

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

The Captain serves as a senior leader within the Police Department, responsible for formulating policies, providing overall supervision, and directing operational activities. This key role ensures the Department operates within established laws and guidelines set by governing bodies. The Captain formulates and implements departmental policies and procedures; provides overall supervision and guidance to department personnel; Plan, direct, and coordinate operational activities at the highest level of management; Ensure compliance with laws, regulations, and governing body guidelines and collaborate with the Chief of Police and other senior leaders to achieve departmental goals and objectives

### Minimum Qualifications

1. Bachelor's degree in criminal justice or related field and managerial or supervisory experience or equivalent combination of education and experience.
2. Ten (10) years of experience as a police officer, at least four (4) years of which must be in a supervisory capacity (rank of Sergeant or above).
3. Possession of Ohio Peace Officer Training Certificate and a valid Ohio driver's license.

### Minimum Acceptable Characteristics

1. Knowledge of inventory control; FCC rules and regulations; LEADS computer operations; public safety radio dispatching procedures; police division goals and objectives; police division policies and procedures; safety practices and procedures; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; public relations; rules of evidence; supervisory principles and practices; program tasks, equipment, material, and procedures.

### Tasks

1. Coordinates and directs the operations of a police division, such as investigations, uniformed patrol, administration, communications and records, and training.
2. Assigns work and monitors its completion; guides staff in performing duties, such as interviewing victims, witnesses, and suspects, researching cases, supervising other employees, handling complaints, and preparing reports; trains and advises employees on appropriate methods and techniques for completing assignments.

### Skills

1. Knowledge of federal, state, county, and the City of Circleville ordinances pertaining to police activities and public safety.
2. Knowledge of the policies, goals, and procedures of the Circleville Police Department.
3. Knowledge of the principles and practices of employee supervision and training, and risk management.
4. Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of person and property, and crime prevention.
5. Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

6. Skill in managing the day-to-day operations of a municipal police division, including patrol, investigation, crime prevention, training, communications, records, budgeting, and administrative functions.
7. Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
8. Skill in directing and supervising employees.
9. Skill in identifying employee training needs and developing programs and training to improve performance.
10. Skill in coordinating operations and programs with other divisions' needs.
11. Skill in communicating, in person and in writing.
12. Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
13. Skill in conducting investigations of administrative and criminal activities.
14. Skill in establishing and maintaining effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; demonstrate physical endurance; demonstrate physical agility; travel to and gain access to work site; subdue and/or restrain suspects; lift, position, and move disabled or bedridden clients/patients.

### **Essential Functions of the Position** (For purpose of 42 U.S.C. 12101):

1. Assists in planning, scheduling, and directing programs and activities of the police division in accordance with professional standards and divisional policy.
2. Enforces policies, the standard operating procedures of the police department and Federal, State, and local laws.
3. Assists in the supervision of special investigations, patrol activities, and crime prevention programs.
4. Assists in supervising the activities of police personnel (e.g., handles grievances, recommends discipline, recommends staffing needs, assigns work schedules, evaluates, and counsels employees, ensures proper employee training, etc.)
5. Reviews all reports and records prepared by Shift Commanders, prepare daily reports, and assist the Chief of Police in other administrative duties.
6. Patrols the city on occasion, prevents or discovers commission of crime, enforces motor vehicle operations, and directs division in serious or unusual situations.
7. Performs civic functions by providing public education and crime prevention through various programs and provides other public safety information or activities.
8. Supervises care and maintenance and maintains an inventory of assigned equipment and property.
9. Maintains valid Ohio driver's license, the ability to be bonded, and Ohio Peace Officer Training Certificate.
10. Demonstrates regular and predictable attendance.

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

### Other Duties and Responsibilities:

1. Answers on occasion, calls and complaints such as automobile accidents, thefts, and robberies.
2. Performs in-house and continuing training for uniformed personnel.
3. Attends training sessions, seminars, workshops, etc., to remain knowledgeable of current law enforcement practices and administration.
4. Assists with grant applications.
5. Responds to complaints from citizens.
6. Performs other related duties as assigned by supervisor.

**Equipment Operated** (The following are examples only and are not intended to be all inclusive): Firearms; video equipment; patrol car.

