

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Captain	Job Code: 4215
Date: January 17, 2018	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (C)

DEFINITION: This is professional management and administration work with responsibility to plan, organize, and command the activities of an assigned Police Department division.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Police Chief and perform all work under administrative direction. This work is distinguished by its responsibilities for the efficient, effective, and lawful management of a major division within the Police Department such as Patrol, Law Enforcement Support Services, or Special Operations.

ESSENTIAL DUTIES: Oversee and command all activities, programs, personnel, and strategies of an assigned division; analyze daily division operations and activities to identify and resolve areas of inefficiency and administrative/operational concerns; plan, organize, and implement programs specific to an assigned division of Patrol, Law Enforcement Support Services, or Special Operations; assess and meet the division needs through organization of forces, workforce deployment, equipment use, and community relations programs; coordinate division functions with other police operations; develop, implement, and review division policies, procedures, and standards; remain current with Federal, State, and local statutes and codes; may command field emergency scenes as needed; may assume command of the department in the Chief's absence; prepare and submit a timely division budget; monitor and approve division purchase orders and expenditures; anticipate possible deficit areas and develop measures to handle them; oversee procurement of new equipment, including researching innovative procedures and equipment to advance the efficiency and ability of the division; prepare various records and reports.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure staff training is completed and that appropriate certifications are maintained; ensure appropriate documentation of division activities; review various work records and reports from the staff and ensure work is completed accurately and within deadlines; identify, evaluate, and resolve personnel concerns in accordance with established Civil Service rules; conduct performance evaluations; provide technical leadership; make staffing decisions within the division including recommendations on the hiring and firing of personnel; investigate complaints involving officers and present clear and objective reports of findings; represent the division, department, and the City on various boards, groups, and committees; attend various meetings and make presentations to the Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; may act as department representative; perform the duties of lower-ranking officers; other related duties as required.

MINIMUM REQUIREMENTS: Must be at the rank of Police Lieutenant at the time of application and a citizen of the United States.

License(s)/Certificate(s): A valid, lawful Driver's License is required. Law Enforcement Officer Certificate by Utah State Peace Officer Standards and Training (POST) required.

SELECTION FACTORS: *Knowledge of:* related Federal, State, and jurisdictional ordinances, laws, codes, rules, and regulations governing functions of the position; all areas of local law enforcement; the principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; the use of firearms; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues; practicing trust-building behaviors. *Ability to:* act ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; conduct criminal investigations and conduct interviews to gather information; plan, organize, and direct major staff functions and operations; develop, administer, and submit a large division budget; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service and moral integrity.


TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motorized vehicle, basic software and word processing programs, various law enforcement-specific software programs, police radio, handcuffs, baton, bullet-proof vest, flashlight, firearms, Taser, audio and video recording devices, telephone.

PHYSICAL DEMANDS: Requires physical strength and agility. Must be proficient in arrest control procedures, firearms qualification, baton training qualification, and emergency vehicle handling. Requires long hours without sleep during some incidents.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, hazardous materials, life-threatening situations, and highly stressful and psychologically traumatic circumstances. *RESIDENCY:* Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a 20-minute response time, unless otherwise approved by the Police Chief.




 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.