

Captain of Police

Direct Supervisor: Assistant Chief of Police
Department: Police
Version Date: January 2023
Salary Grade: 19
FLSA Status: Exempt, Non-Represented



Position Summary:

Is responsible for command of an assigned Police Division. Reports directly to the Assistant Chief of Police. Ensures all subordinates achieve clearly-defined goals established by the Police Department. Performs administrative police work involving, but not limited to, planning, coordinating, supervising, and effectively directing the functions of a Police Division.

Essential Responsibilities:

- Serves as a member of the Chief's executive staff.
- Is responsible for the overall level of trust and the professional reputation of the department.
- Is responsible for the level of professionalism among all members of the department.
- Is responsible for the transparency of operations and decisions in the eyes of the public.
- Is responsible for the level of collaboration and the quality of the relationships that exist among city departments, service providers and other external service providers.
- Is responsible for the allocation of resources in order to maintain an adequate level of police services.
- Is responsible for defining and distributing information and actionable intelligence.
- Is responsible for the management of accurate, timely and important information that is brought to the attention of the Assistant Chief of Police.
- Is responsible for the efficient and effective performance of a Police Division.
- Provides effective supervision, direction, and control of all subordinate personnel and is strictly responsible for maintaining proper order and discipline within the respective division.
- May recommend personnel for promotions, transfers, disciplinary actions, and discharges.
- Evaluates the performance of personnel and maintains employee work records.
- Is responsible for the provision of officer's needs for guidance, training, professional development and resources.
- Is responsible for balancing expenditures associated with the areas of responsibility so they are consistent with the overall mission of the department.
- Is responsible for having knowledge of the state of crime in the city and the quality of strategies to address that crime.
- Is responsible for the uniform application and enforcement of all of the Wisconsin Statutes and Municipal Ordinances for which the department has responsibility and all rules, regulations, special orders, policies, and memoranda of the department pertaining to the division.
- Coordinates with other division commanders in order to achieve the goals set forth by the Police Department.
- Ensures the protection of individual constitutional rights of all persons in departmental investigations by having a strong desire to recognize and protect the individual rights of all persons, regardless of race, creed, sex, color, or physical defect.
- Ensures the uniform application of the Sheboygan Police Department Progressive Discipline Policy and recommends appropriate disciplinary actions to the Assistant Chief of Police. Ensures the application

Captain of Police

includes the initiation of personnel investigations wherein subordinate personnel are accused of violating any laws, ordinances, or any of the departmental rules, regulations, and policies.

- Oversees the evaluation of the performance of personnel programs of the department, making certain that there is uniformity of effort, paying particular attention that the criteria applied are fair and equitable to the persons affected.
- Assumes command of special projects or research dedicated to the improvement of law enforcement by adoption of innovative new programs in their respected assigned division.
- Researches, develops, and writes professional standards, policies, procedures for the Sheboygan Police Department and manages the implementation and maintenance of professional standards.
- Ensures the administration and coordination of the personnel selection process of the Department, including preliminary screening and testing of applicants, and oversees the background investigations of prospective recruits.
- Is able to prepare applications for Federal and State grants to support special programs for upgrading the overall police function and maintains fiscal supervision and control over all such efforts, including the filing of required reports.
- Coordinates planning and survey work; receives, reviews, and analyzes operational reports; evaluates the effectiveness of the division; and takes corrective actions when necessary to provide efficient and effective law enforcement, identifying deficiencies within the division.
- Meets regularly with subordinate supervisors in the development of plans, methods, and procedures to increase the proficiency of functional units of the department and in evaluating the practicability and feasibility of proposed organizational and operational changes.

Education & Experience:

- A bachelor's Degree from an accredited college or university. Work on a Master's Degree or Master's Degree preferred. Five years of supervisory experience. Must have attained the rank of Lieutenant, plus above average performance rating for the immediate past three consecutive years.

Qualifications & Skills:

- Demonstrated ability to lead, inspire and motivate a team of employees.
- Demonstrated ability to coach, mentor and train others.
- Ability to maintain proper discipline and order and effectively supervise people.
- Thorough knowledge of Sheboygan Police Department Policies, Procedures, Rules and Regulations.
- Thorough knowledge of modern strategies, tactics and research.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to create and nurture a teamwork environment within the Police Department and with other city departments.
- Ability to develop and administer budgets.
- Any additional requirements as established by the Board of Police and Fire Commissioners pursuant to their authority contained in Chapter 62.13(3) of the Wisconsin Statutes.

Post Job Offer Requirements:

Captain of Police

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Department Summary:

The Sheboygan Police Department is a progressive full time Police agency that employs a community based, neighborhood focused, problem oriented, and data driven Strategy.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

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

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____