

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS:

This is a law enforcement position within the City of Auburn responsible for supervising the operation of the police department on an assigned shift 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes the force into working units;

Directs the activities of patrol forces and headquarters staff during an assigned shift;

Assigns tasks to subordinates and reviews operations;

Establishes and enforces policies, procedures and performance standards to ensure effective operations;

Gives instructions to subordinate officers as to methods of correcting faults;

Interprets rules, regulations, laws, codes and ordinances;

Takes charge of police activities at major incidents and crime scenes;

Coordinates administrative activities and emergency responses with other law enforcement agencies;

Investigates complaints regarding activities of the police department;

Plans and develops goals and standards for assigned department projects and coordinates their implementation;

Informs the public about departmental policies and methods;

Maintains records, answers correspondence and prepares reports;

Represents the department at meetings and conferences;

May supervise the work of the detective bureau;

May assist in the drafting of the department budget;

May act on behalf of the Police Chief.

FULL PERFORMANCE KNOWLEDGE, 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 city;

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 commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a police sergeant, or one (1) year of experience as a police lieutenant.