

# State College Borough

## Captain - Patrol

### Job Description



**REPORTS TO:** Police Chief  
**ROLE & LEVEL:** L4

**DEPARTMENT:** Police Administration  
**FLSA STATUS:** Exempt

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#### **WORK OBJECTIVE:**

The Captain – Patrol position involves command responsibility of the department’s Patrol and Traffic sections and coordination of those services with the detective and support services sections. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop 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.

- Oversees and coordinates the activities of the various sections within the division; ensures that department goals are met
- Inspects patrol operations and periodically spends time in the field
- Oversees all special event planning, often in concert with neighboring police jurisdictions and state and federal law enforcement agencies
- Oversees various specialized activities, programs, and training within the division
- Represents police administration at community functions, gatherings, and meetings
- Participates in the Chief’s Administrative Team that meets to discuss department wide matters
- Assumes command of the department in the absence of the Police Chief and Assistant Chief of Police, particularly during critical incidents
- Recommends, prepares, and disseminates operation policies and orders to division personnel
- Reviews various reports and active investigations assigned to ensure that proper department protocol and standards are met
- 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
- Assesses and monitors workload, identifies opportunities for improvement and implements changes

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- 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 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 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 maintain detailed accurate records and create and maintain databases
- 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 eight or more years' progressively responsible experience in a 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. Must have JNET Criminal History certification. Must possess a valid Pennsylvania driver's license.

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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:**

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- Masters Degree
- Command School training schools such as the 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.**

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Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date