

## **POLICE CAPTAIN**

(Promotional Class)

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

This class encompasses responsible supervisory and administrative positions, the primary duties of which are the management of a patrol shift or, when assigned, the management of the narcotics investigation section or other specialized sections. Police Captains oversee all operations of the assigned shift or section and supervise subordinate personnel assigned to that shift or section. Work involves responsibility for the preparation and maintenance of all required records and reports and for supervision of all assigned department equipment and property, in addition to the performance of public relations duties. Employees of this class have the authority to work independently in most areas, receiving direction from and having work reviewed by the Police Major in charge of the division. This class ranks directly below that of Police Major.

### **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 operation of a patrol shift or the operation of the narcotics section, or other special sections. Recommends management policies, goals, and objectives for that shift or section, and assists in deciding on organization of the shift or section, including deployment of personnel. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies or procedures are needed.

Investigates complaints against department personnel and may formulate a recommendation for reply to the complaint when directed by the Police Chief. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. May interview prospective employees and makes recommendations for hiring.

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. Prepares payroll records. Compiles and analyzes data needed, and writes reports required to document the activity of the assigned shift or section.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers questions for the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises assigned department subordinates. Holds meeting for the purpose of receiving reports and disseminating information. Conducts roll call and inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave. Provides assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline among assigned employees.

Supervises the use and maintenance of assigned department vehicles, equipment, and property. Checks all equipment on a regular basis to insure that this is in correct operating condition. Recommends the purchase of equipment and supplies.

Oversees the law enforcement activities performed by subordinates on the assigned shift, including responding to complaints, protection of a crime scene and collection of evidence, conducting searches, and making arrests. Oversees narcotics investigations.

Responds to and takes command of major operations or emergencies, and assists in the coordination of divisional activities with other city departments and law enforcement agencies.

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.

Must be a regular employee in good standing in the rank of Police Lieutenant.

Must, if employed after October 18, 1989, show evidence of successful completion of thirty-nine (39) hours of bonafide college level courses required by an accredited curriculum in order to be promoted to the rank of Police Captain.



After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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