



# City of Lander

## Job Description

<b>Title:</b>	Police Department Captain	<b>Grade:</b>	13
<b>Department:</b>	Police	<b>Effective Date:</b>	10/2023
<b>EXEMPT</b>		<b>Revised:</b>	10/2023

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Provide oversight for all police department patrol operations. Evaluates subordinates and supervisors' performance. Review and approve timecards. Administer and investigate disciplinary actions. Review and suggest appropriate changes to agency procedures and rules and regulations. Make budget recommendations. Perform the duties of uniformed police officer as required. Serve as Chief of Police in the Chief's absence.

### SUPERVISION RECEIVED

Works under and reports to the Police Chief.

### SUPERVISION EXERCISED

Provides close to general supervision to all department employees.

### ESSENTIAL FUNCTIONS

1. Perform essential functions Police Sergeant Job description.
2. Supervise assigned personnel and operations on patrol to ensure goals and objectives of department are met. Provide direction and leadership. Review scheduling assignments; oversee completion of payroll entries; attend roll call; prepare and review performance evaluation ratings; and recommend appropriate disciplinary actions as required. Review, understand, and communicate standard operating procedures and City policies. Identify shift problem areas and provide viable solutions. Monitor police radio, Computer Aided Dispatch system, and shift activity reports. Receive, assign and/or investigate citizen complaints. Take command of critical incidents. Serve as Acting Chief in the Police Chief's absence.
3. Monitor performance and counsel subordinates to ensure compliance with procedures. Provide opportunities to make decisions and discuss consequences of decisions. Identify strengths and weaknesses. Recommend training.
4. Observe and evaluate subordinate supervisors' performance. Act as reviewer for evaluations completed by subordinate supervisors. Counsel subordinates when appropriate. Correct performance deficiencies through counseling or remedial training.

5. Function as a member of the agency's command staff providing input, suggestions, and recommendations. Attend appropriate staff meetings. Meet with citizens groups as required. Serve on designated task forces. Prepare staff studies. Make and forward suggestions.
6. Administer and investigate disciplinary actions, including formal and informal discipline. Ensure on-the-spot corrections of policy/procedure violations. Conduct full investigations of serious breaches of procedure. Recommend penalties. Counsel subordinates to ensure against further violations.
7. Review and suggest appropriate changes to agency procedures, rules, and regulations while enforcing compliance. Critically analyze operating procedures on a frequent basis. Suggest appropriate changes to current policies and procedures based upon observation and evaluation.
8. Manage and coordinate wide-ranging responses to major incidents/investigations in the absence of or until the arrival of Police Chief.
9. Monitor and review crime and traffic accident trends. Deploy subordinates to interdict negative crime/accident trends and to promote positive trends. Responsible for creating and maintaining a shift deployment plan. Respond appropriately to requests for service from citizens.
10. Make budget recommendations and participate in, and enforce, operational economy processes. Conduct appropriate staff studies. Research issues and make recommendations. Make valid budgetary and efficient fiscal change recommendations including monitoring of overtime use, training time, gasoline consumptions, etc. Serve on various task forces.
11. Review citizens' complaint investigations and supply written endorsement. Assign complaint investigations and monitor progress to ensure completion and thoroughness. Discuss cases with investigators.
12. Effectively address citizen inquiries and direct them to available resources.
13. Perform secondary duties, such as training officer, Department Equipment Manager, SWAT Team Leader, or other critical duties.
14. Supervise the work of uniformed police officers on assigned shift. Conduct roll-call briefing. Accompany officers on calls to maintain discipline and ensure rules and regulations are followed. Remain available to provide guidance as required to ensure department goals and objectives are attained. Review officers work output. Correct deficiencies in performance as these occur. Assist subordinates in conducting criminal investigations. Assume command of major incident scenes and summon other resources as required.
15. Assign uniformed police officers to work in various deployments and assignments. Act on and approve/disapprove vacation and sick leave requests. Audit officer's use of sick leave. Assign officers to training classes. Establish work schedules according to vacation and training schedules.
16. Observe and evaluate the work of subordinate uniformed police officers. Maintain records of performance to determine training needs and overall performance for merit raise purposes. Prepare performance evaluations documenting strengths and deficiencies. Identify areas in need of improvement. Review reports prepared by subordinate officers and make suggestions for corrections. Audit safety activities and communicate findings to subordinate officers. Provide advice on legal issues to subordinates. Provide direction to communications officers during assigned shifts.
17. Exercise fiscal responsibility. Review use of resources to ensure waste is kept to a minimum. Monitor overtime expenditures. Inspect equipment for damage or abuse. Audit expenditures. Recommend purchase and replacement of equipment. Recommend budget item appropriation and expenditure, and new programs.
18. Maintain discipline and instill positive attitudes among subordinates. Provide guidance and reinforce behaviors. Administer and document discipline. Audit performance after discipline. Maintain disciplinary records for evaluations.
19. Maintain positive relations with the community.

