

City of Oak Creek

Class Title: Police Captain of Administrative Division
Department: Police
Division: Administration
Location: Police Station

Job Code Number:
Grade Number:
Union: Non-Union

Summary Description

The Captain of Administration is the executive and administrative officer of the Division of Administration and is responsible to the Chief of Police for the activities, conduct and efficiency of all members and employees assigned to the Division.

Major Duties/Responsibilities

Responsible for the administrative duties, including planning, organizing, and the directing of activities of assigned personnel under his/her command.

Works with the Chief and the Captain of Operations in the planning and organization function of the Department. Directly responsible for the following general functions:

- coordinating control of all Department staff research;
- processing requests for Department directives;
- conducting research pertaining to actual or proposed legislative changes;
- conducting research and preparing special project reports as directed by the Chief of Police;
- researching and analyzing short and long-term matters which affect Department operations;
- maintaining a repository of research and management information, including copies of staff reports, research projects, studies, and surveys that affect the policies, procedures, operations and management of the Department;
- responding to selecting inquiries from other agencies regarding Department procedures, policies and operations;
- investigating and handling requests for interim alterations and improvements of police facilities;
- coordinating the development and implementation of capital projects;
- oversees the scheduling function for all employees of the department;
- ensure that all personnel receive training in and utilize the Incident Command System as set forth in the operating procedures;

Directly supervises administrative support bureau manager, detectives, crime prevention officer, and in the administrative support bureau manager's absence, the support staff in their assigned duties.

Responsible for enforcing the orders, rules and regulations of the Department within his/her assigned Division.

Oversees and assists as needed in the Crime Prevention Bureau.

- D.A.R.E. Unit
- Community Service Unit
- Crime Analysis Unit

Oversees and assists, as needed, in the Investigative Bureau and directly responsible for the supervision of criminal intelligence gathering within the Department.

Responsible for the internal affairs investigations within the Department; would conduct investigations for serious allegations, and in other cases, would assign other supervisors as needed; maintains an internal affairs file of investigations as outlined in the department's Internal Affairs Policy; maintains a file on all Use of Force reports.

Works with the Captain of Operations to coordinate operations that impact the Administrative and Operations Divisions.

In the absence of, or unavailability of, the Captain of Operations, shall personally respond to critical incidents, either natural or man-made, and shall be prepared to assume the incident command at the scene if required.

Oversees and coordinates the computer services of the department.

Has the authority to direct and assign the work force within his/her division.

Minor Duties/Responsibilities

Shall be considered second in command; and, therefore, assume the duties of the Chief of Police in his/her absence.

Observes and evaluates the performance of supervisors and those select subordinates who report directly to the Captain within the Administrative Division.

Oversees and assists as needed in the supervision of the drug enforcement unit.

Responsible for all records and their management within the custody and control of the Police Department.

Conducts staff inspections periodically to insure compliance with all departmental policies, rules and regulations. This would include inspection of the evaluation process for consistency and identifying training and other organizational needs.

Oversees all property management done by the Department.

Responsible for proper care and maintenance of Department equipment which is used by employees under his/her command.

Assists other City departments with special projects, problem solving and manpower assistance as may be required.

Attends meetings and represents the Department in the Chief's absence.

Attends meetings and seminars in order to improve working knowledge and skills.

Shall make appearances and speak before civic and social groups as assigned or in the absence of the Chief of Police.

Oversees the preparation of the uniform crime report. Further oversees the analysis of those crime reports and makes recommendations to the Operations Captain for programs as a result of that analysis.

Shall be prepared to assume the duties of shift commander when required to do so.

Performs other duties as assigned by the Chief of Police.

Supervision/Accountability

Accountable to and receives direct supervision from the Chief of Police. Has supervisory responsibility for the administrative support bureau manager, crime prevention officer, detectives, investigators, and indirect supervisory responsibility for other all employees assigned within the division.

Knowledge

Thorough knowledge of department policies, procedures, and rules governing the operation of the Police Department. Have a working knowledge of court procedures. Advanced knowledge of modern police principles, supervision, and management techniques. Substantial knowledge of all five critical areas of the Incident Command System (i.e., incident command, operations, planning, logistics, finance/administration) and their implementation within the Incident Command System. The ability to evaluate programs and needs of the police function and to suggest improvements. Have a substantial knowledge of the duties and responsibilities of all personnel assigned to his/her shift. General knowledge of the policies, procedures and rules that govern the administrative support bureau under their supervision. Knowledge of principles and practices of supervision including assigning, evaluating, and modification of work; knowledge of payroll/personnel practices including, overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures; duty and non-duty injury requirements; extensive knowledge of City geography. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Thorough understanding of management and labor relations and the statutory provisions governing municipal labor relations. Maintains a working familiarity with state and federal criminal laws and regulations while planning all aspects of the shift's work. Working knowledge of driver safety; working knowledge of first aid. Knowledge and understanding of work rules.

Skill/Ability

Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Shall be thoroughly familiar with and responsible for following all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties.

Must be physically able to perform the duties required of a police supervisory position and of a police officer. Considerable ability to accept responsibility, to make decisions, to delegate responsibility, and to motivate a large number of people toward a coordinated effort. Ability to effectively use time and resources to accomplish activities; supervising others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of difficult situations and

problems. Ability to evaluate programs and needs of the police function and to suggest improvements. Ability to allocate and plan the use of equipment and personnel to accomplish assigned tasks. Ability to teach standard police procedures, emergency aid and crime prevention techniques. Ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. Considerable ability to communicate effectively verbally and in writing with the public, the news media, and other law enforcement professionals. Ability to use computer and MDT equipment to access, retrieve, or input information. Ability to qualify as required by the department in the use of all weapons authorized for his/her use. Ability to learn the applicable laws, ordinances, and department rules and regulations. Ability to perform work requiring good physical condition. Considerable ability to exercise sound judgment in evaluating critical situations and in making decisions using the Incident Command System. Ability to follow verbal and written instructions. Ability to learn the City's geography. Ability to act effectively in emergency and stressful situations. Skilled in all types of equipment and vehicle operation. Ability to ensure and follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems. Ability to perform required mathematical computations. Ability to work independently with only occasional review of work performance or records.

Special Conditions of Work

Must reside inside area described by Ordinance 1646 as amended.

License/Certifications

Certified police officer by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator's license. Willingness to use own transportation in the course of performing required duties; evidence of personal motor vehicle liability insurance. Loss of license or insurance is cause for demotion or termination.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Must have a minimum of a Bachelor Degree in Criminal Justice or related field. Must have a minimum of 5 years of supervisory law enforcement experience.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Approval: _____
Supervisor



Approval: _____
City Administrator



Revision History:
May 12, 1999
February 17, 1998