

## POLICE CAPTAIN

**PURPOSE:** To serve as the administrator of a patrol district or investigative division and direct resources to achieve goals and objectives consistent with the mission and values of the organization, the needs of the community, and the objectives of the Chief of Police. Reports directly to the Deputy Chief of Police.

### FUNCTIONS:

1. Organize and direct the work activities of assigned personnel and directly supervise assigned lieutenants.
  - \* A. Prioritize and assign work; and coordinate schedules of personnel to ensure completion of work.
  - \* B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
  - \* C. Establish work standards and conduct employee evaluations.
  - \* D. Coach, guide, and discipline assigned personnel as necessary.
  - \* E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
  - \* H. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
  - \* I. Ensure that assigned personnel receive training in correct and safe operating procedures.
  - \* J. Effectively recommend subordinates for promotion and participate in the promotional process.
  - \* K. Develop and implement division policies and practices as necessary.
  - L. Recommend revisions of department policies and practices as necessary.
  - M. Develop, implement, and sustain call-reduction and crime prevention strategies.
  
2. Participate as an active member of Command Staff.
  - \* A. Participate in the Command Staff decision making process.
  - \* B. Disseminate information to subordinates and administrators.
  - \* C. Develop and establish reporting procedures that document information dissemination and document compliance.
  - \* D. Conduct administrative assignments in accordance with Department procedures.
  - \* E. Perform and present completed staff work as assigned.
  - \* F. Participate in ongoing tactical planning, and coordinate the development of strategic and long range planning.
  
3. Act as a Peace Officer within the meaning of Minnesota Statutes.
  - \* A. Maintain a current Minnesota Peace Officer License.
  - \* B. Perform those duties and exercise those powers associated with Peace Officer within Minnesota Statute.
  - \* C. Maintain current Department certification in the use of firearms.
  - \* D. Adjust personal schedule to fit various requirements of position assigned.

4. Perform other related tasks as assigned.
  - \* A. Assume the duties of the Deputy Chief of Police when designated.
  - \* B. Develop and implement innovative approaches in Police Department functions and services.
  - \* C. Direct and coordinate the functions and operations of all department personnel on a twenty-four hour a day basis.
  - \* D. Develop and coordinate personnel functions and operations with an emphasis on customer service, crime prevention, and call reduction.
  - \* E. Develop and maintain an open and positive relationship with the media with the goal of keeping the community informed.
  - \* F. Develop, implement, and monitor standards for customer service in accordance with the Department's mission, values, goals, and objectives.
  - \* G. Coordinate the citizen complaint process to ensure efficient handling of complaints.
  - \* H. Plan, prepare and manage the unit budget and authorize purchases and payments.
  - \* I. Provide technical assistance and support to civic organizations and the general public.
  - \* J. Prepare and evaluate administrative reports.
  - \* K. Develop and implement reporting systems that demonstrate division compliance with Department goals and objectives.
  - \* L. Maintain an awareness of pertinent legislation, regulations and developments in the law enforcement field, and apply that awareness through policy development and training recommendations.
  - \* M. Ensure compliance with City and Department policy and with labor agreements.
  - \* N. Engage in improving the quality of police service through detailed tracking of lieutenant, sergeant, detective, officer and clerical staff activities and their outcomes.
  - \* O. Direct internal affairs investigations within assigned division.
  - \* P. Develop systems and procedures that ensure that internal investigations are timely and complete.
  - \* Q. Prepare written reports, correspondence, and bid specifications as directed and/or necessary. .
  - \* R. Support and encourage an environment where employees enjoy their work.
  - \* S. Demonstrate that decisions must be aligned with the mission and values of the organization.
  - \* T. Strongly support, promote, and implement the concept of decentralized, proactive, problem oriented, neighborhood based policing.
  - \* U. Strongly support, promote, and implement a work environment that encourages individual and team accountability and responsibility.

## MINIMUM QUALIFICATIONS

### EDUCATION and EXPERIENCE:

- †1. Six (6) years of experience as a City of Duluth Police Sergeant or higher; or
- †2. Possession of a two (2) year degree in law enforcement plus four (4) years experience as a City of Duluth Police Sergeant or higher; or
- †3. Possession of a four (4) year degree in management, business administration, public administration, human resource management, or related field plus three (3) years experience as a City of Duluth Police Sergeant or higher.

### LICENSE:

- †1. Possession of a valid Minnesota Peace Officer License.
- †2. Possession of a valid Minnesota Class D driver's license or privilege.

### KNOWLEDGE REQUIREMENTS:

- †1. Considerable knowledge of the principles and practices of accomplishing goals through others and the ability to apply these principles and practices in both paid and voluntary settings.
- †2. Considerable knowledge of the principles, theories, and practices of municipal police administration.
- †3. Considerable knowledge of and the ability to apply federal, state, and local laws to specific cases.
- †4. Considerable knowledge of Departmental policies and procedures.
- †5. Knowledge of problem oriented policing principles and practices, and a proven track record of call/crime reduction strategies and prevention, and accountability.
- †6. Knowledge of the issues surrounding policing in a diverse community, and a proven track record of demonstrating and modeling values that recognize those issues.

### SKILL REQUIREMENTS:

- †1. Proven skill in effectively interacting with the public, department employees, and others from various organizations, and diverse backgrounds.
- †2. Proven skill in identifying group values and communicating those values through actions as well as policies and procedures.
- †3. Proven skill in guiding the activities and work of others.

### ABILITY REQUIREMENTS:

- †1. Considerable ability to analyze facts, draw conclusions, make decisions, implement those decisions, and modify those decisions as contingencies arise.
- †2. Considerable ability to make organizational adjustments to meet changing needs.
- †3. Considerable ability to devise plans that accommodate specific needs that may range from a few days to several years.
- †4. Considerable ability to recognize strengths and weaknesses of others and to be cognizant of those factors in their development.

- †5. Considerable willingness and ability to develop the leadership skills of others to facilitate command continuity and succession planning.
- †6. Considerable ability to integrate individual tasks and personal schedule with the overall Department mission and objectives.
- †7. Considerable ability to coordinate comprehensive projects involving an array of resources drawn from within and/or outside the Department.
  
- †8. Ability to maintain professional and community contacts as they relate to the units assigned.
- †9. Considerable ability to understand concepts of emotional intelligence and the role it plays in leadership development.
- †10. Considerable ability to understand differing opinions and ability to build a principled focused team.
- †11. Considerable ability to accomplish difficult, complex, and time consuming tasks.
- †12. Ability to hold self and others to a high standard and have the necessary skills to follow through with decisions.
- †13. Considerable willingness and ability to function as a member of a cohesive, unified, and focused command staff.

\* Essential functions of the classification.

† Minimum requirements of the classification necessary on the first day of employment.

Anlst: KG	Date: 20060508
Union: Supervisory	Pay: 1115-1125
CSB: 20060515	Class: 1362
CC: 20060522	Res: 06-0358R