

**ANDROSCOGGIN COUNTY GOVERNMENT
PUBLIC SAFETY DIVISION
JOB DESCRIPTION**

TITLE: Captain of Public Safety

QUALIFICATIONS:

1. High School graduate or equivalent.
2. A graduate of the Maine Criminal Justice Academy's Basic Law Enforcement Training Program or equivalent.
3. Degree in Criminal Justice or related field is desired.
4. Minimum of three (3) years' experience as a supervisor in law enforcement at the rank of sergeant or above.
5. Experience in or the ability to effectively supervise staff.
6. Possession of a valid Maine Driver's License.
7. Sufficient physical ability to meet the Department's essential functions.
8. Such alternatives to the above qualifications as the County Administrator and the Sheriff may, in their discretion, consider equivalent, appropriate and acceptable.

REPORTS TO: Chief Deputy and Sheriff

SUPERVISES: All Patrol Division Employees

MAJOR JOB RESPONSIBILITIES:

1. Must be knowledgeable of and abide by Androscoggin County's Standard of Conduct, Code of Ethics, bargaining contracts and Policy and Procedures.
2. Required to attend all mandatory ASO/MCJA Training Classes and to maintain his/her Law Enforcement Certification.
3. Demonstrate the proper demeanor and techniques to communicate in an effective manner with all staff, offenders and community.
4. Organize, direct and control all resources of the Patrol Division to preserve the peace, protect persons and property and enforce the Law.
5. Develop and maintain a professional organizational structure for the Patrol Division in accordance with administrative authority.
6. Institute and maintain a program of training according to State and Federal regulations and best practices for law enforcement purposes.
7. Ensure that all members of the Patrol Division have available to them, been properly trained in, and adhere to the Policy and Procedures Manual.
8. Plan, develop, and implement programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover stolen property. Evaluate and modify such programs to meet contemporary community needs.
9. Conduct investigations of alleged or apparent misconduct by Departmental personnel.
10. Enlist the suggestions of Patrol Division employees to ensure maximum relevance and acceptance to all Departmental regulations.

11. Remain abreast of all Patrol Division affairs, ensuring that the duties and responsibilities of the Patrol Division employees are being properly discharged.
12. Be responsible for the necessary delegation of authority to those under his/her command, commensurate with their duties and responsibilities.
13. Develop and/or adopt new technologies aimed to improve the effectiveness of Patrol Division obligations.
14. Ensure the appropriate data forms are submitted for the purpose of compiling the Unified Crime Report (UCR).
15. Establish goals, objectives, policies, regulations and procedures based on Community and Departmental needs; continually evaluating the effectiveness and responsiveness of the Patrol Division.
16. Participate in the budgetary process and operate the Patrol Division within budgetary parameters and in accordance with county policy.
17. Serves and/or represents the Androscoggin County Sheriff's Office on committees as needed or assigned with agencies at any level.
18. Conducts staff meetings, reviews schedules, annual employee evaluations and personnel plans.
19. Maintains discipline within the Patrol Division.
20. Ensures that Patrol Division vehicles and equipment are properly maintained.
21. Performs related Law Enforcement work as required.
22. Performs other duties and tasks as assigned by the Chief Deputy or Sheriff.