



POLICE CAPTAIN

DEPARTMENT: POLICE
GRADE 549

CHARACTERISTICS OF THE CLASS:

Under the direction of a Major, is responsible for planning, scheduling, and coordinating the activities of a designated division. Incumbents supervise and/or manage subordinate department supervisors, officers, and civilians on field and staff operations, acting as a liaison between administration and operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while overseeing that departmental rules and regulations are adhered to. The incumbent also utilizes a wide scope of independent judgment. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assigns and oversees the work of subordinate supervisors and their subordinates; acts as the liaison between upper level management and field/staff personnel; authorizes overtime, leave, and training requests; prepares work schedules within the division; establishes and evaluates goals and objectives; directs and focuses staffing.
2. Demonstrates resourcefulness in addressing district/division concerns.
3. Trains and develops subordinate supervisors.
4. Evaluates subordinate supervisor; completes performance appraisals for subordinate supervisors; reviews subordinate supervisor appraisals of officers and staff personnel in that division.
5. Possesses strong problem solving skills.
6. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control in the unit is maintained; sets short-term objectives and goals in the division.
7. Excels in prioritizing district/division objectives.
8. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to upper management concerning a wide range of policy and procedure issues for a more efficient operation.
9. Responds to citizen's complaints regarding subordinate supervisors or complaints of general service on goals/objectives; ensures that the subordinate supervisor properly investigates all complaints against officers and services offered by the department; investigates internal affairs complaints as needed.

10. Maintains liaison between administration and operations.
11. Monitors performance records of subordinates through observations and conferences with the subordinate and/or his supervisor.
12. Responds to serious or complex incidents; monitors action of the officers; authorizes request for specialized units to be called to a scene; assists in investigations, interviews and interrogations.
13. Attends civic and homeowner meetings to address various concerns.
14. Reports immediately to upper level management incidents of serious importance or concern.
15. Provides for the correct and timely completion of all administrative matters concerning members under his command; completes written reports concerning daily activities, division requests, and various projects.
16. Ensures that the unit properly coordinates its activities with other units and agencies.
17. Prepares written reports, forms, and other paperwork as required; submits a typed log of all unusual/serious incidents.
18. Assist with preparation of the divisional budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
19. Performs the work of subordinate supervisors if and when required.
20. Works in the capacity of the acting Major in the absence of the Major.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience

Associates Degree from an accredited college or university in Police Science or related field; supplemented by four (4) years service as a Police Officer and eighteen (18) months service as a Sergeant with the City of Pembroke Pines.

B. Knowledge, Abilities, and Skills

Knowledge of the principles, practices, and techniques of modern law enforcement.

Knowledge of the methods, practices, and technical equipment used in crime and accident investigation

Knowledge of demographics and geography of city.

Knowledge of modern management procedures and methods.

Knowledge of federal, state and local laws and ordinances.

Knowledge of principles and practices of training and development.

Ability to act effectively in crisis situations. Ability to analyze data and make decisions.

Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.

Ability to establish and maintain effective working relationships with other city departments, public agencies, news media, superiors, subordinates, and the general public.

Ability to work shift work.

Ability to learn and adapt to changing technologies and practices.

Ability to exercise discretion.

Ability to communicate effectively, orally and in writing.

Skill in directing and managing complex law enforcement programs.

Skill in the use of firearms and other police weapons.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 3, 6, 8, 9