20. Direct development of department goals, policies, and objectives, and provides staff leadership on policy planning for City law enforcement activities.
21. Respond to public inquiries and at direction from Mayor and City Council pertaining to any area of public safety.
22. Direct administration of all federal and state mandated policies such as FLSA, ADA, Civil Service, EEOC, and Affirmative Action as it may relate to Police Department. Read and comprehend city, state, and federal regulations.
23. Participate as a member of the City's management team and of national, regional, state, county, and local committees relating to law enforcement issues.
24. Discipline subordinate employees up to and including termination pursuant to civil service law. Fairly apply administrative and standard operating procedures to disciplinary actions.
25. Coordinate public safety functions with personnel from City and from other public safety agencies.
26. Coordinate law enforcement activities with other departments and agencies.
27. Meet with citizen groups, clubs, and citizens to discuss police-related matters as appropriate.
28. Analyze complex problems and recommend possible solutions. Make critical decisions under high stress situations.
29. Keep confidential information confidential.
30. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
31. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable
32. Perform other work which is consistent with the essential functions of the job.
33. Perform other duties as assigned.

### CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.

- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- Must be 21 years or older on the date of examination.
- Be a United States Citizen
- Have no convictions of any crime(s) punishable by imprisonment in a Federal or State Correctional Facility
- Must possess a valid driver's license and maintain an insurable driving record.
- Possession and maintenance of a Wyoming Peace Officer and Standards State certification or be eligible and obtain certification within six months of start date required.
- College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.
- Experience: Twelve (12) Consecutive years of experience as a Police Officer with six (6) consecutive years as a Police Sergeant OR Equivalent combination of training and experience which provides desirable knowledge, abilities, and skills. (Breaks in service of no more than ninety (90) days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

### SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to use a computer touchscreen and manual keyboard.
4. Ability to operate 2-way radio, radar equipment, and make and receive phone calls.
5. Ability to use firearms safely and accurately.
6. Ability to perform basic first aid and CPR.
7. Good oral and written communication skills.
8. Organizational skills.
9. Good analytical skills.

### ABILITY:

1. Ability to apply broad and general ideas or principles effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
3. Ability to recognize and avoid potentially hazardous situations.
4. Ability to understand and apply departmental orders, rules and regulations to police situations.
5. Ability to comprehend laws and abstract concepts and apply them to specific situations.
6. Ability to apply judgment to police situations to effect appropriate resolution.
7. Ability to properly conduct and document searches.
8. Ability to organize facts and provide accurate testimony under stress.
9. Ability to understand and apply legal standards in performance of duties.
10. Ability to understand and apply departmental orders, rules, and regulations.
11. Ability to interpret orders and procedures.
12. Ability to analyze situations and determine proper response.
13. Ability to perform many functions simultaneously.
14. Ability to recognize suspicious behavior or unusual circumstances.
15. Ability to determine the necessity for assistance.

16. Ability to recognize and remove health and safety hazards.
17. Ability to make decisions under stress.
18. Ability to exercise caution and control fear in potentially hazardous situations.
19. Ability to adapt to different people, behaviors, and circumstances.
20. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
21. Ability to work without immediate supervision.
22. Ability to differentiate between criminal and civil law.
23. Ability to organize facts and accurately complete reports, summons, and other forms.
24. Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
25. Ability to quickly develop action plan.
26. Ability to recognize potential chemical abuse/neglect.
27. Ability to recognize narcotics.
28. Ability to interrogate suspect and obtain information within lawful guidelines.
29. Ability to determine proper charges.
30. Ability to remain calm under stress and anger.
31. Ability to disseminate intelligence and other information with and between department director and personnel.
32. Ability to understand legal standards.
33. Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.
34. Ability to control anger and maintain professional demeanor.
35. Ability to analyze and coordinate investigation of information to draw conclusive findings.
36. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
37. Ability to follow rules or procedures while performing job duties.
38. Ability to identify the similarities and/or differences in information gathered from different sources.
39. Ability to use judgment prior to initiating actions.
40. Ability to read and comprehend a wide variety of written material.
41. Ability to retain and document various types of information.
42. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
43. Ability to comprehend complex legal issues.
44. Ability to analyze complex evidentiary situations.
45. Ability to recognize a person from a mug shot.
46. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
47. Ability to determine the proper use of deadly force.
48. Ability to withstand prolonged periods of physical and mental stress or discomfort.
49. Ability to establish priorities at emergency scene.
50. Ability to interview crime scene principals and witnesses.
51. Ability to recognize, collect, analyze, and interpret evidence.
52. Ability to counsel distraught victims of crime.

**PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination, physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, electronic control device, handcuffs, and baton.
2. Possess a full functional lumbar range of motion.
3. Possess a full functional cervical range of motion.
4. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.

5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volumes.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, and required forms.
11. Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.
12. Physical strength to subdue violent suspect.
13. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
14. Ability to operate City vehicles.
15. Mobility to travel to various City locations.
16. Ability to sit and be attentive for extended periods of time.
17. Ability to speak to an individual or group for extended periods of time.
18. Ability to lift 20 pounds and transport 20 feet.
19. Ability to make and receive phone calls. Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in the course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position participates in random, reasonable suspicion and post-accident drug testing as provided by law and City policy. This position helps develop division guidelines.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date