

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are managing one or more police department services or divisions. Employees of this class direct the maintenance of equipment, property and supplies; and perform public relations duties, in addition to managing assigned law enforcement functions. Duties of this class are performed with a high degree of independence and receive general instructions from the Assistant Chief of Police and the Chief of Police. Work is reviewed by the Assistant Police Chief. This class ranks directly below that of Assistant 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. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Reviews incoming communications and routes work to the appropriate person or location. Prepares records required to document the activity of assigned 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 operations.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate police personnel. Reviews work to be done and delegates assignments. Outlines responsibilities and duties; sets task priorities and long term goals, holds meetings to receive reports or disseminate information, and monitors work pace and progress of assigned jobs in order to determine if jobs are being accomplished in the desired manner. Counsels employees who are experiencing work problems in order to define, identify and solve the problem.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property.

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 test.

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 possess a valid driver's license.

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

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Rev	11-15-72
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	02-26-80
	02-04-83
	01-22-87
	04-09-91
	05-02-91
	04-21-93
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	09-16-03
	07-18-05
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