

DEPARTMENT: NORTH TONAWANDA POLICE
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 23, 2003

POLICE CAPTAIN
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operations of one of the major divisions of the Police Department to include the Patrol Division, Detective Division and the Training/Support Division. Work is performed according to established policies and procedures of the department, however, independent judgment is exercised in assigning officers to their posts and supervising them in their duties. General supervision is received from the Police Chief. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the activities of the patrol force and headquarters' staff during an assigned shift;
2. Supervises the operation of a specialized division and function within the Department such as the Patrol Division, Detective Division and the Training/Support Division;
3. Implements city and departmental policies, rules and procedures as they pertain to patrol activities, investigations, personnel and equipment and materials;
4. Instructs subordinate officers in proper police procedures;
5. May direct police activities at the scene of accidents, riots, serious crimes or fires;
6. Supervises the booking, interrogation and bail taking procedures of prisoners;
7. Dispenses information to the public regarding department policies and procedures;
8. Maintains attendance records of subordinate personnel;
9. Participates in staff meetings and various training classes;
10. Works with other departments or agencies of Federal, State and local government to develop grants, coordinate training programs, or to plan and conduct joint investigations and other activities;
11. May perform the duties of the Police Chief in his absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work; Thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to police work; Thorough knowledge of the geography of the city; Familiarity with the operation of various types of departmental communication equipment; Good oral and written communication skills; Ability to comprehend complex written material; Ability to lead and direct subordinate officers; Record keeping ability; Ability to deal courteously, but firmly with the public; Good judgment and powers of observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Eligibility for participation in promotional examination:

Six (6) months of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of written examination.

Eligibility for permanent appointment from eligible list:

One (1) year of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of permanent appointment.

SPECIAL NOTE: After 9/1/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York, or has previously served as a member of the New York State Police. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83. (Added 6/13/85)

01/23/2003; 10/08/2002; 1/21/1999