

CITY OF CHATTANOOGA
Classification Specification Title: Police Captain

Department: Police

Pay Grade: PD.8

Supervision Received From: Police Major

FLSA Status: Exempt

Supervisory Responsibility For: Police Lieutenant

Established: 6/29/07

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY

Incumbents in this classification are responsible for supervising, managing, and coordinating the day-to-day operations of an assigned division within the Police Department. Responsibilities include supervising subordinate staff, gathering and analyzing trends and data, developing action plans, and participating in the development and implementation of division and/or section budgets. Work is performed with general direction.

SERIES LEVEL: The Police Captain is the sixth level of a six level sworn police series.

ESSENTIAL FUNCTIONS:

(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.)

Supervises staff in an assigned division or section to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day operations and activities in an assigned division or section which includes developing, maintaining, administering and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow;

Ensuring procedures and equipment meet operational performance requirements and programs; ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures and determining the cost effectiveness of repairing versus replacing systems, equipment, and vehicles.

Reviews crime reports and statistics for the purpose of deploying resources; monitors specific crimes to ensure appropriate steps are taken to mitigate future criminal activity.

Serves as a liaison with other work units, City staff, external agencies, the media and the public regarding training, work plans, assignments, tasks, public information, and departmental procedures.

Develops, administers and monitors assigned budgets which may include grant budgets; forecasts future needs for the division/section; prepares budget requests; allocates resources and approves expenditures.

Responds to critical community safety events; assumes command of police technical operations.

Prepares a variety of reports related to division or section performance, goals, budget, investigations, personnel, crime statistics, and/or other related issues.

Conducts research on specialized topics as assigned; prepares related reports that include public safety impacts.

May identify, prepare, manage, and administer grants; prepares related reports related to grant activities, ensuring compliance with applicable grant specifications.

Collaborates with internal departments, management, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED, completion of college coursework and six (6) years of progressively responsible supervisory experience and/or training in law enforcement, criminal investigations, police administration or a related area. A candidate for captain must have served for a minimum of two (2) years in the rank of lieutenant.

LICENSING AND CERTIFICATIONS

Valid Driver's License; CPR Certification; P.O.S.T. Certification. Advanced supervision and leadership training preferred.

KNOWLEDGE AND SKILLS

Knowledge of supervisory principles; principles, practices and procedures of police science and administration; rules, regulations and procedures of the Police Department; patrol procedures; criminal law principles; investigative techniques; budgeting principles; crisis and emergency management principles and practices; public relations in law enforcement; applicable federal, state and local laws, ordinances, codes, rules, regulations, statutes, policies and procedures; public relations and customer service principles; firearms techniques; safety principles and practices; defensive techniques and civil and criminal investigation methods. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing division or section operations; reviewing a variety of reports and other applicable documents to ensure accuracy, completeness and soundness; interpreting, applying and communicating applicable laws, ordinances, codes, rules, regulations, policies and procedures; providing customer service; using a computer and related software applications; operating and controlling emergency vehicles; solving problems; conducting negotiations and mediations; investigating criminal and/or traffic violations; using firearms and batons; apprehending, handcuffing and restraining individuals; preparing reports; using defensive tactics; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Incumbents may be subjected to vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, work space restrictions, intense noises, infectious diseases, criminal suspects, and prison inmates.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.