

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This law enforcement position involves responsibility for directing the operation of the police bureau on an assigned shift according to established procedures and policies. An employee in this class may be detailed to direct a major activity, such as that of the detective or patrol divisions. Work is performed under the general supervision of the Police Chief or Assistant Police Chief. Supervision is exercised over the work of Police Lieutenants, Sergeants and Police Officers. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the activities of patrol forces and headquarters staff during an assigned shift;
Assigns tasks to subordinates, and reviews operations;
Directs raids and makes arrests;
Directs the activities of a division or special unit as assigned;
Directs police activities at riots, serious crimes, fires or unusual disorders;
Plans and directs the work of the detective division and/or patrol division as directed by the Police Chief;
Interrogates prisoners charged with serious crimes;
Prepares complex federal and state reports of the activities of the Police Department;
Gives information to the public regarding departmental policies and methods;
Investigates complaints regarding activities of the police department;
Oversees the administrative operations of the police department;
Takes charge of the bureau in the absence of the Police Chief and Assistant Police Chief.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of police work;
Comprehensive knowledge of New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law;
Thorough knowledge of the geography of the jurisdiction;
Ability to lead and direct subordinate officers;
Ability to deal courteously but firmly with the public;
Physical condition commensurate with the demands of the position.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years' permanent status as a Police Lieutenant.

Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3).

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COMPETITIVE