

Police Captain

Title: Police Captain	FLSA Status: Exempt	Supervisory Responsibilities: Yes
Reports to: Deputy Police Chief	Department Police	Date Created/Last Evaluated: December 2020
<p>Summary Under limited supervision, this position is responsible for the overall management and administration of a major functional area (division) of the Police Department.</p>		
<p>Qualification Requirements <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Education and experience equivalent to an associate’s degree from an accredited college or university with major course work in police science or criminal justice and extensive on-the-job training; • Extensive experience as a sworn law enforcement officer and considerable supervisory experience; • Training and experience requirements as established by the State of North Carolina; • Valid NC Driver’s license and good driving record. 		
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Comprehensive knowledge of approved principles, practices and procedures of police work; • Comprehensive knowledge of pertinent Federal and State laws and municipal ordinances; • Ability to assign, direct, supervise and evaluate the work of subordinate officers; • Ability to establish and maintain effective working relationships with law enforcement agencies, associates and the general public; • Ability to prepare and present detailed reports; • Ability to prepare professional presentations; • Ability to analyze complex law enforcement issues, evaluate alternatives and implement sound solutions. • Skill in identifying employee training needs and developing programs and training to improve performance; • Skill in coordinating operations and programs with other division’s needs; • Skill in communicating, in person and in writing • Ability to manage multiple projects and tasks while ensuring completion of own assignments and other delegated tasks; • Ability to maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members. 		
<p>Supervisory Responsibilities Assigns, directs and inspects work of subordinates. Trains, disciplines, evaluates performance, coaches and counsels subordinates. Participates in the selection, training, promotion and discipline of personnel.</p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> • Manages a division, inspects operations, coordinates work with other law enforcement agencies and departments; • Oversees maintenance of records and files; • Plans, directs, coordinates and reviews the work plan for assigned staff, assigns work activities projects and programs; • Reviews and evaluates work products, methods and procedures of assigned staff to ensure compliance with applicable federal state and local laws, codes and regulations and the ensure safe work practices, quality and accuracy; • Participates in the selection, training and promotion of personnel; • Helps prepare, oversee and monitor department budget; • Assists in planning department programs and operating procedures; • Enforces department regulations and procedures; • Works with division lieutenants to ensure that standards and expectations are clearly communicated and upheld • Reviews incidents and division official activities to ensure compliance with existing policy and to recommend policy reviews; • Prepares performance evaluations of immediate subordinates; • Reviews performance evaluation of all division employees to ensure proper completion and use for employee development; • Reviews citizen complaints to ensure prompt investigations and appropriate resolutions; • Respond to public and media inquiries to ensure good public and media relations are maintained; • Promote compliance with department standards and facilitate a positive attitude toward the department, its members, and the citizens on a daily basis through his/her own personal example 		
<p>Physical Demands This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light</p>		

conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.

Work Environment

Work is performed in a standard office setting with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents.

Special Requirements

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on rotating shifts to cover the job 24/7. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

** U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*