

## **CLASS TITLE: POLICE CAPTAIN**

**Purpose of Class:** Under the direction of the Assistant Police Chief, assists in the directing of operations and activities within the Police Department through administrative authority and supervision of assigned field and staff functions. The incumbent coordinates and supervises the activities of the patrol division, employee selection, promotion, and reviews. Analyzes and interprets various reports, policies and procedures to ensure that departmental rules and regulations are followed. Work is performed with considerable discretion and latitude in the conduct of police operations.

### **EXAMPLES OF TASKS PERFORMED WITHIN CLASS:**

#### **Primary Tasks:**

- A. Responds to serious or complex incidents; monitors action of Police Officers and civilian enforcement staff; maintains knowledge of current status on major investigations; authorizes request for specialized units to be called to a scene.
- B. Evaluates subordinates; completes performance appraisals for subordinate supervisors; reviews subordinate supervisor appraisals of officers and personnel in patrol division.
- C. Interprets and explains orders, policies, practices and procedures, and other operational information to subordinate personnel.
- D. Supervises and coordinates the activities of an assigned division; authorizes overtime, leave and training requests; prepares work schedules within the patrol and civilian enforcement divisions; establishes and evaluates goals and objectives.
- E. Prepares written reports, forms, and other paperwork as required; reviews, analyzes and interprets various other records and reports.
- F. May assist in the preparation of budgets; orders supplies and equipment.
- G. Assists in the function of departmental staffing; identifies training needs and requirements.
- H. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate department employees.
- I. Performs the work of lower level supervisors and employees if and when required.
- J. Performs other duties as assigned

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification.)

**Equipment Operated:** Patrol vehicle, police radio communications equipment, computer, and other equipment as required.

**Reporting Relationship:** This position reports to the Chief of Police, Asst. Chief of Police

**Working Conditions:** Subject to normal hazards associated with law enforcement work involving some degree of risk to personal safety. Subject to call-back and on-call status as necessary.

## **QUALIFICATIONS OF CLASS:**

**Education:** Graduation from a standard high school, or equivalent, including completion of all requirements for a certified police officer. Completion of advanced leadership course(s) and seminars in various phases of police work, such as FBI LEEDA. Must possess, at a minimum, an Intermediate Law Enforcement Certificate. Associates degree or higher, preferred.

**Experience:** Completion of all basic requirements of North Carolina Justice Training and Standards Council for a certified police officer. A minimum of eight (8) years' experience in various phases of police work, three (3) years of which must be in a supervisory position, or an equivalent combination of training and experience. The Chief of Police has the final authority to determine whether a candidate has met the minimum qualifications for the rank of Captain.

## **Knowledge, Skills and Abilities**

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Thorough knowledge of Departmental policies, rules and regulations.
3. Thorough knowledge of federal, state and local laws and ordinances, rules of evidence, and laws regarding search and seizure.
4. Knowledge of the principles and practices of organization, management, and personnel administration.
5. Knowledge of community geography and demographics.
6. Knowledge of modern management principles and practices.
7. Skilled in the use of general office equipment.
8. Ability to assign and review the work of a number of subordinate employees and to provide effective leadership at all time.
9. Ability to plan, evaluate, assign and coordinate activities performed by the police department.
10. Ability to motivate, manage and supervise employees with varying levels of education and work experience.
11. Ability to establish and maintain effective working relationships with other Town departments, public agencies, the news media and the general public.
12. Ability to speak effectively and comfortably to large groups of people.
13. Ability to communicate effectively, both orally and in writing.
13. Ability to plan, organize, direct and evaluate complex programs and operational activities.
14. Ability to react calmly and quickly in emergency situations.
15. Ability to maintain proficiency in the use of firearms, communications, automotive and other equipment.

## **Special Requirements**

Possession of a valid driver license.