



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Police Captain	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Chief of Police	GRADE/RANK: 20
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult protective service work and responsible administrative work in directing one of the Police Department's major divisions; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists the Chief of Police in planning and overseeing the administration of the police department;
- Plans, directs, and coordinates the activities of a major division in the police department;
- Prepares and supervises work assignments of subordinate officers;
- Directs and assists subordinate personnel in handling difficult cases;
- Conducts internal investigations of crimes and complaints against police personnel;
- Evaluates work performance of subordinate personnel;
- Reviews and evaluates the performance evaluations completed by subordinates;
- Develops computer applications and completes and reviews analytical reports;
- Assists in the development and control of department's annual budget and;

- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess thorough knowledge of department general orders, policies, procedures, rules and regulations, approved principles, practices and procedures regarding law enforcement and policing and knowledge of federal and state laws and local ordinances. Must have a thorough knowledge of the geography of the City and the ability to command respect of assigned personnel and effectively assign, direct and supervise the work of subordinate personnel. Must have the ability to analyze complex police and social issues and adopt effective and reasonable courses of action and be able to maintain cooperative relationships with other City officials and staff and members of the general public. Must have the ability to evaluate the effectiveness of division operations and institute improvements as required and be able to prepare and analyze analytical reports, employ resourcefulness and sound judgement in emergencies and demonstrate integrity and tactfulness.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in the field of law enforcement, public administration, or related areas, and extensive experience of a wide progressively responsible nature in police service.

SPECIAL REQUIREMENTS:

Position serves as Division Commander of one of the major functional divisions of the police department. Is responsible for the direction of all activities within the assigned division. May serve as the department head in the absence of both the Chief of Police and Deputy Chief of Police for short periods of time.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move object. Work requires considerable physical activity including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, 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, vibration, and hazards. Some work is performed under emergency conditions and can involve considerable personal hazard.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the direction of all activities assigned division of the Staunton Police Department through written and oral orders, policy, directives, guidelines, and guidance as well as by personal leadership exerted through subordinate commanders and officers.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for the operations of the assigned division's functions and operational effectiveness. Is expected to direct and lead assigned division through the formulation of policies, procedures, rules, and regulations.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Police Captain will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019

