

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees, conducts traffic accident and criminal investigation as assigned, and performs related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to superior, or by personal inspection. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Acts as Police Chief in Chief's absence, as directed;

Directs and coordinates the daily activities of the department;

Coordinates activities with other law enforcement agencies;

Interviews applicants; counsels subordinates on work related problems;

Performs or supervises the identification activity of the department including investigation, accumulation of informative material and the preparation and maintenance of records required therefore;

Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads orders and gives special instructions; patrols city and observes police officers and other subordinate officers at work offering assistance, make suggestions, or giving instructions for the better performance of their duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to verify that prisoners are properly booked, and if required,

photographed and fingerprinted;

Operates communications system, keeps important records and prepares important and complex reports;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in the class of Police Lieutenant for a period of four (4) years immediately preceding the closing date for application to the board;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position;

Must successfully pass a Civil Service examination testing aptitude for beginning work in the class.

Must have and maintain at all times a current, valid driver's license issued by the State of Louisiana.

Must have and maintain domiciliary residence within the Parish of St. Mary.