

City of Windsor Heights

Police Captain

Department: Police
Reports To: Chief of Police
FLSA Status: Exempt
Written By: Dennis McDaniel
Approved By: Brett Klein
Council review and approval on March 2, 2015

Summary Description:

The Police Captain is under the direction of the Police Chief. The employee has personal accountability for carrying out the work objectives of an organizational division within the scope of established guidelines, the agency mission, and the Community Policing Statement of the Windsor Heights Police Department. The Captain shall also perform the duties of an acting police chief in the absence of the Chief of Police. Extensive discretion is granted for the exercise of independent judgment and initiative; however, work shall be discussed with higher level administrators and reviewed for soundness of judgment and feasibility of decisions.

Appointment/Selection:

Selection is facilitated by the Police Chief. Appointment shall be based upon applicant screening according to department policy, merit and qualifications.

Knowledge, Skills, and Abilities:

- Internal Controls/Integrity - Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization. Identifies needed resources and develops plans for carrying out work in a timely manner. Monitors and evaluates progress to ensure that policies are implemented to accomplish the organization's mission.
- Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.
- Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.
- Problem-Solving - Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

- Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Leadership - Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacle, and effectively deals with pressure and ambiguity.
- Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workplace and workforce. Implements diversity and bias-based profiling policies for subordinate staff; supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, service and productivity among diverse persons.
- Human Resources Management - Empowers and mentors staff by sharing power and authority, develops lower levels of leadership, shares rewards with staff, and ensures staff are appraised, developed, and are otherwise treated fairly and in accordance with State and Federal laws.
- Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.
- Self-Direction - Demonstrates belief in own abilities and ideas, is self-motivated and results-oriented, recognizes own strengths and weaknesses, and seeks feedback from others and opportunities for self-learning and development.
- Team Building - Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Decisiveness - Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.
- Knowledge of supervisory principles and practices sufficient to be able to perform all of the elements of being a division commander and acting police chief.
- Knowledge of investigation techniques sufficient to be able to lead efforts to gather information, conducts research, and interpret facts.

- Knowledge of safety practices and precautions sufficient to be able to mitigate hazards, manage emergencies, supervise and protect oneself and others from natural and man-made disasters or possible pandemic outbreak/infection.
- Knowledge of mathematics sufficient to be able to perform a variety of calculations and measurements.
- Skill in applying existing guidelines or creating new approaches to the development, modification, prioritization, and scheduling of work plans, methods, and procedures for the efficiency and effectiveness of the work unit or function.
- Skill in reviewing work for accuracy and completeness.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Skill in utilizing defensive tactics and evaluating use of force encounters.
- Skill in preparing written documentation, utilizing correct grammatical form, and clearly expressing ideas.
- Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.
- Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public in emergency and other situations.
- Ability to improvise and innovate to find reasonable and expeditious solutions to unusual problems, particularly where relief is needed and normal procedures will not work.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to perform essential work of a Peace Officer.

Essential Functions (the following is a list of typical duties):

- Leads by example and encourages all sworn and non-sworn employees to conduct themselves with a demeanor and professionalism that promotes a spirit of cooperation between the Police Department and the greater community. Provides various types of support to employees when responding to criminal incidents, to include on scene back-up and supervisory oversight, advice, etc.
- Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation; encourages and guides others toward goals. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

