



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Police Captain

JOB – BAND CLASSIFICATION: Public Safety

Definition: To assist the Chief of Police in the administration of the police department. Assume the duties and responsibilities of chief of police in his/her absence.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Allocates, distributes, and schedules officers and dispatchers to shifts in accordance with department policies and procedures.
- Monitors, organizes, disseminates, and maintains all reports of records, vehicles, and departmental contacts with the public.
- Submits to the chief of police reports that reflect the activities and services provided by the department (e.g., Crime prevention programs).
- Coordinates and completes investigations, or assists in parole or dispatcher duties as required.
- Assists in the development or revisions of department policies and procedures manuals.
- Maintains a working knowledge of the duties required of all department personnel.
- Maintains confidentiality of work-related issues and City information.
- Performs evaluation of department personnel, provides assistance in training and orientation of new officers and dispatchers as well as existing personnel.
- Covers normal patrolling duties and shift responsibilities as needed.
- Administers the department's criminal holding facility.
- Recommends departmental improvements and identifies needs.
- Assists in the preparation of department budget.
- Required to report to assigned worksite as scheduled.
- Performs other duties of a similar nature of level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Supervises all department sergeants and systems managers.

Required Competencies:

Includes, but not limited to, the following:

Customer Service: Deals with public on a daily basis.

Cooperation: Willingness to cooperate with the entire city entity, outside agencies, and the general public.

Organizational Skills: General organization and prioritization of departmental operations and functions.

Decision Making Skills: Makes sound decisions within the function of the job.

Research Skills: Research different methods of management and investigation strategies. Along with the research of items to be purchased through the city budget.

Communications Skills: Effective oral, written, and other forms of communication in order to maintain effective working relationships with all contacts.

Confidentiality: All information dealt with by the police department is considered extremely sensitive and must be kept confidential.

Education, Experience & Technical Skills Required:

High School diploma or equivalent along with a minimum of five (5) years successful service on the Webster City Police Department. Minimum of four (4) years combined law enforcement experience, plus a completed Bachelors degree or a combination of education and several years of experience acceptable. Must possess a thorough knowledge of modern police practices, techniques and methods, including criminal investigation and interrogation, crime prevention and police training. Within in the first 12 months of hire, completion of Basic Training as dictated by the Code of Iowa Law Enforcement. Considerable knowledge of applicable federal, search and seizure and evidence, knowledge of the principles of supervision, organization and administration. Must be skilled in the use a care of firearms, and other defensive weapons. ILEA Certification as a police officer. Continuing education in management training and a current State of Iowa Drivers License.

Clerical Skills: Must have the ability to use computers and fax machines, typewriters, and understand and maintain filing systems.

Accounting Skills: Budgeting and purchasing for the department.

Mechanical Skills: Minor repair of vehicles, weapons, and office equipment.

Physical and Environmental Requirements:

Ability to complete the Iowa Law Enforcement Academy physical agility exam. Ability to stand, sit, or walk for periods of 4 1/2 hours. Work outside in all extreme weather conditions. Lift, move, or restrain heavy objects or persons in the course of rescue activities. Ability to give chase on foot in the course of law enforcement/criminal apprehension activities. Visual ability sufficient to operate a police vehicle by day and night, to observe criminal actions taking place, to observe traffic violations, to read and write reports, correspondence, and instructions. Hearing ability sufficient to understand radio transmissions, conversations with other individuals both in person and over telephone. Speaking ability sufficient to communicate effectively with other individuals in person, over a telephone, or radio.

FLSA/Wage Hour Status: Non-Exempt