

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.4 Job Specifications – Police Captain			
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POLICE CAPTAIN

I. CHARACTERISTICS OF THE CLASS

Under the direction of the Assistant Police Chief, assists in the directing of operations and activities within the Police Department through administrative authority and supervision of assigned field and staff functions. The incumbent coordinates and supervises the activities of a division, assists in budget preparation, employee selection and promotion, and reviews, analyzes and interprets various reports, policies and procedures to ensure that departmental rules and regulations are followed. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is reviewed through conferences, reports and observations of results obtained. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

- A. Responds to serious or complex incidents; monitors action of Police Officers; maintains knowledge of current status on major investigations; authorizes request for specialized units to be called to a scene; schedules patrol coverage.
- B. Evaluates subordinates; completes performance appraisals for subordinate supervisors; reviews subordinate supervisor appraisals of officers and staff personnel in that division.
- C. Responds to citizens' complaints; investigates internal affairs complaints.
- D. Supervises and coordinates the activities of an assigned division; authorizes overtime, leave and training requests; prepares work schedules within the division; establishes and evaluates goals and objectives.
- E. Prepares written reports, forms, and other paperwork as required; reviews, analyzes and interprets various other records and reports.
- F. May assist in the preparation of budgets; develops specifications for the purchase of supplies and equipment; orders supplies and equipment.
- G. Assists in the function of departmental staffing; identifies training requirements and provides training for departmental staff.
- H. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.
- I. Performs the work of lower level supervisors and employees if and when required.

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(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:

1. Ten (10) years experience in law enforcement, three (3) years of which must be in a supervisory position with the Kenosha Police Department and currently hold the rank of Lieutenant.

B. Knowledge, Abilities and Skills:

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the principles and practices of organization, management, budget development and personnel administration.
3. Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
4. Knowledge of community geography and demographics.
5. Knowledge of modern management principles and practices.
6. Ability to plan, evaluate, assign and coordinate activities performed by the police department.
7. Ability to motivate, manage and supervise employees with varying levels of education and work experience.
8. Ability to establish and maintain effective working relationships with other City departments, public agencies, the news media and the general public.
9. Ability to speak effectively and comfortably to large groups of people.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to plan, organize, direct and evaluate complex programs and operational activities.
12. Ability to react calmly and quickly in emergency situations.
13. Ability to maintain proficiency in the use of firearms, communications, automotive and other equipment.
14. Ability to prepare a budget.
15. Skill in the use of general office equipment.

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C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination without impairment.
2. Task requires sound perception and discrimination.
3. Task requires odor perception and discrimination.
4. Task requires depth perception and discrimination.
5. Task requires texture perception and discrimination.
6. Task requires visual perception and discrimination in each eye correctable to 20/20.
7. Task requires oral communications ability.

F. Possession of a valid driver's license and a good driver's record.

FLSA Status: Exempt