

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** POLICE CAPTAIN  
**Department:** Police  
**Job Code:** 2050  
**Grade:** X24  
**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the direction of the Police Chief, incumbent performs professional administrative and managerial duties of operations pertaining to the Police Department's law enforcement efforts as related to the assigned division. Employee functions as Administrative Commander or Operations Commander at the discretion of the Chief of Police. Position is responsible for planning, evaluating, developing, and monitoring goals and objectives of various units under charge. Employees in this class perform all responsibilities incumbent upon a sworn law enforcement officer of the state. The incumbent also utilizes a wide scope of independent judgment. May be authorized to assume the duties of Chief of Police when directed. Performs related work as directed.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Represents the Police Chief by serving within the city on special boards, committees, and attending briefings, special events, seminars, and various city department head meetings.
2. Plans, evaluates, develops, and monitors goals and objectives of divisions under charge, i.e., community affairs, records, planning/research, training, inspections/property, computer management, patrol, criminal investigations, and intelligence.
3. Prepares for and participates in daily staff meetings with Chief of Police, conducts division staff meetings and attends department staff meetings.
4. Reviews orders, policies, and procedures, providing input and recommendation to the Chief of Police, and formulates and implements new rules/goals/objectives in coordination with other components commanders to ensure all components are not adversely affected.

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5. Recommends to the Chief of Police ordinance changes, in-service transfers, promotions, and entry level hiring, and maintains responsibility for selection, staffing, productivity, performance, and discipline of division personnel.
6. Oversees the development of the annual Division budget, presenting such to the Chief of Police collaboratively with subordinate commanders; monitors the administration of all finalized budgets and controls and administers the requesting of agency equipment and supplies.
7. Prepares employee performance evaluations for unit commanders and reviews training levels of all division personnel to ensure maintenance of a high level of professionalism.
8. Functions as a primary information resource for the general public through personal contact at social functions, in civic meetings, by phone, and correspondence, and for the media through newspaper, radio, and television.
9. Conducts evidence/property inspections as required by General Orders, and oversees all department inspections and inventories.
10. Maintains current knowledge of governmental bidding and purchasing methods, department contracts with outside agencies, and the department computer system and associated applications.
11. Performs the work of subordinates in protecting life and property, and apprehending criminals, when and if required.
12. Prepares and/or reviews numerous administrative/operational reports.
13. Remains available via telephone, portable radio, or pager for any emergencies involving members of command during off-duty hours.
14. Assumes duties of Chief of Police when directed. Serves as the Sergeant-at-Arms during City Commission meetings to maintain order and decorum.

NOTE: The examples of essential function as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Must be certified Police Officer. Must possess a minimum of six (6) years continuous law enforcement experience with at least two (2) years as a supervisor. Must have at least a two (2) year degree from an accredited college or university. Must possess advanced supervisory training similar to line supervision, middle management or command officer's development course. Bachelor's degree with major in Criminal Justice, Public Administration, or Management preferred.

Must possess a current Florida driver's license.

**B. Knowledge, Abilities and Skills:**

Has thorough knowledge of administrative and operational responsibilities of a municipal police department.

Has thorough knowledge of federal laws, state statutes, and local ordinances.

Has thorough knowledge of crime prevention techniques.

Has thorough knowledge of First Responder and CPR.

Has thorough knowledge of effective supervisory principles and techniques.

Has thorough knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Has thorough knowledge of methods and practices of criminal investigation and patrol administration.

Has considerable knowledge of report and record maintenance principles and practices.

Has considerable knowledge of the duties of Chief of Police.

Has considerable knowledge of the department computer system and associated applications.

Has considerable knowledge of governmental bidding and purchasing methods.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors, subordinates, and the general public.

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Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to exercise discretion.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under adverse conditions.

**C. PHYSICAL REQUIREMENTS:**

Tasks involve frequent walking, sitting, standing; standard stooping, stretching and bending; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., subduing subjects and climbing fences.

**D. ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed with infrequent exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

**E. SENSORY REQUIREMENTS:**

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral communications ability.

Task requires texture perception and discrimination.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Chief

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee