

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Employees of this class supervise the activities of an assigned shift or division, produce records to document activity in assigned areas, inspects and maintains equipment, performs public relations duties, and manages assigned law enforcement functions. Duties of this class are performed with a high degree of independence, reporting to and having work reviewed by the Chief of Police. This class ranks directly below that of Chief of Police.

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 law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigation, handling of juveniles, and special tactical operations. 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 a manner that most effectively provides the required services while minimizing expense. Inspects and evaluates the assigned department services and takes appropriate action to correct or improve problem areas. Monitors any local conditions which may create situations the department may be called upon to handle. Develops and implements a safety program for the department. Investigates accidents involving department equipment or personnel and makes recommendations on procedures to avoid future accidents. Manages a personnel recruitment and selection program for the department. Reviews incoming communications and routes work to the appropriate person or location. Researches potential grants and completes grant applications in order to obtain funds for specific programs.

Records expenses, disbursements, and related financial transactions of assigned accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for police department operations. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority.

Ensures 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. Completes records and writes reports to document the activity of the department. Writes departmental memoranda and prepares news releases or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties and by interacting with community members. Handles inquiries or complaints from the public about the operation of the police department. Coordinates the work of the department with related federal, state, and local agencies. Serves as an official department representative to any meeting assigned and acts as a department representative to the news media.

Determines target areas for crime prevention or community relations efforts. Develops a community relations program to meet identified community needs. Writes and delivers speeches or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises subordinate police department employees. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long term goals; and provides subordinates with necessary resources to accomplish their jobs. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews and recommending disciplinary action to the Appointing Authority.

Assists in the development and management of a training program for the department. Evaluates training needs and provides for employee training at all levels. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or law enforcement efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service examination for the position.

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 reasonable accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding the closing date for application to the board.

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