

POLICE CAPTAIN

GENERAL STATEMENT OF DUTIES: Has immediate charge of the activities of police officers during an assigned shift or oversees a specific activity within the department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important law enforcement position involving supervision of police activities according to established procedures and policies outlined by a superior officer. Responsibility is involved for assigning duties to police officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under direct supervision of the Chief or higher-ranking officer.

EXAMPLES OF WORK: (Illustrative only)

- Is in charge of the patrol force at headquarters during an assigned shift;
- Calls roll and inspects patrolmen preceding and upon completion of tour of duty;
- Receives and records complaints from the public and messages from other law enforcement agencies; and assigns officers accordingly;
- Instruct subordinate officers as to methods and procedures;
- Assigns tasks to subordinates and reviews operations;
- Observes condition of prisoners when booked for crimes;
- Performs a variety of tasks in the prevention of crime and juvenile delinquency;
- Prepares activity reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of police work; thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of the geography of the city; ability to lead and supervise subordinate officers; familiarity with the operation of radio equipment; ability to deal courteously but firmly with the public; good judgment and observation; excellent moral character and integrity; tact; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:

Two years of experience as a Police Sergeant or Police Investigator.