

## CAPTAIN

**POSITION SUMMARY:** Serve as Bureau Commander for the Administrative Services or Field Services Bureaus, and performs related work as required. Assist the Director of Police and Fire Services in planning, coordinating, assigning, training, career development, and supervising the work of subordinate personnel. Directly responsible for all employee testing and administration of the annual promotional process and all employee certification/confirmation processes. Assume command of the Department upon direction of the Director of Police and Fire Services, or in the Director's absence.

This position involves directing the activities of the Administrative Services Bureau and/or the Field Services Bureau of the Department and the coordination, management and overall supervision of the activities of the department. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of police and administrative techniques. Work is performed in accordance with established policies and procedures, but much latitude exists for the exercise of judgment and discretion. Work is reviewed through observation, discussion and review of reports.

**SUPERVISION RECEIVED:** Work is performed under the direction of the Director of Police and Fire Services.

**SUPERVISION EXERCISED:** Supervision is exercised over subordinate departmental personnel.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Carry out various administrative assignments which may involve preparation, submission and monitoring of the annual budget, policy formulation, establishment of procedures, and accountability for results. Research information, prepare reports and make recommendations to the Director of Police and Fire Services.
2. Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees; evaluate and verify employee performance through the review of completed work assignments and work techniques; provide timely coaching, training and performance evaluations for subordinate employees.
3. Assist with labor relation issues and ensure that proper labor relations and conditions of employment are maintained.
4. Recommend and advise the Director of Police and Fire Services in the development and/or revision of departmental organization, goals, programs, policies and procedures. Ensure that departmental procedures are followed. Author, educate and enforce policies and processes.
5. When assigned, perform the functions of Executive Duty Officer. Assume command of investigations or emergencies in the absence of the Director of Police and Fire Services as designated.
6. Keep abreast of legislative and/or regulatory developments, new techniques and current issues through continued education and professional growth.

7. Acts as department spokesperson as directed.
8. Recommend personnel policies and oversee the department's professional standards functions and processes, which are required in maintaining the department's internationally accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA), and other professional standards and agencies as required
9. Make public presentations on a number of department related subjects to various organizations when assigned or requested.
10. Review offense reports, complaints, citations, missing person notices and warrants for persons wanted for arrest. Investigate inquiries and/or complaints made by citizens, businesses, or other personnel. Follow up on corrective actions and ensure that replies are provided.
11. Oversee internal affairs complaints.
12. Prepare various investigative correspondence, records, reports and research activities as required. Prepare the agency's annual report, F.B.I. and State statistical reports and other reports as necessary.
13. Represent the department and the Director of Police and Fire Services at various meetings and conferences and keep him/her apprised of significant events involving the Administrative Services and/or Field Services Bureaus. Serve as a liaison with other City departments, agencies, boards, commissions and businesses.
14. Ensure that the Director of Police and Fire Services is advised of the status of important department issues.
15. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Must have attained the rank of Lieutenant and have served in that grade for at least three (3) years.
- B. A bachelor's degree in criminal justice, police administration or related field. Prefer Master's degree in an appropriate field of study.
- C. Graduation from Northwestern School of Staff and Command, FBI National Academy or comparable program.
- D. Graduation from an approved advanced leadership development training program.
- E. Training in labor relations, budgeting and management principles.
- F. Extensive supervisory and command job experience in law enforcement.

- G. Ability to perform the basic functions of a patrol officer as prescribed by MCOLES.
- H. Extensive knowledge of department organization, personnel, rules, regulations, policies, procedures and labor relations.
- I. Extensive knowledge of applicable federal, state and local laws, codes and ordinances, and the limitations of police authority.
- J. Extensive knowledge of modern law enforcement practices, management principals and techniques.
- K. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel.
- L. Extensive knowledge of criteria to use in evaluating performance and progress of personnel.
- M. Considerable knowledge of the geography, streets and important locations within the City.
- N. Thorough understanding of city government processes.
- O. Ability to communicate effectively and interact with and make public speaking presentations to various groups of people including the media, appointed and elected officials at all levels of government.
- P. Ability to motivate, train, develop, coordinate and direct subordinate personnel.
- Q. Ability to coordinate resources to accomplish organizational objectives and goals.
- R. Ability to be decisive and firm in making both crucial and routine decisions.
- S. Ability to coordinate the preparation and monitoring of the department and bureau budgets.
- T. Ability to present a professional leadership image to the organization and to the public, both on and off duty.
- U. Ability to think and act quickly and effectively in emergencies and under stressful conditions.
- V. Ability to prepare, review and submit accurate department records and reports.
- W. Ability to plan, organize and direct the functions of their respective bureaus.
- X. Must be able to routinely demonstrate a commitment to the mission, vision and values of the department.
- Y. Considerable knowledge of computers and related software, with equally considerable knowledge of uniform crime reporting, input of narrative information, statistical information, crime analysis and intelligence led policing efforts, and their outcomes

Z. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in an office setting. Duties may be performed in and around police buildings and training facilities. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very dangerous and strenuous. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

The Captain is required to operate police weapons, police vehicles and police related technology, and must be capable of being physically and mentally approved to perform police work in accordance with MCOLES standards.

Format Revised April 2005  
Revised April 2007  
Revised August 2012  
Revised July 2013  
Format Revised September 2018