- Resolves operational problems associated with the work function assigned, formulates tactical approaches to potential crisis situations, recommends modifications or new procedures as needed, and represents the Police Department to other agencies, jurisdictions, and community groups.
- Mediates conflicts encountered during daily operations and determines appropriate solutions and promotes teamwork; encourages regular communication, informs staff of relevant business issues and their impact on the organization.
- Manages and participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Formally evaluates and reviews the work of subordinate supervisors and staff.
- Participates in planning and managing budget systems, prepares and presents budget recommendations to higher management, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- Studies crime reports and statistical data for planning purposes and recommends necessary adjustments to personnel assignments to ensure proper response to developing criminal trends or to major criminal or civil incidents.
- Remains on call at all times in case of emergency situations that would require the presence of command staff. Assumes incident command at major crime scenes as necessary and makes determinations concerning the necessity for notifying the Chief of Police of the incident.
- Keeps the Police Chief fully and accurately informed concerning various projects in progress, providing details about current or future developing problems and prospective solutions.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Responds to citizens' questions and comments in a courteous and timely manner and requires same from subordinates.
- Conducts roll calls to discuss work assignments with subordinates, recent criminal incidents, crime trends, personnel issues, resource needs, and/or specific cases to promote a clear understanding for department personnel of the internal and external issues facing the Police Department.
- Oversees the maintenance of department records in accordance with local, State, and Federal regulations; provides oversight to the record keeping/disposal process and ensures that records are disposed of in a timely manner as allowable.

- Provides oversight of the Police Department's computer network and related software/hardware.
- Directs and manages the asset forfeiture process, insuring that all legal processes are followed and timely.
- Oversees open records inquiries, FOIA requests, the sale of police reports and arrest record checks, and audio-visual police records to the general public.
- Oversees the security, integrity and functionality of the police evidence facility.

Other Key Responsibilities (Additional Essential Functions of the Job):

- Documents causes for disciplinary action and initiates letters of reprimand; administers formal disciplinary action in absence of the Police Chief; instructs subordinates on both criminal and civil liabilities that may be faced due to improper behavior or dereliction of duties.
- Evaluates criminal incidents and makes necessary judgments relative to the amount of force that is applicable to a specific set of circumstances, up to and including the use of less-lethal or deadly force.
- Participates in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, disciplining, and termination of sworn and non-sworn personnel.
- Maintains close contact with the public through personal appearances at various public gatherings, at schools, and by giving speeches, etc. Through these various activities provides answers to questions about the Police Department, its mission, goals and objectives; provides information that allows the public to not only protect themselves and their property but also become a partner with law enforcement in protecting the entire community.
- Oversees the planning, staffing and equipment requirements for special events; creates plans that provide for the safety of participants in the event yet allows for continuity in on-going daily operations.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees; in absence of the Chief responds to formal and informal employee grievances and prepares written responses.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.
- Aids in the oversight of administrative support personnel.
- Oversees the maintenance of the pay records for sworn and non-sworn employees in absence of the Chief.

- Handles special projects as assigned and may be called upon to do so with short notice.

Experience and Training:

In addition to those of an entry level Peace Officer:

- Applicants must have completed five years of satisfactory service at the rank of Police Lieutenant with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of equal or greater size.
- Completion of 60 semester hours of college credit is required; a Bachelor's Degree is preferred.
- Successful completion of a specialized command level leadership course.
- Must maintain Iowa Police Officer Certification throughout duration of employment.
- Extensive knowledge of the city's geography and business community.
- Comprehensive knowledge of the policies and procedures of the Windsor Heights Police Department.
- Thorough knowledge of court procedures and practices – criminal and civil.
- Be able to demonstrate skill in modern technology/computer operations; technical expertise is preferred.
- This position is subject to the City of Windsor Heights Drug and Alcohol Testing Policy which may include: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Ability to use contemporary technology; computers including word processing, spreadsheet and database softwares, social media applications; telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accord with the manufacturer's specifications.
- Tests and evaluates new technologies and equipment that aid in the policing mission.

Work Environment/Frequent Physical Demands:

The physical demands of the duties described herein and the work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- During the course of duty, the employee is frequently required to sit and talk and hear.
- The employee is frequently required to stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, twist, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions as well as in an office environment.
- Outside work involves prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, city treasurer, public works, police, fire/EMS, city inspector, city council, mayor, and temporary / part-time staff. It is of the utmost importance that personnel information be kept confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

Police Chief

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.