

# **POLICE CAPTAIN**

Class Code 2244

## **TASK LIST**

### **Overview of Job**

A Police Captain is responsible for one of the City's twenty-one geographic areas, or a patrol division, a detective division such as Robbery-Homicide, Commercial Crimes or Burglary Auto Theft, or a specialized or support division such as Training, Detective Support and Vice, Narcotics, Internal Affairs, Traffic or Jail. The Captain coordinates the work of the division and how it interacts with other divisions. A Captain provides leadership to a command consisting of up to 500 employees, both sworn and civilian, depending on the particular assignment. This guidance includes implementing the Department Mission Statement, Core Values, and Commitment to Action/Strategic Plan, management principles, leadership, and the community policing philosophy, monitoring community programs, coordinating operational activities, making personnel decisions and assignments, and ensuring that the community receives quality police service.

### **A. Community Leadership**

1. Meets people through a variety of law enforcement and community contacts and develops strong and effective relationships to have a liaison with the law enforcement/criminal justice community and the City.
2. Attends meetings and participates in committees to gather and share information with other agencies and community groups for the purposes of preventing/reducing the incidence of crime, the fear of crime, improving the quality of life, and enforcing laws.
3. Speaks at meetings with the community and public groups such as various seminars, and business association luncheons, and explains and demonstrates problem-solving techniques to establish and encourage community partnerships.
4. Corresponds with individuals, community groups, other agencies, and Council offices to respond to a request, provide information or explain a complaint, procedure, or policy.
5. Meets with community members to listen to their concerns and complaints, explain Department policies and procedures, identify issues, and resolve problems.
6. Responds orally and/or in writing to the media regarding particular issues in the division to provide information to the public about what the Department is doing to address community issues.
7. Assigns personnel and resources to work in partnership with the community to solve problems in each Basic Car area.

8. Encourages innovation, creativity, initiative, shared responsibility, and accountability by practicing leadership principles to improve the quality of service and respond to community needs.
9. Assists the Area Commander in co-chairing Area Community Police Advisory Board (C-PAB) meetings, works with officers and C-PAB members to create a system for allocation and utilization of resources, and maintains contact with personnel and community members regarding community problem-solving and C-PAB concerns.

**B. Operations**

10. Supports and implements the community policing goals of the Area commanding officer, establishes operational policies, priorities, and goals which meet community needs, and ensures that problem-solving strategies utilizing crime analysis (COMPSTAT) are incorporated into the daily activities of all personnel in their command to ultimately ensure the success of the Department's community policing philosophy.
11. Conducts regular meetings with watch commanders, patrol supervisors, detectives, and senior lead officers to ensure they understand the Area's goals, to review on-going efforts and accomplishments, and to ensure they are supported and can accomplish their goals.
12. Familiarizes oneself with community and officer identified problems and encourages pre-planned problem-solving strategies to ensure that community policing and long-term problem-solving strategies are implemented.
13. Conducts on and off hour inspections of command, monitors field activities, exchanges information at roll calls, and conducts divisional meetings to ensure the proper management oversight of the command and to ensure a working environment free of gender, ethnic, and sexual orientation bias and discrimination.
14. Communicates with personnel, reads correspondence and reports, and reviews deployment needs to ensure that both the needs of the community are met and the level of service is maximized.
15. Audits reports, reviews work, and analyzes results of projects to ensure compliance with Department policies and procedures, and to ensure that equipment and the facility are properly maintained.
16. Initiates requests for budget items such as personnel, furniture, and equipment, and approves the justification forms to manage the division.

17. Interprets statistical data such as computer printouts, periodic crime and administrative reports, looks for crime and traffic patterns to properly deploy personnel to reduce the incidence of crime and the fear of crime, improve service, and enhance the quality of life.
18. Responds to major incidents, ensures proper supervision through interaction with the officer in charge, provides insight, employs an understanding of incident command as structured under the National Incident Management System (N.I.M.S.) as needed, and verifies personnel needs are appropriate to properly manage the incident in compliance with Department policies and procedures while ensuring public and officer safety.
19. Meets with the bureau commander to discuss division and bureau issues to exchange information and receive guidance.

**C. Personnel Management/ Leadership**

20. Encourages a culture of peer support, utilization of department mental health resources, nutrition and addiction services in the interest of employee health and wellness.
21. Takes proactive measures to ensure the ethnic and gender balance of his/her command while considering the community make-up of the Area and City for all ranks to develop personnel to their fullest potential by outreach recruitment, mentoring, career counseling, selecting, assigning, loaning, and promoting for further development and experience.
22. Meets with all supervisory staff including civilians to discuss divisional goal implementation, training needs, the identification and resolution of issues, and implementation of new policies to provide the necessary direction to meet Department standards.
23. Reviews projects, assigns projects to personnel, reviews the ongoing status, and approves the final product ensuring completion.
24. Participates as a member of a Board of Rights, listens to disciplinary testimony, rules on points, reviews the complaint and the officer's personnel package, and any other reports to determine an officer's guilt or innocence and recommend adjudication.
25. Reads new orders and directives of the Department, discusses with and disseminate to personnel, and implements them to ensure compliance with laws and Department policies and procedures.
26. Reads an initial personnel complaint, assigns the complaint to a supervisor to investigate, discusses the progress with the assigned supervisor, reviews the completed investigation, and writes or reviews the cover letter to recommend adjudication.

27. Reads, signs, and approves reports such as requisitions, evaluations, sick, IOD, and overtime slips.
28. Listens to and talks with subordinate personnel who are involved in a conflict or dispute with each other or with Department rules, regulations, policies, and procedures by applying knowledge of the employees' Memoranda of Understanding (MOUs) and provides any necessary mediation, counseling, informal or formal training, and documentation of the information by writing, dictating, or directing a subordinate to write an entry in the Sergeant or watch commander logs or comment cards in an effort to impact performance and morale and to prevent formal disciplinary action or grievance.

**D. Employee Development and Training**

29. Provides leadership and demonstrates the Department Mission Statement and Core Values by example, decisiveness, training, encouragement, the use of discipline, and delegation of responsibility to improve and strengthen personnel.
30. In accordance with the Department Mission Statement and Core Values, ensures quality through continuous improvement by organizing and building teams to problem-solve and improve processes such as radio call response, deployment of personnel, office procedures, and community problem-solving.
31. Communicates with personnel, learns their needs, interests, skills, and abilities in an effort to best utilize strengths and provide training for career development.
32. Attends special training sessions such as leadership, management skills, narcotics, vice, traffic, , and tactics to keep current with trends and communicate these trends to personnel.