

State College Borough

Captain – Detective and Support Services

Job Description



REPORTS TO: Police Chief
ROLE & LEVEL: L4

DEPARTMENT: Police Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Captain of Detectives and Support Services position involves command and control of the department's Detective Section, Records Section, and Data and Communications Specialist, and coordination of those services with the Patrol Division. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides direct oversight over assigned sections and staff and ensures coordination of these sections with the Patrol Division
- Regularly meets with the Detective Section Lieutenant to review case investigations and their status; conducts routine case jacket reviews of completed cases submitted by the Lieutenant
- Provides direct oversight of all issues related to the Records Section to include: Right to Know Law requests, subpoena requests for police records, and employee related issues
- Actively participates on a variety of boards, commissions, and committees; prepares reports and other necessary correspondence
- Participates in the Chief's Administrative Team that meets to discuss department wide matters
- Serves as Chairman of the Conduct and Procedures Review Board; prepares a written summary of all incidents reviewed by the review board and submits, along with recommendations for corrective action or further disposition, to the Police Chief
- Assumes command of the Police Department in the absence of the Police Chief
- Authorizes and approves employee payroll time sheets

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems

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- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Pennsylvania Crimes Code
- Knowledge of and ability to use the records management system and other applicable police administration software
- Knowledge of principles, practices, and techniques of law enforcement management
- Knowledge of police department rules, regulations, policies, and procedures
- Knowledge of and ability to use the police records management system
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

MINIMUM QUALIFICATIONS:

Bachelor's degree in criminal justice or related field; supplemented by ten or more years' progressively responsible experience in police department, including at least three years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must maintain Municipal Police Officers' Education and Training Commission (MPOETC) police certification in Pennsylvania. Must maintain proficiency and certifications required of uniformed police officers as per department policy.

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Must have JNET Criminal History certification. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree
- Command level schools such as FBI National Academy or Northwestern University's School of Police Staff and Command.

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of standing and/or walking. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date