



City of Trinidad, Colorado

Job Description

Job Title: **Captain - Criminal Investigations**

Department: Police Department
Date: June, 2018

FLSA Status: Exempt

Salary Range
\$54,184 - \$58,926

POSITION SUMMARY: The purpose of this job is to perform supervisory/technical work functions associated with the police department's Criminal Investigations and functions. Duties and responsibilities include assisting, instructing and disciplining assigned staff; interpreting departmental policies; preparing/maintaining documentation; participating in court activities; and supervising and participating in general work duties to include conducting criminal investigations and searches, collecting information, collecting/processing/evaluating evidence, and questioning victims/witnesses/suspects.

CULTURAL VALUES and COMPETENCIES:

The mission of every employee at the City of Trinidad is to deliver exceptional value and quality of life to all of our citizens. Each employee is measured by the ability to adhere to the City's core value of Pride which is delivered through Purpose, Responsibility, Integrity, Dependability and Excellence. As a City, we embrace and celebrate diversity and equity for all citizens and recognize that it is a privilege to serve the citizens of Trinidad, Colorado.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to analyze situations quickly and make independent decisions based on sound reasoning, good judgment, established procedures and proper interpretation of City ordinances.
- Ability to perform duties independently and with initiative.
- Ability to assist in training programs and instruct employees on new equipment.
- Ability to work in a fast paced environment, while being able to maintain a professional and courteous attitude.
- Demonstrate strong organization skills and a willingness to be pro-active and accept new challenges.
- Ability to handle multiple tasks simultaneously with frequent interruptions.
- Excellent communication skills both oral and written.
- Ability to prioritize projects and daily workload.
- Knowledge of computers and programs, utilities, and municipal operations.
- Operate a Personal Computer and be familiar with current computer software applications (Microsoft Word, Excel, and Outlook). Set up and type a variety of letters, memos, reports, maintain moderately complex administrative reports from such records.
- Ability to maintain effective working relations with superiors and subordinates.
- Knowledge of state, federal, and local laws.
- Ability to reliably and predictably carry out duties.

SUPERVISION RECEIVED: Works under the direct supervision of the Police Chief.

SUPERVISION EXERCISED: Assists with the overall direction, coordination, and evaluation of the Detective Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising detective staff; planning, assigning, and directing work; performance appraisal; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Trinidad retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all-inclusive or restrictive.)*

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Directs and oversees daily operations of criminal investigations division and community services division.
- Coordinates training programs for department personnel; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures
- Serves as liaison for the assigned functions with other divisions, departments and outside agencies; participates with community relations including public, media and press relations.
- Assists with department annual budget for equipment and supplies for training and community programs.
- Ensures uniform interpretation and compliance with general and special orders; instructs or advises staff in various phases of operations; maintains discipline.
- Enforces all City and State codes, ordinances, laws and regulations in order to protect life and property, prevent crime, and promote security.
- Responds to major crime scenes; assists/instructs staff on investigations and other unusual situations; provides supervision/direction to police officers at crime scene investigations or during undercover operations.
- Supervises and participates in general work duties, to include conducting criminal investigations, searches and/or surveillance; working undercover; examining crime scenes for clues and evidence; collecting, evaluating and preserving evidence; interrogating victims, witnesses and suspects; taking statements; verifying truth/accuracy of statements; obtaining/executing warrants; making arrests; preparing detailed investigative reports, intelligence files, case files, written reports, etc.
- Reviews/approves cases prepared for prosecution; oversees/assists with preparation of major crime cases; attends court activities; testifies in court.
- Confers with staff, police officers and others as necessary to obtain information or resolve problems; contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, news media, court personnel, employees, officials, or other persons.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Receives and/or prepares reports, bulletins, correspondence, forms and other documentation; reviews, processes, and/or forwards as appropriate; maintains files and logs; performs other clerical duties.
- Maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review.
- Attends meetings, training sessions and seminars as required to remain knowledgeable of City/departmental operations, to promote improved job performance, and to stay current with changing policies and procedures, codes, and criminal/civil case law.
- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Performs other duties as assigned by the supervisor.

GENERAL QUALIFICATIONS:

REQUIRED EXPERIENCE and/or EDUCATION:

- Five years experience, as a Sergeant or higher rank in law enforcement and/or criminal investigations required.
- Considerable experience involving law enforcement, criminal investigation, and police administration, to include management/supervisory experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

PREFERRED EXPERIENCE and/or EDUCATION:

- Bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of educations and experience. Field of criminal justice or related field.
- Master's degree from a college or university and one to five years of experience; or equivalent combination of education and experience.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Requires Police Officer certification by the State of Colorado.
- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Successful candidates must pass a background investigation and drug screen prior to employment.
- Must achieve training standards to maintain license as required by Colorado P.O.S.T. requirements. Must maintain qualification in firearms, first aid, and Intoxilyzer 5000; and maintain a working knowledge of the current laws and department issued policies, procedures and rules.
- Successful candidates must pass a physical examination in accordance with job duties.

TOOLS AND EQUIPMENT USED:

Personal computer, Microsoft Office Suite, and databases; phone; fax and copy machine. Equipment such as a vehicle, gun, bullet proof vest, radio, baton, Taser, duty belt, or additional prescribed items.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas; walk, sit or stand for long periods of time; possess the physical strength and agility to defend self and/or others in a hostile or combative situation.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. This position is subject to being on call or called out during emergency situations. This position may work nights, holidays, and weekends. Position wears personal protective equipment such as gun, bullet proof vest, radio, baton, taser, duty belt, or prescribed uniforms.

The undersigned certify that this Position Description has been reviewed and is understood.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.