

## **CAPTAIN OF POLICE SERVICES**

**DEPARTMENT** : **SAFETY SERVICES/POLICE DEPARTMENT**  
**SALARY** :  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### **GENERAL DESCRIPTION OF DUTIES**

Professional management and supervisory position responsible for providing direction, supervision, planning, organization and goal development of a designated area of responsibility. Duties include but are not limited to the following: enforces rules, regulations, orders, policies and procedures of the City and Police Department as they relate to assigned area including all matters calling for commendations, disciplinary actions or personnel evaluations and directs them toward maximum department productivity; coordinates the activities of an assigned area of responsibility with all other department divisions to insure maximum cooperation and effectiveness; establishes and maintains rapport with other law enforcement agencies, civic groups, news media and professional organizations to foster good police community relations; prepares budget and supervises expenditures of assigned area; maintains knowledge of Federal and State laws and City ordinances as they relate to the responsibilities of the assigned area; researches, reviews and recommends training and educational opportunities for assigned area; prepares and submits reports, summons and educational materials for assigned area; continually reviews staff assignments, work schedules and personnel problems within assigned area and makes recommendations; other duties as assigned. The work is performed under the general direction of the Director of Safety Services but considerable leeway is granted for the exercise of independent judgement and initiative. With matters in regard to the police department, may fill in for the Director of Safety Services in his absence.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** **(Illustrative Only)**

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| <ol style="list-style-type: none"><li>1. Fulfills the duties as the division commander for one of the three Police Department divisions (Patrol, Administrative, or Investigative).</li><li>2. Plans, organizes and directs the day-to-day operations of the Police Department.</li><li>3. With input from employees, assists in developing policies and procedures designed to increase the efficiency and effectiveness of department operations and address emergency services needs within the City of Waterloo.</li><li>4. Develops and administers the operating and capital budget for the Police Department.</li><li>5. Presents police operational issues to legislative committees, special interest groups, citizen groups and service organizations.</li></ol> | <ol style="list-style-type: none"><li>6. Reviews and coordinates facility construction and service expansion projects to coordinate resources and planning objectives.</li><li>7. Participates in various aspects of personnel administration within the department, including hiring, termination and grievance procedures.</li><li>8. Keeps the Director of Safety Services fully and accurately informed concerning work progress, including present and potential work problems and makes suggestions for new or improved ways of addressing such problems.</li><li>9. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.</li></ol> |
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10. Responds to citizens' questions and comments in a courteous and timely manner.
11. Maintains knowledge of Federal and State laws and City ordinances as they relate to the responsibilities of the Police Department.
12. Attends work regularly at the designated place and time.
13. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Police Department safety rules and regulations.
14. Performs other directly related duties consistent with the role and function of the classification.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

1. Considerable knowledge of modern police management techniques, modern police procedures and techniques and department and City rules, regulations, guidelines and policies.
2. Ability to exercise independent judgment and initiative.
3. Ability to plan, direct, coordinate and provide leadership to assigned personnel.
4. Knowledge of Federal and State Laws, local ordinances and Federal and State court decisions pertaining to law enforcement.
5. Ability to read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities.
6. Ability to react quickly and calmly and to direct the work of subordinates in emergency situations.
7. Ability to provide leadership and maintain discipline, accept lines of authority and

promote effective working relationships with supervisor, coworkers, public officials and the public.

8. Ability to prepare and present effective oral and written information and materials relating to police activities.
9. Ability to analyze issues of dispute and evaluate their relative importance to compromise.
10. Ability to manage interpersonal conflicts to maintain order.
11. Ability to establish and maintain accurate records relating to police services.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. Any Captain with the Waterloo Police Department by the deadline for submission of resume.
2. Experience, training and education in management, supervision and other technical areas of law enforcement.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Driving record will be reviewed at least annually.

### **ESSENTIAL PHYSICAL ABILITIES**

Requires the following with or without reasonable accommodation:

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively.
2. Sufficient vision or other powers of observation that permits the employee to review a wide variety of written material in electronic or hard copy form.
3. Sufficient manual dexterity that permits the employee to operate a personal computer and related equipment.
4. Sufficient personal mobility and physical reflexes that permits the employee to have access to various work sites throughout the City and out of the area.

### **MISCELLANEOUS**

1. Must comply with the City of Waterloo Residency Policy for Critical Employees (live within 10-mile radius of Waterloo City Hall- or as based on original employment date).
2. Required to submit to Civil Service Examination testing procedures including oral interview testing.

### **WORK SCHEDULE**

8:00 a.m. - 5:00 p.m. Monday through Friday, or as determined by the Director of Safety Services, with one hour unpaid lunch. Must also be available during emergencies and to attend meetings or special functions as required.

**CAPTAIN OF POLICE SERVICES DESCRIPTION 11 February 2011**