JOB DESCRIPTION/JOB TASK ANALYSIS

Job Title: CAPTAIN OF POLICE

Reports to: POLICE CHIEF

Type of Position: FULL TIME Hours per Week: 40 EXEMPT

General Description:

Captain of Police is responsible for the overall operation of the different division of the department to ensure administrative policies and protective services duties are executed effectively. The Captain of Police also develops operational concepts which will meet the goals and objectives of the Police Chief. The Captain of Police is responsible for ensuring that the Police Department is proactively performing all of its duties and responsibilities with the highest level of proficiency. In doing so, the Police Department remains strongly committed to the organization's and Town's mission statements.

Work Experience/Requirements:

- Law Enforcement Certification by Florida Criminal Justice Standards and Training Commission (CJSTC)
- Advanced Managerial and Leadership Training Programs

Job Task, Policy, and Proficiency

ID	Statement	Performance Standard
TASK		
AD1360	Review budget requests	The member accurately reviews all unit's/department's budgetary requests to identify essential capital outlays.
AD1361	Prioritize new expenditures	The member will prioritize new expenditures based on safety, need, and importance issues to ensure that funding is available for services or equipment deemed critical to the mission and goals of the agency.
AD1362b	Assist in agency budget	The member assists designated agency/Town personnel in the compilation and preparation of the agency budget based on prior fiscal operating budget in conjunction with new essential expenditures and foreseeable increases.

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AD1363	Participate in budgetary review process	The member will provide input and rational for the current fiscal budgetary request during the review process with the city budgetary personnel with the goal of protecting essential funding for public safety.
AD1364	Perform management studies relating to budget	The member will conduct analytical activities to monitor and control spending in order to achieve budgetary objectives in accordance with agency policies.
AD1365	Generate budgetary comparative statistical data	The member generates accurate statistical reports and graphs comparing budgets of similar size agencies in order to support the rational for the proposed budget.
AD1366	Approve/review expenditures	The member supervises/reviews all requests for purchases, ensuring that the purchases are valid and processed accordingly. The member reviews and analyzes all bids, basing selection on cost, quality, delivery, and vendor location.
AD1368	Review monthly financial statements for compliance	The member accurately analyzes each monthly statement and takes appropriate and effective corrective actions if budgetary parameters are not consistent with state statutes requirements.
AD1369	Approve salary adjustments	The member will review all pertinent information and approve salary adjustments based on validity, merit, precedence, policy, and influencing .
AD1370	Review and forward litigation related documentation	The member will accurately and thoroughly review litigation related documentation and forward such to legal staff for further review, recommendations, and action.
AD1371e	Provide for internal accounting/audit trail	The member ensures that systems used for financial operations provide for adequate and reasonable internal accounting control, and that processed, recorded and reported transactions have suitable accounting/audit trail.
AD1373a	Allocate forfeiture funds	The member will efficiently allocate forfeiture funds, tracking and utilizing such funds pursuant to state statutes chapter 932.7005 and in accordance with agency policies
AD1373b	Assist/serve as Forfeiture Officer	The member assists or performs the functions of Forfeiture Officer in accordance with agency policies/procedures and applicable State and federal laws.
AD1379	Formulate administrative policies and written directives	The member formulates or assists in formulating administrative and financial policies, directives, and procedures designed to enhance or optimize the administrative support functions and ensure compliance with current or new statutes and regulations.
SP7000	Conduct progressive discipline within agency guidelines.	The supervisor effectively modifies subordinate behavior within agency guidelines to achieve conformity with department job performance requirements and policy.

