

POLICE MAJOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

A police major must have a general knowledge of all operating divisions of the department and shall be in charge of a bureau.

DISTINGUISHING FEATURES OF THE CLASS

A police major must have a general knowledge of all operating divisions of the department and shall be in charge of a bureau. He must have knowledge of record systems, communications system, court proceedings, traffic supervision, patrol techniques, investigative techniques, a thorough understanding of the laws pertaining to juvenile procedures. He must be able to direct activities of any bureau and handle all functions of the bureau.

He will rank immediately below the assistant chief of police and will be required to act as assistant chief in the absence of the assistant chief when designated.

EXAMPLES OF WORK

A major shall head each of the following four bureaus:

1. Plan, direct, and supervise the office and field activities of the investigative bureau.
2. Plan, direct, and supervise the patrol traffic bureau of the department.
3. Plan, direct, and supervise the administrative services bureau and maintain records and files which are required for the purpose of administration of the department.

Must have adequate knowledge of all juvenile laws and procedure and apply proper administration to juvenile cases.

Must be able to supervise and direct activities of all phases of police operations, including the jail division.

Do any other related work as instructed by superior officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

He must be a regular and permanent employee in good standing in the class of Police Captain.

He must be not less than twenty-five (25) years of age;

Must successfully pass civil service examination testing his aptitude for this position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from promotional list.