

## TOWN of GRANBY POLICE CAPTAIN

### OBJECTIVES

Under the general direction of the Chief of Police, plans and supervises activities, operations and subordinate police officers and civilians in the Police Department. Assumes command of the Police Department in the absence of the Chief.

### ESSENTIAL FUNCTIONS

Plans, schedules, assigns and supervises operations, activities, and subordinate police officers and civilians in the department.

Assists in the planning, development and implementation of department policy, procedures, operations and programs.

Receives and investigates citizen complaints and provides recommendations and/or information or explanations as appropriate.

Administers the provisions of a collective bargaining agreement and divisional policies, regulations, orders, and operating procedures, receives and investigates complaints of violations.

Collects data and information, analyzes same, and prepares reports as assigned.

Supervises major case investigations including the collection and preservation of evidence.

Conducts internal investigations as assigned by the Chief of Police.

Assists the Chief in the preparation of the annual operating budget.

Assists in the selection and promotion of subordinates.

Assigns, trains, and evaluates subordinates and determines and implements action to improve performance or work procedures.

Plans, directs and serves as in service training coordinator.

Oversees the maintenance of department equipment.

Meets and confers with members of the public and other officials regarding law enforcement problems and police operations.

Serves as acting Police Chief in the Absence of the Police Chief.

Performs on-call duties in cases of serious emergencies.

Performs other related duties as required

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and techniques of modern police administration and operations.

Thorough knowledge of federal, state, and local laws pertinent to the identification, apprehension, arrest and prosecution of persons suspected of violations of the law.

Thorough knowledge of modern principles and practices in the fields of police communications, equipment and firearms, training, records management, planning and management techniques and systems.

Knowledge of investigative procedures and methods.

Knowledge of social trends and indicators and the ability to assess their impact on law enforcement policy.

Knowledge of modern budgeting procedures and data processing applications as they apply to police management.

Ability to plan, direct and supervise the work of subordinate personnel in routine and complex police operations, sometimes under emergency or sensitive circumstances.

Ability to deal effectively with police personnel, Town and State officials and the public.

Ability to present oral and written reports.

### REQUIRED EQUIPMENT OPERATION

Operates motor vehicles, firearms, safety equipment, communications equipment, Police equipment and standard office equipment.

### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk, drive a motor vehicle, stand and work continuously for extended periods of time; carry supplies and equipment which may exceed 25 pounds.

### REQUIRED QUALIFICATIONS (Minimum)

A Bachelor's Degree in Police Science, Criminal Justice, Public Administration or related field and ten (10) years of police experience with at least three (3) years at the rank of Sergeant. FBI National Academy graduate preferred. Must have a valid Connecticut Class D driver's license. Must be certified by the State of Connecticut Police Officer Standards and Training Council.