

**City of Somerton
Job Description**

Job Title: Police Captain
Department: Police
FLSA Status: Exempt
Salary Range: \$73,523.22 - \$102,932.34 annual

Summary:

Under limited supervision, directs the day-to-day law enforcement and administrative functions of the Somerton Police Department

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans, organizes, and directs law enforcement and administrative functions for the Police Department.
- Oversees all special units and details of the department.
- Supervises and evaluates police supervisory personnel.
- Prepares department directives and communicates to all police personnel via their immediate supervisors.
- Assists Chief with strategic planning, budgets, grants, and resource allocation.
- Recommends personnel actions including hiring, disciplinary actions, and termination decisions.
- Assesses and evaluates all police operations and activities and makes recommendations for improvement.
- Prepares monthly reports on all police activities within scope of responsibilities.
- Supervises major investigations as well as administrative/internal investigations.
- Maintains the integrity, professionalism, values, and goals of the Police Department by assuring that all rules and regulations are adhered to and that accountability and public trust are preserved.
- Assumes command responsibilities as required in the absence of the Chief of Police.
- Coordinates the planning and implementation of programs.
- Counsels and develops police personnel and organizes employee recognition events.
- Performs in an operational capacity as a field force commander as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

- Associates Degree in Criminal Justice, Public Administration, or related field.
- Certification as a Law Enforcement Officer with Arizona Police Officers Standards and Training Board (P.O.S.T.).
- Valid Arizona driver's license.
- Five (5) years full-time supervisory level law enforcement work with an Arizona Agency.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

- Law enforcement administration, organization, and operation.

- Standard rules and regulations used within a recognized law enforcement agency.
- Operating procedures of law enforcement agencies and defined departmental authority.
- Methods and techniques of interrogation.
- Preservation of evidence and applicable Federal/State/Local laws and ordinances.
- Principles and practices of leadership, effective management, and employee development.
- Fiscal planning and administration.

Skill in:

- Planning, organizing, directing, and evaluating the functions of a law enforcement department.
- Analyzing and recommending solutions for complex law enforcement and administrative situations.
- Applying current law enforcement principles and practices in management situations.
- Supervising and evaluating police personnel
- Managing situations firmly, courteously, tactfully, and impartially.
- Reacting quickly and calmly in emergencies.
- Establishing and maintaining effective working relationships with others and communicating effectively.
- Interpreting and explaining legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Assuming command-level responsibilities, making appropriate decisions, verifying compliance with department policies and objectives, and using initiative and independent judgment within established guidelines.
- Working effectively under stressful conditions and emergency situations.
- Analyzing complex public safety and security issues and developing solutions.
- Investigating and resolving personnel issues, citizen inquiries and officer complaints.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Effectively communicating verbal and written instructions.
- Working independently and as a team member, including working effectively with inter-agency teams.
- Operating a personal computer utilizing standard and specialized software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet SPD standards. This job is classified as Safety Sensitive, and subject to Federal and state regulations; incumbents are required to live inside the City limits within eighteen months of appointment.