

TITLE: Major

SO/2

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of an assigned division within the Sheriff's Office.

MAJOR DUTIES:

- o Plans, schedules, and reviews duty assignments; monitors officers' work to ensure compliance with procedures and policies; instructs and trains personnel in correct methods; reviews and evaluates employee performance; approves leave requests.
- o Ensures departmental rules and regulations are adhered to and administers disciplinary action to subordinate personnel.
- o Receives and responds to requests for information and complaints from the public regarding services, operations, and policies of the department; conducts informal investigations of alleged officer misconduct.
- o Assumes command of operations at the scene of critical incidents.
- o Ensures subordinate personnel are fit for duty; instructs and advises personnel in their work and in practices and procedures to be followed; conducts scheduled and unscheduled inspections of personnel and equipment.
- o Provides technical guidance in complicated situations relating to investigations and renders decisions on major departmental operational problems.
- o Performs public relations duties; represents the department at meetings and public functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups and at professional meetings and conferences.
- o Assists the Sheriff with policy and procedure changes; writes standard operating procedures for the department.
- o Evaluates officer's performance in the field; reviews daily incidents to evaluate performance; conducts training and develops strategies for dealing with specific problems.
- o Appears in court to monitor the testimony and presentation of officers; testifies in court.
- o Directs and supervises crime scene investigations; interviews victims and witnesses; gathers and transports evidence to state crime lab; interrogates criminal suspects.

- o Coordinates the operation of the jail with other divisions and agencies; maintains strict securing and discipline of inmates.
- o Performs routine patrols and assists uniformed officers as required.
- o Supervises the preparation and ensures accuracy and completeness of daily, special, and periodic reports.
- o Develops and prepares the annual divisional operating budget; monitors expenditures within approved funding and ensures all expenditures are made in compliance with established purchasing policies and procedures.
- o Supervises and executes special details such as public gathering and parades; performs special projects as directed.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.
- o Knowledge of the criminal justice system.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of departmental rules and regulations.
- o Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
- o Knowledge of the methods and practices of the administration and management of a modern sheriff's department.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of the procedures used in emergency communications.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of law enforcement training standards.
- o Knowledge of budgeting, financing, and accounting procedures.

- o Skill in the use of firearms.
- o Skill in preparing and monitoring operating budgets.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

SUPERVISORY CONTROLS: The Sheriff assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include federal and state constitutions, The Official Code of Georgia, case law, and department rules, regulations, and standard operating procedures. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY: The work consists of varied management, supervisory, administrative, and law enforcement duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of and assigned division within the Sheriff's Office. Success in this position contributes to the enforcement of federal, state, and local laws and contributes to the effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, representatives of other law enforcement agencies, vendors, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all division personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

EXEMPT/HIPAA

- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.