

Jurisdictional Class: Competitive
Adopted: July 1, 1991
Revised: February 24, 2015

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is a very important law enforcement position involving responsibility for supervising the operation of the Police Department according to established procedures and policies. Work is performed under the general supervision of the Police Chief. Supervision is exercised over the work of the Police Lieutenants, Police Sergeants and Police Officers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs work activities of patrol forces and headquarters staff;
Directs and performs criminal and plain clothes investigations when assigned;
Enforces orders and rules prescribed by the Police Chief;
Assigns tasks to subordinates and reviews operations;
Instructs in police training schools;
Prepares Federal and State clerical reports of activities of the Police Department;
Directs raids and makes arrests;
Interrogates prisoners charged with serious crimes;
Supervises the Police Records Division;
Assists in planning budgets;
Dispenses information to the public regarding departmental policies and methods;
Takes administrative charge of the department in the absence of the police chief.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of police administration and supervision;
Thorough knowledge of the New York State Penal Law, Code of Criminal Procedures, Vehicle and Traffic Laws, and controlling local laws, ordinances, and regulations pertaining to police work;
Thorough knowledge of the geography of the municipality;
Demonstrated ability to supervise subordinate officers;
Familiarity with the operation of radio communication equipment;
Ability to deal courteously but firmly with the public;
Excellent moral character;
Sound judgment and observation.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a Police Lieutenant or six (6) years of experience as a Police Sergeant.