

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Police Captain	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Police	JOB NO:	5320
DIVISION:	Varies	DATE:	05/04/2015
REPORTS TO:	Police Major	FLSA STATUS:	EX
FULL-TIME:	X	PART-TIME:	
		TEMPORARY:	
COST CENTER:			Varies
REPLACES:	Police Captain	DATE:	3/25/2012

JOB SUMMARY STATEMENT:

Provides oversight for all police department field operations. Provides supervision to a police watch or shift of officers. Develops subordinates and employees to enhance their career potential. Evaluates subordinates supervisors performance. Functions as a member of Operations/Agency's staff officers providing input, suggestions, and recommendations to improve the department. Administers and investigates disciplinary actions. Reviews and suggests appropriate changes to agency procedures and rules and regulations. Makes budget recommendations. Reviews citizens' complaints investigations. Performs the duties of uniformed police officer as required

DUTIES AND RESPONSIBILITIES:

1. Supervises assigned personnel/subordinates on a watch or shift to ensure goals and objectives of department are met. Provides direction and leadership. Reviews scheduling assignments; oversees completion of payroll entries; attends roll call; prepares and reviews performance evaluation ratings; and recommends appropriate disciplinary actions as required. Reviews, understands, and communicates standard operating procedures and City policies. Identifies shift problem areas and provides viable solutions. Reviews Response to Resistance and pursuit reports. Monitors police radio, Computer Aided Dispatch system and shift activity reports. Receives, assigns and/or investigates citizen complaints. Takes command of critical incidents. In the major's absence a captain may be designated to assume command of the division.
2. Develops subordinates to enhance their career potential and maximize benefits of their employment. Monitors performance and counsels subordinates to ensure compliance with procedures. Provides opportunities to make decisions and discusses consequences of decisions. Identifies strengths and weaknesses. Recommends training.
3. Observes and evaluates subordinate supervisors' performance. Acts as reviewer for evaluations completed by subordinate supervisors. Counsels subordinates when appropriate. Corrects performance deficiencies through counseling or remedial training.
4. Functions as a member of the agency's command staff providing input, suggestions, and recommendations. Attends appropriate staff meetings. Meets with citizens groups as required. Serves on designated task forces. Prepares staff studies. Makes and forwards suggestions.
5. Administers and investigates disciplinary actions, including formal and informal discipline. Ensures on-the-spot corrections of policy/procedure violations. Conducts full investigations of serious breaches of procedure. Recommends penalties. Counsels subordinates to ensure against further violations.
6. Reviews and suggests appropriate changes to agency procedures, rules, and regulations while enforcing compliance. Critically analyzes operating procedures on a frequent basis. Suggests appropriate changes to current policies and procedures based upon observation and evaluation.
7. Manages and coordinates wide-ranging responses to major incidents/investigations in the absence of or until the arrival of higher ranking members.
8. Monitors and reviews crime and traffic accident trends. Deploys subordinates to interdict negative crime/accident trends and to promote positive trends. Responsible for creating and maintaining a shift deployment plan. Responds appropriately for requests for service from citizens

9. Makes budget recommendations and participates in, and enforces, operational economy processes. Conducts appropriate staff studies. Researches issues and makes recommendations. Makes valid budgetary and efficient fiscal change recommendations including monitoring of overtime use, training time, gasoline consumptions, etc. Serves on various task forces.
10. Reviews citizens' complaint investigations and supplies written endorsement. Assigns complaint investigations and monitors progress to ensure completion and thoroughness. Discusses cases with investigators.
11. Effectively addresses citizen inquiries and directs them to available resources.
12. Performs duties and exercises responsibilities described in the Police Officer Position Description Questionnaire, job # 5020.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in public administration, personnel management, criminal justice, law enforcement, social sciences or related field, or an equivalent combination of formal education and experience. Holds or is capable of holding Kansas State certification as police officer.

Minimum age 21.

US citizen.

No felony convictions or serious misdemeanors.

Possession of an appropriate, valid Kansas Driver's license.

Must maintain an insurable driving record.

Must reside within 90 minutes from Overland Park Police Department Stations.

Must obtain certification as a Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission prior to receiving permanent employment status as outlined in the City employee handbook.

Must successfully pass polygraph exam and police background check prior to employment.

EXPERIENCE:

Five consecutive years of experience as a police officer.

