

## 2-01-110 Captain/Unit Commander

**RESPONSIBLE TO:** Custody Division Area Commander

**WORK SCHEDULE:** Flex

### GENERAL DUTIES:

The Captain/Unit Commander is the commanding officer of North Facility. As such, the Captain is the leader of the management team and is responsible for all unit functions and operations, including the operational philosophies of the unit.

The Captain interprets existing laws, Memorandums of Understandings, the Department's Manual of Policy and Procedures, Division Directives and the Unit Manual, in support of the Mission Statement, the Core Values statement, the Law Enforcement Code of Ethics and training requirements.

### SPECIFIC DUTIES:

- Enforce policies, procedures and regulations of the Department, Division and unit.
- Conduct special investigations.
- Supervise subordinate personnel.
- Maintain discipline.
- Create reports and recommendations.
- Act as liaison with the communities served by the unit.
- Complete the Departmental Change of Command form (SH-AD-601) when assuming a new or change of command.
- Determine and submit the unit's proposed budget for the succeeding fiscal year.
- Ensure compliance with established laws and operational standards at the unit and correct deficiencies in a timely manner.
- Generally, responsible for planning, organizing, directing and coordinating the operations and functions of the unit including:
  - Fiscal Management
    - Use of overtime - Be fully aware of the unit's status with regard to the use of overtime and make prudent decisions when approving overtime.
    - Unit budget - Know the overall status of the unit's various accounts, ensuring that over expenditures do not occur and making efficient use of the unit's funds.
    - Staffing - Assign the necessary staff to effectively manage the unit's workload and local community needs within budget constraints.
  - Administration of Personnel
    - Knowledge - Know the strengths, weaknesses, and special skills of their immediate subordinates and, where reasonably possible, those of other subordinates.

- Training/Development - Establish an effective training program and ensure that all personnel receive the appropriate training.
- Discipline/Reward - Review and evaluate all information that may lead to a disciplinary action or commendation.
- Conduct - Ensure that their personnel have a clear understanding of appropriate and expected conduct when dealing with the community, inmates, and co-workers.
- Use of force - Strive to eliminate excessive and unnecessary use of force through an established system of supervision, training, incident evaluation and application of remediation.
- Evaluation - Ensure that the performance of their personnel, both positive and negative, is accurately documented and that the evaluations are submitted in a timely manner.
- Health and safety - Establish an ongoing wellness program and assist injured/ ill employees.
- Personal relations - Treat every member of this department, sworn and civilian, with the same dignity and respect that they would expect in return.
- Personnel policies - Support and promote the department's affirmative action guidelines.
- Delivery of Service
  - Support and promote the department's Core Values and Service Oriented Policing philosophy, as well as community partnerships.
- Efficient and Effective Operations
  - Goals - Actively strive towards accomplishing departmental and unit goals.
  - Reports/Notifications - Communicate with their supervisors and keep them aware of problems, issues and activities concerning their areas of responsibility.
  - Information - Establish a formal system that ensures the flow of information throughout their unit.
- Role Model
  - Physical appearance - Set an example of professionalism and pride by appearing well groomed and appropriately attired.
  - Demeanor/Attitude - Reflect maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the department.
  - Communicative/Interpersonal skills - Encourage and promote open and constructive relationships with citizens, co-workers, subordinates and superiors through understanding, empathy and tolerance.
  - Social skills - Demonstrate actions and decisions that reflect consideration of social, cultural and political factors which are important to the community and the department.
  - Self-improvement - Maintain and enhance their professional knowledge and skills and remain current on events that affect the department and the unit.

- Innovation - Continually evaluate and seek methods of improving the operation of the unit, the well-being of his personnel and the level of service that the unit provides.
- Ethical conduct - Possess the highest standards of moral and ethical conduct.
- Risk Management
  - Prepare a Risk Management plan.
  - Minimize risk to the department and personnel by monitoring, reviewing, documenting, disciplining and rewarding their employee's performance.
  - Utilize safe driving techniques while driving county vehicles.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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