

City of Quincy Police Department

Job Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

TITLE: **Police Captain**

JOB SUMMARY:

Under administrative direction, direct, manage, supervise and coordinate assigned programs and activities within the Police Department; coordinate assigned activities with other departments and outside agencies; provide highly responsible and administrative support to the Chief of Police.

SUPERVISORY RELATIONSHIP:

This is an exempt sworn position reporting to the Chief of Police, and is responsible to assist in managing the Police Department through subordinate supervisors. The Captain is also responsible for assisting in the development and control of the Department budget and may act for the Chief of Police in his/her absence.

ESSENTIAL FUNCTIONS OF THE JOB:

The following tasks are typical for position in this classification. Any single position may not perform all of these asks and/or may perform similar related tasks not listed here:

Acting in Capacity: Assumes command of the Police Department in the absence of the Chief of Police.

Operations and Administration: Oversee the functions of the Department including direct responsibilities for law enforcement operations. Manage staff, programs, and operations. Provide technical and administrative direction; develop and monitor budgets, recommend policies and procedures, participate in collective bargaining and address identified issues and problems within the Department. Coordinate the solution of personnel, fiscal and administrative problems through monitoring of Departmental activities and emergent situations requiring prompt action or special solutions. Serve on Departmental committees in an administrative capacity. Perform basic law enforcement functions during call-outs.

Human Resource Management: Provide leadership and assure adequate resources are available to meet established work priorities for the Department. Monitor conformity with Department policies and procedures. Analyze human resource needs and formulate plans to address those identified needs. Approve or disapprove recommended personnel actions for the Department. Evaluate and determine training needs of the Department and assure Police standards and certifications are maintained. Coordinate and schedule, with other Department supervisors, the assignment of subordinate personnel; delegate work for appropriate and efficient use of resources. Supervise the training, development and

discipline of subordinates. Respond to, evaluate and resolve internal and citizen complaints and personnel problems.

Budget: Working with the Chief of Police, develop and administer Departmental budget, maintain fiscal control over expenditures, including purchasing of equipment and supplies, security and maintenance of equipment and assets, and oversight of contracts for services. Ensure maintenance of appropriate financial records including accounts receivable, accounts payable and payroll. Recommend financial policy and fiscal measures.

Program/Project Planning and Implementation: Serve as Department project manager for major Department programs or initiatives. Develop plans, gather personnel and other resources facilitate teamwork, report regularly to the Chief of Police and other City officials, and take necessary steps to accomplish assignments and maintain and evaluate programs and projects after completion. Serves in a key management role in strategic and long-range planning for the Department.

Internal Investigations: In compliance with laws, policies and labor agreements, oversee the internal investigation of alleged employee misconduct including fact-finding, analysis and recommendations regarding disciplinary action. Represent the Department at disciplinary hearings before the Civil Service Commission and for other quasi-judicial hearings and processes.

Contracts/Grants Management: Develop and submit for approval, various Police-related contracts such as professional services and other inter-agency agreements. Administer contracts as assigned. Oversee the development of various internal and multi-agency grant proposals, coordinating City involvement and preparing proposals for submission. Manage implementation and evaluation processes in compliance with grant requirements. Develop fiscal and program reports as required.

Reports: Develop Departmental program compliance and fiscal reports, including crime analysis reports. Complete administrative and record-keeping reports. Oversee or conduct studies, reports, analytical or statistical reports.

Technology: Facilitate and promotes ongoing research into new approaches, technologies and trends and recommend implementation of programs and equipment to help the Department achieve its objectives more efficiently.

Emergency Management: May be called to a major incident or other emergency scene at any time, including weekends, evenings, or nights.

Community Relations: Attend meetings and represent the Department and/or the Chief of Police as requested. Establish and maintain effective working relationships with staff, social service agencies, schools, news media, elected officials, other law enforcement agencies or departments, administrators and the general public.

