

NEW CASTLE COUNTY GOVERNMENT

Number 1170

CLASS SPECIFICATION

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Date 02/24/15

Title: POLICE CAPTAIN

Approved:



GENERAL STATEMENT OF DUTIES: Performs administrative and supervisory police work in safeguarding life and property in the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work in an important administrative post involving responsibility for the administration and supervision of a section. This employee applies judgment and police skill in meeting important work problems, appraising the effectiveness of police techniques used, and interpreting departmental policies and regulations. This employee is directly responsible to a division commander and works under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

- Executes the orders of a division commander and the Chief of Police;
- Coordinates and directs the daily activities of the officers assigned under his or her command;
- Directs, allocates, and supervises the assignment of all personnel in his or her command;
- Investigates, or causes to be investigated, all damages or inquiries involving departmental equipment or personnel and oversees the submission of reports covering damages and injuries;
- Reviews all section reports and submits reports to the Chief of Police through the chain of command;
- Supervises the control of daily duty attendance and time records and coordinates investigation of absences without leave;
- Maintains departmental records in accordance with federal, state, and local policies and procedures;
- Supervises the preparation of activity reports for the approval of the Chief of Police;
- Supervises and maintains a County-wide radio system to meet the needs of the department and coordinates communication services with the civil defense and other jurisdictions;
- Prepares specifications for departmental vehicles, supplies, and equipment;
- Makes recommendations concerning the purchase and maintenance of departmental vehicles, automotive equipment, firearms, uniforms, and other departmental equipment and supplies;

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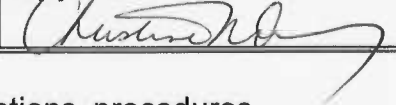
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Date 02/24/15

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- Provides for a program of inspection of departmental operations procedures, physical facilities, personnel performance, and equipment and makes appropriate reports to the Chief of Police through the chain of command;
- Prepares an annual budget request for his or her section for review and approval by the Chief of Police;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of police administration and police methods; thorough knowledge of scientific methods of criminal detection, criminal investigation, and radio communication; good knowledge of controlling laws, ordinances, and departmental regulations; ability to supervise and direct the work of subordinates; ability to maintain cooperative relationships with employees, officials, and the general public; ability to communicate courteously and effectively, both verbally and in writing; good judgment; integrity.

MINIMUM QUALIFICATIONS: At least seven (7) years' experience as a New Castle County Police Officer and presently serving at the rank of Police Lieutenant or above with completion of some college courses in police science, business administration, management, finance, or related field and some advanced training courses in police administration or supervision.

ADDITIONAL REQUIREMENTS: Must pass a Class Ia County physical examination. Weight should be proportionate to height; acuity of vision of not more than 20/200 corrected to 20/20 in each eye; the ability to distinguish between the colors of red, green, and amber with no pathology of the eyes and acceptable depth perception; possession of a valid Delaware Class D driver's license or its equivalent; must be a United States citizen.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 09/30/76
Revised: 07/07/88
Revised: 01/02/91
Revised: 09/08/92
Revised: 04/01/96
Revised: 07/01/97
Revised: 09/01/99
Revised: 09/18/01
Revised: 03/17/04
Revised: 02/24/15