

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duty of which is assisting the Police Chief in the management and administration of the functions and operations of the police department. The Police Captain performs the duties of the Police Chief in the absence of the Chief. The employee of this class assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; supervises the general care, maintenance, and repair of departmental property and equipment; and oversees the maintenance of departmental records and reports. The Police Captain performs public and community relations duties, and serves as official representative at meetings and to the news media. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Police Chief. This class reports to and 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.

Assists the Police Chief in the administration and management of the police department operations. Performs the duties of the Police Chief in the absence of the Chief. Recommends changes in the operational procedures and policies of the department. Monitors local conditions for which the department may be called upon to handle. Participates in developing procedures to accomplish the goals of the department.

Conducts research to be used in making management decisions, and for the planning of programs and activities for departmental operations. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Investigates all accidents involving department equipment and personnel, and makes recommendations on procedures to avoid future accidents. Manages the development and implementation of safety programs for the department, and provides for on-going safety training and education.

Participates in the personnel recruitment and selection program

for the department by interviewing applicants and making recommendations to the Police Chief. Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect police department personnel.

Serves as official department representative at meetings of governmental and civic groups. Answers questions about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with other agencies, providing information and assistance when needed. Writes and delivers speeches, and structures and supervises demonstrations on law enforcement and crime prevention topics.

Supervises the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Develops and revises forms in order to improve accuracy and efficiency of documentation. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Oversees the general care, maintenance, and repair of departmental equipment and property. Provides for inspection of equipment, and arranges for repairs when necessary. Provides for adequate supplies for the department, and orders additional supplies as needed.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Recommends long term goals for consideration by the Police Chief, and establishes a timetable for completion following implementation. Monitors work pace and progress. Approves leave. Holds meetings to receive reports and disseminate information. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews, or recommending disciplinary action for consideration by the Police Chief.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for 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 being a qualified elector of the State of Louisiana.

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 with at least two (2) years in that class immediately preceding application deadline.