ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Captain (Police Administration)
Job Code: 6076
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and manage recruitment and career development, evidence and property control, department planning activities and staff and other areas, as assigned.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Deputy Police Chief and Police Chief; and

updates and maintains department standard operating procedure manuals.

Manages and oversees daily activities of assigned units: researches, assesses and develops strategies to meet current and future issues and concerns regarding operational and/or administrative needs for areas of assignment; formulates and develops work methods and practices, policies, standard operating procedures, and training programs; directs recruitment outreach; supervises the planning and implementation of department training programs; conducts inspections of evidence, property, and department inventory processing and storage to ensure compliance with applicable rules, regulations, laws, and ordinances; reviews event manning plans; assists in creating and publishing advertisements and traditional and social media content; and supervises and ensures the maintenance and security of personnel files.

Performs public relations duties: represents the department and attends various committee, commission, neighborhood and community meetings and events; provides information, answers questions, and makes presentations regarding division/unit activities, laws, law enforcement, crime prevention, and related public safety issues and concerns.

Serves as Team Leader for Bomb Squad: conducts various training programs and classes, such as hazardous materials, energetic chemistry, DC electricity, etc.; supervises department response to calls for explosives and suspicious packages; conducts hazmat disposals, including thermal treatment and counter-charging; prepares and submits incident reports to applicable agencies; orders and inspects unit materials and equipment; and provides technical knowledge and expertise to department and squad staff.

Performs administrative duties in support of department operations: reviews and approves various documents, reports, and files; approves and/or denies budgetary requests; drafts executive summaries; creates or reviews planning documents; reviews and disseminates bulletins; and monitors expenditures to ensure compliance with approved budget.

Enforces all local and state codes, ordinances, laws and regulations, both traffic and criminal, to protect life and property, to promote security, and to maintain law and order: maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new trends, technology, and advances in law enforcement, evidence handling, storage and disposition, public safety planning, operations and management analysis, and inventory management; maintains professional affiliations; and facilitates and attends division meetings, in-service training, and continuing education as required to remain knowledgeable of departmental operations.

May perform command functions at critical or major accidents, emergencies, and disasters until relieved by a superior officer: assesses and contains scene; establishes command and control; manages and assigns personnel and other resources; coordinates with other divisions or agencies; ensures command notifications are made and critical information is shared; ensures community partners, such as schools, hospital, Department of Transportation, etc., receive pertinent information; coordinates the on-scene media response; and provides information and interviews to media when necessary.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; maintains assigned police vehicle, uniform, weapons, and equipment; and inspects vehicles, uniforms weapons, and equipment assigned to subordinates.

Operates and maintains various equipment associated with law enforcement to complete work assignments, such as police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, x-ray and diagnostic equipment, and other law enforcement tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, the media; outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange

information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, project and program updates, multi-year, operational and recruitment plans, personnel files, incident and activity reports, executive summaries, standard operating procedures; department award and recognition lists and descriptions, memos, explosives magazine inventory records, employee performance evaluations, budget and financial records, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Public Administration, or a related field required; supplemented by five years of experience in law enforcement recruitment, training, and planning and/or evidence and property processing, handling, and storage, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following certifications: North Carolina Advanced Law Enforcement certification, Law Enforcement Instructor, and Bomb/Hazardous Materials Awareness Instructor. May be required to obtain and maintain additional certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, ``1 and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with

fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Most essential functions are regularly performed without exposure to adverse environmental conditions. Performance of essential functions in the field may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.