

## POLICE CAPTAIN

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Police Chief, the incumbent of this position directs departmental operations, including administration of policies and procedures, and supervises the assignment and scheduling of operations and personnel in the department. In addition, the Police Captain functions as second in command of the police department, and assumes the duties of the Police Chief in his/her absence. An incumbent must be able to and must maintain the ability to carry a firearm. Supervision is exercised over a substantial number of subordinate level police officers, and other departmental personnel. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Supervises and participates in a variety of administrative details pertaining to departmental reports, operations, maintenance, files, equipment and personnel;

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

Prepares and submits reports to the Police Chief as scheduled or directed;

Assigns tasks to subordinates and reviews operations;

Directs raids and makes arrests;

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

Investigates crimes where unusual and/or difficult law enforcement problems are likely to occur;

Oversees the preparation of duty charts, daily assignments and scheduling of employees, including setting up and maintaining vacation schedules, to ensure sufficient coverage;

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

Investigates complaints regarding the activities of the police department.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the principles of police administration and methods; thorough knowledge of the geography of the municipality; thorough knowledge of scientific methods of crime detection and criminal identification; thorough knowledge of controlling laws and ordinances; familiarity with the operation of radio; demonstrated ability to direct and instruct subordinate officers; ability to deal courteously, but firmly with the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good professional judgement; good powers of observation; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion may be restricted to the next lower rank or ranks:

If open to Lieutenant - 1 year (12 months) of permanent service as a Lieutenant.

If open to Sergeant - 2 years (24 months) of permanent service as a Police Sergeant.

If open to the entire department - 6 years (72 months) of permanent service as a Police Officer.