



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### POLICE CAPTAIN

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Assists Chief of Police in performing difficult administrative and complex work in planning and directing the full activities of the Police Department. Has command over a Department Division and supervisors; assumes command of the department in the absence of Chief of Police.

Performs complex and difficult operational and administrative work overseeing all activities of a Division; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

The employee is frequently required to sit, stand, walk, climb, reach, talk, listen, write and read. The employee is occasionally required to run, restrain individuals, and be exposed to physical conflict; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise and hazards. The employee is occasionally exposed to outside activity and work under hazardous conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

##### **Commands a division within the police department;**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Acts on behalf of or in the absence of the Chief of Police;

Provides oversight of the property and evidence control functions;

Researches, develops and assists with implementation of policies, procedures and strategic initiatives;

Consults with County Attorney's Office and Commonwealth Attorney's Office for legal guidance on significant internal and external issues;

Coordinates and oversees incident support services (Peer Support, Critical Incident Stress Management, Police Psychologist, and Police Chaplain Program);

Advises and assists subordinates in solving highly complex police problems;

Assists with the development and implementation of the agency's strategic goals as they relate to the division under their command;

Manages the performance of subordinate supervision, to include disciplinary recommendations; links performance goals with County and Department's strategic plans;

Coordinates and manages internal promotional processes in partnership with Human Resources; Part of decision making team pertaining to hiring determinations;

Ensures the agency maintains a state of readiness for response to all critical incidents and that proper training and exercises occur (i.e. Incident Command System) acts as Incident Commander in critical incidents having top level decision-making authority;

Handles media appearances/press releases as needed; serves as an executive-level representative from the Office of the Chief of Police;

Conducts administrative responsibilities, to include preparing, reviewing, researching and analyzing processes, projects, reports, and data;

Participates with budget development and management of grant research, application, and fund dispersal;

Reviews invoices and purchase orders for correctness and completeness;

Makes arrests, testifies in court and conducts internal investigations as assigned;

Works collaboratively with other law enforcement agencies, government agencies, private businesses and the greater community in an effort to solve community problems; Develops community programs; Establishes and maintains effective communications with community groups;

Attends meetings and serves on executive-level boards, committees or associations related to promoting crime prevention and improving law enforcement on a regional, state or national level;

Attends town hall meetings, neighborhood meetings, and interagency meetings as a command representative for the agency, to promote crime prevention and improve law enforcement on a regional level;

Inspects the work of Police Lieutenants and other subordinates by personal observation in the field and through written and oral reports;  
Reviews and analyzes work and crime statistics to ensure efficient allocation of Police personnel;  
Recommends and drafts policies/procedures for department and evaluates existing policies/procedures;  
Promotes good relations, cooperation and exchange of information with various County, City and State agencies, and other police departments;  
Provides counseling and guidance to Police Lieutenants on various tactical, operational, administrative and personnel matters;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of laws and ordinances governing local police work; comprehensive knowledge of the geography of the County and the location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear and concise written reports; ability to plan and supervise the work of subordinates; ability to deal firmly and tactfully with subordinate employees and the general public; skill in the use of firearms and the operation of a motor vehicle.

**EDUCATION AND EXPERIENCE:**

College studies in police science, or a related field, preferred, and considerable supervisory experience.

**SPECIAL REQUIREMENTS:**

A State of Virginia driver's license in good standing; certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services; ability to meet Department's physical standards.