

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is a law enforcement position involving responsibility for supervising the operation of the police department according to established procedures and policies outlined by the Police Chief. The Police Captain directs the activities of Police Lieutenants, Sergeants, and Officers, and coordinates activities with other City departments when necessary. The incumbent plans and organizes workloads and staff assignments, evaluates the work of subordinate personnel, and initiates disciplinary proceedings when needed. The Police Captain functions primarily in an administrative role, but responds to calls of a more severe or complex nature. Work is performed under the general supervision of the Police Chief. In the absence of the Police Chief, the Police Captain may be required to act on his/her behalf. A Police Captain does related work as required.

TYPICAL WORK ACTIVITIES:

- Organizes the force into work units;
- Directs the activities of patrol forces and headquarters staff during an assigned shift;
- Assigns tasks to subordinates and reviews operations;
- Gives instructions to subordinate officers as to methods of correcting faults;
- Interprets rules, regulations, laws, codes and ordinances;
- Coordinates administrative activities and emergency responses with other law enforcement agencies;
- Directs raids and makes arrests;
- Directs police activities at riots, serious crimes, fires and unusual disorders;
- Investigates complaints regarding activities of the police department;
- Informs the public about departmental policies and methods;
- Operates two-way radio station and other communication systems;
- Keeps records, answers correspondence and prepares reports;
- Maintains records, answers correspondence and prepares reports;
- Represents the department at meetings and conferences;
- May supervise the work of the detective bureau;
- May participate in operation, testing and development of police, fire or other municipal communication systems;
- May complete and review a variety of record and reports associated with law enforcement work, computer system operations and the maintenance and repair of department equipment;
- May assist in the drafting of the department budget;
- May assist in policy development and implementation;
- May act on behalf of the Police Chief.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles, practices and techniques of

law enforcement; thorough knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and other applicable laws, ordinances and regulations; thorough knowledge of the principles and practices of police administration and criminal investigations; thorough knowledge of the geography of the municipality and surrounding area; thorough knowledge of the principles and practices of supervision; ability to supervise and direct subordinate officers; ability to communicate clearly both orally and in writing; ability to understand and follow complex oral and written directions; ability to establish and maintain good working relationships with others; ability to deal courteously but firmly with the public; ability to instill and maintain good departmental morale and standards; good judgment; good powers of observation; good moral character; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Two continuous years of satisfactory permanent competitive class service as a Police Lieutenant;
- OR
- b) Three continuous years of satisfactory permanent competitive class service as a Police Sergeant;
- OR
- c) Any equivalent combination of (a) and (b) above.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised 2/6/75 CSC, Revised 5/6/88 (City of Olean Civil Service Commission)

Adopted: 9/2/2015