



Title: Police Captain

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

This position is responsible for overall management and administration of major functional areas and/or divisions within the police department. Plans, organizes, oversees, and coordinate activities of a designated operational division of the Police department. Reporting is to the Chief of Police or his designee.

DUTIES and RESPONSIBILITIES:

Manages personnel; coordinate and approve personnel training; monitor equipment and maintenance; plan and coordinate special events; oversees inventory; supervises all civilian personnel; prepare and review performance evaluations; handle disciplinary actions; overseeing daily functions of various personnel; assist with changes to the department's policies and procedures; assist with the purchase of supplies and equipment for the department; and conduct police officer duties if needed.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Supervises personnel within respective divisions by corresponding daily to ensure tasks are completed in a timely manner; reviewing all documents within each respective division ensuring personnel is adhering to departmental policies and procedures; and maintaining and reviewing personnel time sheets for admittance.	100%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Level of knowledge equivalent to four years of high school or equivalency. Additional training beyond high school may include P. O. S. T., Courses in Supervisory, Law Enforcement, Personnel Management, or additional Criminal Justice training.
Experience	Must have attained the rank of Lieutenant with the Thibodaux Police Department and held this position continuously for a period of two years at the time of the examination for Captain. Must have seven years of law enforcement (60 college semester hours in law enforcement curriculum may be substituted for one year of required experience).
Supervision	Position requires supervising and monitoring performance for a group of employees or a division; including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and work schedules as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Position may require providing advice to others outside of direct reporting relationships on specific issues or general policies. Contacts may require the consideration of different points of view to reach an agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Required Skills	<u>Judgement and decision Making</u> – Evaluates the best method of research and then exercises appropriate judgement in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one. <u>Interpersonal Relationships</u> – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
Communication	Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner. However, this may be obtained from experience and self-study.
Coordination of Work	Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work assignments. Establish priorities for the completion of work in accordance with sound time-management mythology. Performs a board range of supervisory responsibilities.
Certification & Other	Pass the Civil Service (written) and (Oral) Exams; P.O.S.T. certification; maintain a valid and acceptable driving record and background.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, communicating with co-workers, making presentations, observing work d
Sitting	F	desk work, driving, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	F	equipment, files, supplies
Pushing/Pulling	O	equipment, file drawers, hose, tables and chairs
Reaching	O	for files, for supplies
Handling	O	monies, paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	O	ladders, step stool
Balancing	R	on equipment, on ladders, on step stool
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Equipment: Telephone, Body Camera, Computer, Copier/Printer, Stapler, Calculator, Radio, Police Vehicle, and Duty weapon.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	S
Wetness/Humidity	S
Physical Hazards	S

PROTECTIVE EQUIPMENT REQUIRED:

Duty Gear /Weapon and Seatbelt



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			R
Noisy/Distracting Environment			O
Other (see 2 below)			N

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.