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SP7001a	Conduct/supervise employee performance evaluations.	The member conducts special, probationary, annual and other required evaluations to assess subordinates performance and plan performance improvement strategies. The member also solicits or provides information/input regarding subordinate member performance as requested. Evaluations are conducted according to agency evaluation schedule, guidelines and policies and if applicable, includes a career counseling session with the member.
SP7001c	Review personnel evaluations of staff/subordinates	The member reviews all applicable personnel evaluations in accordance with agency policies to ensure that evaluations are comprehensive, fair and impartial, and accurately reflects job member performance.
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	The member will research and analyze the issue / problem at hand and provide superiors with valid and defensible information / data in oral or written format as requested, in order to assist in arriving at the most appropriate decision consistent with agency mission, goals, and the law.
SP7004	Review completed work assignments by employees for achievement of task and objectives	The member will review completed work assignments / products for accuracy and achievement of all objectives, providing the originator with appropriate feedback to encourage task completion according to desired specifications.
SP7005	Respond to citizen and community needs, complaints and conflicts	The member effectively responds to citizen and community needs and complaints in timely manner so that a satisfactory level of community understanding and cooperation will be achieved and conflicts resolved.
SP7007	Resolve conflicts among personnel	The member applies the appropriate techniques consistent with agency policies if applicable, in order to successfully identify and resolve personnel conflicts without causing disruption to the effectiveness of the work area.
SP7008	Assign and direct subordinates	The member will assign subordinates/other personnel as applicable to tasks / projects based on ability and staffing resources. The member will effectively direct assignments to ensure goal achievement consistent with agency policies.
SP7009	Motivate staff and fellow employees	The member directs, modifies, and controls/encourages member behaviors to achieve the stated goals and fulfill the mission of the agency.
SP7010	Implement changes and new programs as directed.	The member efficiently and effectively implements changes and new programs exactly as directed by superiors within the time frame specified in accordance with agency policies.

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SP7011	Inform superiors of events and activities in progress.	Accurate information addressing events or critical issues is accumulated and disseminated to higher authority without delay.
SP7012	Counsel employees to improve work productivity.	The supervisor resolves any performance problems through effective counseling consistent with agency policies in order to improve productivity.
SP7013	Enforce health and safety regulations as required.	The member will ensure that their area of responsibility is in complete compliance with health and safety regulations in accordance with established agency policies, and any other applicable regulatory body regulations.
SP7018	Demonstrate positive working relationship with colleagues and other units within the agency.	The member works effectively with other agency personnel in order to maximize work area output and services consistent with agency policies.
SP7019	Provide leadership on employee assignments.	The member applies appropriate combinations of supportive and directive behaviors towards members in order to enhance goal attainment and foster positive morale.
SP7025	Inform colleagues and staff of actions taken, decisions made and potential problems	The member will ensure that continuity and operational efficiency is obtained through accurate and timely dissemination of information consistent with agency policy and procedures.
SP7026	Recommend changes in working conditions for improved staff work output	The member will monitor and recommend changes in working conditions and/or procedures to encourage improved staff output in accordance with agency policies.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	The member undertake all the required activities to maintain up to date knowledge of any mandated/proposed changes to current local, State and/or Federal Statutes and other governing bodies regulations affecting the incumbent's job duties and area of responsibility.
SP7029b	Provide information to staff regarding law and policy	The member will inform and explain to all staff both verbally and in writing any changes in procedure, policy, and laws immediately upon receipt of written directives or memos describing such changes. If applicable, the member will request and receive written acknowledgement of any such changes from all staff members and will monitor their conformance with these changes to ensure compliance. As applicable, all changes in policy, procedure, and laws will be posted in an area where they are visible to all staff members.

