

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4412

**TITLE:** DEPUTY SHERIFF CAPTAIN

**GRADE:** C-28

**DEFINITION:**

Under general supervision, and in accordance with federal, state, county and agency regulations, performs advanced managerial duties in the field of law enforcement, specifically in the areas of correctional services, community corrections, court services and administration; manages a major subdivision of the Sheriff's Office; as well as other duties assigned by supervisors acting on behalf of the Sheriff.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Deputy Sheriff First Lieutenant, Deputy Sheriff Captain, and Deputy Sheriff Major classes differ in terms of their span of control and degree of accountability. The Deputy Sheriff First Lieutenant class supervises a section of a branch or serves as second in command of a branch. The Deputy Sheriff Captain class supervises either a mid-sized, relatively diversified branch or a large, relatively homogenous branch. The Deputy Sheriff Major Class supervises one of the four divisions of the Sheriff's Office.

**ILLUSTRATIVE DUTIES:**

Has direct input on agency goals, direction, decisions, and policies;  
Manages the Court Security and Court Services branches;  
Ensures the safety of all persons in the Judicial Center;  
Manages the Confinement Branch of the Adult Detention Center;  
Ensures the legal rights of inmates are protected;  
Directs the implementation of procedures governing inmate classification, treatment, and rehabilitation;  
Establishes and maintains correctional and treatment programs which meet the religious, educational, physical, psychological, and recreational needs of the inmates;  
Initiates and conducts criminal and internal investigations;  
Gives testimony in court on actions taken during arrests and investigations of criminal matters;  
Serves in a liaison capacity to state and local planning bodies.  
Oversees the building maintenance, repair and construction;  
Ensures that the Adult Detention Center meets the Health Department's health standards and sanitation requirements;  
Coordinates audit processes conducted by both in-house and external auditors;  
Conducts informal inspections of departmental activities;  
Projects staffing and budgetary needs and prepares annual budget for assigned branch.  
Receives, documents and responds, either in writing or verbally to citizen complaints and inquiries;  
Serves as Staff Duty Officer to provide assistance/direction to on duty supervisors during evening and weekend hours.  
Reviews appeals by inmates of disciplinary hearing findings;

Prepares and presents instruction/information on various law enforcement subjects to diverse audience;

Oversees emergency operations and response procedures between the agency and other public safety entities;

Prepares reports on activities and incidents for superiors and other County entities;

Develops and implements operating procedures and recommends changes in agency policies;

Reviews reports of assigned personnel on activities and incidents and, where appropriate, recommends additional actions to be taken;

Interviews and recommends candidates to fill civilian vacancies;

Plans, schedules, assigns and reviews the work of subordinates engaged in correctional services, community corrections, court services and administration;

Provides supervisory direction and guidance to Deputy Sheriff First Lieutenants;

Conducts performance appraisals for both civilian and uniformed subordinates;

Oversees training of subordinates to ensure they receive sufficient training to satisfactorily perform their duties and meet requirements mandated by law;

Initiates disciplinary actions and administers informal and formal discipline to staff found to have violated standard operating procedures.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the policies, procedures and practices of the functional area to which assigned;

Thorough knowledge of the standards of the American Correctional Association and the Virginia Department of Corrections as they pertain to the operation and administration of jails and detention facilities;

Thorough knowledge of the agency's standard operating procedures as well as its riot, hostage, fire and disaster plans and emergency equipment;

Thorough knowledge of federal, state and County laws and ordinances applicable to functional area to which assigned;

Knowledge of the agency's information technology systems (eg. PCs Live-Scan, etc.);

Knowledge of supervisory techniques and the ability to apply them effectively;

Demonstrated skill in the use of firearms;

Ability to affect a physical arrest;

Ability to maintain a level of physical fitness appropriate to assignment;

Ability to make accurate observations and to communicate clearly and concisely, both orally and in writing;

Ability to establish and maintain good working relationships with fellow staff members, inmates and external agencies and departments;

Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement;

Ability to act calmly and quickly in emergencies as well as the ability to plan and direct operations under various conditions;

Ability to work effectively under stress.

**EMPLOYMENT STANDARDS:**

Any combination of education, and experience and training equivalent to the following:

High school diploma or a G.E.D. issued by a state department of education;

PLUS

Must be presently serving in the rank of First Lieutenant in the Fairfax County Sheriff's Office and have demonstrated strong management and leadership skills at that level in an appropriate command and/or staff assignment.

REVISED: September 1, 2009

REVISED: August 5, 2002

ESTABLISHED: July 1977