

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a highly responsible supervisory and administrative law enforcement positions, the primary duties of which involve assisting the Police Chief in managing the activities of the department. Employees of this class direct the maintenance of equipment, property and supplies, perform public relations duties, schedule training, and manage assigned law enforcement functions. Employees of this class perform with a high degree of independence and receive general instructions from the Police Chief. Employees of this class report to and have work reviewed by the Police Chief. In the absence of the Police Chief, an employee of this class assumes command. This class ranks directly below that of 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 the work of an assigned area of department operations, including all employees, equipment and activities in that assigned area. Deploys available man-power in the most cost-efficient manner. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Develops and implements a safety program for the department. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendation on procedure to avoid future accidents. Reviews incoming communications and routes work to the appropriate person.

Prepares records required to document the activity of an assigned section or division. 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.

Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends

that may affect the police service. Acts as a department representative to the news media, releasing information and answering question concerning the work of the department. Prepares news releases or any other type of official department position paper for publication. Produces instructional materials to be used in crime prevention and other community relations programs within the community. Delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises subordinate police personnel. Reviews work and delegates work assignments. Outlines responsibilities and duties, sets task priorities and long term goals, provides on-the-job training for department members; holds meetings to receive reports or disseminate information; 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 in order to define the problem and handles employee complaints and grievances. Maintains discipline among employees of the department.

Assists in the evaluation, development and management of a training program for the department. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Arranges for repairs and maintenance of all department buildings, property, or equipment. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchased.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to 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 medical examination prepared and administered 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 possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for not less than three (3) years immediately preceding the closing date for application to the board.

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