



Police Captain
Police

PD/2

JOB SUMMARY

This position is responsible for the assisting in directing the day-to-day operations of the Police Department and for overseeing the operations of the Patrol Divisions.

MAJOR DUTIES

- Oversees and manages department training; develops lesson plans and implements policy training, firearms training, emergency vehicle operation training, speed detection training, and in-service training.
- Oversees the recruitment and hiring of police officers.
- Responds to internal and external complaints; completes internal affairs investigations; investigates policy violations; recommends disciplinary actions.
- Reviews and approves all incident, supplemental, investigative, accident and miscellaneous reports.
- Maintains supplies and equipment necessary for patrol operations.
- Assists in the investigation of all major crimes.
- Monitors and disperses all new laws and court rulings that may affect department operations.
- Assigns officers to patrol shifts; ensures all shifts are adequately covered; ensures special events are properly staffed.
- Monitors court appearances.
- Acts as liaison officer with other agencies.
- Attends public meetings.
- Oversees traffic safety functions.
- Completes grant requests.
- Assists in the management of the department budget; supervises grant funds; places orders for equipment and uniform; ensures proper payment is made to contractors.
- Assists in completing follow-up investigations and in processing crime and accident scenes.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement administration.
- Knowledge of civil and criminal processes.
- Knowledge of departmental and city policies and procedures and federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.
- Skill in operating emergency vehicles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Chief assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include local, state and federal laws as well as department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied law enforcement, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Police Department. Success in this position contributes to the efficiency and effectiveness of agency operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed official, court personnel, inmates, perpetrators, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, utilizes the sense of smell, and distinguishes between shades of color.
- The work is typically performed in an office and in the field. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.