**Positions Supervised:** Police Sergeant; Police Officer; Communications Supervisor; Communications Officer; Building and Fleet Maintenance

**Inherently Hazardous or Physically Demanding Working Conditions:** Work conditions vary by shift. Many tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people, animals, and equipment. The employee may potentially be exposed to human blood or other body substances.

### Job Descriptions

The police division is organized into two bureaus:

- a. Operations Bureau.
  - b. Support Services Bureau
1. The **Operations Captain** shall be responsible for the management and supervision of all operations functions in the police division. The Operations Bureau is responsible for all day-to-day operations in the police division. These functions include the following organizational components:
    - a. **Uniformed Patrol Section** - The Uniformed Patrol section shall be responsible for the patrolling of the streets within the City of Circleville. They shall enforce all city and state ordinances so as to create a safe environment for the residents of this community. The Uniformed Patrol Section shall, within the scope of the law, take all measures, utilizing all resources available, to prevent crime and to apprehend violators.
    - b. **Criminal Investigations Section** - The Criminal Investigations Section (CIS) shall be the investigative section within the police division and will work in support of the Uniformed Patrol Section. In addition to the primary goals of all people within the division (to prevent crime and apprehend violators to ensure a safe environment for the

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

citizens of the City of Circleville), it shall also be the responsibility of the CIS to investigate all serious crimes within the City of Circleville and furnish the adequate follow-up. The CIS will be primarily concerned with those crimes classified as felonies. However, they will operate under the direction of the Operations Captain, performing various and assorted tasks as they are assigned.

c. **Personnel:**

1. **Training:** The Training function is responsible for recruitment, in-service, and roll call training (including field training) for all employees. Provide and schedule training for all employees. Develop and implement job-related training activities. Establish training plans for all employees. Develop a semi-annual training plan for the agency. Maintain training files.
2. **Career Development:** The Career Development function, in conjunction with the Training Function, is responsible for developing and implementing Career Development programs for all employees.
3. **Professional Standards:** The Profession Standards function is shared with the Support Services. This function is responsible for the investigation of all complaints against police division personnel.

d. **Fiscal Management:**

1. **Budgeting:** The Budgeting function is responsible for the development and submission of the police budget as well as of the management of the police budget.
2. **Payroll:** The payroll function is responsible for preparing all payroll paperwork for submission to the Auditor's Office for payroll, holiday, vacation, sick, compensatory, and other administrative leave days.

e. **Media Relations:** The Media Relations function is shared with the Support Services Captain. Both positions are responsible for providing press releases and communications with the media.

3. The **Support Services Captain** shall be responsible for the management and supervision of all service functions in the police division. The Support Services Bureau will operate in support of the Operations Bureau. These functions include;

- a. **Communications Section:** The Communications Section is responsible for all radio, telephone, and computer communications for the police division. The primary duty of the Communications Section is providing communication with the operations functions.
- b. **Records:** The Records function is responsible for the maintenance, entry, and purging of all police division records. Additionally, the Records function will operate in support of the Communications Section.

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

- c. **CAD/RMS:** The Central Square computer support is responsible for the maintenance and support for the Central Square CAD and RMS system.
- d. **Network & Software Computer Support:** The Network & Software computer support is responsible for the support, maintenance, and liaison for the entire police division network.
- e. **Property Room:** The Property Room function is responsible for the logging, maintenance, and security of all evidence for the police division.
- f. **Community Relations**
  - 1. **Crime Prevention:** The Crime Prevention function is responsible for Crime Prevention and Education for all members of the community, including the Citizen and Junior Police Academies, Workplace Safety and Security training, Financial Institution Security training procedures, Places of Worship Safety and Security training and the Women's Self-Defense and Safety Course.
  - 2. **Media Relations:** The Media Relations function is shared with the Operations Captain. Both Positions are responsible for providing news releases and communications with the media.
- g. **Research and Development:**
  - 1. **Traffic Analysis:** This is a position from within the Traffic function that is responsible for the compilation and analysis of traffic data.
  - 2. **Crime Analysis:** The Criminal Investigations Section performs the Crime Analysis function. The Crime Analysis function will be responsible for the compilation and analysis of crime data.
- h. **Fiscal Management:**
  - 1. **Inventory:** The Inventory function is responsible for the maintenance and accountability of all assets in the police division.
  - 2. **Quartermaster:** The Quartermaster is responsible for the ordering, maintenance, accountability and issuing of property and assets of the police division.
- i. **Chaplain Coordinator:**
  - 1. Serve as the liaison with the police chaplains.
  - 2. Direct the activities of the Police Chaplains.
  - 3. Submit annual reports on the activities of the Police Chaplains.
  - 4. Coordinate in-service training for the Police Chaplains.
  - 5. Administer the Police chaplain program.
- 4. **Specialized Assignments:** Specialized Assignments are those duties and responsibilities within the division that may require one or more professional characteristics, traits, skills, knowledge, and/or

