

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing lower-ranking officers in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains participate in financial planning for the department and are directly responsible for the management of vehicle maintenance, inventory control and other designated functions. The employee of this class assumes command of departmental operations in the absence of a superior officer. Routine duties are handled independently, with special assignments received from the Assistant Police Chief or 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 deployment of available manpower and the supervision of subordinate employees in areas such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Ensures that required police services are provided to the public while working to minimize expense to the department. Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or correct procedural problems. Conducts and supervises research done for the purpose of planning and making management decisions. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Evaluates new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Participates in the strategic planning function of the department and assists the Police Chief with special assignments as directed. Organizes and oversees police department logistics and staffing for large local events.

Coordinates the work of the department with related federal, state and local agencies. Exchanges related pertinent information with other individuals or agencies. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in a pre-planned Incident Command System providing for

modular organization, integrated communications, unified command structure, consolidated action plans and comprehensive resource management. Serves as an officer or unit leader over a specified function in an incident command system. Oversees the development of tactical and disaster control plans for response to various emergency situations such as bomb threats, hostage situations or severe weather.

Establishes long-term goals for subordinates in order to best accomplish the objectives of the department. Reviews the budget to determine the available number of payroll hours per shift and directs the scheduling of personnel to ensure staffing requirements are met. Monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Sees that counseling is provided to employees with work problems or grievances; ensures that departmental rules are enforced and that discipline is maintained. Evaluates the work performance of subordinates and writes employee evaluation reports. Determines training needs and provides for employee training at all levels within the department, allowing for outside instruction when necessary. Holds meetings to discuss work related matters, as needed. Recommends promotions, based on current eligibility lists in accordance with civil service law.

Participates in the operation of the general accounting system for the department to provide an accurate record of liabilities, assets and financial transactions of the department. Authorizes the expenditure of funds allocated for police department operations, making sure such expenditures are within budget limitations. Supervises the review and approval of purchase requisitions, vouchers for payment or related financial records and sees that they are submitted to the proper authority. Participates in the departmental budget process by overseeing those who gather budget information, prepare expenditure estimates and review divisional operating budgets. Prepares a section of the operating budget for an assigned area. Researches potential grants and completes grant applications in order to obtain funds for specific department programs.

Manages those who supervise the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Oversees the inspection of vehicles or equipment after repairs to ensure repairs were completed properly. Supervises and participates in the purchase of equipment and supplies in the manner provided by lawful authority. Supervises the inventory control function for the department. Prepares specifications on new police department equipment for public bids. Reviews products by meeting with sales representatives and evaluating specifications. Investigates accidents involving department equipment or personnel, determines cause and makes changes designed to avoid future accidents.

Reviews incoming communications, handling matters, making assignments to staff and writing comments and notes as necessary to

route work to the appropriate person or location. Completes forms and creates records related to purchasing, inventory, evidence and personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information in order to write clear and comprehensive narrative reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in 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.

Oversees police department response to inquiries or complaints from the public about law enforcement operations, promoting a positive public image of the work of the department. Attends or designates an official department representative to attend any assigned meetings in order to give reports, offer advice and make recommendations. Keeps informed on local activities and trends that may affect the police service. Determines target areas for crime prevention or community relations efforts by analyzing department records and local crime statistics. Supervises the development of a community relations program to meet identified needs.

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 examination.

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall 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 immediately preceding closing date for application to the board.