City of Carroll

Brad Burke, Chief of Police **Police Department**

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MEMO TO: Mike Pogge-Weaver, City Manager MJP-W

FROM: Brad Burke, Chief of Police BB

DATE: June 6, 2018

SUBJECT: Policy change: Job Description - Captain

The Carroll Police Department is in the process of promoting for the rank of Captain. Currently the job description for this position does not describe in great detail the minimum qualifications needed in education and experience. The change to the attached policy specifically indicates the eligibility to participate in the promotional examination for this rank.

Attached to this memo is the Job Description - Captain policy.

RECOMMENDATION: Council consideration and approval of the amendments to the Job Description – Captain policy for the Carroll Police Department.

	Effective Date	Number
Subject **Job Description -- Captain**		
Reference	Special Instructions	
Distribution	Re-evaluation Date May 23, 2016	No. Pages 2

DESCRIPTION OF WORK

General Statement of Duties: Performs administrative and professional work. Will assist the Chief of Police in planning, coordinating and directing the activities of the police department.

Supervision Received: Works under the broad policy guidance and direction of the Chief of Police.

Supervision Exercised: Exercises supervision over field supervisors, patrol officers, and other assigned personnel.

Examples of Duties:

Ensure that all personnel under his/her supervision adhere to the department manuals and directives issued by staff personnel.

Assist the Chief of Police with the daily operation of the police department and with the delivery of all police services.

Assist the Chief of Police with the management and administration of the police department. This will include, but not be limited to, the following duties:

- Scheduling of employees.
- Interview, select and train new employees
- Evaluate the performance of all employees
- Respond to employee grievances
- Assign and direct the work of employees
- Determine the types of materials, supplies and equipment which will be used.
- Investigate citizen complaints against officers and recommend disciplinary action for substantiated violations of departmental policies or procedures.
- Arrange for maintenance and repair of vehicles and keep records of the same.
- Make training assignments, set up registration, travel and lodging for same
- Arrange vehicle maintenance, repair and keep records for each vehicle

Plan, coordinate, supervise and evaluate the activity of assigned field supervisors and patrol officers.

Maintain contact with the Chief of Police providing insight to department problems, personnel

problems, operational conditions, etc.

Prepare periodic reports regarding assigned duties and also perform general and specialized duties as prescribed by the Chief of Police.

Perform patrol and/or investigative work when necessary to accommodate schedule conflicts.

Perform related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of modern police methods and procedures including patrol, crime prevention, traffic control, investigation, police records and reports. Must possess and be able to apply considerable knowledge of the principles and practices of administration and management. Must have the ability to make independent critical decisions and have the knowledge and ability to enforce, interpret and apply federal, state and local laws and ordinances.

Education: Graduation from high school or equivalent. Additional education at the college level, with emphasis on criminal justice, police science or related area is preferred. Must have certification from the Iowa Law Enforcement Academy.

~~Experience: Eligibility for participation in the promotional examination for the position of captain shall be limited to those officers occupying a supervisory position of sergeant on the Carroll Police Department with at least two years experience at that rank.~~

~~or~~

~~Any equivalent combination of education and experience.~~

Experience: *Eligibility for participation in the promotional examination for the position of captain shall be limited to one of the following:*

- *Internal candidates occupying a supervisory position of sergeant on the Carroll Police Department with at least 2 years in the rank.*
- *Internal candidates with a minimum of 6 years of law enforcement experience with the Carroll Police Department.*
- *Internal candidates with a minimum of 5 years of law enforcement experience with the Carroll Police Department and possess an associate's degree in criminal justice or similar field.*
- *Internal candidates with a minimum of 4 years of law enforcement experience with the Carroll Police Department and possess a bachelor's or master's degree in criminal justice or similar field.*
- *External candidates occupying a supervisory position of at least sergeant for a minimum of 2 years in the rank and has a minimum of 5 years with a Police Department in the State of Iowa.*

Necessary Special Requirement: Must possess a valid driver's license and a State of Iowa Firearms Permit. Must also meet the requirements as established in the "Promotional Examinations" section of these SOPs.