



CITY OF INGLESIDE JOB DESCRIPTION

Police Captain

Department:	Police
FLSA Status:	Exempt
Effective Date:	02/24/2020
Pay Grade:	16

POSITION SUMMARY

Performs complex advanced protective services and administrative work assisting with the overall directs and supervision of the department, managing an assigned unit, coordinating work with other law enforcement agencies and City departments, overseeing the maintenance of files and records, preparing reports, and related work as apparent and assigned. Work is performed under the general direction of the Chief of Police. Departmental supervision is exercised over all personnel within the department.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, coordinates, and reviews the work plan for assigned law enforcement personnel; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with personnel to identify and resolve problems.
- Assists with the recruitment and selection of department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Aids in the development and administration of the annual budget; participates in purchasing and forecasting funds needed for staffing, equipment, materials, and supplies.
- Receives, investigates, and responds to complaints on department personnel; receives and responds to inquiries and complaints regarding criminal activity, departmental policies, and procedures, etc.
- Oversees criminal and narcotics offense investigations; monitors reports and ensures investigations are conducted; screens and assigns cases; assists with case preparation and preparing testimony for court; reviews applications for search warrants and assists in executing warrants.
- Oversees traffic related offense investigations; monitors reports and ensures investigations are conducted; screens and assigns cases; assists with case preparation and preparing testimony for court; reviews applications for search warrants and assists in executing warrants.
- Appears and testifies in court, as necessary.
- Serves as training coordinator and fire range officer; ensures officers complete annual qualifications and meet mandated fire range hours.

- Oversees fleet maintenance and management of patrol vehicles, coordinates and schedules routine vehicle service and inspections.
- Serves as liaison to associates and outside agencies; negotiates and resolves sensitive and controversial issues.

SUPERVISION RECEIVED AND EXERCISED

- Departmental supervision
- Under the direction of the Chief of Police

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – Extensive Experience in Law Enforcement including considerable supervisory experience

License or Certificate – Must meet and maintain all department, State and Federal training and education requirements for position
Valid driver’s license in the State of Texas

Special Requirements – Possession of Texas Commission on Law Enforcement (TCOLE) Master Peace Officer’s License upon hire.

Required Education	High School / GED
Required Experience	Considerable Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the geography of the City and location of important buildings
- Thorough knowledge of the rules and regulations of the Police Department
- Skill in using firearms and operating a motor vehicle
- Ability to communicate ideas effectively orally and in writing; ability to understand and carry out oral and written instructions and to prepare clear reports
- Ability to deal courteously, but firmly with the public
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- Ability to establish and maintain effective relationship with associates, legal representatives, public safety personnel, and the public.

Admin.	Memos, Letters, and reports
Supervision:	Oversee
Training:	Assigns

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and repetitive motions
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities
- Work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-50 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300, and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date