

CLASS SPECIFICATION FOR
Police Captain

GENERAL STATEMENT OF DUTIES: Exercises command over activities of a major section of the Division of Police; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing and supervising the activities of a major section of the Division of Police. Duties involve assigning personnel to their positions, evaluating their work performance, instructing them in new and approved police methods, enforcing the manual of rules and regulations and inspecting all police activities. A Police Captain is thoroughly familiar with controlling laws and ordinances, with divisional practices and procedures and with approved modern police methods. The incumbent is thoroughly capable of commanding the respect of subordinate officers and of directing the work under ordinary and emergency conditions. Work is subject to the plans, policies and procedures formulated by the Chief of Police. Supervision is received from a Police Major.

EXAMPLES OF WORK (illustrative only):

- Directs and supervises the activities and personnel of the Division;
- Reviews and evaluates work of subordinates and instructs subordinate officers as to work assignments and procedures;
- Interprets new laws, ordinances, rules and regulations for subordinate officers;
- Instructs recruits in policy and practices of the Division;
- Answers correspondence and prepares reports for the Chief of Police, calling attention to defects and recommending corrective action;
- Prepares section work schedule and assigns daily activity;
- Communicates and coordinates Division activities involving other governmental and community agencies;
- Represents the Chief of Police when so assigned;
- Serves as a member of the Planning Committee of the Division;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of police methods and administration; extensive knowledge of controlling laws and ordinances and of divisional policies, rules and regulations; considerable knowledge of the geography of the County; demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public and subordinates; sound judgment; dependability.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school supplemented by police training and/or college courses and ten (10) years of experience in police work, including two (2) years as a Lieutenant; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.