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

abilities, beyond those of ancillary or required assignments and duties. The Chief of Police will review annually each specialized assignment to validate a need for the assignment and may designate an employee for the assignment. The Chief of Police will designate employees for specialized assignments based on factors that may include performance evaluations and discipline. The Chief of Police is the final authority for selecting an employee for a specialized assignment and any employee in a specialized assignment will continue in that assignment at the discretion of the Chief of Police. The following Specialized Assignments are reviewed annually in the **Classifications and Delineation of Duties and Responsibilities Review**. See **General Order 16** for additional information.

- a. **Bike Patrol:** The Bike Patrol officer is a specialized and temporary assignment from the patrol rank. Qualifications include a minimum of three (3) years of police experience, receive acceptable performance evaluations within the past twelve (12) months and receive and maintain certification from an International Police Mountain Bike Association (IPMBA) approved training course. This position requires the following skills, abilities, and knowledge:
- b. **Canine Handler:** The canine handler is a specialized and temporary assignment from the sworn patrol ranks. Qualifications include a minimum of three (3) years of police experience, live within an acceptable distance of the City of Lebanon limits, receive acceptable performance evaluations within the past twelve (12) months, maintain acceptable performance evaluations during the assignment and receive and maintain certification from the Ohio Police Officer Training Academy (OPOTA). This position requires the following skills, knowledge, and abilities:
- c. **Criminal Investigations Section (CIS) Detective:** The detective is a specialized and temporary assignment in the Criminal Investigations Section (CIS). Qualifications include a minimum of three (3) years of police experience, receiving acceptable performance evaluations within the past twelve (12) months, and maintaining acceptable performance evaluations during the assignment. The detective will not have had any serious disciplinary action in the past twelve (12) months. This position requires the following qualifications, skills, knowledge, and abilities:
  1. Knowledge of local, state, federal laws including rules of evidence, crime scene management, basic investigative logic.
  2. Skills in observation, fact-finding, retaining information, reviewing, and discerning relevant facts, presentation of completed investigations, the use of computers, recording devices, compiling information, and preparing a written report of investigation.
  3. Ability to document investigative steps accurately, interview and gather relevant facts, write clear and concise reports, present a professional image, work long and irregular hours, including standby and make decisions with confidence.
- d. **Detective/Task Force Member:** The Detective/Task Force member is a specialized and temporary assignment in the Criminal Investigations Section (CIS) as a Detective/Task Force Member, assigned to the Warren County Drug Task Force (WCDF). Qualifications include a minimum of three (3) years of police experience, receiving acceptable performance evaluations within the past twelve (12) months, and maintaining acceptable

# City of Circleville

## Employee Job Description



---

<b>Title:</b>	<b>Police Captain</b>	<b>Department:</b>	<b>Public Safety/Police</b>
<b>Status:</b>	<b>Full Time, Salaried, Classified</b>	<b>Supervisor:</b>	<b>Chief of Police</b>

---

performance evaluations during the assignment. This position requires the following skills, knowledge, and abilities:

1. Knowledge of local, state, federal laws including rules of evidence, crime scene management, basic investigative logic.
2. Skills in observation, fact-finding, retaining information, reviewing, and discerning relevant facts, presentation of completed investigations, the use of computers, recording devices, compiling information, and preparing a written report of investigation.
3. Ability to document investigative steps accurately, interview and gather relevant facts, write clear and concise reports, present a professional image, work long and irregular hours, including standby and make decisions with confidence.

*This Position Description should not be construed to imply that these requirements and functions are the exclusive standards of the position. The incumbent shall follow any other instructions and perform any other related duties as may be required by the Director of Public Safety.*

---

***The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.***

---

Employee Printed Name

---

Date

---

Employee Signature

---

Date

---

Department Head Signature

---

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of which an incumbent indicated are necessary to perform the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by supervisors. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

*This job description shall not be considered as an employment contract with an employee.*