

## **Police Captain**

### **General Statement of Duties**

Performs administrative and supervisory law enforcement work in either directing the Patrol Division or the Support Services and Crime Investigations Division of the Police Department.

### **Distinguishing Features of the Class**

Employees in this class direct and supervise all the activities of either the Patrol or Support Services Divisions. Employees participate in all administrative functions such as departmental planning and budgeting. Work includes assuming the responsibility for departmental operations in the absence of the Police Chief, as well as being accountable for all work and decisions which occur within their respective divisions. Employees serve as counsel to subordinate supervisors and provides technical advice and input on coaching and training of departmental supervisory and non-supervisory personnel. Employees also supervise and participate in all personnel functions to include hiring, discipline, and performance evaluation. Tact and decisiveness are required in frequent public contact situations involving law enforcement and inquires from the general public. The employees must exercise considerable judgment and initiative in applying modern law enforcement principles under which the department operates. Duties are performed under the usual hazards of police work, and is performed in accordance with departmental policy and State and federal law. Work is often performed under stressful emergency conditions and may involve personal hazards. The employees are subject to hazards associated with law enforcement and/or administrative work which may either expose the employees to inside environmental conditions for the administrative functions and the law enforcement activities would expose the employees to working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as chemicals and oils, and physical hazards. Employees may be exposed to bloodborne pathogens. Duties are performed under the direct supervision of the Police Chief and appraised through observation, conferences, reports, and general effectiveness of departmental operations.

### **Essential Duties and Illustrative Examples of Work**

Supervises unit managers and other technical and clerical personnel in either of the Patrol or Support Services Divisions within the Police Department.

Supervises all activities associated with each Division on a 24-hour, 7-day a week basis. Determines priorities and needed resources; makes assignments; provides operational advice and direction; resolves and troubleshoots administrative and professional procedures; organizes work and staff in concert with Departmental goals and objectives; and ensures compliance to all Departmental standards, rules, and practices.

Confers with other departmental staff and the Police Chief in designing and drafting policies and regulations for the Department.

Assists the Police Chief in recruiting, selecting, and training of personnel; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline.

Participates in the short and long-term planning and budget processes to include the development

of goals and objectives; participates in projecting budgetary needs on an annual basis; monitors monthly expenditures and discusses needed capital improvement and any major cost items.

Promotes the department to the general public through individual contact and representing the department to the press.

Determines work assignments and reassigns officers and other personnel as needed.

Directs and supervises subordinate supervisors in coaching employees and improving employee's performance.

Prepares periodic reports of crime, patrol and accident activity to summarize divisional activity and for the analysis of trends; maintains the computer system for the department.

Serves as acting Police Chief in his/her absence, assuming the powers and responsibilities of the Chief.

Promotes the department to the general public through individual contact and representing the department to the press.

Serves as the departmental training officer; coordinates all departmental training; maintains personnel certification requirements; conducts training in areas of certification.

Performs internal investigations as directed by the Police Chief.

Performs the work of subordinate Police personnel, when necessary.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of law enforcement principles, practices, methods and equipment.

Considerable knowledge of State and federal laws, local ordinances, and policies of the Police Department.

Considerable knowledge of the physical, economic, and social characteristics of the Town.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to lead and inspire confidence among subordinates officers, and to work through subordinate supervisors to manage shift operations.

Ability to act with sound judgment in routine and emergency situations.

Ability to perform detailed criminal investigations in an effective manner.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the community.

**Working Conditions and Physical Requirements**

Must be able to physically perform all or combination of the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform medium work of exerting up to 50 pounds of force occasionally, and 20 pounds of force frequently, and 10 pounds constantly.

Must possess the visual acuity to perform extensive reading and computer related work.

**Desirable Education and Experience**

Completion of a two year degree in Criminal Justice, supplemented by basic and advanced courses in police science and administration and considerable experience in police work including supervisory and management experience; or an equivalent combination of education and experience.

**Special Requirements**

Possession of a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.

Possession of appropriate certifications as required by the Town.

**Additional Information**

This position is classified as safety sensitive per the Town's Personnel Policy.

**Fair Labor Standards Act (FLSA) Status**

Exempt

2021