



Position Description

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| <b>Job Title</b>                | Captain   |
| <b>Department</b>               | Police    |
| <b>Employment Status</b>        | Full time |
| <b>Exempt/Non Exempt Status</b> | Exempt    |

**Scope of Work**

This position supervises and directs the activities of the sergeants, patrol officers and civilian staff to ensure that the goals and expectations of the Department are accomplished; serves as second in command and assumes command of the Department in the Chief's absence.

**Supervision**

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| <b>Received</b>  | Chief of Police  |
| <b>Exercised</b> | Supervises up to 15 full time (or full time equivalent) employees. |

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises Department personnel including sergeants, patrol office and civilian staff; assigns work, monitors progress and outcomes; investigates citizen complaints regarding employee conduct; provides training and guidance to employees; evaluates employee performance.
- Assists with hiring Department employees; promotes positive relations within the Department.
- Participates in budget and long range planning.
- Reviews and approves all criminal complaints forwarded to the District Attorney's Office; reviews appropriate criminal charges and acts a contact person for the DA's Office.
- Ensures that all court requirements are met; schedules officers for court; reviews reports; routes paperwork to court as needed.

- Oversees all criminal investigations.
- Prepares UCR for submission to the state.
- Prepares and reviews the court docket for initial court intake.
- Prepares payroll
- Coordinates special events involving police personnel.
- Reviews and assigns follow up for incidents involving Department of Health & Human Services such as sexual assault investigations and child abuse complaints; acts as contact person for DHHS.
- Reviews all use of force reports and determines if policies and procedures were followed; determines if a review team is required.
- Conducts press conferences and interviews with media to discuss criminal investigations and other incidents.
- Serves as backup on calls and assists as needed.
- Monitors facility needs and repairs.
- Directs squad set up and equipment changeover for newly purchased vehicles.
- Assists with conducting background checks on new Department employees.
- Assists with formulating Department policies and procedures; researches laws and trends; drafts policies and procedures; ensures that written copies are provided to officers; maintains related departmental records.
- Assists Chief as requested or needed; assumes command of Department in Chief's absence.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Criminal Justice or a closely related field, plus additional education and certification as a law enforcement officer; and at least 10 years of law enforcement experience including at least 3 years in a supervisory capacity; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

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| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• The principles and practices of modern police administration, organization, management and supervision.</li> <li>• Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them.</li> <li>• Modern police patrol techniques, criminal investigations and crime prevention methods.</li> <li>• Business English (grammar, spelling, punctuation, tone).</li> <li>• The use of standard office equipment including computers and relevant software.</li> </ul> |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Coordinate with other agencies to accomplish Department goals.</li> <li>• Prepare and present clear, concise, and logical reports and presentations.</li> <li>• Testify effectively in court proceedings and at commission hearings.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources.</li> <li>• Multitask and prioritize workload.</li> <li>• Delegate and assign tasks; effectively manage the work of subordinates.</li> <li>• Provide leadership and promote teamwork.</li> <li>• Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public.</li> <li>• Maintain confidential information.</li> <li>• Maintain physical fitness required to perform job tasks.</li> </ul> |
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| <b>Skill in</b> | <ul style="list-style-type: none"> <li>• Organization.</li> <li>• Public relations.</li> <li>• Oral and written communications.</li> <li>• Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.</li> </ul> |
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**Necessary Special Requirements**

Certified Law Enforcement Officer; valid Wisconsin driver’s license; ability to pass a criminal and financial background check.

**Physical Demands**

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.