



Chapter 1 - Job Descriptions

Section 2 - Captain

Effective 9/1/19
Reevaluate 6/29/22
Version Date 07/06/22
13:56

GENERAL DESCRIPTION:

Assists the Police Chief by evaluating, planning, and recommending improvements in procedures; supervises field operations and criminal investigations; performs a variety of routine and complex public safety work in the administration of the police department.

ESSENTIAL JOB DUTIES:

1. Supervises police Sergeants, Lieutenants, and other subordinate officers.
2. Executes general and specific assignments in the planning, administration, coordination, direction, and review of operations or support services activities.
3. Oversees daily operations of Uniform Patrol Division.
4. Oversee and participate in criminal investigation.
5. Oversee and participate in narcotics investigations.
6. Serve search warrants and arrest warrants
7. Promotes efficiency, affects indicated procedural changes and transmits directions of the Chief of Police.
8. Speak in schools and communities, coordinates community engagement activities.
9. Provide testimonies in court cases
10. Participate in departmental meetings
11. Provide assistance and advice to co-workers
12. Participate and provide training as needed to officers and other staff.
13. Manage subordinate personnel and review daily activity
14. Operate to the standard of established policies and procedures
15. Frequently inspects effective readiness of personnel and equipment
16. Performs technical law enforcement duties by assisting all police department activities; responsible for assisting the Chief of Police in the administration, direction, and coordination of operations of support service activities.
17. Maintains contact with general public, court officials, and other city officials in performance of police activities.
18. Aids in periodic performance evaluations and planning sessions for assigned personnel; counsels assigned personnel on job performance and disciplinary matters.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

ADDITIONAL JOB DUTIES AND REQUIREMENTS:

1. Make administrative and operational decisions in the Police Chief's absence.

2. Seek out grant opportunities and write grants to aid in police activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and city law enforcement policies and procedures;
Ability to communicate effectively orally and in writing;
Knowledge of departmental policies and procedures;
Ability to make arrests with the appropriate amount of force required;
Certified SC Law Enforcement officer;
Qualified to operate various assigned weapons;
Good customer service and interpersonal skills;
Basic computer knowledge and ability to operate high-tech equipment;
Ability to work safely in stressful and adverse conditions,
Ability to remain on-call and available 24/7 including nights, weekends and holidays.

EDUCATION AND EXPERIENCE:

The education/experience **requirement** for this position is:

- Completion of high school/GED
- Law Enforcement related experience required: 7+ years
- Law Enforcement related supervisory experience: 2+ years (Education **may not** be substituted for experience)
- Law Enforcement investigations/narcotics experience: 1+ years (Education **may not** be substituted for experience)

The education **preferred** for this position is:

- Bachelors Degree in related field

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications **required** for this position include:

- Valid SC Driver's License
- US Citizen
- SCCJA Class 1 Certified
- NCIC Certified level 4

Certifications, licenses, professional designations, or other qualifications **preferred** for this position include:

- Leadership/Executive level supervisor training
- Advanced criminal investigation training
- Advanced narcotics investigation training

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

Standing: 1/3 of the time or over; walking: 1/3 of the time or over; Sitting: up to 2/3 of the time; using hands: 2/3 of the time or over; reaching with hands and arms: 2/3 of the time or over; Climbing or balancing: up to 1/3 of the time; stooping, kneeling, crouching, or crawling: 1/3 of the time or over; talking, seeing, or hearing: 2/3 of the time or over; tasting: under 1/3 of the time; smelling: 2/3 of the time or over. This position requires lifting: Up to 10 pounds: 2/3 of the time or over; Up to 25 pounds: up to 2/3 of the time; Up to 50 pounds: under 1/3 of the time; Up to 100 pounds: under 1/3 of the time; More than 100 pounds: under 1/3 of the time.

Vision Requirements:

- This position has the following special vision requirements:
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up or down and to the left and right when vision is fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

- Indoor environment
- Outdoor environment
- Odors
- Extreme temperatures
- Moisture and/or humidity
- Dust
- Fumes
- Gases
- Poor ventilation
- Electrical hazards
- Mechanical hazards
- Chemical hazards
- Explosive hazards
- Bio hazardous waste
- Moving mechanical part
- Day/Night shift work
- 12-16 hour shift work