

# POLICE CAPTAIN

**DEPARTMENT : 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 Captain of Police Services and Director of Safety Services but considerable leeway is granted for the exercise of independent judgement and initiative. May fill in for Captain of Administrative Services in his absence.

## **EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)**

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Police Officers, Municipal Fire and Police Retirement System of Iowa.

A Police Captain candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Essential Patrol Functions
  - a. Drive motor vehicle under non-emergency conditions.
  - b. Search persons, vehicles and places.
  - c. Drive motor vehicle under emergency circumstances.
  - d. Respond to calls.
  - e. Patrol assigned area in a vehicle.
  - f. Transport prisoners.
  - g. Make checks of various types of premises.
  - h. Check condition/status of assigned patrol equipment.

- i. Warn offenders in lieu of arrest or citation.
  - j. Administer first aide.
  - k. Assist elderly or disabled persons or individuals in need of similar assistant.
  - l. Evacuate persons from dangerous areas.
  - m. Make arrests.
  - n. Issue citations for non-traffic offenses.
2. Other Important Patrol Functions
    - a. Escort vehicles or persons.
    - b. Respond to and resolve animal complaints.
    - c. Advise vehicle owners to remove abandoned vehicles.
    - d. Patrol assigned area on foot.
    - e. Check businesses for compliance with licensing requirements.
    - f. Handle canines.
  3. Essential Traffic Functions
    - a. Enforce traffic and parking laws and ordinances.

- b. Investigate traffic accidents and aid the injured.
  - c. Request emergency assistance for accidents.
  - d. Locate witnesses to accidents.
  - e. Identify owner of vehicle involved in accident.
  - f. Issue parking or traffic citations.
  - g. Administer roadside sobriety tests.
  - h. Follow suspicious vehicles.
  - i. Check vehicles for proper registration.
  - j. Control, regulate and direct vehicular and pedestrian traffic.
  - k. Operate breathalyzer test apparatus.
  - l. Collect physical evidence from accident scenes.
  - m. Assist stranded motorists.
  - n. Direct traffic using barriers, flares and hand signals.
  - o. Arrange for obtaining blood/urine samples for sobriety tests.
  - p. Measure skid marks.
  - q. Remove hazards from roadway.
4. Other Important Traffic Functions
- a. Plan traffic patrol tactics.
  - b. Manually push a stalled motor vehicle with or without assistance.
5. Essential Arrest/Apprehension Functions
- a. Identify and apprehend offenders.
  - b. Handcuff suspects or prisoners.
  - c. Conduct frisk and pat down.
  - d. Advise persons of constitutional rights.
  - e. Seize contraband.
  - f. Use deadly force when necessary.
  - g. Fire weapons on duty.
  - h. Pursue suspect in vehicle.
  - i. Pursue suspect on foot.
  - j. Check welfare and maintain security of prisoners.
  - k. Detain prisoners for temporary holding purposes.
  - l. Accompany prisoners to their arraignments.
6. Other Important Arrest/Apprehension Functions
- a. Participate in raids.

- b. Check individual making bond for wants or warrants.
  - c. Fingerprint suspects.
  - d. Organize and conduct photo or station-house lineups.
7. Essential Physical Functions
- a. Sit for long periods of time.
  - b. Clean and inspect weapons.
  - c. Maintain target practice skills, including the standards necessary to maintain qualification.
  - d. Subdue and arrest resisting/attacking individuals.
  - e. Encounter resistance during an arrest or in an emergency.
  - f. Sit or stand for long periods of time.
  - g. Encounter armed suspects.
  - h. Wear bulky equipment.
  - i. Recover weapon from suspect who gives it up voluntarily.
  - j. Walk up and down flights of stairs.
  - k. Perform an evasive maneuver to recover weapon from suspect.
  - l. Wear a protective vest.
  - m. Run fast for a short period of time to apprehend a suspect.
  - n. Run to person requiring emergency assistance.
  - o. Climb over obstacles such as fences, shrubs, ditches.
  - p. Sprint a distance of less than 50 yards.
  - q. Walk for long periods of time.
  - r. Climb over obstacles lower than six feet.
  - s. Lift, pick up, and/or carry injured/deceased persons.
8. Other Important Physical Functions
- a. Run a distance of over 50 yards.
  - b. Jump from elevated surfaces.
  - c. Force entry into buildings.
  - d. Pull self up over obstacles.
  - e. Lift, pick up and/or carry heavy objects or equipment.
  - f. Pull self through openings.
  - g. Climb through small openings (e.g., windows).
  - h. Physically push large/heavy objects.
  - i. Drag injured/deceased persons.

