

POLICE CAPTAIN

General Statement of Duties

Performs difficult administrative and managerial law enforcement work in the protection of life and property in the Town.

Distinguishing Features of the Class

An employee in this class is assigned special administrative and management work. Responsibilities include supervising and participating in one or more divisions of the department such as patrol, investigations, traffic, etc.; assigning staff and developing staff performance; researching and recommending departmental policies; preparing and administering budgets; representing the department at various functions; handling citizen concerns and issues; participating in operational and management work; performing crime prevention, records management, and other administrative work. Work requires considerable knowledge of law enforcement management and operations and substantial judgement and independent initiative. Work involves frequent public contact which requires tact, judgement, firmness and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from the Police Chief. Work is performed under the general supervision of the Police Chief and is evaluated through observation, discussion and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

Supervises staff engaged in a wide variety of law enforcement activities through subordinate supervisors; provides technical guidance, performance coaching and evaluation; participates in and/or coordinates hiring process including testing, interviews, background investigations; recommends employee promotions and salary adjustments; takes and/or recommends disciplinary actions; ensures proper training, development and certification of all assigned staff.

Communicates department mission, vision, and goals; establishes performance standards and leads by example of performance excellence; assures clear lines of communication between command staff and line officers and that departmental policy, procedures and practices are effective and clearly transmitted and understood.

Prepares and administers division budget; purchases supplies, uniforms, training materials, vehicles, office furniture, weapons, radios, and other needs as assigned by the Chief; may oversee departmental technology and vehicle usage and maintenance.

Researches, drafts, and recommends policies and procedures related to division supervised or to entire department; conducts research to improve services and evaluate effectiveness; develops new and revised operating procedures; communicates revisions and implements changes in practices.

Coordinates major investigations work with federal or state agencies; reviews and assigns cases to detectives; monitors case loads and progress and sets priorities; provides technical guidance; oversees maintenance and destruction of evidence; supervises and monitors undercover narcotics and gang activities investigations; controls funds for undercover purchases and informants.

Coordinates special events with various Town staff and community groups; reviews and issues parade and other permits under the direction of the Police Chief; coordinates assignment of staff to special functions and projects; commands and/or supervises special response teams; leads in execution of high risk search warrants.

Acts in the absence of the Police Chief.

Receives and investigates general complaints from the public and complaints regarding officer actions and reports findings to the Police Chief; conducts internal affairs investigations.

Supervises and participates in crime prevention programming, community policing activities, Citizen Police Academy, etc.; represents the department to a wide range of community groups and local, regional and state agencies.

Ensures proper in-service training for staff, maintenance of certifications, and training and orientation of new officer.

Participates in line activities when staff shortages or emergencies dictate.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of state and federal laws, local ordinances and policies of the police department.

Thorough knowledge of law enforcement principles, practices, methods and equipment including scientific investigations laws, methods and equipment.

Considerable knowledge of state and federal laws and regulations concerning DCI and evidence chain of custody requirements.

Thorough knowledge of modern and effective supervisory practices of leadership, motivation, communication, discipline, training, team building and performance coaching and evaluation.

Knowledge of the application of information technology to modern law enforcement work.

Working knowledge of laws and regulations relating to hiring, promotions, discipline and work assignment.

Knowledge of the organization's personnel policies, budget and purchasing procedures, and effective supervisory practices.

Working knowledge of the laws, court cases, and guidelines related to the hiring process.

Knowledge of community policing principles and practices.

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

Skill in collaborative conflict resolution, de-escalation tactics and public speaking.

Ability to inspire calm control under the stress of emergency conditions.

Ability to inspire performance excellence in leading staff.

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

Ability to present effective court testimony and make public presentations.

Ability to prepare clear and concise administrative and activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and Town officials.

Physical Requirements

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

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

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and

review a variety of records and reports.

Desirable Education and Experience

Graduation from an accredited college or university with a degree in criminal justice supplemented by law enforcement training and considerable supervisory experience in law enforcement; or an equivalent combination of education and experience.

Special Requirements

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and an Intermediate Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission. Prefer advanced law enforcement certification.