

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Law Enforcement Captain
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction of a Deputy Police Chief, performs highly responsible administrative and supervisory work involving the planning, coordination and direction of work in the Police Department. The employee is responsible for assisting a Deputy Police Chief and other superior officers, in support of the administrative functions of the department, and for the distribution of work to subordinate personnel in order to attain an efficient flow of work to meet the operational demands of the department. Objective is to ensure the general welfare and safety of the lives and property of all citizens. The employee works in accordance with departmental directives, however, is expected to exercise independence and initiative.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the coordination and implementation of departmental goals and objectives; assists in the development and implementation of departmental rules, policies and regulations.
- Supervises, directs and evaluates Police Sergeants; monitors daily operations to ensure the proper development and successful implementation of law enforcement, crime prevention and related programs; supervises the daily operational aspects of the department, including technical police activities, communications, animal control and administrative support.
- Organizes and assigns work to subordinates; participates in hiring process of new employees; assists in formulation of training procedures and performs in-service training of subordinates; explains and interprets general and special rules and regulations; enforces departmental rules, policies and regulations; initiates procedures in disciplinary matters.
- Evaluates and responds to high priority profile police, fire and emergency calls and controls operations at emergency scenes.
- Performs a wide range of technical and specialized police work and investigations activities.
- Performs public relations functions between the Police Department, public community, various civic agencies, and other local police departments; promotes crime prevention through public awareness efforts; solicits cooperation of citizens to report crime and illegal activity; administers public speeches for crime prevention to local organizations and civic groups.
- Researches, prepares and submits detailed technical reports to submit to a Deputy Police Chief; reviews and evaluates Police Sergeant's reports.
- Inspects appearance of officers; inspects police headquarters and police equipment for safety and cleanliness; ensures accessibility and readiness of all departmental equipment.

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- Oversees the investigation of crime scenes and accidents; prepares depositions; testifies and presents evidence in court.
- Assists with the preparation and control of departmental budget.
- Performs Police Sergeant duties as necessary, e.g., patrols assigned area by vehicle; responds to and assists with high priority profile emergency calls; answers escalated citizen complaints and/or inquiries.
- Assists with the coordination of natural disaster preparedness and emergency response.
- Attends training sessions and seminars as directed; assists with the training of new Officers and Sergeants.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Criminology, Law enforcement or related field; supplemented by five (5) to seven (7) years progressively responsible experience in law enforcement, to include one (1) to two (2) years experience as a Police Sergeant or any position of equal rank; or an equivalent combination of education, training, and experience. Must possess Certification as a sworn Police Officer in the State of Florida, and possess and maintain a valid Florida Driver's License.

Knowledge, Skills, & Abilities –

Thorough knowledge of current principles and practices of police work, governing laws, ordinances, policies and procedures.

Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.

Thorough knowledge of the physical and social characteristics of the area, and of criminal law, with particular reference to apprehension, arrests and admissibility to evidence.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with subordinates, departmental staff, supervisors and the general public.

Skill in safe First Aid methods, procedures and practices.

Skill in understanding, following, assigning and supervising written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

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Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Skill in operating an automatic and standard transmission vehicle.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Routine work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Due to the nature and non-specific location of some work environments, tasks may include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Few tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Limited work tasks require diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.