

POLICE CAPTAIN

SUMMARY:

Under general direction, performs administrative and operational work in planning, directing and evaluating the activities and operations of a specific bureau or division within the police department; oversees budgetary, administrative and supervisory functions; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Oversees proper scheduling of all divisional personnel; and approves assignment and manpower distribution for division responsibilities.
2. Prepares, administers and monitors the bureau budget and approves all expenditures.
3. Conducts research and strategic planning functions.
4. Analyzes type and severity of crime occurring throughout the City and makes recommendations for patrol strength adjustments. (depending on assignment)
5. Responds to major crime scenes or incidents and fulfills all requirements of a certified sworn officer.
6. Reviews deadly force and physical confrontation incidents. (depending on assignment)
7. Evaluates and analyzes bureau problems and recommends and implements solutions.
8. Oversees selection of staff, completes employee performance appraisals, evaluates assigned staff, and reviews and recommends disposition of discipline.
9. Plans, formulates and revises policies. Investigates and responds to complex or sensitive citizen complaints. Attends community meetings with citizens as required. (depending on assignment)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the issues and trends within the City.
- Knowledge of the theories, principles and practices of modern police administration and law enforcement methods.
- Knowledge of municipal government organization and administration.
- Knowledge of the geography of the city.
- Knowledge of federal, state and city laws governing police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Skill in budget preparation and management.
- Skill in the use of handgun and self-defense.
- Skill in the use of computers and related software.
- Skill in both verbal and written communication.
- Skill in planning, organizing and managing the operations and staff of a bureau or division.
- Skill in analyzing police issues and effective resolution or preparation recommendations.
- Skill in preparing accurate and comprehensive reports.
- Ability to speak at neighborhood meetings, business associations and clubs or organizations to provide information on department initiatives and programs.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Criminal Justice, Public Administration, or a related field, and six (6) years law enforcement experience, or any equivalent combination of training and experience. Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement, and a valid Florida driver's license are required.