

## CITY OF OMAHA CLASS SPECIFICATION

Position Title: Police Captain	Department: Police
Reports To: Deputy Chief	NO: 9070
EEOC Class: B04	FLSA Status: Non-Exempt
Date Written: 3/12/04	Date Revised: 1/31/13

### **General Summary:**

This is technical and administrative work in commanding a precinct or section of a Police Department bureau. Work involves the responsibility for planning, supervising, and reviewing the activities of an assigned section, and for making decisions regarding actions to be taken. An incumbent exercises considerable independence in the performance of duties, supervises a number of departmental subordinates, and receives general guidance from a superior.

### **Essential Job Functions:**

#### **Making Arrests:**

- Makes forceful arrests, controls, transports, and books suspects.

#### **Driving:**

- Drives in an emergency type manner as necessary.
- Responds to requests for assistance.
- Monitors and directs traffic, including conducting traffic stops, issuing citations, investigating accidents, and aiding motorists.

#### **Firing a weapon:**

- Must meet state and departmental qualification standards.

#### **As commanding officer of a section or precinct:**

- Participates with deputy chiefs and the police chief in assessing departmental needs and other issues within the City.
- Establishes a mission and vision for the section or precinct, develops performance standards that contribute to meeting that mission and vision and that of the department, establishes procedures to monitor and regulate assignments or projects delegated to subordinates; drafts general orders; gives special instructions and determines and establishes priorities, sets standards, plans, schedules, and provides proper assignments of personnel and appropriate allocation of resources.
- Identifies causes of problems, secures relevant information, and develops solutions.
- Manages individual members' performance directly and through subordinate supervisors to ensure efficient and effective completion of command objectives, conducts performance evaluations, counsels subordinates to attain section or precinct goals and overall department objectives, measures the effectiveness of the section or precinct by maintaining and analyzing performance data used to measure performance, and addresses deficiencies.
- Evaluates needs, submits annual budget requests, composes requests for proposals, and authorizes disbursements of funds.
- Reviews and approves staffing levels and work schedule decisions.

- Participates in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, discipline, and termination of sworn and non-sworn personnel.
- Researches current law enforcement methods, procedures, and practices and imparts lesson learned to subordinates to ensure that the department remains on the leading edge of technology and makes necessary policy, personnel, and equipment adjustments to ensure that the department remains pro-active when addressing criminal activities.

*\*Other duties as assigned. Although other assigned duties may not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

### **Knowledge, Skills, and Abilities:**

- Knowledge of the principles, methods, rules, and regulations found in the Police Standard Operating Procedures Manual and other manuals pertinent to the assigned position.
- Knowledge of the geography of the city and the location of important buildings and sensitive sites requiring more than usual police attention.
- Knowledge of the principles and practices of police administration, including supervisory theory and practice.
- Knowledge of human resource management practices, including hiring, performance evaluation, and discipline.
- Knowledge of the provisions of the Omaha Municipal Code, police related labor agreements, and personnel rules and regulations.
- Ability to speak clearly and effectively to project the department's message in a variety of circumstances, including staff meetings, meetings of government bodies, press conferences, assemblies of citizens, and in teaching situations.
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks.
- Ability to draft quality letters, documents, and plans appropriate for a senior manager of a large police department and to compile clear, concise, comprehensive reports.
- Ability to develop and maintain effective working relationships with associates, employees of other departments, representatives of outside agencies, and members of the public.
- Ability to analyze complex problems and situations promptly and to adopt effective and reasonable courses of action with due regard for surrounding hazards, circumstances, and departmental policy.
- Ability to improvise and innovate to find reasonable and expeditious solutions to unusual problems, particularly where relief is needed and normal procedures will not work.
- Ability to develop and evaluate police policies and procedures.
- Ability to use good judgment in evaluating Use of Force incidents.

- Ability to comprehend and at all times adhere to the Law Enforcement Code of Ethics.
- Ability to lead subordinates on a given shift or assignment and to assign, instruct, and review their work.
- Ability to understand written or oral instructions.
- Ability to quickly learn new skills and knowledge brought about by changing information and technology.
- Ability to coordinate comprehensive projects involving resources drawn from within and outside the department.
- Ability to project a command presence, an image of confidence, and professionalism to gain compliance and cooperation.

**\*Educational and Other Requirements Prior to Completion of Training**

High school diploma or its equivalent (Note: In 2006 an incumbent must possess an Associate's Degree and in 2008 an incumbent must possess a Bachelor's Degree.)

AND

Eight (8) years of experience in police work, including two (2) years as a Police Lieutenant.

**Physical Requirements:**

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Balance	X			
Bend	X			
Carry				
Climb	X			
Crawl				
Crouch	X			
Drive				
Hear				
Hold				
Keyboard				
Kneel				
Lift	X			
Open				
Pull	X			
Push	X			
Reach		X		
Restrain				
Run				
See				
Shoot				
Sit				
Speak				
Stand		X		
Walk		X		
Write				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Working Conditions:**

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work			X	
Outside Work	X			
Cold below 32	X			
Heat above 100	X			
Rain	X			
Snow	X			
Extreme Noise	X			
Vibrations				
Mechanical Hazard				
Electrical Hazard				
Fire Hazard				
Explosive Hazard				
Blood Born Hazard	X			
Body Fluid Hazard	X			
Fumes	X			
Odors	X			
Dusts				
Mists				
Gases				
Poor Ventilation				
Latex Gloves				
Gas Mask	X			
Riot Helmets	X			

Additional Working Conditions:

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the City.

Approved: 9/30/04  
1/31/13

Attachment A

**LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.