

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: POLICE CAPTAIN

REPORTS TO: CHIEF OF POLICE **TYPE: MID-MANAGEMENT; EXEMPT**
*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.*

POSITION SUMMARY:

Under general direction of the Chief of Police, to perform a variety of highly responsible technical, administrative, and managerial functions to assure effective and efficient Police Department operations; coordinate activities with other City departments, civic and community entities, and other law enforcement agencies; participate in organizing and directing police services and programs, and to perform related work as assigned.

ESSENTIAL FUNCTIONS:

Physical requirements:

Frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, lying in a prone position, jumping; must be flexible, have static-explosive-dynamic trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing evidentiary collection; good hand dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing duties.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Oversee the supervision and management of all divisions within the department, including assisting staff in solving complex police or personnel problems.
- Perform or direct specialized and technical investigations as directed by the Chief of Police.
- Manage and audit the citizen complaint process; direct, coordinate, and participate in administrative and internal investigations; conduct complex internal investigations, and make appropriate recommendations to the Chief of Police.

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- Oversee the implementation of specialized police activities in coordination with other City departments, external governmental agencies, service groups, and the community.
- Supervise, train and evaluate assigned staff.
- Oversee and direct activities related to recruitment, background investigations, hiring, training, and the maintenance of personnel records, and make appropriate recommendations to the Chief of Police.
- Participate in developing programs and implementing projects to address complex community and organizational problems.
- Ensure compliance with department policies and procedures by assigned staff, and ensure the department policy manual is updated and issued regularly.
- Conduct operational audits; assist in identifying and implementing best practices, which may include changes or updates to policy, procedure, practice, recruitment, hiring, training, retention, and staff development; and make recommendations for improving productivity and increasing efficiency.
- Represent the department at community and business meetings to promote collaboration, communication, and trust with the community. Plan, identify and make efficient use of resources based upon priorities and capabilities.
- Attend scheduled meetings and seminars to represent the Chief of Police in his absence.
- Serve as Acting Chief of Police in his absence.

MATERIALS, EQUIPMENT AND TOOLS:

Operate a vehicle as assigned, wear a uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Orders; computers and specified computer software programs; tape recording equipment, video cassette recorders, cameras, latent print equipment, video cameras and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone and emergency vehicle; use pepper spray, and other chemicals as required to effect arrests or conduct evidentiary examinations; use baton, PR-24, stun gun or other defensive weapons; assigned firearms.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern police principles, methods, practices, and techniques with particular emphasis in activities related the delivery of specialized police services, criminal investigations, and the internal management of the organization.
- Principles of supervision, management, training, and performance evaluations.
- Technical phases and requirements for reporting compliance, managing personnel, interpreting and presenting data, and related to the fundamentals of law enforcement and crime prevention.
- Pertinent federal, state, and local laws, codes, and regulations, particularly with reference to arrest, search and seizure, and evidence.

- Departmental and Personnel Rules and Regulations.
- Methods, functions and practices of police administration.
- Functions and objectives of federal, state, and other local law enforcement agencies.

Ability to:

- Plan, identify and make efficient use of resources based upon priorities and capabilities.
- Supervise, train and evaluate staff.
- Oversee and direct the operations, services and activities of the patrol and investigative units with the Police Department.
- Assist in the development of goals, objectives and procedures.
- Assist in the preparation and administration of a complex budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Lead project activities that achieve on-time deliverables, quality and desired outcomes.
- Recognize priorities, dependencies and critical paths in project activities.
- Write and print legibly.
- Schedule, supervise and train employees of the department.
- Tactfully and effectively interact with employees and citizens from all ethnic, racial and economic backgrounds.
- Maintain mental capacity, which allows for effective interaction and communication with others and the capability of making sound decisions and demonstrating intellectual capability.
- Establish and maintain effective working relations with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Demonstrate conflict resolution, problem solving, and decision-making.
- Communicate clearly and effectively, orally and in writing.
- Supervise, train, and evaluate staff.
- Work flexible hours, and subject to call-out.
- Wear a 15-pound utility/gun belt.
- Perform other duties as assigned.
- Ability to obtain POST Management Certificate within 30 months of appointment.

REQUIRED EXPERIENCE/EDUCATION

- Five (5) years of broad and extensive experience in all major aspects of police work, including at least 2 years of experience as a supervisor.
- Equivalent to an Associate of Arts Degree with major work in police science, business or public administration, or related field.

DESIRABLE EXPERIENCE/EDUCATION:

- Bachelor's Degree in Police Science, Criminal Justice, Law Enforcement Administration, Business or a related field; and/or
- Possession of a POST Management Certificate.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