Three consecutive years as a Police Sergeant with the Overland Park Police Department. (Breaks in service of no more than ninety days shall be considered *de minimis* and shall not be considered in calculating the consecutive years.)

SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to operate 2-way radio, radar equipment and make and receive phone calls.
4. Ability to use firearm safely and accurately.
5. Ability to perform basic first aid and CPR.

MENTAL REQUIREMENTS:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to identify most appropriate general concepts or rules which apply to situations or which explain how a given series of items are related to each other.
3. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
4. Ability to recognize or identify the existence of problems or dangerous situations.
5. Ability to follow rules or procedures while performing job duties.

6. Ability to identify the similarities and/or differences in information gathered from different sources.
7. Ability to use judgement prior to initiating actions.
8. Ability to read and comprehend a wide variety of written material.
9. Ability to retain and various types of information.
10. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
11. Ability to comprehend complex legal issues.
12. Ability to analyze complex evidentiary situations.
13. Ability to understand and apply departmental orders, rules and regulations to police situation.
14. Ability to properly conduct and document searches.
15. Ability to organize facts and provide accurate testimony under stress.
16. Ability to comprehend laws and abstract concepts and apply to specific situations.
17. Ability to recognize a person from a mug shot.
18. Ability to differentiate between criminal and civil law.
19. Ability to perform many functions simultaneously.
20. Ability to recognize suspicious behavior or unusual circumstances.
21. Ability to recognize and remove health and safety hazards.
22. Ability to work without immediate supervision.
23. Ability to relate to other individuals of various ages, backgrounds and circumstances.
24. Ability to serve subpoena or NTA in a timely and accurate manner.
25. Ability to determine the proper use of deadly force.
26. Ability to withstand prolonged periods of physical and mental stress or discomfort.
27. Ability to establish priorities at emergency scene.
28. Ability to administer First Aid/CPR when appropriate.
29. Ability to interview crime scene principles and witnesses.
30. Ability to recognize, collect, analyze and interpret evidence.
31. Ability to counsel distraught victims of crime.
32. Ability to control anger and maintain professional demeanor.
33. Ability to train and guide others.
34. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.

See mental requirements as listed in the police officer job description.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination and physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, handcuffs, and baton.
2. Physical strength to subdue violent suspect.
3. Physical agility to safely operate motor vehicle in normal traffic and in high speed emergency driving situations.
4. Ability to communicate effectively in person, on radio, or on telephone.
5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volume.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoker and fumes.
8. Possess the visual stamina acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, press releases and required forms, using a computer.

See physical requirement as listed in the police officer job description.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Police Sergeants

Indirect

Police Officers

Various personnel within the Police Department

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Running	Occasional	even and uneven surfaces
Sitting	Constant	motor vehicle operation
Driving	Constant	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Constant	Both in and out of vehicle
Kneeling	Occasional	various postures to complete requirements
Squatting	Occasional	various postures to complete requirements
Crawling	Occasional	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces; fences
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Misc. Items	up to 125 lbs	floor to waist	variable	occasional	dog; ammo; body armor
Duty bag	25 lbs.	floor to chest	variable	occasional	one or two hand lift
Misc. Items	25 lbs.	floor to chest	variable	occasional	evidence kit; shield
Misc. Items	30 lbs.	floor to shld.	variable	occasional	misc. equip.; rifle

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Person	variable	up to 100 yds	variable	occasional	
Misc. Items	up to 125 lbs	up to 100 yds	variable	occasional	

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Misc. Items	up to 100 lbs	occasional	car; boat; trailer; etc.

REACHING	DURATION	DESCRIPTION
Above shoulder	occ - freq.	various activities require this activity
At shoulder level	occ - freq.	various activities require this activity
Below shoulder level	occ - freq.	various activities require this activity

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Pinching	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Flexion / Extension	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Wrist Pronation / Supination	frequent	motor vehicle; firearm; loading gun; taser cartridge replacement
Typing / Data Entry / Reports	frequent	vehicle computer / report writing

Officers must be able to perform all essential occupational duties while wearing gas mask in the event that wearing this equipment is required. This mask is distributed by the department.

The position and requirements of a police officer are extremely variable and dynamic in nature. It is difficult to objectively quantify forces, frequency, or duration of any and all tasks in that these requirements will change on a daily basis. The above information is gathered from an interview of multiple law enforcement officers.