

City of Grand Rapids Job Description

Job Title: **Police Captain**
Department: Police
FLSA Status: Exempt
Approved By: City Council
Approved Date: August 9, 2021

Summary

Under the supervision of the Chief of Police plans, directs, manages, supervises and coordinates the activities and operations of assigned divisions within the police department; coordinates activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief of Police.

Essential Duties and Responsibilities

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Recommend goals and objectives; assist in the development and implementation of policies and procedures and maintenance of the department policy manual.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on department activities.
- Review work of subordinates to ensure compliance with departmental policies and procedures.
- Participates in and leads staff meetings as directed.
- Plan, coordinate and supervise division activities, conduct analysis as necessary; make procedural recommendations, prepare reports and present them to the Chief of Police and City Council as requested.
- Conduct internal affairs investigations.
- Compile and maintain statistical records and prepare related reports.
- Coordinate the activities of sworn and non-sworn personnel in planning for and addressing emergencies.
- Assume operational command of police activities in the event of an emergency,
- Prepare, review and coordinate department performance evaluations.

- Participate in the recruitment and selection of department personnel.
- Participate in budget preparation and administration; prepare cost estimates; submit justifications for replacement/additional equipment and personnel; monitor and control expenditures.
- Respond to citizen complaints and requests for information; prepare press releases and communicate with the media in matters related to department operations.
- Serve, as assigned, in the absence of the Chief of Police.
- Establish and maintain effective working relationships within the police department, city departments and other government and non-profit service agencies.
- Anticipate potentially libelous situations to reduce potential civil exposure.
- Keep the Chief of Police apprised of important matters.
- Coordinate and supervise special programs and areas of responsibilities as assigned by the Chief of Police.
- Represent the department at community events and civic engagements.
- Review reports to keep abreast of police activities and make or recommend necessary changes in procedures and practices.
- Build cohesive work teams, including a trusting relationship with other department supervisors and members of other internal and external departments. .
- Make training and discipline recommendations with regard to department personnel.
- Respond to police calls or emergencies as needed.
- Maintain individual police skills, including physical conditioning. Stay abreast of law enforcement developments and changes in related laws and ordinances.
- Keep the Chief of Police advised of relevant developments; perform other duties as assigned.

Knowledge, Skills, Abilities and Competencies

The requirements listed below are representative of the knowledge, skill, ability and competency sets required to complete the essential functions at a satisfactory level.

- Comprehensive knowledge of operations, services and activities of a community oriented police department.
- Ability to apply modern methods and procedures in the operation of a municipal police department.
- Knowledge of principles and practices of responsive, innovative program development and administration.
- Knowledge of and the ability to apply principles and practices of law enforcement administration, organization, management and leadership.
- Knowledge of pertinent local, state and case laws, including laws and procedures governing the apprehension, arrest and custody of persons.
- Knowledge of policies and techniques pertaining to the use of force.
- Knowledge of and the ability to use computers and law enforcement records systems.
- Knowledge of and the ability to implement public relations and marketing concepts.
- Ability to effectively communicate in oral and written form.
- Knowledge of and the ability to effectively practice leadership, supervision, team building, career development, coaching, mentoring and performance evaluation.
- Ability to supervise, organize, schedule, evaluate, train and review work of sworn and non-sworn employees.
- Ability to gather, assemble, analyze, evaluate and use facts and evidence.
- Ability to analyze issues and problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Ability to delegate authority and responsibility.
- Ability to facilitate group participation and consensus building.
- Competency in conducting and supervising a variety of criminal and special investigations.
- Ability to oversee, direct and coordinate the work of lower level staff.
- Ability to exercise sound judgment and rational thinking under dangerous and stressful conditions.

- Ability to interpret, apply and make decisions in accordance with applicable local and State laws and regulations.
- Ability to interpret, explain and apply department policies and procedures.
- Ability to think clearly and act quickly in a variety of situations.
- Competency in performing the full range of law enforcement assignments.
- Ability to communicate clearly and concisely in both written and verbal form, including preparing clear and concise reports and correspondence.
- Ability to make presentations to the City Council, civic groups, business groups and citizens.
- Ability to engage tactfully and courteously with the public, other departments and law enforcement agencies.
- Competency in responding to requests from the public in a timely manner.
- Ability to work irregular hours, including weekends, evenings and holidays and the ability to respond after hours in case of unanticipated emergencies.
- Competency in achieving weapons qualifications for firearms and TASER.

Education/Experience

In addition to meeting the minimum requirements for a Minnesota Peace Officer, a Grand Rapids Police Captain must:

- Minimally possess a Bachelor's degree from an accredited college or university, with a commitment to obtain a Master's degree as demonstrated by recent accredited continuous course work toward this degree. A Master's degree is preferred.
- Have a minimum of five years, full-time, increasingly responsible law enforcement experience in police work at time of appointment.
- Have a minimum of three years full-time experience as a Grand Rapids Police Sergeant at time of appointment OR

Any equivalent combination of education and relevant work experience.

- Possess a peace officer's license to practice law enforcement as issued by the Minnesota Board of Peace Officers Standards and Training.

- Have a valid Minnesota Driver's License
- Maintain certification as an Emergency Medical Responder

Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Essential functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit or run for a prolonged period of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance, regularly push, pull, lift, and/or carry light to moderate weights; wear a police utility belt; operate law enforcement and general office equipment including computers; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate a vehicle; ability to operate firearms, TASER, knives, impact weapons and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

The above duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.