

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for coordinating the logistics of several special operations and activities and supervising the daily routine of the police department. The work is carried out in accordance with modern law enforcement practices and the general instructions of the Police Chief. This class differs from that of Police Lieutenant by virtue of the increased level of supervisory responsibilities. Work is performed under the general supervision of the Police Chief with wide latitude permitted for the exercise of independent judgment. Supervision will be exercised over a force of Police Lieutenants, Police Sergeants and Police Officers.

TYPICAL WORK ACTIVITIES:

1. Issues general and specific working orders to members of the department;
2. Plans police staffing patterns and equipment needs for known or anticipated future operations;
3. Handles logistics for police activities at parades, demonstrations, mass arrests, etc.;
4. Issues standby alert orders and calls back off-duty personnel when emergency situation is anticipated;
5. Assigns personnel to platoons;
6. Acts as liaison with local, state and federal police agencies in cooperative crime control activities, e.g., drug raids, demonstrations, security operations, etc.;
7. Investigates complaints of police misconduct;
8. Conducts and/or supervises training sessions;
9. Assists in planning and policy functions and preparing annual budget;
10. Supervises the coordination of major investigations handled by the department;
11. Coordinates activities involving local, state, federal and other police agencies joint major investigations;
12. Acts for and on behalf of the Police Chief in his/her absence;
13. Reviews police reports;
14. Prepares a variety of miscellaneous reports;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of police administration; thorough knowledge of modern principles and practices of police work; thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle and Traffic Law; thorough knowledge of scientific methods of crime detection and criminal identification; good knowledge of current developments in police science and administration; good knowledge of local laws and ordinances; good knowledge of the geography of the municipality; good knowledge of the principles and practices of supervision; ability to plan, lay out and supervise the work of subordinates; ability to maintain cooperative relationships with officials and the general public; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

POLICE CAPTAIN (Cont'd)

MINIMUM QUALIFICATIONS:

Promotion:

Five (5) years of permanent competitive status as a Police Lieutenant or seven (7) years of permanent competitive status as a Police Lieutenant and/or Police Sergeant.

Open-Competitive:

Graduation from high school or possession of a high school equivalency diploma AND twelve (12) years of experience as a law enforcement officer for a public agency, seven (7) years of which must have been in a full supervisory rank (i.e., Police Sergeant or Police Lieutenant.)

NOTE: For the open-competitive examination, study at a regionally accredited or New York State registered college or university in a field related to criminology, police science or law may be substituted for up to four years of the non-supervisory experience on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. DRIVER'S LICENSE: Possession of valid New York State driver license is required. (Application will be accepted from candidates eligible for such license.)
2. CITIZENSHIP: United States citizenship is required.
3. Any person appointed to this position must complete supervisory training given by the Municipal Police Training Council as required by law before the appointment can become permanent.

NOTE: Candidates must have been appointed as a deputy sheriff or a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article 5 of the Constitution of the State of New York or must have previously served as a member of the New York State Police. It will be necessary for you to provide documentation showing you meet this requirement unless you are currently employed or have previously been employed as a Deputy Sheriff/Police Officer in an agency under the jurisdiction of the Dutchess County Personnel Department.

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