

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MAJOR-LAW ENFORCEMENT

<b>JOB CODE: 20085</b>	<b>PAY GRADE: 26001</b>	<b>PAY RANGE: \$176,750</b>
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### GENERAL DESCRIPTION

Under the direction of the Assistant Chief Deputy or commander, performs assigned professional administrative and supervisory functions of unusual difficulty in the management of a bureau within the Sheriff's Office. The incumbent assumes responsibility for independent judgment and initiative for exercising interpretation of orders, directives, policies and procedures in decision-making. Work is accomplished within the framework of Sheriff's Office policies and regulations, County ordinances and Florida Statutes when applicable. Work is reviewed through periodic conferences and by results obtained through evaluative measurement based upon stated goals and objectives, as set forth by the Chief Deputy and the Sheriff.

Members in this position must reside in the following counties: Pinellas, Hillsborough, Pasco, or Manatee.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Pursuit, apprehension, and arrest of law violators or suspected law violators.
- Provides guidance in the implementation of and accomplishment of the Sheriff's Office and Bureau goals. Initiates planning, organization and facilitation of programs.
- Evaluates the overall operation of the Bureau to ensure compliance and adherence to established work methods, procedures, policies and rules of the Bureau and Sheriff's Office through analysis of performance, work methods, records, observations, complaints, and conferences with subordinate officers; initiates corrective action and/or disciplinary measures as indicated to ensure conformity.
- Adjusts the relative strength of the Bureau, in accordance with the fluctuating need for efficient service, to ensure maximum utilization of personnel, and makes recommendations for policy changes.
- Performs other related technical, administrative, supervisory, and community functions as directed or assigned.
- Participates in Sheriff's Office recruitment and community relations activities as directed.
- Assists in the training of personnel.
- Performs other related duties as assigned.



## QUALIFICATIONS

- Bachelor's degree with a major in criminal justice, public administration, business administration, or a related field from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education.
- And (5) five years' administrative experience in a government or law enforcement agency.
- OR equivalent combination of education and experience.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver's License.

## KNOWLEDGE, SKILLS, AND ABILITIES

- All of the knowledge, skills, and abilities required of a Captain.
  - Ability to make independent decisions regarding unusual and complex issues, both administratively and operationally.
  - Ability to evaluate proposals and recommendations from subordinates to determine the proper course of action.
  - Knowledge of General Orders and standard operating procedures.
  - Ability to initiate and facilitate programs and policies.
  - Ability to establish and maintain productive working relationships with Sheriff's Office staff, community leaders and other subordinates.
  - Ability to speak effectively to community groups.
  - Skill in developing and training subordinate staff to enhance their personal and organizational objectives.
- Ability to comply with the Drug Free Workplace Act.

## PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
  - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.



- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet the physical conditioning requirements of periodic in-service training in all high liability areas (firearms, defensive tactics, A.S.P., tactical driving).
- Ability to render physical assistance.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner. Essentials for this requirement shall include, but not be limited to the following:
  - Ability to sit in a standard car seat.
  - Ability to use right foot for operation of gas pedal.
  - Ability to use right foot for operation of brake pedal.
  - Ability to use column gearshift.
  - Ability to obtain and maintain a valid Florida driver's license (minimum Class E)
  - Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation.
  - Ability to properly identify colors utilized in descriptions.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.