



Department:	Police
Bargaining Unit:	Executive Management
Salary Range:	X62
Last Revision:	April 1995

POLICE CAPTAIN

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of assigned divisions within the Police Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Police Chief.

SUPERVISION EXERCISED

Exercises direct supervision over sworn and non-sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the assigned programs and services of the Police Department such as administration, records management, animal control, patrol, investigation, and other programs as assigned.

Participate in the development and implementation of goals, objectives, policies and priorities for assigned operations; identify resource needs; recommend, within Department policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Select, train, motivate, and evaluate assigned personnel conduct background investigations of candidates; coordinate and supervise staff training; schedule attendance at P.O.S.T. certified courses; maintain training records; work with employees to correct deficiencies; develop, prepare, and maintain training manuals.

Direct, coordinate, and review the work plan for the assigned division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the preparation and administration of the Police Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide staff assistance to the Police Chief; prepare and present staff reports and other necessary correspondence.

Conduct a variety of research studies, investigations, and operational studies.

Manage assigned programs and functions including the Field Training Program, Reserve and Explorer Program, SWAT team, and other assigned programs.

Participate in the administration and monitoring of contracts.

Conduct investigation of complaints involving officer conduct; review complaints and prepare recommendations on disciplinary actions; conduct internal investigations as assigned.

Serve as press relations officer, as assigned.

Perform tasks normally assigned to subordinate personnel, as necessary.

Attend and participate in professional group and management meetings including C.C.A.P., U.N.E.T., and County Communications; stay abreast of new trends and innovations in the field of law enforcement.

Confer with citizens and City Officials on law enforcement problems; assist in the development of innovative municipal law enforcement policies.

Review and analyze reports, legislation, court cases, and related matters.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as the Police Chief upon the request or absence of the Police Chief.

OTHER JOB RELATED DUTIES

Coordinate the maintenance of the Police Administration Building.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of law enforcement supervision, training, and performance evaluation.

Principles, practices, and theory of law enforcement and their application to a wide variety of services and programs.

Technical phases of crime prevention and law enforcement including investigation, patrol, traffic control, and records management.

Proper use of firearms and other modern police equipment.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide professional leadership and direction for sworn and non-sworn personnel.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Select, supervise, train, and evaluate staff.

Ability to:

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Assist in the preparation and administration of a department budget.

Prepare clear and concise administrative and financial reports.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of law enforcement experience including three (3) years of supervisory experience equivalent to that of a Police Sergeant.

Training:

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in police science, law enforcement, administration, criminal justice, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Possession of a P.O.S.T. advanced certificate.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, and walk; some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: April 1995