

## **POLICE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory and administrative law enforcement positions, the primary duty of which involves assisting the Police Chief in managing the activities of the department. Employees of this class assist in performing personnel management functions for the department; oversee the preparation and maintenance of records and reports required to document department activity; and perform public relations functions. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with a high degree of independence, with special assignments received from the Police Chief. This class ranks directly below and has work reviewed by the Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages one or more assigned police department services or divisions. Supervises assigned functions of the department and develops procedures to accomplish aims of the division. Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operation.

Insures that accurate records of department activity are maintained. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Uses the department's computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Outlines responsibilities and duties; and sets short and long term goals for subordinates. Inspects the appearance of subordinate personnel, sets work schedules and approves leave, and monitors work pace and progress of assigned jobs in order to determine if jobs are being accomplished in the desired manner. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline by conducting corrective interviews and recommending disciplinary action. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

Must possess a valid driver's license.