide recommendations on employee discipline and retention matters.

The Patrol Division Commander has a broad range of supervisory responsibilities and fosters trust between the Sheriff's Office members and the community. The Patrol Division Commander should lead by example, confidently assume command when necessary, and know current laws, patrol techniques, and procedures.

The Patrol Division Commander performs various duties, including administrative staff duties, preparing shift notices and assignments, briefing, training staff on new developments, regulations, and techniques, conducting performance evaluations, vehicle inspections, reviewing body camera footage, and enforcing agency policies and procedures, as well as applicable local, state and federal laws. The Patrol Division Commander has daily contact with Sheriff's Office personnel and frequent contact with other law enforcement and municipal agencies, businesses, civic clubs, and the public.

### **Additional Responsibilities:**

- Prepare and present budget requests.
- Oversee and direct deputies in the daily operation of the Patrol Division.
- Organize, train, and supervise subordinate personnel.
- Exercise sound judgment in evaluating situations and in making decisions.
- Serve as the Axon administrator for the Sheriff's Office.
- Serve as the Flock Safety administrator for the Sheriff's Office.
- Serve as the Kentucky Office of Highway Safety Grant administrator and manager for the Sheriff's Office.
- Serve as the Kentucky Open Portal Solution (KYOPS) and Kentucky CourtNet program administrator for the Sheriff's Office.
- Supervise and guide subordinates in the performance of their duties.
- Assist with the handling of personnel issues and investigating allegations of misconduct.
- Conduct shift briefings, training, and performance evaluations.

# BULLITT COUNTY SHERIFF'S OFFICE

## Job Description

### *Patrol Division Commander (Captain)*

- Cooperate with legal and other law enforcement agencies and testify in court as required.
- Educate the patrol members about regulatory changes and new police technology or methods.
- Enforce strict adherence to policies and procedures.
- Prepare the Patrol Shift schedule and update it accordingly.
- Prepare reports, maintain logs, and ensure the upkeep of Sheriff's Office records.
- Prepare monthly report for the Pioneer News.
- Participate in community activities and public presentations.
- Provide public assistance, including lockout services, escorts, first aid, and vehicle jump-starts.
- Review KyOPS documents for accuracy and compliance with criminal, motor vehicle, and traffic laws.
- Review the Axon Body Camera video to ensure Sergeants and Deputies maintain professional standards and properly enforce the laws while representing the Sheriff's Office.
- Reviews monthly personnel inspection forms submitted by Patrol Division Supervisors and forwards the inspection forms through the chain of command when completed and approved.
- Reviews all Administrative Incident Reports submitted by subordinates and ensures timely delivery through the chain of command; providing recommendations regarding potential violations of policies, procedure, rules and regulations.
- Reviews all deputy involved vehicular collisions, providing recommendations through the chain of command regarding potential violations of policies, procedure, rules, regulations and applicable laws.
- Conducts annual performance appraisals of Patrol Division Supervisors, forwarding through the chain of command when completed in a timely manner.
- Reviews annual performance appraisals of Patrol Deputies and SROs, forwarding through the chain of command when completed in a timely manner.
- Take charge at crime scenes and make necessary investigations in assembling evidence to detect, apprehend, and convict perpetrators.
- Assist the Operations Commander (Major) in his/her duties when requested.
- Assist the Criminal Investigations Division when requested.

**Special Job Dimensions:** The position involves regular and irregular hours needed to perform law enforcement services. Work hours may be extended during an emergency, disaster, manpower shortage, workload, or work-in-progress.

Exposure to danger is possible, and carrying a firearm is required.

May be required to assume a higher command when necessary.



# BULLITT COUNTY SHERIFF'S OFFICE

## Job Description

### *Patrol Division Commander (Captain)*

#### **Critical Skills/Expertise:**

- The Patrol Division Commander must have a broad knowledge of management principles and practices.
- Knowledgeable and experienced in the application of criminal law, particularly the laws of arrest, search and seizure, protection of Constitutional rights of citizens and admissibility of evidence.
- Knowledge of all agency departmental policy, procedure, rules and regulations and the ability to explain and support them.
- This position must have a thorough knowledge and ability to use such procedures and techniques as restraints, search procedures, field sobriety tests, patrol techniques, vehicle stop procedures, police response procedures, emergency vehicle operations and other procedures/techniques required and utilized by the BCSO.
- Must have the ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action, with due regard to the hazards and other related circumstances.
- Must have the ability to deal with subordinates and the public tactfully, yet firmly and effectively.
- Must have the ability to aid in the handling of deputy's complaints regarding difficulties they may have in enforcement of the law.
- Must have the ability to motivate subordinates.
- Must have the ability to direct the work of others in the performance of law enforcement responsibilities.
- Must have effective public relations skills and be able to communicate effectively with the public and media as directed by the Sheriff.
- Must have the ability to communicate effectively, both in writing and verbally.

#### **Additional Preferences or Considerations:**

- Training, education and/or certifications in crime prevention, law enforcement operations, criminal justice, or an acquired equivalent combination of training, education and experience that would likely provide the required abilities to perform the job.
- A minimum of two (2) years of command experience with progressive responsibility in law enforcement or military supervision and management is preferred.

#### **Additional Requirements:**

- Graduation from a certified police academy or law enforcement training program in which the curriculum has been approved by the Kentucky Law Enforcement Council (KLEC).
- Police Officer Professional Standards (POPS) Certification issued by the KLEC and in good standing.