

City of Barnwell
Police Captain

Job Title: Police Captain
Department: Police Department
Reports To: Police Chief
FLSA Status: Exempt
Prepared By: HR/Police Dept.
Prepared Date: 01/08/18
Approved By: Chief of Police
Approved Date: 01/09/18

Summary Responsible for overall daily operations of the Police Agency under the direction of the Chief of Police.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Oversee daily operations.

Coordinate daily activities of the Police Agency.

Maintain records of personnel employed by the agency.

Keep detailed records.

Respond to Crime Scenes as needed.

Act in the Chief's stead in case of absence or at the direction of the chief or his designee.

Review all complaints and their investigation that are made against employees of the agency, taking and administering disciplinary procedures as necessary.

Coordinate with other agencies as needed.

Maintain an in-depth knowledge of federal and state statutes and court cases related to work performed and agency rules and regulations.

Exchange information and coordinate activities with other departmental Divisions

Performs other administrative duties as directed by the Chief or his designee.

Develops and maintains various police records and statistics as required by the department.

Checks the assignment of personnel, inspects personnel and equipment, and gives special instruction; recommends disciplinary action as necessary.

Assists in departmental training activities.

Supervises officers and advises and instructs personnel.

City of Barnwell Police Captain

Be available for on-call supervision during evening hours and weekends if needed.

Performs related work as required by the Chief or his designee.

Makes decisions related to Agency operations activities that are legal, moral, and ethical; being in compliance with State Law, Federal Constitution, and Departmental Policy.

Additional Responsibilities

Maintain all agency training records and oversee the training of agency personnel.

Maintains and keeps record of all equipment and ensures the proper operational condition of all agency equipment.

Acts as Evidence Custodian for the Agency. Maintains all evidence records and ensures evidence is handled properly and disposed of in a timely manner.

Coordinates with departmental supervisors to ensure interoperability between the various divisions within the department.

Ensure officers have all necessary equipment to effectively perform their duties.

Coordinates with the SCCJA for the training of agency employees.

Performs supervisory duties and any other duties assigned by the Chief of Police.

Supervisory Responsibilities

Manages 2-3 subordinate supervisors who supervise a total of 9-11 employees in the Investigative Unit and Police Patrol. Is responsible for the overall direction, coordination, and evaluation of these units under the direction of the Chief. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action.

City of Barnwell Police Captain

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service – Considerable knowledge (or ability to learn quickly) of the geography of the community and the location of important buildings and areas requiring various police services. Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

City of Barnwell Police Captain

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement – Considerable knowledge of the Rule and Regulations of the Police Department and of applicable federal and state laws and of the city ordinances. Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's degree (M. A.) or equivalent; **or** ten years recent law enforcement work experience; or a combination of education and experience. Must have thorough knowledge of the inner workings of a law enforcement division/department on the municipal level, with considerable knowledge of the principals and practices of modern police administration.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

City of Barnwell Police Captain

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Must be a Class I certified Law Enforcement Officer certified through the South Carolina Criminal Justice Academy. Preferred to hold a current Instructor Certification through SCCJA: Specific Skills, Field Training Officer, or Basic Instructor Development.

Other Skills and Abilities

Must be willing to attend or have previously attended classes/course work involving Police Supervision, Modern Policing, and/or Criminal Justice Theory and Practice. Should be versed in aspects of agency recruitment, hiring, and the disciplining of personnel that are in compliance with State and Federal Law. Skill in the use of care of firearms and other departmental equipment is a must.

Considerable knowledge of the Rules of Evidence as well as all applicable State, Federal, and Agency policies regarding the handling of crime scene evidence.

Other Qualifications

Must be willing to work varying hours and be available after hours in case of Departmental needs.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

City of Barnwell Police Captain

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate, quiet in the office, moderate to noisy depending on the location.

Background Investigation and Employment Drug Testing Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.