

**PATROL CAPTAIN**

**JOB DEFINITION**

A supervisory position responsible for directing, planning, managing and overseeing the activities and operations of the Uniform Division of City's Police Department. Incumbent is responsible for assisting the Chief of Police in changing the culture of the agency to a community policing/problem solving driven department. Duties also encompass all aspects of assisting the Deputy Police Chief in the managerial and administrative functions associated with overseeing the Division; and departmental administrative activities, protecting life and property, and enforcing federal, state and local law. This position is responsible for assisting in the management of the day-to-day operations of the strategic leadership of the Cordele Police Department including the functions of traffic control, ordinance enforcement, accident and criminal investigations, crime prevention, law enforcement, narcotics, intelligence, juvenile and adult offender apprehension, special details and identification for the protections of life and property withing the City of Cordele. Under the direct supervision of the Deputy Chief of Police.

**PRINCIPLE DUTIES**

The duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Some examples of these duties are:

- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, discipline and completing employee performance appraisals.
- Assists the Deputy Chief with managing and directing, either personally or through subordinate supervisors, the activities within an assigned division and departmental administrative activities; reviews/approves overtime, delegates assignments or organizes the workflow.
- Recommends assignments and transfer of personnel; approves vacation and leave time requests; adjusts schedules, staffing and/or authorizes overtime to ensure adequate manpower.
- Prepares supervisors' schedules; ensures proper allocation of personnel and other resources; recommends staffing changes.
- Assists in the preparation of long-range management and equipment purchase/replacement plans; responsible for department vehicle fleet management; prepares, reviews and coordinates special programs and project development.
- Meets with the Deputy Chief, Police Chief and other City officials regarding policies affecting the administration of the department; provides updates regarding various activities, program objectives, personnel and organizational changes, and budget justifications.
- Supervises and evaluates police services; determines proficiency level of personnel and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies; recommends in-service training programs for staff development.
- Instructs and directs subordinates on proper procedures and protocol of the department; ensures personnel comply with guidelines, uniform requirements and other department regulations,
- Enforces all City and State codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security.
- Acts as liaison to various Federal, State, local and/or private agencies, organizations, governments, school systems, internal departments and other entities.
- Develops and implements standards, policies and procedures; interprets new laws, ordinances and rules/regulations.

- Functions as field commander in unique situations such as barricaded suspects, riot control and major accidents; coordinates multi-zone assistance for unusual problems; ensures optimal deployment of and accountability for physical resources.
- Arrests suspects, conducts interviews and interrogations and takes statements; contacts victims and witnesses associated with cases.
- Functions as commander of special details such as dignitary protection, parades and festivals.
- Establishes crime patterns and solutions; prepares action plans for crime reduction.
- Assists with the prosecution of cases, attends court and testifies as necessary.
- Responds to questions, complaints and requests for information from citizens, elected officials, officers, employees and other individuals.
- Attends official functions and community meetings; makes presentations and public speeches to the media, civic groups, schools and churches.
- Reviews reports and documents processed by subordinates, use of force reports and vehicle pursuits; discusses errors and recommends method for corrective/alternative action; provides technical assistance as needed.
- Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations,
- Serves on and attends meetings of special panels, boards and committees; attends department staff meetings; attends workshop and training sessions,
- Composes, prepares, reviews and approves a variety of forms, requests, records, surveys, reports, correspondence and various other documents associated with the daily responsibilities of this position; prepares and maintains files and administrative records.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Transports law enforcement vehicles for service and repairs as needed; maintains weapons and equipment in functionable and presentable condition.
- Substitutes for other supervisors and/or co-workers in their temporary absence.
- May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, nights or holidays as deemed necessary.
- Other duties as assigned from time to time.

## **JOB QUALIFICATIONS**

- Must be at least 24 years of age.
- Minimum education of a High School Diploma or GED. Bachelor's Degree from an accredited college or university preferred. Six (6) years of increasingly responsible law enforcement experience including four (4) years of management and supervisory responsibility, or equivalent combination of extensive training, education and experience.
- Successfully completed the State of Georgia peace officer basic certification course.
- Skilled in both written and oral communications, including grammar and spelling with the ability to express ideas clearly and concisely.
- Complete City employment application.

- Pass background check including job-related credit, personal and previous employment references, driver and criminal history checks.
- Pass psychological assessment, pre-employment drug screen and job related physical examination.
- Must pass periodic mandatory random drug and alcohol screens during employment.
- Must possess, or have the ability to obtain, a valid Georgia Drivers License with a clean driving record.
- Must be able to work variable hours including nights, weekends, holidays and after hours when necessary.
- Must be able to travel out of town including occasional overnight stays.
- Must establish and maintain an effective working relationship with other employees, supervisors and the general public.
- Must perform arduous task under strenuous and adverse conditions, often involving personal danger.
- Ability to operate modern office equipment and computer including applicable software application.

### **DESIRED CHARACTERISTICS**

- Dependable and punctual with an excellent attendance record.
- Neat, clean and professional appearance.
- Initiative and leadership skills.
- Planning and organizing abilities
- Comprehensive knowledge of laws, ordinances and policies relating to municipal law enforcement.
- Knowledge of, or the ability to easily learn, the City's street system, physical layout, principal buildings and adjacent areas.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_