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SP7053	Perform duties during absence of supervisor/superior/co-worker	The member will possess sufficient knowledge and will correctly perform all the designated duties and assume all responsibilities as required in the absence of the Chief during periods of work overload in accordance with agency policy, and procedures.
SP7054	Provide for proper application of delegated authority	The member clearly accepts/delegates authority, ensuring that the empowered subordinate fully understands the associated duties and responsibilities to enable him/her to carry them out in accordance with agency policies and procedures.
SP7056f	Review/approve memos/miscellaneous requests	The member will review and approve/disapprove memos/miscellaneous requests submitted by subordinates based on an objective evaluation of the memo/request along with consideration as appropriate of the member's work performance, budgetary constraints, agency policies and procedures and any other relevant factors.
SP7056g	Review/approve requests for assistance from other sections	The member will review and approve/disapprove requests for assistance from other agencies/work areas based on workload priorities, member availability and expertise, departmental policies relative to assisting external agencies and any other relevant factor effecting the decision.
SP7058	Participate in hiring/promotion/transfer of personnel	The member will properly develop/assist in development of selection and/or promotion/transfer processes/criteria in accordance with agency policies/procedures and/or will actively administer or participate in the selection process to help identify the most appropriate individual for hiring, promotion or transfer.
SP7071a	Resolve conflict between criminal justice staff and public	The member will demonstrate a positive relationship with the public by resolving differences in a manner acceptable to both parties consistent with the mission, policies, and procedures of the agency
SP7102c	Monitor compliance of new and current policies, regulations, laws, and procedures as required.	The member ensures that all personnel are in compliance with and have knowledge of current or new policies, procedures, regulations, and laws.
SP7103	Monitor contract progress to ensure specifications and obligations are met	The member will effectively monitor contracts consistent with contract requirements to ensure all contractual obligations and specifications are as specified and in accordance with agency policies and procedures and any other applicable laws and/or regulations
SP7105	Perform budget management activities.	The member will assist with/efficiently manage fiscal resources through the rational assessment of departmental needs and established priorities in

		conjunction with determined expenditures and in accordance with agency policies.

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SP7106a	Develop/maintain and/or assist in updating emergency/disaster plans and procedures	The member will develop/maintain and/or assist superiors in the development and updating of emergency/disaster plans and procedures consistent with agency policies
SP7106b	Deploy personnel in emergency or disaster situations.	The member will deploy a sufficient number of appropriately trained personnel to adequately respond and control an emergency / disaster situation while minimizing any potential property damage and injuries, to personnel or the public, in accordance with agency policies.
SP7107	Manage operational functions of department.	The member will ensure that the operational viability of the department is at optimum operating efficiency at all times in terms of manpower, supervision, and equipment, in accordance with agency policies.
SP7109	Manage administrative functions.	The member will ensure that an effective and efficient administrative and management system is operating within the agency as measured by the level of services provided to the community.
SP7111a	Prepare workload assessment and develop goals/objectives	The member will prepare an accurate and comprehensive workload assessment as required, and will develop corresponding goals and objectives that are designed to help ensure that the unit/division's/operation's mission will be successfully attained consistent with agency policies/procedures and applicable state and/or federal rules/regulations.
SP7112	Recommend employee commendations	The member will recognize outstanding subordinate performance that is well above and beyond expectations, constitutes an act of bravery, results in the saving of a life or any other qualifying act/behavior that reflects positively on the individual and/or the agency and will recommend appropriate commendation consistent with agency policies.

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SP7200a	Review/process all administrative remedy reports	The member will review all administrative remedy forms on topics related to compliance, recommending appropriate remedial solutions to prevent similar problems in the future.
SP7201	Conduct/attend staff/component meetings/briefings	The member will conduct/attend staff meetings/component meetings or briefings as needed or required with representatives from other work areas to facilitate improved communication and working relationships.
SP7204	Assume operational control of agency/ work area during emergency	In the event of an emergency, or when otherwise instructed, the member will assume immediate operational control of the agency/work area and will issue specific commands and direction to subordinate staff to facilitate the restoration of order/completion of tasks in as timely a manner as possible to minimize/eliminate repercussions.
SP7208	Respond to personnel grievances/complaints	The member will respond appropriately to personnel grievances/complaints in accordance with agency policies/procedures and in a timely manner.
PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and Direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision,

		guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.

