

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for supervising the operations and personnel of a police department. Duties include providing supervision over activities of various division commanders, coordination of activities between divisions, and administration of departmental personnel. Responsibilities also include directing operating procedures and policies as second in command of the police department. Assumes the duties of the Chief of Police in his/her absence. Work is performed under general supervision of the Police Chief, with leeway for the use of independent judgment. Supervision is provided to all subordinate level police officers and other department personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist the Chief of Police in the management of the Police Department;

Make recommendations to the Police Chief for improvements in the service;

Prepares and submits reports to the Police Chief as directed;

Assigns tasks to subordinates and reviews operations;

Directs police activities at riots, serious crimes, or unusual disorders;

Directs other police activities and makes arrests;

Directs and/or supervises the various administrative functions within the department such as scheduling, vacations, etc.;

Prepares complex federal and state clerical reports of the activities of the department;

Investigates complaints regarding the activities of the police department;

Represents the department at public events, hearings, meetings, etc. as directed;

Performs related activities as required activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of police administration and methods; thorough knowledge of the geography of the municipality; thorough knowledge of the scientific methods of crime detection and criminal identification; thorough knowledge of controlling laws and local ordinances; thorough knowledge of department rules, regulations, and procedures;

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familiarity with department communications equipment and operations; demonstrated ability to direct and instruct subordinate officers, ability to deal courteously, but firmly with the public; good professional judgment; good powers of observation, tact and courtesy.

MINIMUM QUALIFICATIONS:

Eligibility for promotion may be restricted to the next lower rank or ranks:

If open to Lieutenant - one (1) year of permanent service as a Lieutenant.

If open to Sergeant - three (3) years of permanent service above the rank of Police Officer.

If open to department - six (6) years of permanent service as a Police Officer.