Job Description

Job Title:	Police Captain	Classification:	Classified
Department:	Police	Grade:	346
Occupational Group:	Police	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; plans, organizes, and manages the activities of a Division/Bureau of the Joplin Police Department.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages activities of an assigned Division/Bureau; facilitates efficient and effective use of personnel and budgetary resources; supervises a variety of sworn and civilian personnel, depending on assignment.
2. Directs and coordinates investigation of major crimes; coordinates assigned investigative activities with other Federal, State and local law enforcement agencies.
3. Meets with command staff to provide input and receive directives regarding program delivery and action plans.
4. Coordinates with other Division/Bureau managers to identify barriers in staff performance, communication, and interaction/cooperation. Implements training or other programs/projects to eliminate barriers and facilitate improvement.
5. Investigates and responds to citizen complaints regarding staff performance/actions.
6. Meets with subordinate supervisory staff and officers to discuss issues and concerns; seeks input for improvement and communicates changes regarding Department policies, procedures, goals, and objectives, as required.
7. Serves when assigned, in specialized roles based on Division/Bureau which include: CALEA Accreditation Manager, Public Information Officer and Fleet Manager.
8. Procures capital items respective to assigned Division/Bureau through proper bid processes.
9. Oversight of the Patrol, SWAT, Traffic, Training and support functions of the police department.
10. Completes periodic reviews of department policies, procedures, goals, and objectives. Develops recommendations for policy and procedure changes and implements the same, when approved.
11. Maintains records of Division/Bureau activities; prepares periodic reports for command staff, City Manager, and City Council regarding status of investigations, enforcement activities, and related law enforcement oriented special projects/issues. Reviews, evaluates, and responds to periodic customer surveys.
12. Networks and maintains professional relationships with area law enforcement agencies, prosecuting attorneys, State of Missouri agencies, emergency response entities and community groups.
13. Ensures equipment and vehicles assigned to the Division are available and in proper operating condition.
14. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

15. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
16. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
17. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
18. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal, State, and County statutes, codes, and ordinances to be enforced; law enforcement principles and practices including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property; principles and practices of employee supervision including performance evaluation and progressive discipline; City of Joplin ordinances to be enforced; equipment used in law enforcement, including weaponry, communications, and automotive equipment; location of streets and addresses in the City of Joplin; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; communicating using a standard two-way radio; preparing reports documenting the facts and actions regarding criminal/civil incidents; understanding and interpreting complex statutes, ordinances, regulations, and standards; conducting investigations of criminal activities; reviewing and evaluating the work of subordinate staff to ensure that established law enforcement operations standards are met; Microsoft Office Suite.

Education: High school diploma or GED equivalent in addition to a minimum of 90 semester hours of college level coursework from an accredited college or university, including substantial coursework in Criminal Justice, Law Enforcement, or related discipline.

Experience: Five years law enforcement experience and currently hold the rank of Police Sergeant or equivalent rank in law enforcement.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and Missouri POST certification for Peace Officer.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle for a prolonged period during a shift.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges.Must be able to work a variety of shifts; subject to call-in as needed. Successful completion of annual qualifications and department mandated training is required.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	