

POLICE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for coordinating the logistics of several special operations and activities and supervising the daily routine of the police department. The work is carried out in accordance with modern law enforcement practices and the general instructions of the Police Chief. This class differs from that of Police Lieutenant by virtue of the increased level of supervisory responsibilities. Work is performed under the general supervision of the Police Chief with wide latitude permitted for the exercise of independent judgment. Supervision will be exercised over a force of Police Lieutenants, Police Sergeants and Police Officers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Issues general and specific working orders to members of the department;

Plans police staffing patterns and equipment needs for known or anticipated future operations;

Handles logistics for police activities at parades, demonstrations, mass arrests, etc.;

Issues standby alert orders and call back to duty off duty personnel when emergency situation is anticipated;

Assigns personnel to platoons;

Acts as liaison with local, state and federal police agencies in cooperative crime control activities, e.g. drug raids, demonstrations, security operations, etc.;

Investigates complaints of police misconduct;

Conducts training sessions for recruits and regular members of the force;

Assists in planning and policy functions and preparing annual budget;

Supervises the coordination of major investigations handled by the department;

Coordinates activities involving local, state, federal and other police agencies joint major investigations;

Acts for and on behalf of the Police Chief in their absence;

Reviews police reports;

Prepares a variety of miscellaneous reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principals and practices of modern law enforcement administration; thorough knowledge of the principals of criminal investigation; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; good knowledge of the socio-economic factors affecting the community; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Forty-eight (48) months of permanent competitive class status as a Police Sergeant and/or Police Lieutenant with a recognized police department or police agency in New York State.]

Special Requirement: Must possess a certificate of completion of an approved course in Police Supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.

Special Note: Pursuant to New York State Civil Service law Section 58 (1-b), no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY
4857 POL CAPT
Classification: Competitive
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