

POLICE CAPTAIN

General Statement of Duties

Performs difficult administrative and law enforcement work in the protection of life and property in the Town; serves in the absence of the Police Chief.

Distinguishing Features of the Class

An employee in this class is assigned special administrative and management work as well as commanding the patrol division of the department. Responsibilities include participating in the hiring and promotional processes for the department; operational leadership of and participation in daily departmental functions; assisting with budget preparation and administration and purchasing equipment, uniforms, vehicles and weapons; representing the department and Chief at various community and Town functions, committees, etc.; participating in departmental planning, development of mission and vision, and departmental philosophy; analyzing crime and other trends and recommending appropriate actions; and other administrative work. Work requires the application of advanced law enforcement knowledge and application of independent judgement and initiative. Work involves frequent public contact which requires tact, firmness and decisiveness. The employee is 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 departmental patrol operations; reviews incident reports and camera videos; holds supervisory meetings and coaches supervisory staff on shift problem-solving; observes field performance and provides feedback; reviews records and reports; investigates citizen concerns about department policy and performance; conducts internal investigations and recommends and participates in disciplinary actions.

Assists Police Chief with departmental supervisory and administrative work; assists with decisions in unusual situations as circumstances permit; acts as Police Chief in absence when needed; participates in law enforcement activities of the department.

Plans, organizes, schedules and directs departmental staff; participates in hiring and promotional processes; conducts background investigations; ensures proper training of staff including managing the field training program; ensures proper team building, motivation, communications, training, mentoring, and readiness of staff; conducts performance coaching and evaluation; fills in on patrol shifts as needed.

Assists in the overall budget development and administration for the department; purchases supplies and equipment; participates in management and review of in-car and body worn cameras; participates in grant development and administration.

Coordinates staffing for off-duty assignments and special events.

Analyzes crime, traffic, and other trends and plans allocation of resources and staff.

Speaks to various community groups; represents the department in various activities and at various events.

Participates in various law enforcement activities including calls for service, arrests, investigations, etc.; takes command of crime scenes as necessary, processes crime scenes; testifies in court.

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.

Considerable knowledge of modern and effective supervisory practices of leadership, motivation, communication, counseling, mentoring, team building, discipline, and performance coaching and evaluation.

Considerable knowledge of the laws and regulations related to hiring, promotions, performance review, and other personnel actions.

Considerable knowledge of the application of technology to modern law enforcement work.

Considerable knowledge of the organization's personnel policies, budget and purchasing procedures.

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, teamwork and public speaking.

Skill in analyzing issues and problem-solving.

Ability to act with sound judgement and inspire confidence 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.

Ability to inspire calm and confidence in other officers and the public.

Ability to apply mature judgement in difficult situations.

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 community college with a degree in criminal justice, public administration, or related field supplemented by law enforcement training and considerable supervisory experience in law enforcement; or an equivalent combination of education and experience. Prefer BA/BS.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of an advanced law enforcement certificate from the state of North Carolina.