



GREENBELT POLICE DEPARTMENT

Job Description-Captain

Department: Police

FLSA Designation: Exempt

Approved: 6/16/2006

Revised: 07/14/2016

Revised:

Distinguishing Features of the Class

The fundamental reason this classification exists is to command and administer a division within the Police Department. When assigned as Division Commander, or in the absence of the Chief of Police, incumbents of this classification command the Police Department during major events or emergencies. Although largely administrative in nature, certain assignments require physical exertion. Supervision may be exercised over subordinate sworn officers and civilians. A Division Commander serves under the direct or general supervision of the Chief of Police. Performance is evaluated on the basis of results obtained. Duty hours of this class vary significantly due to the requirement for 24 hour availability.

Essential Functions

- Plans, directs, administers and coordinates personnel and resources to provide service;
- Supervises sworn and non-sworn police staff;
- Develops specialized plans and performs research on projects assigned;
- Prepares and supervises the preparation of necessary reports and records;
- Prepares and administers operating and capital improvement budgets;
- Establishes direct liaison with members of the community for the purposes of improving police service and improving Department community communications;
- Represents the Department in various community activities and makes public presentations to groups;
- Enforces Department general orders and rules and regulations;
- Assigns priorities to division mission;
- Coordinates activities with other divisions and agencies;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Ability to perform all the duties of the rank of Lieutenant;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Police methods, practices and procedures.
- United States and Maryland Constitution, Federal, State and City criminal and traffic laws and ordinances and related court decisions, Departmental policies, General Orders and Standard Operating Procedures, Police Management Regulations, City of Greenbelt Management Procedures, Administrative Regulations, Memorandums of Understanding .
- Management and organization theories and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively and courteously with all segments of the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Communicate in the English language by phone, police radio system or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Evaluate subordinates.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with other City employees.
- Maintain personal appearance and equipment to set example.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Remain in a standing or sitting position for extended periods of time.
- Maintain an acceptable level of physical fitness to meet Department standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements

- This position requires the use of a City vehicle. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Acceptable Experience and Training

Currently hold the rank of Lieutenant in the Greenbelt Police Department; superior record of service and conduct; completion of probationary period of one year with satisfactory performance; state certification; Associates degree, or completion of at least (60) college credit hours from an accredited college or university with major course work in law enforcement or a related field.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Chief of Police Signature: _____ Date: _____

City Manager's Signature: _____ Date: _____

The City of Greenbelt is an Equal Opportunity Employer