

POLICE CAPTAIN

SUMMARY: Under limited supervision, directs the day-to-day law enforcement and investigative functions of the San Luis Police Department.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs law enforcement and administrative functions for the Police Department.
- Oversees all special units and details of the department;
- Supervises and evaluates all police supervisory personnel;
- Prepares department directives and communicates to all police personnel via their immediate supervisors;
- Prepares and monitors budgets;
- Recommends personnel actions including hiring, disciplinary actions, and termination decisions;
- Assesses and evaluates all police operations and activities and makes recommendations for improvement;
- Prepares monthly reports on all police activities;
- Ensures proper storage of evidence, forwards evidence to proper laboratories for testing, releases evidence to officers for court admission, and destroys evidence upon case conclusion;
- Supervises major investigations as well as administrative/internal investigations;
- Reviews work and decisions made by department personnel for technical accuracy, merit, judgement and adherence to departmental policies and procedures;
- Responds to search warrant cases;
- Assumes command responsibilities as required in the absence of assigned supervisor;
- Coordinates the planning and implementation of programs;
- Counsels and develops police personnel and organizes employee recognition events;
- Performs in an operational capacity as a field force commander as required.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of:

- law enforcement administration, organization, and operation;
- standard rules and regulations used within a recognized law enforcement agency;
- operating procedures of law enforcement agencies and defined departmental authority;
- methods and techniques of interrogation;
- preservation of evidence and applicable Federal/State/local laws and ordinances;
- principles and practices of leadership, effective management, and employee development;
- fiscal planning and administration.

Skill in:

- planning, organizing, directing, and evaluating the functions of a law enforcement department;
- analyzing and recommending solutions for complex law enforcement and administrative situations;
- applying current law enforcement principles and practices in management situations;
- supervising and evaluating staff;
- managing situations firmly, courteously, tactfully, and impartially;
- reacting quickly and calmly in emergencies;
- establishing and maintaining effective working relationships with others and communicating effectively.

MINIMUM QUALIFICATIONS: Certification as a Law Enforcement Officer with Arizona POST, possession of a valid Arizona driver's license, and four (4) years full-time supervisory level law enforcement work. Depending upon the needs of the City, the incumbent of this class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

Receipt of job description

I have received a copy of this job description on _____ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Printed Name

Employee Signature