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PL2009	Media relations	The member adheres to the general orders with regard to media releases/activities to ensure appropriate, uniform, and efficient media relations.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.
PROFICIENCY		
PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR128b	Budget management skills	The member effectively utilizes and manages assigned budgets within the imposed fiscal constraints / requirements.
PR150	Public relations skills	The member is able to promote, gain and maintain the community's/other agencies' support for agency involvement in various programs, directives, initiatives and perspectives on specified issues.
PR151	Organizational skills	The member demonstrates adequate abilities in developing and revising organizational workflow utilizing established organizational development models, tools and techniques to optimize output and achieve the identified goals and objectives.
PR152	Planning and scheduling skills	The member demonstrates the skills required to develop and implement effective plans and efficient schedules. Such skills include knowledge of the tools and techniques required to organize resources, establish priorities, develop achievable project time lines, and plan the necessary activities.

PR19	Human resource management	The member effectively manages, directs, and develops personnel resources in order to achieve the desired objectives, goals, and mission of the department.

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PR200	Knowledge and ability to perform additional non-assigned law enforcement related tasks, proficiencies, policies	The member demonstrates the knowledge and ability to perform all law enforcement related tasks and proficiencies to the specified standards as documented in the Police Officer position task/proficiency listings and adheres to all agency policies/procedures. When required or necessary, the member performs all or some of the tasks as applicable. Such tasks include but are not limited to the following: crime scene and evidence collection and handling, patrolling and responding to calls for service and BOLO's, adherence to pursuit policy/procedures, arresting/caring for persons in custody, advising detained persons of their rights, conducting felony/high risk stops, traffic enforcement activities, providing assistance/guidance to the public and personnel as appropriate, preparing reports/affidavits, conducting interviews, performing court related activities processing suspected DUI's, investigative activities, and performing any other assigned or related law enforcement activity as directed. The member demonstrates the knowledge, abilities, and skills as listed in the Police Officer proficiencies
PR21	Leadership skills	The member demonstrates the appropriate combination of supportive and directive behaviors in order to accomplish the desired objectives and goals.
PR22	Motivational skills	The member is able to elicit the desired member behaviors in order to achieve goals and objectives in a team oriented environment.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR30	Public speaking	The member has the ability to speak before groups, articulate ideas, and effectively communicate the stated objectives in a well planned, organized, and clear manner.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR33	Knowledge of social, economic, and demographical conditions	The member can verbally articulate the social, economical, and demographical conditions existing in the community.
PR34	Knowledge of supporting agencies in the community	The member is able to refer persons to the appropriate agency, department, support group or other resource based on the requesting person's

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PR42	Team building skills	The member demonstrates a conscientious effort in achieving and contributing to organizational goals as compared with individual goals.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR50a	Knowledge of personnel/administrative law	The member has a working knowledge of personnel and administrative law and is able to qualify decisions/recommendations and follow procedure based on current legal statutes.
PR50b	Knowledge of officer bill of rights	The member has a working knowledge of the Officer Bill of Rights and is able to qualify decisions/recommendations and follow procedure based on current legal statutes.
PR52c	Knowledge of applicable governing legislation	The member is cognizant and informed as to content, application, and compliance requirements of pertinent legislation relative to the establishment, obligations, limitations and operational responsibilities of the agency.
PR52d	Knowledge of local, state, and federal statutes and/or ordinances	The member is knowledgeable in local, state and federal statutes that pertain to their respective area of responsibility
PR55	Knowledge of Quality Assurance and/or compliance directives	The member is cognizant and knowledgeable of the QA directives and compliance criteria as required by all applicable regulatory bodies as related to the job incumbents area of responsibility.
PR57	Knowledge of organizational structure	The member is able to describe in detail the organizational structure and function of all agency units.
PR86a	Firearms proficiency	The member qualifies on the target range and or simulator, scoring at or above the specified minimum.
PR98	Ability to establish and maintain cooperative working	The member will establish and maintain cooperative working relationships with internal agency and/or external agency personnel as appropriate to enhance their job related productivity and project a positive image on the Department.

Approved by: Chief David Allen
Date Posted: October 21, 2014