



Town of Hillsborough Positions Descriptions

Police Captain

Department: Police
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 08/03/00

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the administration of the police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Oversees investigations into criminal law violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities;
- Reviews a variety of police related reports prepared by subordinate officers or others;
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation;
- Maintains contact with general public, court officials, and other City officials in the performance of police activities;
- Counsels personnel on job performance and disciplinary matters;
- Oversees and as needed assists in the patrol of City streets to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations;
- Prepares a variety of complex reports and records;
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations;
- Assists in the preparation and administration of the department budget;
- Coordinates and supervises the training, assignment, development of subordinate police officers.

DESIRED MINIMUM QUALIFICATIONS

An associates' degree in criminal justice administration, public administration, or a closely related field; P.O.S.T. Supervisor certification; and seven (7) years work experience as a fully commissioned police officer, three (3) years of which shall have been in a supervisory position; or an equivalent combination of education and experience. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; applicable laws, ordinances, and department rules and regulations; and the Town's geography. Skill to operate computer word processing and database programs. Ability to train and supervise subordinate personnel; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers and supervisors; exercise sound judgment in evaluating situations and in making decisions; follow and give verbal and written instructions.

City Manager: _____ Date: _____