

## POLICE CAPTAIN

Code No.: 6-16-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory law enforcement position in the Police Department of a town or village involving responsibility for the command of a geographic patrol section and its twenty-four hour a day police activities or for the supervision and administration of a specialized operational or support services section or division. Work is performed in accordance with New York State Law, local ordinances, and the administrative policies and procedures of the Department. General supervision is received from the Chief of Police. Direct supervision is exercised over sworn police personnel and civilian personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Commands and supervises the police activities of a patrol section;

Supervises the operation of a specialized operational or support services section or division;

Implements departmental policies, rules and procedures as they pertain to patrol activities, investigations, criminal justice proceedings, personnel, and equipment and materials;

Attends meetings with community groups and agencies;

Assigns and reviews narrative reports requested by superiors;

Initiates formal disciplinary proceedings against subordinates and documents charges;

Serves as a hearing officer in the disciplinary process;

Resolves grievances or refers the matter to next higher level if required;

Interviews applicants for civilian positions;

Directs police activities at scenes of serious accidents, crimes, fires or unusual disorders;

Compiles budget data and prepares budget justification for an assigned section or division;

Reviews information and evidence intended for submission to the Grand Jury;

Participates in evaluations of subordinate sworn and civilian personnel;

Administers terms of contracts;

Works with other departments or agencies of Federal, State and local government to develop grants or to plan and conduct joint investigations and other activities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern law enforcement methods and practices; thorough knowledge of the geography of the police jurisdiction; thorough knowledge of the Police Department policies and procedures; good knowledge of the principles and practices of supervision and administration; good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and the Family Court Act, as well as the ordinances of local towns and regulations pertaining to police work; good knowledge of criminal proceedings; good knowledge of union contract provisions and administration; good knowledge of personnel administration and EEO guidelines pertaining to employment interviewing; good oral and written communication skills; skill in the safe use of firearms and other weapons; ability to set priorities; ability to analyze narrative and tabular reports; ability to prepare written material including narrative reports; ability to comprehend and apply complex written material; ability to coordinate the activities of subordinates; ability to develop crime prevention programs; ability to develop budgets; ability to establish and maintain good working relationships with community representatives, law enforcement personnel and public officials; ability to lead and direct subordinates and maintain discipline; good judgment and observation; integrity and emotional stability; resourcefulness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Two (2) years of paid full-time experience as a Police Lieutenant; OR,
- (B) Three (3) years of paid full-time equivalent experience as a Police Sergeant.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 1987