



## Police Captain

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

# The Town of Pembroke Park Job Description

**Department:** Police

**Supervises:** None

**Position Reports To:** Deputy Chief of Police

**Sworn:** Yes

### Job Specifications

#### NATURE OF WORK

Under limited supervision, performs general and specialized police work involving the enforcement of laws and ordinances; protecting life and property; detection and arrest of violators; crime prevention; community services or other specialized assignments; and performs related duties as assigned.

#### STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

#### ESSENTIAL DUTIES

The duties listed below are the normal duties and responsibilities of this position. The omission of specific statements related to the duties and responsibilities of this position does not exclude them if the work is similar, related, or reasonable within the scope of the position.

- Schedules, supervises, and coordinates the activities of the shift or unit assigned.
- Prepares and oversees the preparation of reports and records relevant to assigned functions.
- Overseas investigations, special patrol operations, or specific projects as appropriate.
- Analyzes crime reports, statistics, and trends.
- Reviews and assists in the formulation of administrative policies and procedures and implements within the shift, or unit assigned.
- Assists in the preparation for the conduct of collective bargaining negotiations.
- Performs a significant role in the administration of agreements resulting from collective bargaining negotiations.
- Analyzes, prepares, and presents fiscal requirements in written form for incorporation into the

department's annual budget request.

- Serves as liaison with public and civic boards representing the Police Department.
- Evaluates and counsels subordinates, initiating disciplinary actions and commendations as appropriate.
- Oversees shift or unit-level training activities.
- Maintains and improves knowledge, skills, and abilities.
- Staff duty responsibilities.
- Manage objectives on Federal/State Grants.
- Directs, supervises, and is held accountable for the activities of personnel within assigned shifts, units, or Districts.
- Serves as acting chief in the absence of the Chief and Deputy Chief.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS, ABILITIES**

The Police Captain should possess the following knowledge, skills, and abilities:

- Must have a minimum of one (1) year as a Police Sergeant.
- Thorough knowledge of the procedures, practices, and proper methods of modern police administration with special reference to patrol, investigation, and training activities.
- Thorough knowledge of the rules and regulations of the Police Department.
- Thorough knowledge of federal and state laws, as well as town ordinances.
- Thorough knowledge of modern methods and practices of crime prevention and criminal investigations and identification.
- Considerable knowledge of the literature of police administration with particular reference to the field assignments.
- Considerable knowledge of the use of police records and their application to the solution of police problems.
- Skill in the use and care of firearms and related police equipment.
- Requires knowledge and experience in the utilization of technical equipment including computers, and cameras.
- Demonstrated the ability to command the respect of officers and to assign, direct, and supervise their work.
- Ability to maintain or supervise the maintenance of adequate police records and vehicular and technical equipment and to prepare clear and definitive reports of activities.
- Ability to express ideas clearly and concisely, both verbally and in writing, to individuals or groups.
- Ability to establish and maintain effective working relationships with departmental officials. Other Town employees, officials of other agencies, professional groups, and the general public.
- Must have physical capabilities to pass police physical agility entrance tests.
- Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences, and other obstacles for extended periods of time; to bend accessing attics, crawl spaces, and other recesses of buildings.
- Operate motor vehicle for long periods of time; subdue persons resisting arrest; to move a disabled or combative person.
- Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of telephone and personal contact.
- Physical capability to effectively use and operate various items of office-related equipment.

- Must be ready and able to counsel, support, and empathize with others.
- Must be tactful and diplomatic in dealing with the public while controlling their emotions.

## **MINIMUM REQUIREMENTS**

- High School Diploma or GED equivalent required. Associates Degree or Bachelor's Degree in Criminal Justice or a related field preferred.
- Must be a Certified Police Officer by closing date of application.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- Must be able to successfully complete all phases of the pre-employment process, which includes physical agility test, written examination, oral interview, background investigation, polygraph, psychological evaluation, medical exam, and drug testing.
- An equivalent combination of education and experience may be considered.

## **SPECIAL DRIVING REQUIREMENTS**

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.
- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

## **SPECIAL REQUIREMENTS**

- Must be capable of performing the essential functions of the job with or without reasonable accommodation.
- Have a stable work history free of repeated disciplinary actions, suspensions, terminations, and resignations.
- Free of convictions involving domestic abuse or violence.
- Free of convictions of any felony.
- Free of convictions and violations pertaining to Florida Department of Law Enforcement Good Moral Character guidelines.
- Free of misdemeanor convictions involving perjury or false statements.
- Free of convictions or pleads of nolo contendere to any 1st or 2nd degree misdemeanor within the last three (3) years.
- Have not been dishonorable discharged from any of the Armed Forces of the United States.
- Must present proof of automobile insurance upon offer of employment.
- Have not been convicted of driving under the influence of alcohol or control substances in the preceding five (5) year period in Florida or any other state.

- Have not had a Driver's license suspended under the point system in the past five (5) years, as provided for in the Florida Statute, Chapter 322.
- Have not been convicted of three (3) moving violations in the preceding 36 months in Florida or any other state.
- Have not used marijuana in the three (3) years prior to employment application submission; all other illegal drug use in the five (5) years prior to employment application submission.
- Have not failed the psychological evaluation or post offer physical, drug and alcohol screening within one (1) year from failure date.

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

*The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*