

# POLICE CAPTAIN

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Position Code: 2503

WC Code: 7720

FLSA Status: Non-Exempt

Pay Grade: 774 (\$46,468 - \$72,674)

Location: Police

Approval Date: 2010

## **General Statement of Duties**

An employee in this class contributes to the social and economic well being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing limited supervisory duties, difficult supervisory law enforcement work and a wide range of general and specialized law enforcement duties.

## **Distinguishing Features of the Class**

Employees in this class serve as a unit commander. The employee shall direct unit operations, monitor and evaluate work, review reports, provide back-up and expert guidance to staff. An employee in this class may be assigned to patrol, criminal investigations, and records and communications. Administrative work includes providing input on policy matters, recommending in-service training, conducting safety training, scheduling manpower and completing time sheets for payroll. Supervisory responsibilities include managing the daily work activities of the unit, conducting employee performance counseling, motivating and evaluating performance, conducting meetings to discuss and resolve operational problems, and being held accountable for the efficient operation of the unit. This work requires the application of modern law enforcement techniques, sound judgment, and independent initiative in pursuit of work objectives. Work includes monitoring the environment and the behavior of individuals; preventing crime, detecting and investigating unusual circumstances, and responding to the needs of our community. An employee in this class must quickly and accurately perceive each situation, including the dangers and liabilities, apply related training, education, experience and principles, and exercise sound judgment in taking or supervising the appropriate action. At night or on week-ends, this employee may be the highest ranking member of the Department on duty and has the authority of the Chief of Police to make immediate and critical decisions. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural sensitivity. Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees. An employee is subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is required to make a responsible judgment as to the use of force to be deployed in any given

situation. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens and hazardous materials. Work is performed under general supervision of a Major and is evaluated through infrequent observation; review of unit activities, effectiveness, and morale; computer generated reports and adherence to the strategic plan.

### **Duties and Responsibilities**

Directs and supervises all activities within the unit; participates in the development of policies and procedures of the Department; assigns, motivates, counsel and evaluates employee performance; conducts disciplinary conferences when required; ensures proper training for all unit personnel.

Serves as a unit commander and takes the lead role in more serious occurrences, makes assignments to staff based on departmental needs and delegates unit work to staff.

May be required to coordinate specialized activities with outside agencies and the media. May be assigned supervisory authority over a particular event or operation. May be required to research and apply for grants to further departmental activities. May be assigned to represent the Department on local or statewide committees. Helps draft policy statements regarding special units or functions within the Department.

Performs daily duties while observing, assessing, monitoring, analyzing and retaining information, in order to determine the need for police intervention while reducing crime and the fear of crime. Serves as back-up other officers on dangerous calls for service.

Responds and takes appropriate action on a wide range of calls for police service to include, but not limited to, calls for emergency assistance, crimes in progress, complaints of suspicious or criminal activity, domestic and neighborhood disputes, loud and disruptive behavior; concerns involving persons of diminished capacity, traffic accidents and congestion, and civil disputes.

May drive a patrol vehicle for up to 12 hours a day in routine situations and during emergencies while simultaneously operating police emergency equipment and a two-way radio to transmit and receive information. Operates a mobile data terminal while on patrol accessing Computer Aided Dispatch information, PISTOL's Records Management System, criminal warrants, driver license information and vehicle registration information. Maintains vehicle, weapons and other equipment in standard working order.

Supervises and uses the appropriate level of force to de-escalate volatile situations or control agitated/hostile individuals. Subdues physically attacking persons or persons resisting arrest.

Regulates and directs vehicular and pedestrian traffic when needed. Conducts special targeted enforcement efforts to enforce seatbelt, alcohol, speed, or other laws; operates 800 Mhz Trunking radio system, radar and Intoxilyzer equipment.

Prepares records and reports of activities as required by policy or laws.

Investigates citizen complaints against staff.

Participates in the selection process. Participates in review boards. Makes recommendations on hiring employees.

Completes mandatory state and federal in-service training.

Performs the duties of any subordinate in their absence or when immediate action is warranted

Advises the public on laws and local ordinances; serves papers as needed.

Assists stranded motorists; gives information and directions to visitors and the general public.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the ever changing state and federal laws, local ordinances and policies of the police department and the Town, especially relating to search and seizure, traffic control, pursuit, and arrest.

Thorough knowledge of law enforcement principles, practices, methods and equipment.

Thorough knowledge of the physical, economic and social characteristics of the Town.

Considerable knowledge of the Department's Strategic Plan.

Considerable knowledge of the geographical layout of the Town.

Considerable knowledge of supervisory methods and skills such as motivation, communication, performance counseling and evaluation, and disciplinary procedures.

Considerable knowledge of the National Incident Management System and Incident Command System.

Considerable knowledge of computers and mobile data terminals including the use of specified police computer programs.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of on the job training procedures and approaches.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Skill in the use of conflict resolution strategies and facilitation of meetings.

Ability to engage in multiple tasks simultaneously.

Ability to act with sound judgment and direct others in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise unit reports.

Ability to establish and maintain effective working relationships with the public, coworkers, supervisors, and other public officials.

Ability to train new officers in departmental methods, practices, and procedures.

Ability to lead and inspire confidence among subordinate officers.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking, running, jumping, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 150 pounds of force occasionally; 20 pounds frequently, and 10 pounds constantly.

Must be able to perform essential duties while carrying up to 30 pounds of additional weight on a belt around the waist.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things on patrol and prepare and maintain records.

### **Minimum Experience and Education**

An Associate's Degree in Criminal Justice or related field from an accredited college, and three years of law enforcement supervisory experience; or an equivalent combination of education and experience.

### **Special Requirements**

Possess a valid North Carolina driver's license

United States Citizen

Be eligible to possess an Intermediate Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission.

Completion of a Department approved Command level school within one year of promotion.