



Captain

Department: Public Safety

SUMMARY: Provides professional and administrative services responsible for management, supervision and technical police work of a division as assigned by the Chief of Police. This position is responsible for decision making, independent judgment in the interpretation of rules and regulations and the application of Federal and State laws and City ordinances. Considerable latitude is permitted for independent actions within the framework of departmental policies and procedures.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Direct and administer police division activities, coordinate activities to ensure work performed is meeting the needs of the Department and the community; address and report problems and progress of Department operations to Chief of Police.

Review applications and select applications to move forward in the employment process, give recommendations to the Chief of Police.

Coordinate and foster interdivisional activities and efforts; participate in and submit divisional annual budgets; maintain oversight and control of respective division budget and expenditures.

Command, organize and direct the activities of subordinate personnel during large scale community events and emergency situations; manage public information at high-profile emergency scenes.

Review and analyze incidents, crimes, and events to include severity and location and adjust staffing strength accordingly.

Prepare records and reports of Department activities; review any reports submitted by subordinates.

Command special projects assigned by the Chief of Police and ensure appropriate actions are fulfilled through to the project's completion.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Current procedures, practices and methods of police operations and administration and criminal investigations.

Federal and State statutes, Law Enforcement Code of Ethics, public safety, Department policies and procedures and City personnel rules and regulations.

Theories, principles and practices of effective leadership, supervision and training.

Budget and fiscal operations, technology, forensics and property evidence issues.

Current communication technology including Geographic Information Systems (GIS), Computer Aided Dispatch (CAD) and wireless services.

Skill in:

Developing comprehensive budgets, plans and strategies to satisfy future needs for departmental services.

Promoting a positive work environment and relationships while maintaining discipline and mutual respect.

Multitasking, analyzing situations quickly and objectively, team building, communicating effectively; working well under pressure and/or time constraints.

Operating a personal computer utilizing standard and specialized software.

Handling a firearm safely by City and department standards.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree plus five (5) years permanent fulltime paid experience holding the rank of or position equivalent to Lieutenant in a law enforcement agency.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Certified by Arizona Peace Officer Standards and Training Board (AZPOST) or able to achieve AZPOST certification within six (6) months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, with occasional field work performed in an outdoor environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing 50 to 100 pounds.

Adopted: 1980

Revised: July 1995, March 2001, April 2006, Oct 2007, June 2008, May 2009, Nov, 2014, Jan. 2017