

CITY OF HELENA



Position Title: Police Captain

Department: Police Department

Position #: 2203

Grade: 158

EEO Category: (04) Protection/Services FLSA: Exempt

EEO Function: (04) Police Protection Work Comp Code: 7720

DEFINITION

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the assigned division of the Police Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Chief of Police and Assistant Chief of Police.

SUPERVISION RECEIVED

Supervised by the Assistant Chief of Police

SUPERVISION EXERCISED

Exercises direct supervision over assigned supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and supervise the organization, staffing, and operational programs, functions, services, and activities of the assigned Division of the Police Department such as Operations, Support Services/Investigation, or Research and Development.

Utilize and follow the established Chain of Command; relay and enforce all General Orders, Special Orders, Directives, rules, and regulations, memorandums, and operational policies or procedures set forth by the Chief of Police.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned Division; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Chief of Police and Assistant Chief of Police; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for assigned Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the assigned Divisions annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for assigned divisions with other City departments, divisions and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Important & Essential Duties cont.:

Provide responsible staff assistance to the Assistant Chief of Police and Chief of Police; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Make public appearances on behalf of the Helena Police Department.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as a member of the Executive Staff.

Serve as Chief of Police upon the absence or request of the Chief of Police.

OTHER JOB RELATED DUTIES

Perform other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Knowledge of cont.:

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

Ability to:

Perform the functions listed in the Police Officer job description.

Provide administrative and professional leadership and direction for the assigned division of the Police Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

Identify and respond to community, Chief of Police, and Assistant Chief of Police issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/Work Environment

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 pds., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

Experience and Training Guidelines:

Experience:

Shall have obtained the rank Senior Officer or above within the Helena Police Department.

Training:

High School diploma or GED certificate.

License or Certificate:

Possession of a Basic P.O.S.T Certificate.

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of a P.O.S.T. Advanced Certificate of the ability to obtain within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____

Effective Date: March, 1995

Updated: January, 2009