

Title: Police Captain
PG: 67
Status: Civil Service
Position Reports to: Assistant Police Chief
Department: Police

Class Code: 2060
Date: 09/09

GENERAL DESCRIPTION OF CLASS:

This is responsible administrative and managerial police work that involves planning, organizing and directing the activities of a division of the Police Department. An employee in this classification is responsible for the efficient performance of assigned employees in accordance with established practices, policies and regulations. Management of the division is accomplished with relative independence. Work is reviewed by a superior through oral and written reports, conferences and the evaluation of results.

ESSENTIAL FUNCTIONS:

1. Provides direction and coordination to respective divisions.
2. Makes critical decisions regarding division operations.
3. Represents the Department and the City during and after hours at various events and functions.
4. Plans, organizes and supervises division, either directly or through subordinate supervisory personnel.
5. Develops staffing plans; reviews reports and crime statistics to determine trends; effects changes in organizational and operational procedures to obtain the most satisfactory results.
6. Assigns tasks to subordinates; instructs subordinate supervisors in methods to be used and procedures to be followed; may personally investigate the more serious or complicated matters.
7. Reviews the work of subordinates prior to and subsequent to completion.
8. Prepares and maintains or supervises the preparation and maintenance of official records and reports; prepares and submits annual operational budget to superiors.
9. Makes oral and written reports as well as gives presentations to various groups.
10. Reviews reports by division members and briefs Assistant Police Chief and/or Police Chief on cases or events of particular interest.
11. Performs personnel evaluations on assigned personnel who are directly supervised; completes and approves personnel evaluations on assigned personnel who are indirectly supervised.
12. Monitors and schedules vacation and compensatory time requests.
13. Regularly attends Department staff meetings, discussing activities of division personnel.
14. Conducts periodic meetings with division personnel to disseminate information regarding City and Department operational objectives.
15. Make recommendations to commanding officer of the bureau on matters of commendations and/or discipline involving division personnel.
16. Prepares, reviews and revises, as necessary, division operational policies and procedures.
17. Coordinates semi-annual employee performance evaluations and merit pay increase recommendations of divisional personnel.

ADDITIONAL RESPONSIBILITIES:

1. May serve as Assistant Police Chief when assigned.
2. Assumes command of major incidents in the absence of a superior.
3. Performs related work as required .

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles, practices and equipment used in police work.
2. Thorough knowledge of Departmental policies, rules and regulations.
3. Thorough knowledge of federal, state and local laws and ordinances, rules of evidence, and laws regarding search and seizure.
4. Considerable knowledge of administrative and supervisory practices, including personnel, public finances and budgeting.

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5. Skill in the use of firearms and other police equipment.
6. Ability to plan, organize and effectively direct a division of the Police Department.
7. Ability to assign and review the work of a number of subordinate employees and to provide effective leadership at all time.
8. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City Officials and between bureaus, divisions and units of the Police Department.
9. Ability to communicate with the general public or other members/appointees for the purpose of securing understanding, cooperation, or agreement on sensitive or technical matters where tact and diplomacy are required or for the purpose of negotiating with or influencing the public.
10. Ability to prepare clear, comprehensive oral and written reports.
11. Thorough knowledge of FS119 (Public Records)

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Sixty (60) hours from an accredited college/university minimum to be considered; a bachelor's degree from an accredited college/university with a major in Criminology, Psychology, Public Administration, Business, or a related field is preferred.
2. Minimum of nine (9) years continuous service as a sworn law enforcement officer with the Lakeland Police Department, including one and one-half (1 1/2) years as a Police Lieutenant and attainment of the maximum rate of pay for Police Lieutenant.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must maintain certification as a Law Enforcement Officer from the Florida Criminal Justice Standards and Training Commission.
4. May be required to work long/alternate hours, as necessary for the efficient operation of the Department. Position may be designated as Mission Critical by Department Director.