

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Police Captain	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	Chief of Police	<b>Grade Level-Points:</b>	10 - 709
<b>Department:</b>	Police	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Exempt		

### Job Summary

Performs highly responsible administrative and supervisory work in planning, organizing and directing either the Detective or Patrol Divisions. May serve as the Chief in the Chief's and Deputy Chief's absence. Work consists of broad functions and processes of both administrative and professional character. Activities are often involved and complex. Several emergency activities may occur simultaneously and may be impacted by environmental factors, conflicting or controversial matters; morale and discipline must be maintained and relations with the public must be favorable. Guidelines include Federal and State Constitution, New Hampshire laws, by-laws, contract between City and Police Union, court regulations and Department regulations. Guides are broad and require considerable judgment or may be obscure or non-existent for some aspects of work. The Captain is a senior technical authority within the Department and is part of the Command Staff.

As Criminal Division Commander, the Captain supervises investigators as well as the juvenile services and crime prevention functions of the department. He/she coordinates caseload, directing criminal and juvenile investigations, where required.

As Patrol Commander, the Captain is responsible for the direction and control of the patrol personnel under his/her command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.

Captain provides for continuation of command and/or supervision during the absence of the Chief or Deputy Chief. Captain reports to the Chief of Police.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Plans, organizes, and directs either the Patrol or Detective Division. Reviews activities through reports prepared by subordinate officers, conferences with personnel and on-site inspection and/or participation; coordinates function with other departmental personnel.
2. Participates in departmental policy making; at the direction of the Chief, drafts written directives; may be responsible for assisting with the preparation of the operating budget for the Department.

The duties listed 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.

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3. Evaluates performance, disciplines and participates in selection of personnel; recommends specific individual training as needed. Updates officers in new developments in Federal, State and municipal law and departmental regulations.
4. Provides testimony in criminal and administrative hearings; serves as a representative of the Department at various meetings and functions with the public and other public safety organizations; provides assistance to persons who have questions or complaints concerning the Department.
5. Coordinates administrative functions within his or her area of responsibility, including the compiling and preparation of necessary reports; the personnel records of his or her Division personnel, etc.
6. May serve as Police Chief in the Chief's and Deputy Chief's absence.
7. Performs the role of Internal Affairs investigator for his/her particular division.
8. Performs other related duties as assigned.

### **Peripheral Duties**

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Bachelor's degree in Police Science or related field plus eight (8) years of progressively responsible law enforcement work including five (5) years of supervisory work; certified New Hampshire police officer; OR any equivalent combination of experience and training demonstrating the required knowledge, skills and abilities.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of all applicable Federal and State laws, City by-laws, ordinances, department rules and regulations and relevant court rulings.

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- Considerable knowledge of the methods and practices of police administration.
- Knowledge of municipal budgeting, New Hampshire laws related to collective bargaining, relevant court and administrative board decisions, and personnel management to assist the Chief in the Management of the Police Department and to serve as administrative officer in his/her absence.
- Thorough knowledge of City roads, important buildings, schools, recreational facilities, traffic arterioles and of the sociological characteristics of the town.

### Ability to:

- Analyze complex police problems.
- Plan, organize and direct the work of subordinates and to advise, instruct and train personnel.
- Perform work requiring good physical condition.
- Effectively communicate in writing and verbally.
- Make independent judgments which have critical impacts on the organization.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Demonstrated ability to communicate both orally and in writing.

### Skill in:

- Skill in the use of firearms and police equipment.
- Skill in the use of the tools and equipment listed below.

### **Supervision Received**

Works under the supervision of the Chief of Police. Works independently, within established laws, policies and regulations, overseeing daily activities and on-going investigations. Keeps the Chief advised of progress and problems and jointly reviews and discusses cases with the Chief to determine appropriate Department approach and course of action.

### **Supervision Exercised**

Supervision is exercised over a number of subordinates. Work involves planning activities, assigning personnel and reviewing performance for investigations, activities, court work and advising the Chief on police matters. These activities are vital to the functioning of the City. The work performance affects the safety and well being of people and property of the City.

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### Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Contacts are with a wide variety of people outside the City service and may include the business community, attorneys, public action groups, other police departments and judges. The purpose of these contacts may be to defend or justify departmental actions and may require skillful negotiations and compromise.

### Licensing & Certification

Certified New Hampshire Police Officer

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

### Tools & Equipment Used

General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

**Typical Work Environment:** Inside: 70% Outside: 30%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, investigative chemicals (fingerprint powder, drug testing kits, etc.), etc. Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. The employee may take charge at the scene of more serious crimes which may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping, etc. However, these conditions are generally not a daily factor in the work.

The incumbent's working conditions are typically quiet to moderately loud.

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## Physical Activity Requirements

### Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required  
LIFT 11 to 25 lbs.: Occasionally required  
LIFT 26 to 50 lbs.: Occasionally required  
LIFT over 50 lbs.: Occasionally required

CARRY up to 10 lbs.: Occasionally required  
CARRY 11 to 25 lbs.: Occasionally required  
CARRY 26 to 50 lbs.: Occasionally required  
CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required  
REACH at shoulder height: Occasionally required  
REACH below shoulder height: Occasionally required  
PUSH/PULL: Occasionally required

### Other Physical Considerations

Twisting: Occasionally required  
Bending: Occasionally required  
Crawling: Rarely required  
Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required  
Climbing: Rarely required  
Balancing: Rarely required  
Grasping: Frequently required

Handling: Frequently required  
Torquing: Occasionally required  
Fingering: Frequently required

### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.  
Hearing: Necessary for taking instructions and information.  
Sight: Necessary for performing job effectively and correctly.  
Tasting & Smelling: May be required for detective odors.

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