



City of Casa Grande

Police Captain

GENERAL PURPOSE: This is a professional level administrative position responsible for the management, supervision, and technical police work as assigned by the Police Chief. This position is responsible for decision-making, independent judgment in interpreting rules and regulations, and applying State law and City Ordinances. Much latitude is permitted for independent action within the framework of the department and the City.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs and administers police division activities; coordinates activities to ensure work performed meets the needs and standards of the Department and the City.
- Serves as an integral part of the department's management team and, as such, is responsible for coordinating and fostering inter-divisional, inter-departmental, and department/citizen relationships.
- Commands, organizes and directs activities of subordinate personnel as required; directs the training and development programs of subordinate personnel.
- Studies crime trends and adjusts, or makes recommendations regarding, staffing strength, assignment and prioritization.
- Supports the Department's and the City's policies, goals and objectives, and works with City management and staff to achieve such goals.
- Performs a variety of specialized and generalized law enforcement administrative work related to the functions and services of the Casa Grande Police Department, including establishing community, business and neighborhood relationships and groups to interact with the Department.
- Performs a variety of specialized functions in areas of expertise, including but not limited to patrol and shift scheduling, internal affairs, volunteer services, community affairs, support services, and related functions.
- Reviews and investigates cases as necessary, makes appropriate referrals, investigates complaints, and may conduct internal investigations; makes recommendations of findings to Police Chief.
- Provides input into budgetary decisions as required.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Lieutenants, Sergeants, Officers and technicians.

JOB DESCRIPTION

4009 Police Captain

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor Degree in Law Enforcement, Criminology, Criminal Justice, Public Administration, or closely related field and seven (7) years of experience as a Police Officer, including three (3) year's supervisory experience, or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Police Department policies and procedures.
- Knowledge of modern law enforcement management principles, practices and methods.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.

- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department and Division goals and objectives.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in directing work and holding staff accountable for successful outcomes.

Special Requirements: Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record.

Physical Demands / Work Environment: Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.