ADDITIONAL WORK PERFORMED:

1. Performs other duties as assigned.
2. Ensure compliance with and follow all safety rules and procedures established for police operations.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):**Knowledge of:**

- Police management policies and practices including legal, technical, organizational aspects as well as sources of current information in the field.
- Department procedures, labor agreements, federal, State and local pertinent law enforcement and administrative regulations.
- Federal, State and municipal criminal law and regulations.
- Police Department work and operations, facilities and equipment, community infrastructure, neighborhoods, institutions, and oversight agencies.
- Content, intent and application of criminal law.
- Adult and juvenile judicial procedures in the criminal justice system.
- Civil and constitutional rights.
- Organizational and planning concepts.
- Budget preparation and control.
- Principles and practices of supervision and training.
- Laws of arrest, search, and seizure.
- Techniques of investigation and interrogation.
- Criminal case preparation and procedures.

Skills in:

- Strong management skills including leadership/supervisory skills, problem analysis and decision-making, consensus-building, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Skills for effectively supervising and coordinating efforts or subordinates in daily and emergency conditions.
- Project and program planning and implementation.
- Oral communications for working with a diversity of personnel, public officials, and citizens.
- Writing skills for preparing major reports and communications with staff and citizens.
- Demonstrated skill in using various information systems and communications and computer technology applications for police and office systems.
- Fiscal and records management including cost analysis, budget analysis and budget development.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Demonstrate the public service competencies of service orientation, results orientation, teamwork and cooperation, and to model, coach, and develop these competencies in staff.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Assume overall responsibility or command of Department when required.
- Manage day-to-day operations of the Department.
- Prepare clear and concise reports.
- Communicate effectively, both orally and in writing.
- Assign, instruct, and review work of subordinates in an effective working relationship.
- Supervise and evaluate performance of subordinates and interpret evaluation for correcting deficiencies in a positive manner.
- Analyze dangerous situations rapidly and accurately and adopt an effective course of action.
- Enforce State, municipal and other applicable laws.
- Determine appropriate level and scope of police response.
- Exercise authority in a positive manner for the maintenance of discipline and Departmental objectives.
- Assume overall responsibility or command of Department when required.
- Instill confidence in and compliance with Department rules, regulations, policies, procedures, and general orders.
- Learn specific duties and responsibilities of individual assignments and apply and implement as required.
- Work courteously and tactfully with customers and employees.
- Perform duties and maintain personal conduct, and appearance that conform to strict policies, and discipline, in a “chain of command” management system.
- Memorize and recall detail, such as names, faces, addresses, incidents, and identification of objects.
- Handle high level of personal stress, and to maintain composure and control of self and the situations, under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm. Must cope with situations firmly, courteously, tactfully and with respect for all the rights of citizens.
- Perceive the effects of stress on assigned staff and provide counsel and training to assist the individual to handle the stress.
- Maintain objectivity in an investigation so that all potentially relevant evidence is collected and documented.
- Maintain a balanced perspective about people in spite of a continuous exposure to lawbreakers.
- Model, uphold the Departmental values and empower others.

Working Environment:

The Captain position is a “working” assignment. A reasonable amount of patrol and field time will be expected. In addition, work is performed in an office environment with extensive work at a computer workstation and site visits to various City and community facilities and also at emergency scenes on or off the normal work week schedule. Vehicle use includes police communications and other policing equipment. Business travel is also required.

Experience and Training Requirements:

- Associates degree, or two years of college with major course work, in criminal justice, police administration, business administration, or related field. A bachelor’s degree is preferred.
- A minimum of two years of police management experience with the rank of Sergeant or higher.
- A minimum of 10 years of progressively responsible law enforcement experience.
- Advanced training in police management theory and practice.
- Any combination of experience, training, and education that provides the applicant with the knowledge, skills and abilities to perform the job will be considered.

Necessary Special Requirements:

- Sworn law enforcement position: State law requires U.S. citizenship; basic certification or equivalency from the Washington Criminal Justice Training Commission (also available to any successful out-of-state candidate) and thorough police background check.
- Valid Washington State driver’s license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Bilingual English/Spanish is highly desirable.