



Police Captain

Job Specification
Classification: Competitive
Series: Police Management
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the first level in the Police Management series and is responsible for the operations of the department. Responsibilities include ensuring policies and procedures are followed; reviewing staffing levels; scheduling staff; monitoring, maintaining, and administering the department budget; responding to public questions; and reviewing reports and investigations. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares a variety of reports related to division performance, goals, budget, investigations, personnel, crime statistics, and/or other related issues.
- Responds to a variety of citizen inquiries and/or complaints via the telephone, e-mail, or in person; investigates and resolves complaints.
- Develops, implements, and administers operating policies and procedures and monitors compliance; ensures department accreditation standards are met.
- Oversees and implements training for personnel; determines what seminars and classes are available and needed for officers.
- Administers and monitors the division budget including approving expenditures; reviews requests for purchases from personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Supervisory principles;
- Federal, state and local laws, regulations, and procedures;
- Rules, regulations and procedures of the Police Department;
- Investigative techniques;
- Budgeting principles;
- Customer service principles when responding to citizen inquiries and complaints;
- Crisis and emergency management principles and practices when on scenes.

Ability to:

- Supervise and evaluate employees;
- Prioritize and assign work;
- Assist in the direction and management of department operations;
- Operate a computer and related software applications;
- Interpret, analyze, and apply policies, procedures, laws, codes, and regulations;
- Record details about names, faces, and incidents quickly and accurately in crisis situations;
- React quickly and calmly in emergency situations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Prepare and administer budgets;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (For Promotion)

For Appointment: Two (2) years experience as Police Lieutenant; **or** a total of five (5) years combined experience as Police Lieutenant and Police Sergeant one of which must have been as a Police Lieutenant; **or** six (6) years experience as a Police Sergeant or an equivalent combination of Police Lieutenant and Police Sergeant.

MINIMUM OF QUALIFICATIONS: (Open Competitive)

Must have been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the Constitution of the State of New York or have previously served as a member of the New York State Police (Civil Service Law Section 58 1-b), **and**

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Criminology, Criminal Justice, Sociology, or Social Psychology, or closely related field **and** two (2) years of full-time experience as Police Lieutenant or a total of six (6) years combined experience as Police Lieutenant and Police Sergeant one of which must have been as a Police Lieutenant; **or**
- (B) Associate's Degree in Criminology, Criminal Justice, Sociology, or Social Psychology, or closely related field **and** three (3) years of full-time experience as Police Lieutenant or a total of seven (7) years combined experience as Police Lieutenant and Police Sergeant one of which must have been as a Police Lieutenant.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Revised: 3/20/2012

Revised: 8/21/2012

Revised: 6/17/2014