

City of Windsor Heights

Job Title: Police Captain	Classification: Exempt
Department: Public Safety / Police Department	Selection/Approval: Public Safety Director / City Administrator
Reports To: Public Safety Director	Revision Date: September 29, 2020
Approved by: Dennis Durham	Council Review & Approval:

Summary Description:

The Police Captain manages and supervises assigned Police Department support functions such as information and records management; program development and evaluation; emergency communications; computer services; departmental budget; contracts; and special projects. The Police Captain also coordinates initiatives and represents the Police Department's interest in activities with external agencies involved in community safety.

Essential Duties & Responsibilities:

- Participates in planning and managing budget systems, prepares and presents budget recommendations to leadership, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- Participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Performs the duties of an acting police chief as needed.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and sworn employees.
- Studies crime reports and statistical data for planning purposes and recommends necessary adjustments to personnel assignments to ensure proper response to developing criminal trends or to major criminal or civil incidents.
- Oversees the planning, staffing and equipment requirements for special events.
- Keeps the Police Chief fully and accurately informed concerning various projects in progress, providing details about current or future developing problems and potential prospective solutions.
- Maintains close contact with the public through personal appearances at various public events and through these various activities provides answers to questions about the Police Department's mission, goals and objectives.
- Responds to emergency situations that require the presence of command staff and updates leadership as necessary.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Oversees the maintenance of department records in accordance with local, State, and Federal regulations.
- Directs and manages the asset forfeiture process.
- Oversees open records inquiries, FOIA requests, the sale of police reports and arrest record checks, and audio-visual police records to the general public.
- Oversees the security, integrity and functionality of the police evidence facility.
- Reviews contracts, agreements, and collaborations; manages vendors and contractors.

- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Ability to work independently while being responsible for planning, coordinating, organizing and participating in the Police Department activities of the City in an effective and efficient manner.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Education, Experience and/or Other Requirements:

In addition to those of an entry level Peace Officer and meeting the minimum requirements of the Iowa Law Enforcement Academy (ILEA):

Required:

- Five years of satisfactory service at the rank of Police Lieutenant with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of similar complexity and of equal or greater size. A combination of education and experience may be substituted for the requirements contained herein at the discretion of the Chief of Police.
- Iowa Law Enforcement Academy certification as a peace officer, or ability to attain certification within the first year of employment.
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.

- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa Drivers' License.

Preferred:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Successful completion of a specialized command level leadership course.
- Advanced investigator certification.
- Extensive knowledge of the city's geography and business community.

Tools and Equipment Used:

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

Work Environment/Frequent Physical Demands:

The physical demands of the duties described herein and the work environment characteristics 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 the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employees may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.

- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

Interaction with Other Department/Staff:

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

_____	_____	_____	_____
Employee's Signature	Date	Public Safety Director/Chief	Date
		_____	_____
		City Administrator	Date

The City of Windsor Heights is an Equal Opportunity Employer.