

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and administrative law enforcement position of a moderately difficult nature with responsibility for assisting in the direction and administration of the operations of a police department and with direct responsibility for the protection of life and property in the absence of the Police Chief. General supervision is received from the chief and supervision is exercised over a number of police officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning, organizing and scheduling routine and special police functions;
Issues directives and orders to subordinate officers;
Discusses complaints with complainants and dispenses general information regarding departmental policies and methods;
Supervises and prepares reports of departmental activities;
Directs all department activities in the absence of the Police Chief;
May be directly responsible for the supervision of the detective, fingerprinting or laboratory bureaus;
May organize or assist in organizing police training activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of police work and their application to local laws and ordinances; good knowledge of the organization and of the general principles and practices of police administration; good knowledge of supervisory and training techniques; working knowledge of scientific methods of crime detection and criminal identification; ability to establish and maintain co-operative relationships; ability to write and speak effectively; resourcefulness; sound judgment in emergencies.

MINIMUM QUALIFICATIONS: One (1) year of experience as a Police Lieutenant; two (2) years as a Police Sergeant or seven (7) years as a Police Officer. Such experience must have been in a permanent full-time capacity.