

City of Hot Springs Police Captain

POSITION TITLE: Police Captain

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747

AREA OF EMPLOYMENT: 201 North River Street, Hot Springs, SD 57747

WORK HOURS/DAYS: 40 hours per week may include night, weekends and holidays-shifts vary-call outs possible

CLASSIFICATION: Full Time, Non-exempt

WAGE: DOEQ \$25.00-TOS

IMMEDIATE SUPERVISOR: Chief of Police

POSITIONS SUPERVISED: N/A

SUMMARY DESCRIPTION

The Police Captain is a leadership position within the City of Hot Springs Police Department. This position is responsible in directly assisting the Chief of Police in overseeing and directing all activities of the Police Department for the City. Responsibilities include assisting the Chief of Police in strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring services provided and development plans are of the highest quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department
2. Assists in the preparation and administration of the department's budget
3. Assists in the training and professional development of department staff; authorizes discipline as requested by Chief of Police; provides policy guidance and interpretation to staff as necessary
4. Ensures laws, ordinances, and policies are consistently enforced
5. Assists Chief of Police in City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch and records
6. Directs the investigation of major crimes in coordination with other agencies
7. Prepares and recommends strategic plans to meet the City's current and long-range objectives
8. Prioritizes and helps allocate available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision
9. Assists Chief of Police in the management of working and official departmental files
10. Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required
11. Performs other related duties as assigned

PERIPHEAL DUTIES

1. May assist in the preparation of a variety of written correspondence, reports, bids, requests for proposals, contracts, procedures and other written materials
2. Provides Chief of Police, City Administrator and Mayor briefs as requested

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. The employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud.

DESIRED MINIMUM QUALIFICATIONS

1. Valid SD driver's license
2. Graduation from high school education or GED equivalent; advanced degree in criminal justice or related field preferred
3. South Dakota Certified Officer-Law Enforcement Standards and Training Commission certificate and/or other required certificates
4. Must possess or obtain and maintain first aid and CPR certificates and firearms qualifications
5. Must possess at least three years of certified police officer experience

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others
2. Ability to make effective public presentations
3. Effective in establishing and maintaining productive working relationship with those contacted in the course of the work
4. Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken
5. Good general intelligence and emotional stability
6. Willingness to cooperate with officials and other police officers; eager to learn and increase skill in police work
7. Must be available to or delegate availability for 24 hour call-out
8. Demonstrated knowledge of the criminal code, of methods and techniques of investigation and surveillance; ability to interpret, apply and explain complex laws, codes, regulations and ordinances
9. Ability to maintain objective approach to a problem under unpleasant circumstances, to enforce laws, to reason and make sound decisions in emergencies, to demonstrate skill in use of firearms, criminal investigation equipment, and other applicable equipment to crime control and criminal apprehension

10. Knowledge of principles and practices of budget development, administration and accountability; basic understanding of principles of local government organization and public administration
11. Ability to communicate with the public in a positive manner, taking a proactive approach to crime prevention
12. Ability to effectively use software and computer applications related to the work
13. Understand, interpret, and apply general and specific administrative and departmental policies and procedures
14. Demonstrate an awareness and appreciation of the cultural diversity of the community

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.