



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## Police Captain

Department: Police

Reports to: Deputy Chief of Police

Pay Grade: 49P

Date Established: 5/2014

Date Revised: 12/2017

FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Police Captain plans, organizes and manages an assigned division of the Pocatello Police Department that may include Patrol, Investigations or Support Services. The job includes supervision of sworn and civilian staff directly or through subordinate supervisors. This is a senior manager position that manages and implements the division budget, handles employee performance and personnel situations, and participates in department long- and short-term strategic planning activities. The job ensures that personnel have the necessary equipment, training, direction and policies to enforce the laws and protect the citizens of the community. The job includes working closely with the Chief of Police and elected city leadership in establishing and maintaining the City's mission, goals and objectives for the Pocatello Police Department in the assigned division as noted below:

Patrol Division – Commands the response to emergencies, critical incidents, traffic patrol and other service calls including hostage/barricade, active shooter incidents, civil disturbances, disasters and intervention functions with the primary goal of protecting and serving the citizens of Pocatello.

Investigations Division – Commands case management of felony and misdemeanor investigations and oversees all detectives and division personnel including Victim Witness Coordinators, Stenographers, Crime Analyst and Evidence Technicians.

Support Services Division – Commands support services including dispatch, records, parking enforcement, code enforcement, licensing, crime prevention, volunteer program, school resource officer program, training, hiring and airport security programs.

This is management position in the Police Department that works under the general guidance of the Deputy Chief. Latitude is granted for independent judgment, initiative and decisions subject to federal, state and local laws, rules, regulations and policies.

The job requires extensive law enforcement experience, with knowledge of criminal and constitutional law and human resources management including supervision, evaluation and training of personnel. Strong leadership and management skills are required with a POST Management Certificate. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work is mostly conducted in a general office environment with stable temperatures and a moderate level of noise. Work is also conducted in the field with exposure to an outdoor environment and requires the same overall physical requirements of any police officer in the department. The nature of the job often requires work after normal working hours, weekends and holidays as the business of the City necessitates.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Manages the day to day operations of an assigned division of the police department in Patrol, Investigations or Support Services *(the assigned division may be rotated amongst Captain positions)*. Plans and schedules work assignments of division staff; directly or indirectly supervises the work of division staff; assesses strength of staff, assigns workload; handles employee performance and personnel situations. Ensures that department's goals and objectives for the assigned division are communicated and carried-

out. Manages the division budget and provides budget recommendations; monitors division purchases. Coordinates assignments with other divisions and department staff.

Participates on the Police Department's management team to develop and implement strategic planning activities. Establishes division goals, objectives and priorities. Prepares management and administrative reports. Maintains and distributes department and division policies and procedures. Interprets and advises on policies, rules and regulations.

Monitors and analyzes division operations; recommends division program and operational enhancements to address current and anticipated law enforcement challenges. Identifies trends and developments in law enforcement, staffing and operating procedures. Demonstrates continuous effort to improve operations and provide quality customer service and community relations.

Represents the City and serves on various boards and committees. Makes presentations to governmental agencies, the media, community groups and a variety of civic organizations. A Captain may also assume the duties and responsibilities of subordinate personnel if needed and the Deputy Chief of Police in that person's absence.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

##### **Knowledge of:**

- Criminal, constitutional and civil laws, and City and Department policies and procedures;
- Policies, procedures and accepted practices of police science in a variety of police operations including patrol, investigations, support services and special units such as SWAT, Field Training, Traffic and Training;
- Principles, practices and objectives of leadership, supervision, evaluation and training;
- Principles and practices of effective community relations, supervision and performance management techniques;
- Federal, state and local laws, ordinances and regulations related to law enforcement for the protection of life and property;
- Officer safety skills including defensive tactics, handcuffing and firearm operations;
- Interpersonal communication (verbal and written);
- The art of diplomacy and cooperative problem solving;
- Budget preparation and implementation;
- Operation of a personal computer and job-related software applications.

##### **Skill and Ability to:**

- Effectively plan, manage and coordinate a law enforcement division;
- Develop, manage, administer, monitor and evaluate law enforcement programs and policies;
- Analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Deal effectively with employee performance problems or other personnel issues;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Demonstrate proficiency in the use and care of firearms and the exercise of defensive tactics;
- Operate a motor vehicle and/or other vehicles associated with assignment;
- Operate radio, audio and video equipment, and related specialized enforcement equipment;

- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Make prudent decisions where established procedures do not always apply;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a moderate level of physical fitness to perform the essential job functions;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Advanced and Management POST certifications are required;
- 64 college credit hours are required;
- Bachelor’s Degree in Criminal Justice, Public Administration or related field is preferred;
- At least nine (9) years’ experience in law enforcement through the chain of command of Officer, Detective/Corporal, Sergeant and Lieutenant, with at least three years supervisory experience.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct fieldwork and perform the duties of a police officer as required. The employee must occasionally lift 25 pounds or more. The employee is required to supervise employees during the performance of critical incident functions which require employees to qualify to carry firearms and perform emergency lifesaving activities. The employee may be required to apprehend and restrain an individual and perform all duties required in a law enforcement environment. The employee may be confronted with dangerous and life-threatening situations. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.