

## **POLICE CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional law enforcement position operating in a high-level supervisory and administrative capacity which involves responsibility for assisting in the direction and administration of the operations of a police department and serving as the commanding officer of a department in the absence of the Police Chief. The work involves the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and administrative policies of the Department. Sound independent judgment is expected in both emergency and routine situations. The work is performed according to regulations and under the general supervision of the Police Chief. Supervision is exercised over a number of police personnel, including Police Lieutenants, Police Sergeants and Police Officers and may be exercised over non-law enforcement personnel. All Police Captains are required to carry a firearm and other necessary equipment (e.g., handcuffs). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enforces local and state laws;  
Oversees all administrative operations within the department;  
Directs all department activities in the absence of the Police Chief and may act on his/her behalf;  
Represents the Police Chief at public events and meetings;  
Acts as a liaison between other local, state and federal agencies, as well as with other community groups;  
Assumes control of major police crime scenes and other major incidents and coordinates administrative activities with other law enforcement and emergency response agencies;  
Assists in planning, organizing and scheduling of routine and special police functions;  
Issues directives and orders to subordinate officers and non-law enforcement staff;  
Investigates civilian complaints and breaches of departmental policy;  
Coordinates community oriented policing programs and activities;  
Supervises and prepares reports of departmental activities;  
Plans and develops goals and standards for department projects and coordinates the implementation thereof;  
Assists in preparing an annual budget and monitoring of fiscal performance;  
Ensures the completion of annual performance evaluations of subordinate personnel;  
Assists the Police Chief in recommending and administering discipline to subordinate staff;  
Trains and instructs subordinate staff in approved law enforcement methods and procedures, and when necessary, ensures corrective action is taken to address deficiencies;  
Supervises and prepares reports of departmental activities;  
Implements departmental policies, rules, regulations and procedures as they pertain to police activities, personnel and equipment;  
May be directly responsible for a specialized police function (e.g., Detective Bureau, evidence control, etc.).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of police work and police administration; thorough knowledge of New York State Penal Code, Code of Criminal

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Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to law enforcement; thorough knowledge of the geography of the municipality and surrounding area; thorough knowledge of the principles and practices of supervision and training techniques; good knowledge of the objectives and workings of the criminal justice system; good knowledge of scientific methods of crime detection and criminal identification; ability to recognize department deficiencies and develop policies to remedy; ability to make appropriate personnel assignments; ability to recognize and investigate employee misconduct; ability to develop budgets; ability to establish and maintain effective working relationships with administration, subordinates, public officials, other law enforcement agencies and members of the community; ability to maintain records and prepare reports; ability to formulate and/or carry out and communicate complex oral and written directions; ability to be firm and courteous with the general public; ability to communicate effectively both orally and in writing; good judgment and observation; must possess excellent moral character, honesty, integrity, tact, courtesy, initiative, leadership and sound judgment in emergencies.

**PROMOTION:** One (1) year of permanent full-time competitive class status as a Police Lieutenant, immediately preceding the examination date, in the jurisdiction where you are currently employed.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographic limits.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.