- j. Crawl in confined areas (e.g. attics).
  - k. Run for a long period of time.
  - l. Carry an unconscious person unassisted.
9. Essential Investigative Functions
- a. Investigate crimes against persons and property.
  - b. Collect and preserve evidence.
  - c. Investigate suspicious persons or vehicles.
  - d. Locate witnesses to crimes.
  - e. Investigate accidents.
  - f. Search crime scenes for physical evidence.
  - g. Search premises or property.
  - h. Secure accident, crime, and disaster scenes.
  - i. Interview suspects and witnesses.
  - j. Make judgments re: probable cause for warrantless searches.
  - k. Document chain of custody of evidence.
  - l. Search for missing people.
  - m. Diagram crime and accident scenes.
  - n. Transport property or evidence.
  - o. Review information on criminal and traffic activity in area and roll call information.
  - p. Recover and inventory stolen property.
  - q. Investigate complaints of drug law violations.
  - r. Check stolen status on property through computer network.
  - s. Estimate value of stolen or recovered goods.
  - t. Process crime scene, fingerprints, accident scene, etc.
  - u. Conduct surveillance of individuals/locations.
10. Other Important Investigative Functions
- a. Trace stolen goods.
  - b. Review crime lab reports and records to aid investigation.
  - c. Examine dead bodies.
11. Essential Communications Functions
- a. Interact and work with citizens.
- b. Provide accurate oral descriptions.
  - c. Talk with people to establish rapport.
  - d. Explain complaints to offenders, victims, witnesses.
  - e. Exchange information with other law enforcement officials.
  - f. Participate in meetings with other officers (roll call).
  - g. Mediate family disputes.
  - h. Conduct interviews.
  - i. Comfort emotionally upset persons.
  - j. Advise victims, witnesses and offenders on legal procedures.
  - k. Refer persons to agencies providing social services.
  - l. Contact higher level supervisors regarding problems.
12. Other Important Communications Functions
- a. Conduct parent-juvenile conferences.
  - b. Contact lower level supervisors regarding problems.
  - c. Make presentations to groups.
13. Essential Community/Public Relations Functions
- a. Use knowledge of community resources (e.g., detox).
14. Essential Court Functions
- a. Testify in cases or hearings as a credible witness.
  - b. Confer with prosecutors or city attorney.
  - c. Testify in criminal and civil court cases.
  - d. Read and review reports and notes for court testimony.
  - e. Present evidence in legal proceedings.
15. Other Important Court Functions
- a. Escort prisoners to and from court.
16. Essential Planning/Organizing Functions
- a. Perform special duties as assigned by superiors.
17. Essential Paperwork Functions
- a. Write reports.
  - b. Obtain written statements from

- witnesses.
- c. Obtain written statements from suspects.
18. Other Important Paperwork Functions
    - a. Write memos.
    - b. Review and sign reports to ensure completeness and accuracy.
  19. Important Training Functions
    - a. Train other personnel and new officers.
  20. Essential Administrative Functions
    - a. Determine whether incidents are criminal or civil matters.
    - b. Make judgments re: arrest/release of suspects/offenders.
    - c. Serve subpoenas and search/arrest warrants.
    - d. Place children in protective custody.
  21. Other Important Administrative Functions
    - a. Conduct or supervise searches of property.
    - b. Inform other units of major incidents.
    - c. Request assistance from other agencies.
    - d. Deal with barricade/hostage situations.
    - e. Direct assisting officers or public service personnel.
  22. Essential Stress-Related Functions
    - a. Work in a highly stressful and emotional environment and remain calm and in control.
    - b. Cope with the stress that the job creates for family life.
    - c. Handle stress of being highly visible as an officer and being held to a higher standard of conduct.
    - d. Handle stress of violent situations.
    - e. Deal with the strain of the work shift.
    - f. Cope with stress from responding to many service calls.
    - g. Handle stress of traumatic incidents.
    - h. Handle stress created from witnessing domestic conflicts.
    - i. Adjust to rotating shift assignments,
- work holidays, etc.
  - j. Handle stress from responsibility of carrying a weapon.
23. Other Important Stress-Related Functions
    - a. Handle stress associated with high profile cases.
  24. Essential Hazardous Functions
    - a. Use proper equipment when dealing with blood borne diseases.
    - b. Deal with people afflicted with blood borne diseases (HIV, HBV, TB, hepatitis).
    - c. Handle contaminated evidence (blood, needles, etc.).
  25. Other Important Hazardous Functions
    - a. Administer first aid to subjects with blood borne diseases.
    - b. Be exposed to hazardous materials, smoke inhalations, etc.
  26. Essential Equipment
    - a. Automobile
    - b. Handcuffs
    - c. Flashlight
    - d. Typewriter/Word Processor
    - e. Plastic Gloves
    - f. Breathalyzer
    - g. Camera
    - h. Radio
    - i. Chemical Agent
    - j. Guns/Weapons
    - k. Other Equipment Required by the Department
  27. Other Important Equipment
    - a. Fingerprint Equipment
  28. Works independently and with others with minimum supervision.
  29. Attends work regularly at the designated place and time.
  30. Performs all work duties and activities in accordance with City policies, procedures and City, Police Department and OSHA safety rules and regulations.

31. Performs all other related duties as assigned.

### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Minimum one year of service at the rank of lieutenant 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.

### **REQUIRED KNOWLEDGE & 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 judgement 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 members of 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.
13. Ability to fill in for the Police Chief in his absence.

### **MISCELLANEOUS**

1. Must comply with 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 Police Chief with one hour unpaid lunch. Must also be available during emergencies and to attend meetings or special functions as required.